Provider Profiles

This quick reference guide (QRG) outlines the WCMBP System functionality available for each profile and explains how to select and change a provider profile.

Before providers can access the Workers' Compensation Medical Bill Processing System (WCMBP System), two steps must be completed. First, all providers must register through the Office of Workers' Compensation Programs Connect (OWCP Connect). Next, the provider's system administrator must grant them access. System administrators within each organization assign all WCMBP System provider users an appropriate security profile.

Each security profile defines a set of roles and tasks available in the WCMBP System, which together determine the user's access privileges. Using an incorrect profile for a task triggers an error message indicating insufficient access rights to view a page. The error message will state "You do not have sufficient rights to access this link."

Users must select the appropriate profile for a given task. This is essential to ensure successful completion.

For additional details on registering through OWCP Connect or completing Provider Enrollment Applications, refer to the OWCP WCMBP Provider Manual.

Selecting and Changing Provider Profiles

Note: This QRG assumed the user is already logged in to the WCMBP System and selected an available Provider ID.

1. Select the **Profile** drop-down list to view additional profiles.
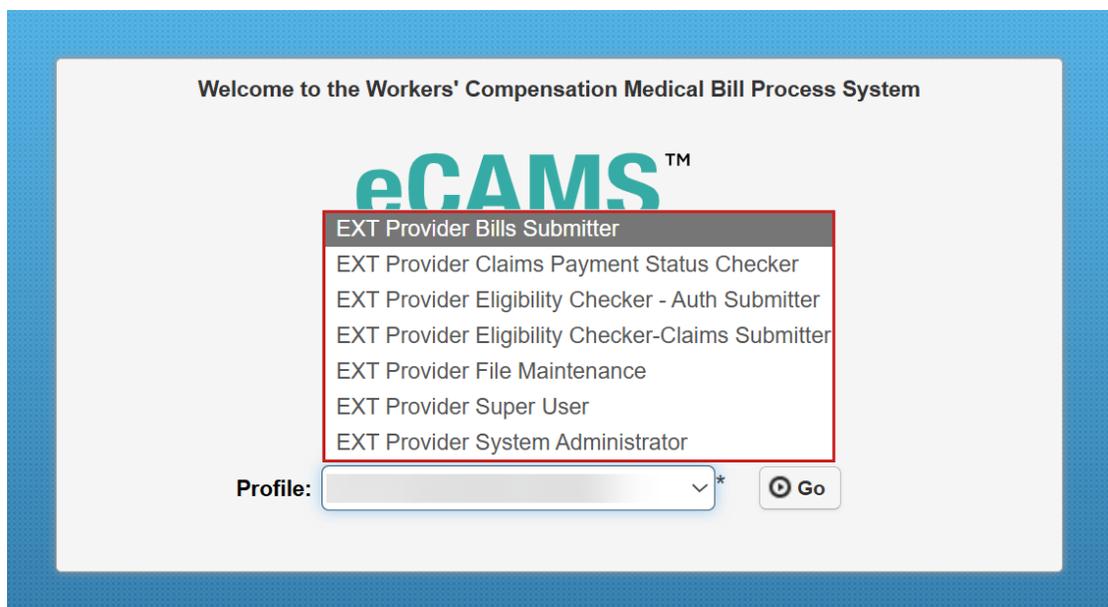
2. To change the current profile, select the desired new profile from the **Profile** drop-down list.

