Claimant Reimbursement Forms

<u>Overview</u>

- Obtaining a Claimant
 Reimbursement Form
- Completing OWCP 915 for Medical Reimbursements
- Completing OWCP 915 for Pharmacy Reimbursements
- Completing OWCP 957A and 975B
 for Travel Reimbursements
- Reimbursement Form Submission



Obtaining a Claimant Reimbursement Form









Obtaining a Claimant Reimbursement Form

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Under Claimant Reimbursement, select Claimant Medical/Pharmacy Reimbursement (OWCP 915) or Medical Travel Refund Request – Mileage (OWCP-957A) or Expenses (OWCP 957B).



Claimant Reimbursement

Claimant Medical Reimbursement (OWCP-915)

Medical Travel Refund Request - Mileage (OWCP-957A)

Medical Travel Refund Request - Expenses (OWCP-957B)

Provider Enrollment

Provider Enrollment Application (OWCP-1168) EDI Enrollment Template (For Billing Agent/Clearinghouse Only) ACH Form

Supporting Document Cover Sheet

OWCP 915 Medical Reimbursement



Instructions for use of FORM OWCP-915 Medical Reimbursement

- The OWCP-915 is used to seek reimbursement for out-of-pocket medical expenses pertaining to the treatment of an accepted condition including (but not limited to) medical treatments, prescription medications and medical supplies.
- Please submit a separate reimbursement form for each provider where an out of pocket expense was incurred.
- Please print clearly and legibly. Reference your OWCP Case ID on all documentation.
- Maintain a copy of the completed OWCP-915 and supporting documentation for your records

Completing the OWCP 915 Medical Reimbursement form

1

Enter your personal information

Note: Do not enter information in the gray shaded areas

Provide all information requested below. DO NOT FILL IN SHADED AREAS. Read the attached information in order to ensure the submission of all required documentation. Maintain a copy of all documentation for your records.					OMB No. 1240-0007 Expires: 06/30/2021
PERSONAL INFORMATI	ON				
Name				OWCP File	e Number
Last	First		M.I.		
Address				Telephone	Number
Street/P.O. Box/Apt No.					USE ONLY
		\vee		FURDUL	
City	S	State Zip Co	ode		



Please list the Provider/Organization name.

Note: Claimants must submit a separate form for each Provider where Medical Services were rendered.

PROVIDER INFORMATION

Name of Doctor's Office, Hospital, Pharmacy or Medical Supply Company where expense was incurred. (A separate OWCP-915 must be filed for each provider)

3 • List the description of charges

- Enter the Date of Service (MM/DD/YYYY) range
- Enter the Amount paid out of pocket by Claimant
- Select "YES" checkbox stating that you have included Proof of Payment
- Up to 8 visits and/or services can be listed on the form
- Calculate the Total Amount Paid for all visits and fill in the box at the bottom

Description of Charge (Medical appointment, name of prescription drug, description of	Date of Service (MM/DD/YYYY)		Amount Paid by Claimant		uded Proof of each item?
medical product/ supply)	From	То		YES	NO
				×	
				×	
			Total Reimbursement		

Completing the OWCP 915 Medical Reimbursement form

Form must be signed by the Claimant

I certify that the information above is correct and that the reimbursement requested is for expenses paid by me for the treatment of my covered condition. I am aware that any person who knowingly makes any false statement or misrepresentation to obtain reimbursement from OWCP is subject to civil penalties and/or criminal prosecution.
I authorize any provider named above to release information to the US Department of Labor, OWCP if necessary for the proper adjudication of this claim.
Signature ______ Date ______

Form must be signed by claimant or a representative A date is required and must be on or after the last date of service listed on this form.

5

Completed 915 Form

 Proof of payment is required (This can be a cash receipt, cancelled check or credit card slip)

2. It is recommended (but not required) to have your provider complete a HCFA 1500 form. This form can be submitted along with your 915 to ensure your bill is coded correctly and you are reimbursed for the proper services.

