



Copying Authorization Data

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Quick Reference Guide

Copying Authorization Data

Effective September 20, 2025, the Workers' Compensation Medical Bill Processing System (WCMBP System) enhancement introduces a new feature that allows both providers and Department of Labor (DOL) staff to copy data from an existing authorization when submitting a new authorization request.

The copy authorization enhancement is only applicable to the Division of Federal Employees' Compensation (DFEC) and the Division of Energy Employees Occupational Illness Compensation (DEEOIC). The WCMBP System will prevent Division of Coal Mine Workers' Compensation (DCMWC) authorizations from being copied.

This quick reference guide (QRG) provides step-by-step instructions on how to use the new Copy Authorization functionality, highlights key system validations and error messages, and explains the limitations of the copied data.

For additional details on submitting a new authorization request, review the [OWCP WCMBP Provider Manual](#).

1. From the **Authorization Request List** page, select the checkbox to the left of the authorization request number of the record to be copied.

The screenshot shows the 'Authorization Request List' page with the following interface elements:

- Header buttons: Close, Add New Request, Initiate Correction, Cancel Authorization, Copy Authorization.
- Filter By: A dropdown menu with multiple fields and 'And' operators.
- Submitted In: A dropdown menu showing 'ALL'.
- Header Status: A dropdown menu showing 'And Header Status'.
- In Review: A dropdown menu showing 'In Review'.
- Go: A button to execute the filter.
- Clear Filter: A button to clear the current filter.
- Save Filter: A button to save the current filter.
- My Filters: A button to manage saved filters.
- Table Headers: Auth Request #, Claimant Case ID, Header Status, Auth Type, Last Updated, Submitted Date, Header From Date, Header To Date, Program, Auth Request Type, Source.
- Table Data:

Auth Request #	Claimant Case ID	Header Status	Auth Type	Last Updated	Submitted Date	Header From Date	Header To Date	Program	Auth Request Type	Source
<input type="checkbox"/>		In Review	Home Health Request	10/15/2025	10/15/2025	09/29/2025	09/29/2025	DEEOIC	Correction	DDE
<input checked="" type="checkbox"/>		In Review	Rehabilitative Therapies	10/15/2025	10/13/2025	11/29/2024	11/29/2024	DEEOIC	Correction	DDE



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2. To begin copying the authorization data from the selected authorization request, select **Copy Authorization**.

Note: The WCMBP System will display an error message and prevent more than one authorization from being copied simultaneously.

The screenshot shows the 'Authorization Request List' page. At the top, there are buttons for Close, Add New Request, Initiate Correction, Cancel Authorization, and Copy Authorization. Below that is a filter bar with 'Filter By' dropdowns, 'Submitted In' set to 'ALL', and 'And Header Status'. The main area is a table with columns: Auth Request #, Claimant Case ID, Header Status, Auth Type, Last Updated, Submitted Date, Header From Date, Header To Date, Program, Auth Request Type, and Source. Three rows are visible: one with a grayed-out 'In Review' status and two with 'In Review' status and specific data like 'Home Health Request' and 'Rehabilitative Therapies'.

The **Authorization Request List** page displays with the prepopulated data from the selected authorization. When data is copied from the selected authorization, the WCMBP System allows edits in the **Phone Number** and **Requested By** fields, while non-editable fields are grayed out. Attachments from the original authorization are not included in the copied authorization.

The screenshot shows the 'Authorization Request List' page with a single row selected. The row contains fields for Program (DEEOIC), Authorization Type (Transplant), Source (DDE), and Emergency/Urgent Request (unchecked). Below this is a 'Requestor Information' section with fields for Date Requested (08/19/2025), Requested By (grayed out), and Phone Number (grayed out). There are also radio buttons for 'Initial Request' and 'Follow-up Request'.



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3. Scroll down to the **Service Line Information** section.

Note: The WCMBP System copies all service lines from the original authorization.

4. Make the required edits, additions, or removals to each service line copied in the previous steps.

Note: All service lines must be edited before submission.

Note: The WCMBP System restricts the submission of unedited, duplicate service lines.

Note: The **WCMBP System** restricts providers from submitting authorizations with identical **Procedure Codes** on more than one line.

Service Line Information													
Diagnosis Codes: A: <input type="text"/> * B: <input type="text"/> C: <input type="text"/> D: <input type="text"/>													
+ Add New Line													
	From Date		To Date		Diagnosis Pointer				Code Type		Procedure Code	Action	
	A	B	C	D	CPT Procedure Code		CPT Procedure Code		CPT Procedure Code		CPT Procedure Code		
1	09/30/2024		*	09/30/2024		*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="CPT Procedure Code"/>	<input type="text"/> *	
2	09/30/2024		*	09/30/2024		*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="CPT Procedure Code"/>	<input type="text"/> *	
3	09/30/2024		*	09/30/2024		*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="CPT Procedure Code"/>	<input type="text"/> *	
4	09/30/2024		*	09/30/2024		*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="CPT Procedure Code"/>	<input type="text"/> *	
5	09/30/2024		*	09/30/2024		*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="CPT Procedure Code"/>	<input type="text"/> *	

Remarks:



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5. After completing all necessary edits, additions, or removals, scroll to the top of the page and select **Save Authorization**.
6. Upload supporting documentation, then select **Submit Authorization**.

Upon submission, the WCMBP System assigns the new authorization request a unique authorization request number. The new authorization request follows the same approval workflow as a manually entered authorization request. The newly submitted request is treated as a separate request from the original authorization.

Auth Request Number:

Info: NPI displayed on the authorization is derived from your Provider file. If the NPI is incorrect, please update NPI through the provider modification screen.

Program: <input type="text" value="DEEOIC"/> *	Authorization Type: <input type="text" value="Transplant"/> *
Authorization Status: Entering	
Source: DDE	
Claim ID: <input type="text"/>	

The **Authorization Request List** page displays again, and the new authorization request record populates.

Provider Portal > Authorization

Authorization Request List

Filter By: And And
Submitted In
ALL And Header Status Go

<input type="checkbox"/>	Auth Request #	Claimant Case ID	Header Status	Auth Type	Last Updated	Submitted Date	Header From Date	Header To Date	Program	Auth Request Type	Source
<input type="checkbox"/>			Approved	Transplant	11/10/2025	11/10/2025	09/30/2024	09/30/2024	DEEOIC	Initial Request	Interface

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