Note: Switching profiles clears and deletes any unsaved data.
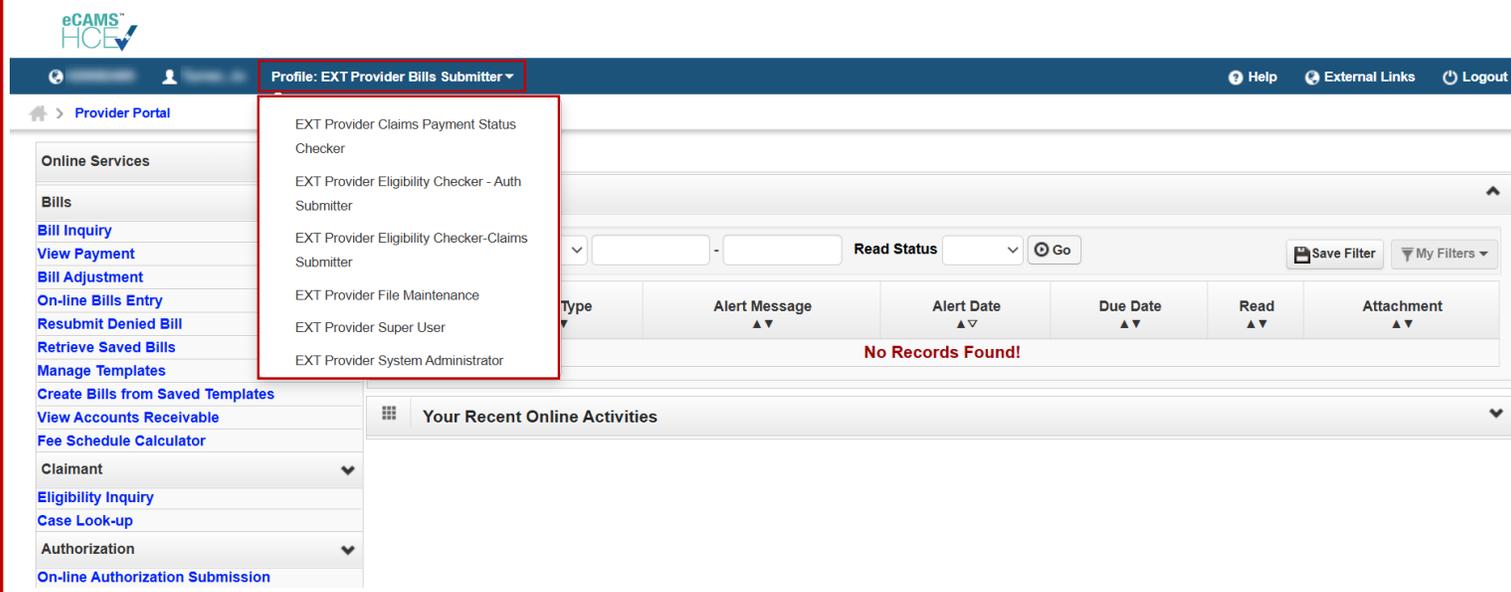
Provider Profile Permissions

WCMBP System tasks available to each provider profile are listed in the following tables.

Provider Portal Profiles	WCMBP System Tasks
EXT Provider System Administrator	▪ Eligibility Inquiry ▪ Retrieve Health Insurance Portability and Accountability Act (HIPAA) Batch Responses ▪ Maintain Users ▪ Correspondences
EXT Provider File Maintenance	▪ Maintain Provider Information ▪ Correspondences
EXT Provider Bills Submitter	▪ Bill Inquiry ▪ View Payment ▪ Bill Adjustment ▪ On-line Bills Entry ▪ Resubmit Denied Bills ▪ Retrieve Saved Bills ▪ Manage Templates ▪ Create Bills from Saved Templates ▪ View Accounts Receivable ▪ Fee Schedule Calculator ▪ Eligibility Inquiry ▪ Claimant Case Look-up ▪ On-line Authorization Submission ▪ Submit HIPAA Batch Transaction ▪ Retrieve HIPAA Batch Responses ▪ Secure File Transfer Protocol (SFTP) User Details ▪ Correspondences
EXT Provider Claims Status Checker	▪ Bill Inquiry ▪ View Payment ▪ Bill Adjustment ▪ Resubmit Denied Bills ▪ View Accounts Receivable ▪ Claimant Case Look-up ▪ Correspondences
EXT Provider Eligibility Checker- Auth Submitter	▪ Fee Schedule Calculator ▪ Eligibility Inquiry ▪ Claimant Case Look-up ▪ On-line Authorization Submission

Provider Profile Permissions

Provider Portal Profiles	WCMBP System Tasks
EXT Provider Eligibility Checker- Claims Submitter	- Bill Inquiry - View Payment - Bill Adjustment - On-line Bills Entry - Resubmit Denied Bills - Retrieve Saved Bills - Manage Templates - Create Bills from Saved Templates - View Accounts Receivable - Fee Schedule Calculator - Eligibility Inquiry - Claimant Case Look-up - On-line Authorization Submission - Maintain Provider Information - Submit HIPAA Batch Transaction - Retrieve HIPAA Batch Responses - SFTP User Details - Correspondences
EXT Provider Super User	- Bill Inquiry - View Payment - Bill Adjustment - On-line Bills Entry - Resubmit Denied Bills - Retrieve Saved Bills - Manage Templates - Create Bills from Saved Templates - View Accounts Receivable - Fee Schedule Calculator - Eligibility Inquiry - Claimant Case Look-up - On-line Authorization Submission - Maintain Provider Information - Submit HIPAA Batch Transaction - Retrieve HIPAA Batch Responses - SFTP User Details - Maintain Users - Correspondences