When submitting the OWCP-1168 Provider Enrollment Application, via mail / fax or DDE, Providers can elect to not be included in the online provider search list commonly used by Claimants to locate a Provider. This quick reference guide shows the steps of how to opt-out of being included in the online provider search list using the paper enrollment form and via DDE.

Note: Existing Providers, who are currently a part of the search feature but no longer want to be included, must submit a new form and follow the steps shown below to opt-out.

### Submitting the OWCP-1168 Enrollment Application via mail / fax

1. Go to [https://owcpmed.dol.gov](https://owcpmed.dol.gov)
2. Select Resources
3. Select Forms & References

4. Select Provider Enrollment Application (OWCP-1168).

5. The OWCP-1168 form opens. The application includes a cover page providing important information about OWCP and Provider enrollment.
6. Fill in the information.

7. In Part A, box 10 has a statement that reads: “I do not wish to be included in an online searchable list of OWCP providers.”

8. Put an “X” in the checkbox for 10 if you do not wish to be included in the online OWCP Providers search.

9. Provide a reason in box 10a if you checked the checkbox in 10. The reason for opting-out in box 10a is required.

10. Complete the remainder of the form, print, sign and submit the paper form via mail or fax.

   Note: All Providers (New and Existing) will need to submit the entire application along with the signature page.

   **Submit paper form via mail to:**
   Provider Enrollment Department of Labor OWCP
   P.O. Box 8312
   London, KY 40742-8312

   **Submit paper form via fax to:**
   888-444-5335

**Note:**
If the OWCP-1168 Provider Enrollment form is approved, then the Provider information will NOT be added to the Provider search list. The request to opt-out of the Provider search list will remain in effect until the Provider requests otherwise.
**Submitting the OWCP-1168 Enrollment Application online (DDE)**

**Note:** Providers will need to first register with OWCP Connect before starting a new enrollment or accessing the new system. OWCP Connect is the mechanism by which all users are authenticated.

1. Go to [https://owcpmed.dol.gov](https://owcpmed.dol.gov)
2. Select **Provider**
3. Select **Get Started**

**Get Started in the New Medical Bill Process System**

A new medical bill process system was launched on April 27, 2020, offering pro claimants approved by OWCP for workers' compensation.

4. Select the **“Click here to begin the enrollment process”** hyperlink.

5. Select the **“here”** link to begin the OWCP Connect Registration
6. Follow steps to register your OWCP Connect account.

   ![Account Registration Screen]

   System creates an account and a link to activate the account is sent to your email address used in registration.

   **Note:** The account must be activated within 24 hours.

   Look for an email from: support@dol.gov.

7. Select link that says “here.”

   ![New Message Screen]

8. **Log in**

9. Select **Enrollment Type**

10. **Select Submit**
11. Under the Basic Information section, a statement will read: "I do not wish to be included in an online searchable list of OWCP providers."

12. Select the checkbox if you do not wish to be included in an online searchable list of OWCP providers.

13. Provide a reason if you checked the checkbox.


Note: If the OWCP-1168 Provider Enrollment form is approved, then the Provider information will NOT be added to the Provider search list. The request to opt-out of the Provider search list will remain in effect until the Provider requests otherwise.