Provide all information	requested below. DO NOT		ADEAS Bood th	a attached O	MB No. 1240-000	7
information in order to e	ensure the submission of a			a copy of all		
documentation for your PERSONAL INF(Ð	pires: 06/30/2021	
Name	ORMATION			OWCP File Nun	ber	
Smith	John		А	123-45-6789		
Last	First M.I.					
Address				Telephone Num	ber	
1234 Main St				(000) 123-4567		
Street/P.O. Box/Apt I	No.			FOR DOL USE		
Tunnelsport		PA - 1660	00	POR DOL USE	UNLT	
City		State Zip	Code			
PROVIDER INFO	RMATION					
		Data of Consist	(MM/DD/YYYY)	Amount Paid by	Have you inc	luded Proof
		Date of Service				r opoh itom?
Description of Charge (name of prescription dr medical product/ supply	ug, description of	From	То	Claimant		r each item? NO
name of prescription dr	ug, description of		. ,		Payment fo	
name of prescription dr medical product/ supply Office Visit	ug, description of	From	То	Claimant	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00	Payment fo YES X X	
name of prescription dr medical product/ supply Office Visit	ug, description of	From 02/01/2020	To 02/01/2020	Claimant \$65.00 \$65.00	Payment fo YES X X	
name of prescription dr medical product/ supply Office Visit Office Visit	ug, description of	From 02/01/2020 02/01/2020	To 02/01/2020 02/01/2020	Claimant \$65.00 \$65.00 Total Reimbursemen \$130.00 for expenses paid by n	Payment fo YES X X C C C C C C C C C C C C C C C C C	NO

OWCP 915 Medical Reimbursement -Prescriptions



Completing the OWCP 915 Medical Reimbursement-Prescriptions Form

1

Enter your personal information

Note: Do not enter information in the gray shaded areas

Provide all information requested by information in order to ensure the st documentation for your records.		OMB No. 1240-0007 Expires: 06/30/2021		
PERSONAL INFORMATI	ON			
Name			OWCP File N	lumber
Last	First	M.I.		
Address			Telephone Nu	umber
Street/P.O. Box/Apt No.				
	N	/	FOR DOL US	
City	Stat	e Zip Code		

Completing the OWCP 915 Medical Reimbursement- Prescriptions Form

Please list the Pharmacy name

Note: A separate form is required for each Pharmacy where medications were dispensed.

PROVIDER INFORMATION

Name of Doctor's Office, Hospital, Pharmacy or Medical Supply Company where expense was incurred. (A separate OWCP-915 must be filed for each provider)

2

- 3 List the National Drug Code #, the Quantity (how many ml/mg) and the days of supply under "Description of Charge"
 - Enter the Date of Service (MM/DD/YYYY) when the prescription was filled
 - Enter the Amount Paid by Claimant
 - Select the "YES" checkbox stating that you have included proof of payment
 - Up to 8 visits and/or services can be listed on this form
 - Calculate the Total Amount Paid for all services and fill in the box at the bottom

Description of Charge (Medical appointment, name of prescription drug, description of	f prescription drug, description of		Amount Paid by Claimant	Have you incl Payment for	uded Proof of each item?
medical product/ supply)				YES	NO
				x	
				×	
			Total Reimbursement		

Completing the OWCP 915 Medical Reimbursement form

I certify that the information above is correct and that the reimbursement requested is for expenses paid by me for the treatment of my covered condition. I am aware that any person who knowingly makes any false statement or misrepresentation to obtain reimbursement from OWCP is subject to civil penalties and/or criminal prosecution. I authorize any provider named above to release information to the US Department of Labor, OWCP if necessary for the proper adjudication of this claim. Signature Date 5 4 A date is required and Form must be must be on or after the signed by last date of service listed claimant or a on 915. representative

Completed 915 - Prescriptions Form

 Proof of payment is required
 (This can be a cash receipt, pharmacy itemized statement, cancelled check or credit card slip).

2. Receipts and pharmacy itemized statements must be marked "patient paid" or "paid by patient" to show who paid the charges

3. If pharmacy receipts have the NDC #, quantity and day of supply, the drug name can be listed on the 915 form.

information in order to ens documentation for your re		an required docume	entadon, maintain a		xpires: 06/30/2021	
PERSONAL INFOR	RMATION					
Name				OWCP File Nur	nber	
Smith	John		A	123-45-6789		
Last	First		M.I.			
Address				Telephone Num	hber	
1234 Main St				(000) 123-4567		
Street/P.O. Box/Apt No Tunnelsport		PA - 166	00	FOR DOL USE	ONLY	
City			Code			
PROVIDER INFOR	MATION	State ZIP	0000			
Name of Doctor's Office, H		Aedical Supply Cor	mpany where expe	nse was incurred (A	separate OWCP-9	15 must
be filed for each provider)	Enter Drug Store Nar	ne				
name of prescription drug		Date of Service	(MM/DD/YYYY)	Amount Paid by Claimant	Have you inc Payment fo	
Description of Charge (Me name of prescription drug, medical product/ supply)		Date of Service From	(MM/DD/YYYY) To			
name of prescription drug medical product/ supply)	, description of				Payment fo	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From	То	Claimant	Payment fo YES	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug, nedical product/ supply) Fetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug, nedical product/ supply) Fetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES	r each iten
name of prescription drug	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00	Payment fo YES X Image: Constraint of the second seco	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	, description of 0112-01	From 02/01/2020	To 02/01/2020	Claimant \$45.00 \$85.00	Payment fo YES X Image: Constraint of the second seco	r each iten
name of prescription drug, medical product/ supply) Tetracycline NDC 00182-	n above is correct and	From 02/01/2020 02/01/2020	To 02/01/2020 02/01/2020	Claimant \$45.00 \$85.00 Total Reimburseme \$130.00 for expenses paid by f	Payment fo YES X X	r each iten NO

U.S Department of Labor

Claim for Medical Reimbursement

OWCP 957A Travel Reimbursement-Mileage

This form is applicable to DFEC and DEEOIC programs.



