



Uploading Attachments to a Previously Submitted Authorization Request

(1 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

Providers using the Workers' Compensation Medical Bill Processing (WCMBP) System may upload attachments to a previously submitted authorization request. Attachments may be uploaded to an authorization request if the status of the request line item is one of the following:

- Pended Further Development
- In Review
- Processed Awaiting Decision

Attachments will not be accepted for authorization requests in any other status. Additionally, the WCMBP System will automatically notify Department of Labor (DOL) staff or Acentra Health staff when a provider has taken this action.

This quick reference guide (QRG) explains the process of how a provider can upload supporting documentation after an authorization is submitted.

Note: Providers must log in to the WCMBP System prior to this step.

1. Select the appropriate Provider ID from the **Available Provider IDs** drop-down list.

Welcome to the WCMBP Provider Portal

eCAMS™ HCE

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: *

Users can toggle between multiple OWCP Provider IDs using the Switch OWCP Provider ID link on the Provider Portal.



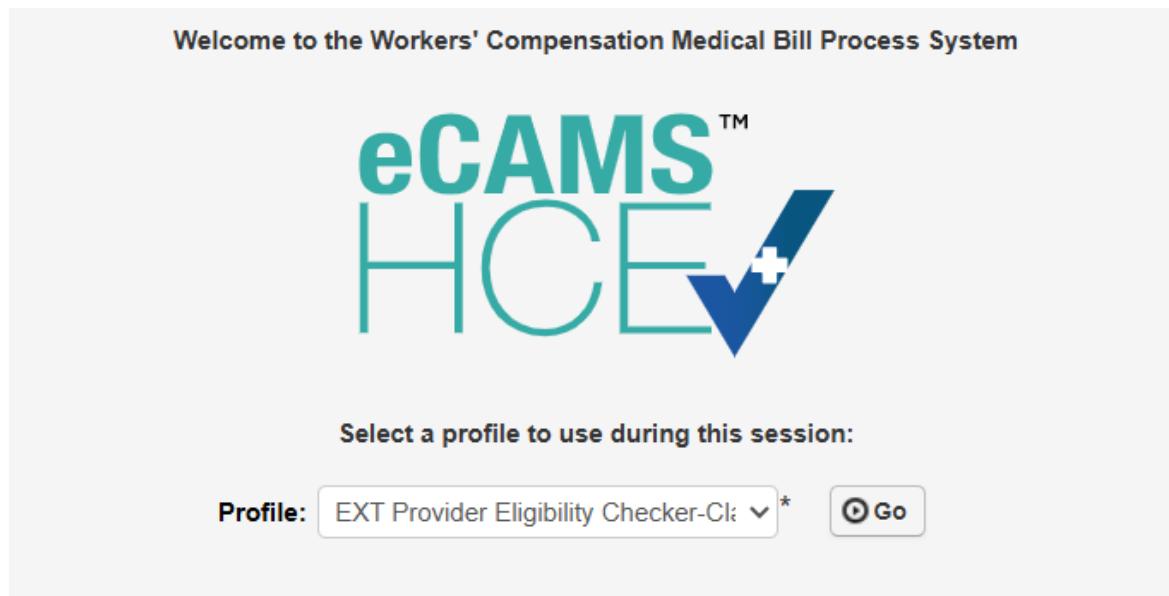
Uploading Attachments to a Previously Submitted Authorization Request (2 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

2. Select an appropriate profile that allows the user to access authorization request functionality and select **Go**.

Note: EXT Provider Eligibility Checker – Claims, EXT Provider Eligibility Checker – Auth, and EXT Provider Bills Submitter profiles can perform the functionality.



3. On the Provider Portal from the **Online Services** section of the screen, select the **On-line Authorization Submission** link.





Uploading Attachments to a Previously Submitted Authorization Request (3 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

4. On the **Authorization Request List** page, select the **Auth Request #** link for the previously submitted authorization request record that corresponds to the new attachments to upload. The **Authorization Header** page displays.