Completing the OWCP 957A Travel Reimbursement Form – Mileage



Enter your personal information

NOTE: This report is authorized by the Federal Employees' Compensation Act (5 USC 8103(a)) a Illness Compensation Program Act of 2000, (42 USC 7384 and 20 CFR 30.701). While you are no is required to obtain reimbursement for mileage. The method of collecting information complies with Privacy Act of 1974, and OMB Circ. 130. This form should be used for medically related travel cond Compensation Act and the Energy Employees Occupational Illness Compensation Program Act or reimbursement under the Black Lung Benefits Act (30 USC 901; 20 CFR 725.406 and 725.701) used for the statement of the st	ot required to respond, this information ith the Freedom of Information Act, the vered by the Federal Employees' of 2000. For travel expenses				
1. Claimant Name (Last, First, M.I.): 2. Case/Claim Number:					
 Payee Name if different from claimant's name (Last, First, M.I.): (See Instruction No. 3 for further requirements if payee is not the claimant) 	4. Claimant/Payee Phone No.:				

6. Claimant/Payee Email:

5. Claimant/Payee Address (House #, Street or RR, City, State, Zip Code):

Completing the OWCP 957A Travel Reimbursement form – Mileage

- Enter the following information:
- a. In field **7a**, Enter the date or dates you traveled.
- b. In field **7b**, select your reason for travel.
- c. In field **7c**, select where you traveled from and to
- d. In field **7d**, enter the full name and address of the medical facility.
- e. In field **7e**, select if the trip was One-way or Round trip. Only select one box.
 - **One-way**: Leaving to go to a destination without returning to the place you left.
 - Round trip: Departing from your original location "A," traveling to your destination "B," and returning back to "A" (where you began).
- f. In field **7f**, enter the total miles traveled for the trip.

7a. Date(s)	7b. Reason for	7c. From	7d. To	7e. One-way	7f. Total
of Travel	Travel	(Full name and street address)	(Full name and street address)	/Round trip	# Miles
	Hospital Medical Appt. Therapy/Rehab Pharmacy Med. Supply Other			One-way	

Completing the OWCP 957A Travel Reimbursement form – Mileage

Note: Sections cannot be partially completed. Use a new section for each Date of Service (DOS).

The person claiming reimbursement must sign and enter the date. The date must be on or after the last date of travel.

Payee Certification: I certify that the information provided is true and accurate to the best of my knowledge and belief. I am aware that any person who knowingly makes any false statement, misrepresentation, concealment of fact, or any other act of fraud, to obtain reimbursement as provided by the OWCP, or who knowingly accepts reimbursement to which that person is not entitled is subject to civil or administrative remedies as well as criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment, or both. In addition, a state or federal criminal conviction for OWCP fraud will result in termination of all current and future OWCP benefits.

8. Claimant/Payee Signature:

Date:

Form OWCP-957 Part A November 2023 OWCP 957B Travel Reimbursement-Expenses

This form is applicable to all programs.





Enter your personal information.

NOTE: This report is authorized by the Federal Employees' Compensation Act (5 USC 8103(a)), the Black Lung Benefits Act (30 USC 901; 20 CFR 725.406 and 725.701) and the Energy Employees Occupational Illness Compensation Program Act of 2000, (42 USC 7384 and 20 CFR 30.701). While you are not required to respond, this information is required to obtain reimbursement for travel expenses. The method of collecting information complies with the Freedom of Information Act, the Privacy Act of 1974, and OMB Circ. 130. This form should be used for medically related travel covered by the Federal Employees' Compensation Act, the Black Lung Benefits Act, and the Energy Employees Occupational Illness Compensation Program Act of 2000.				
1. Claimant Name (Last, First, M.I.):	2. Case/Claim N	lumber:		
3. Payee Name if different from claimant's name (Last, First, M.I.): 4. Claimant/Payee				
Claimant/Payee Address (House #, Street or RR, City, State, Zip Code):	6. Claimant/Pay	ee Email:		

7. Payee relationship to Claimant: 8. Reason Payee other than Claimant is requesting reimbursement:

- 9. Complete a separate block for each medical facility, pharmacy, therapist, etc. visited.
 - a. In the **Date** field, enter the date of travel.
 - b. In the **From** field, enter the full street address of the location where your trip began.
 - c. In the **To** field, enter the full street address of the location where your trip ended.
 - d. In the checkboxes to the right of **From** field, select the checkbox indicating whether the trip was **one-way** or **round trip**.

PENSE REIMBUR	SEMENT REQUEST
	One-way Round trip
	Hospital Medical Appt.
	 Therapy/Rehab Pharmacy Med. Supply Other
only):	
Train Bus Pkg/Tolls Taxi Lodging Meals Other	
	only): Train Bus Pkg/Tolls Taxi Lodging Meals

- 9. Complete a separate block for each medical facility, pharmacy, therapist, etc. visited.
 - a. If you drove or were driven in a private car, in the **Total miles traveled** field, enter the number of miles here for mileage reimbursement.

Note: Claimants are reimbursed per mile and not based on a gas receipt. Ensure your miles include only whole numbers and not decimals. (**Example:** If you traveled 9.2 miles, enter 9 miles.)

b. In the **Other travel expenses** field, select the applicable checkboxes and enter the dollar amount spent in each category. Attach receipts for each item. If you use the "Other" checkbox, name the item in the line below the checkbox.

Note: If you use the "Other" checkbox, list the actual cost and specify the type of expense in the **Specify "Other" expenses** field.

25

9. CLAIMANT'S TRAVEL EX	PENSE REIMBUR	SEMENT REQUEST
Date:		
From:		One-way Round trip
To:		 Hospital Medical Appt. Therapy/Rehab Pharmacy Med. Supply Other
Total miles traveled (Private auto of	only):	
Other travel expenses: (Attach receipts for each listed expense)	Train Bus Pkg/Tolls Taxi Lodging Meals Other	
Specify "Other" expenses:		

For Black Lung Use Only:

The Physician must complete this section. Only one checkbox can be selected to describe the reason for services rendered.

- Treatment for Black Lung
- Not Black Lung Related
- Determination Testing for Black Lung

The Physician must enter diagnosis details to represent what the treatment is for, then sign and date the form.



Note: Sections cannot be partially completed. Use a new section for each Date of Service (DOS).

The person claiming reimbursement must sign and enter the date. The date must be on or after the last date of travel.

Payee's Certification: I certify that the information provided is true and accurate to the best of my knowledge and belief. I am aware that any person who knowingly makes any false statement, misrepresentation, concealment of fact, or any other act of fraud, to obtain reimbursement as provided by the OWCP, or who knowingly accepts reimbursement to which that person is not entitled is subject to civil or administrative remedies as well as criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment, or both. In addition, a state or federal criminal conviction for OWCP fraud will result in termination of all current and future OWCP benefits.

10. Claimant's/Payee's Signature: Date:	
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Form OWCP-957 Part B November 2023

Requirements for Reimbursement of the OWCP 957A and 957B Forms

Original receipts are required for lodging, airfare, rental car, and any other expense that exceeds \$75.

Claimant's last name and OWCP Claim Number must be listed on submitted attachments. Be sure to keep a copy for your records.

Black Lung Claimants:

- Travel expenses for the miner are reimbursable
- Lodging or travel exceeding 100 miles one-way or 200 miles roundtrip requires prior authorization from the District Office
- Travel to pick up medicine, equipment, or supplies is not reimbursable

Energy Claimants:

- Lodging or travel exceeding 100 miles one-way or 200 miles roundtrip requires prior authorization from the District Office
- Reimbursement of companion travel requires prior authorization from the District Office

DFEC Claimants:

• Meals, lodging, and travel exceeding 100 miles roundtrip require prior authorization from the District Office

You are ready to submit your claim!

Claimant Reimbursements can be submitted via mail to:



Division of Federal Employees' Compensation Act (FECA) PO Box 8300 London, KY 40742-8300





Division of Coal Mine Workers' Compensation (DCMWC) PO Box 8302 London, KY 40742-8302

Note: If your bill is not processed within 28 days, contact a Customer Service Specialist.

Thank you!

Acentra Health looks forward to being the new medical bill processing agent for the OWCP programs and working with each of you!

Email: CNSIOWCPOutreach@cns-inc.com

<u>Call Center:</u> Division of Federal Employees' Compensation (DFEC) 1-844-493-1966

> Division of Energy Employees Occupational Illness Compensation (DEEOIC) 1-866-272-2682

Division of Coal Mine Workers' Compensation (DCMWC) 1-800-638-7072