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 the buttons is a filter bar with dropdowns for 'Filter By' and 'Submitted In' (set to ALL). The main table has columns for 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. A single row is selected, showing 'Auth Request #' as 1, 'Claimant Case ID' as In Review, 'Header Status' as Physical Therapy/Occupational Therapy, 'Auth Type' as DFEC, 'Last Updated' as 11/12/2025, 'Submitted Date' as 11/12/2025, 'Header From Date' as 11/12/2025, 'Header To Date' as 11/12/2025, 'Program' as DFEC, 'Auth Request Type' as Correction, and 'Source' as DDE. At the bottom, there are buttons for View Page (1), Go, Page Count, SaveToCSV, and links for First, Prev, Next, and Last.

5. To upload a new supporting document to the selected authorization request, select **Upload/Retrieve Attachment**.

The screenshot shows the 'Authorization Header' page. At the top, there is a 'Auth Request Number' input field and buttons for Close, Upload/Retrieve Attachment, and Show Duplicate Authorization. Below the input field, there are dropdowns for 'Program' (set to DFEC) and 'Authorization Type' (set to Physical Therapy/Occupational Therapy). The page also displays 'Authorization Status: In Review' and 'Source: DDE'.



Uploading Attachments to a Previously Submitted Authorization Request

(4 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

6. The **Authorization File Attachment** page displays, from the **Document Type** drop-down list select the **Auth Supporting Document**, from **Filename**, select **Choose File**.

Auth Request Number:

Attachment ^

Please select the file to be uploaded

Document Type : *

Filename : *

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff.,pdf.
Filename cannot be longer than 50 characters.

7. Confirm the correct filename is present and select **OK** to upload a new supporting document file.

Auth Request Number:

Attachment ^

Please select the file to be uploaded

Document Type : *

Filename : *

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff.,pdf.
Filename cannot be longer than 50 characters.



Uploading Attachments to a Previously Submitted Authorization Request

(5 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

To verify the attachments are uploaded, check the **Attachment List** section. The most recently uploaded attachments are listed first.

8. To view the newly submitted attachment, select the **Image ID** link. The file in a separate browser window.
9. Select **Close** to return to the authorization request.

Auth Request Number: [redacted]

Attachment

Please select the file to be uploaded

Document Type : *

Filename : No file chosen *

Please be sure the supporting documentation/attachments is for the treated claimant ONLY.
Please do not upload supporting documentation/attachments for any other claimant as this could potentially cause a denial of your authorization or an unintended disclosure of protected health information (PHI).

The acceptable file extensions for the upload are .tif,.tiff,.pdf.
Filename cannot be longer than 50 characters.

Attachment List

<input type="checkbox"/>	Image ID	Image Title	Document Type	Created By	Created Date	Auth Request Number
<input type="checkbox"/>	ATT731591711	IMG_724018683_5190300004.TIF	Auth Supporting Documents		11-12-2025 19:30:29	
<input type="checkbox"/>	ATT731596911	Test.pdf	Auth Supporting Documents		12-10-2025 11:25:53	

View Page: Viewing Page: 1

SaveToCSV



Uploading Attachments to a Previously Submitted Authorization Request (6 of 6)

Quick Reference Guide

Uploading New Attachments to an Authorization Request

All authorization lines with the “Pended Further Development” status update automatically to the “In Review” status.

Authorization lines in the “Processed Awaiting Decision” status will not update to the “In Review” status.

Note: After uploading new documents to the authorization, the WCMBP System automatically notifies DOL staff or Acentra Health staff that the authorization is ready for review.

Provider Portal > Authorization

Auth Request Number:

Program: DFEC

Authorization Type: Physical Therapy/Occupational The

Authorization Status: In Review

Source: DDE

Requestor Information

Initial Request
 Correction

Original Authorization Number (For Correction):

Date Requested: *

Requested By:

Phone Number:

Claimant Information

Claimant's Case ID:

Date of Birth:

First Name:

Last Name:

Date of Injury: