

Overview

In this webinar, we will cover the following tasks

- Logging Into the System
- Online Bill Templates
- Adjusting Paid Bills
- Voiding Paid Bills
- OWCP Portal Tour
- Questions



Logging In

...Just a quick review of log in procedures.



OWCP Connect ID = Email Address

Remember that your OWCP Connect ID is the email address you used to register with OWCP connect



United States Department of Labor Office of Workers' Compensation Programs



Login | Account Registration | Reset Password | Change Email | Help | FAQ

OWCP Connect

About OWCP Connect

OWCP Connect allows users to prove their identity and create an account for communication with OWCP's various self-service applications. It is a centralized identity-proofing system used to create credentials for a user, and then to authenticate the credentials for login.

Identity proofing is accomplished by validating the user's information entered in the Account Registration process against secure Credit Bureau data. Once the user's identity has been verified, their account can be created.

At this time OWCP Connect is only being used to

Account Registration

If this is your first time using OWCP Connect, click here and begin the process to create a new account.

WARNING....WARNING....WARNING....V

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by

Login

Welcome to OWCP Connect
Please enter your EMAIL ADDRESS to start.

Email Address

LOGIN

RESET PASSWORD

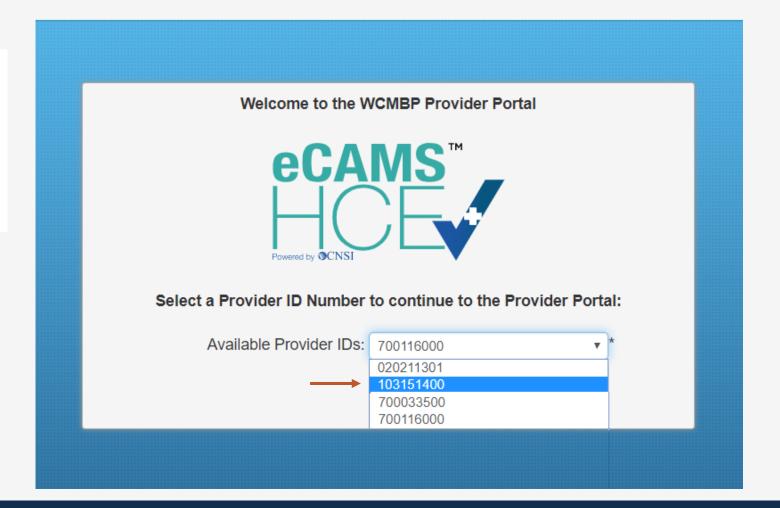
If you have forgotten password, click here and you will be guided through



Select the Provider ID

You may have access to more than one provider

Choose the one you wish to review bills and payments for

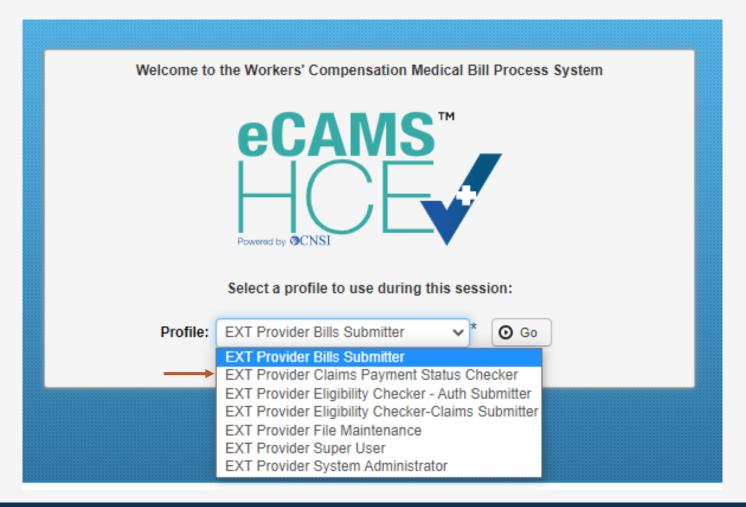




Select Profile – Bill Processing

Choose the applicable profile.

Note: A list of profiles and the functions they can perform in the Provider Portal are listed on the next slide.





Provider Portal Profiles

Name of Provider Profile	Functions that the Provider can perform
EXT Provider Bills Submitter	 Bill inquiry View Payment Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bills Retrieve Saved Bills Manage Templates Create Bills from Saved Templates Eligibility Inquiry On-line Authorization Submission Submit HIPAA Batch Transactions (837) Retrieve HIPAA Batch Responses (835) SFTP User Details Correspondences
EXT Provider Eligibility Checker-Claims Submitter	 Bill inquiry View Payment Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bills Retrieve Saved Bills Manage Templates Create Bills from Saved Templates Eligibility Inquiry On-line Authorization Submission Maintain Provider Information Submit HIPAA Batch Transactions (837) Retrieve HIPAA Batch Responses (835) SFTP User Details Correspondences

Name of Provider Profile	Functions that the Provider can perform
EXT Provider Claims Payment Status Checker	 Bill inquiry View Payment Bill Adjustment/Void Resubmit Denied/Voided Bills Correspondences
EXT Provider Eligibility Checker – Auth Submitter	Eligibility InquiryOn-line Authorization Submission
EXT Provider File Maintenance	Maintain Provider InformationCorrespondences
EXT Provider Super User	 Bill inquiry View Payment Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bills Retrieve Saved Bills Manage Templates Create Bills from Saved Templates Eligibility Inquiry On-line Authorization Submission Maintain Provider Information Submit HIPAA Batch Transactions (837) Retrieve HIPAA Batch Responses (835) SFTP User Details Correspondences
EXT Provider System Administrator	 Eligibility Inquiry Retrieve HIPAA Batch Responses (835) Maintain Users Correspondences



Online Bill Templates

Providers can create preset formats for billing OWCP, reducing the need to recreate new bills from scratch every time.

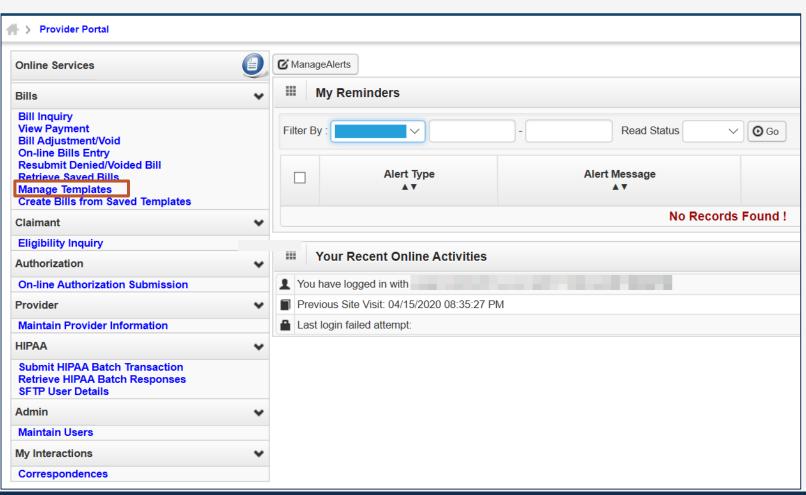
Previously created templates can be quickly used as-is, updated as needed, or deleted when no longer needed.

Templates are especially useful when entering a series of bills that share the same information.



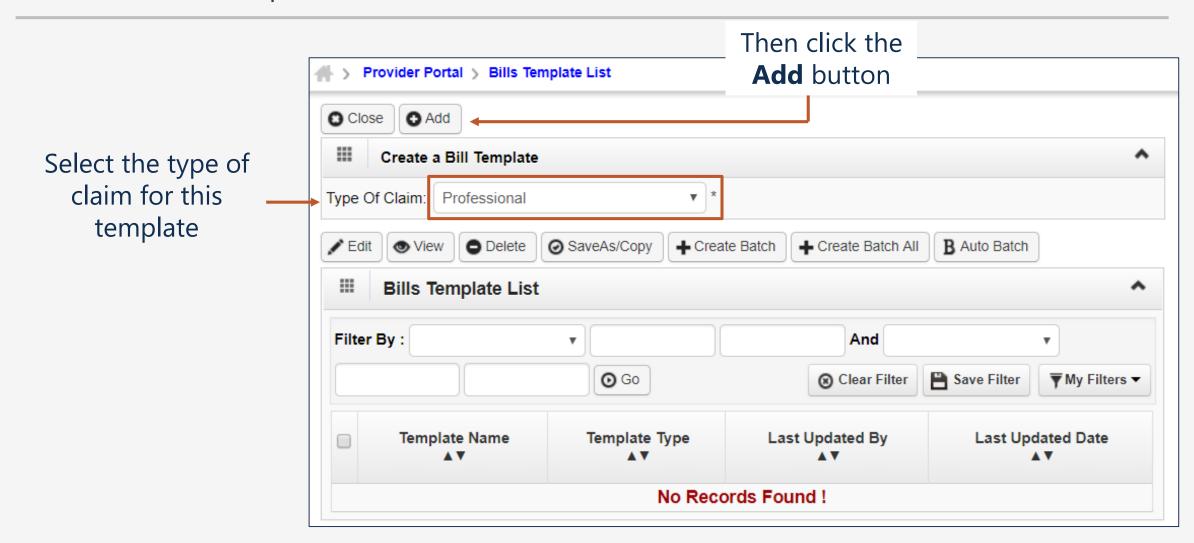
Select Manage Templates

Select **Manage Templates**

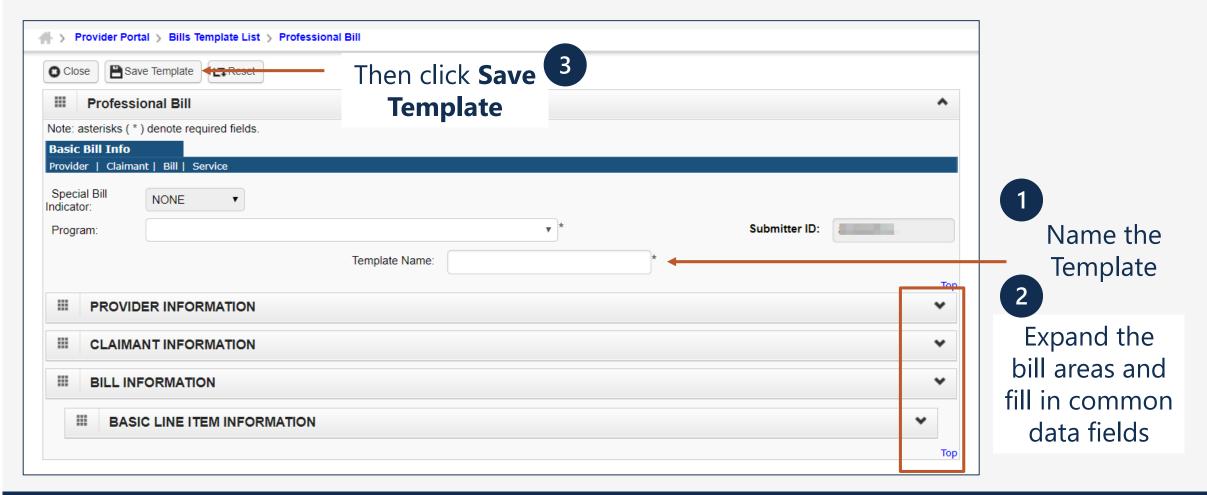




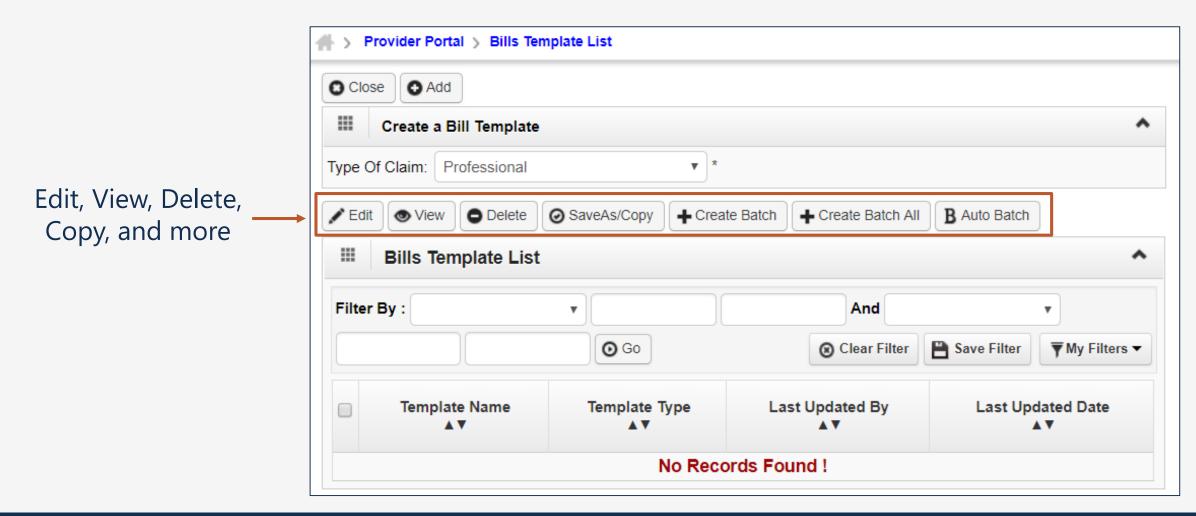
Create a New Template



Fill in the New Template



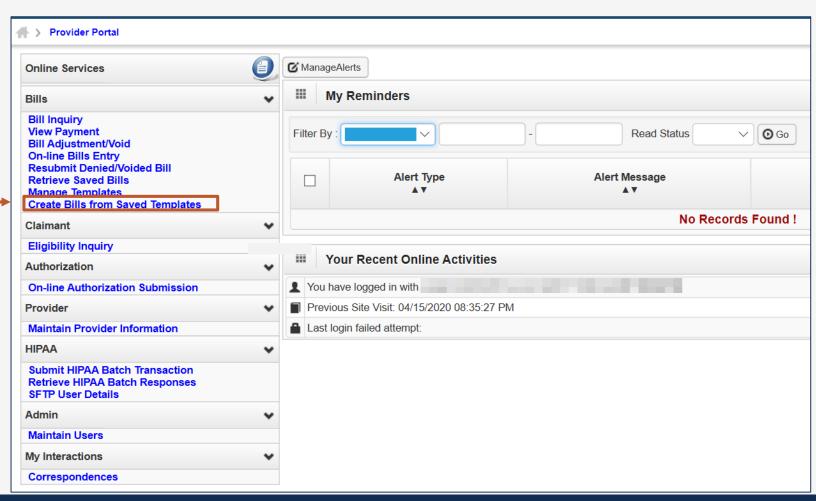
Manage Templates





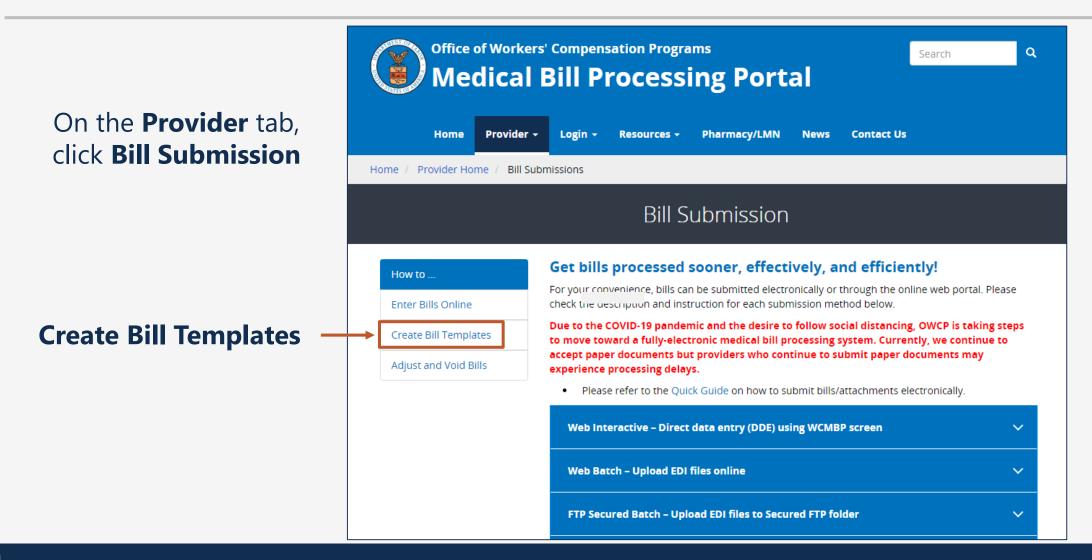
Create Bill from Saved Templates

Select Create Bills from Saved
Templates





More Information





Adjusting Paid Bills

Providers can adjust a bill that has been submitted and paid.

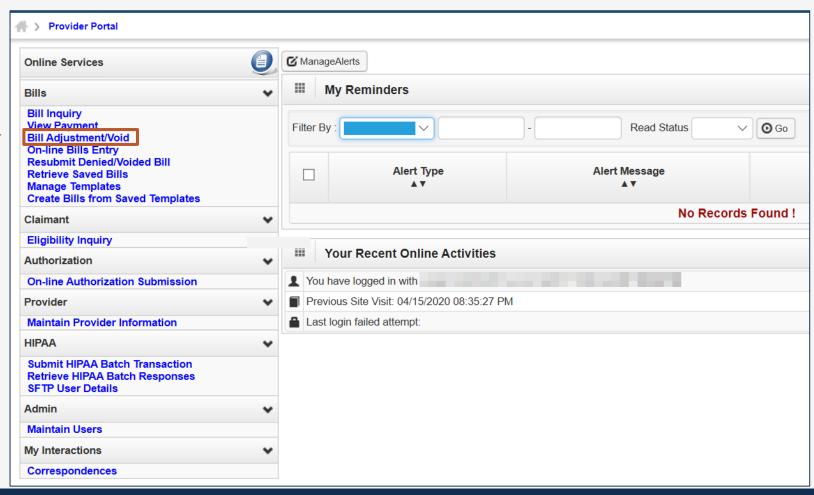
This allows the provider to make corrections and submit additional documentation, then have the bill reevaluated for appropriate payment.

Providers can adjust previously paid bills that have been submitted via paper or online within the last seven years for **DFEC** and **DEEOIC**.



Select Bill Adjustment / Void

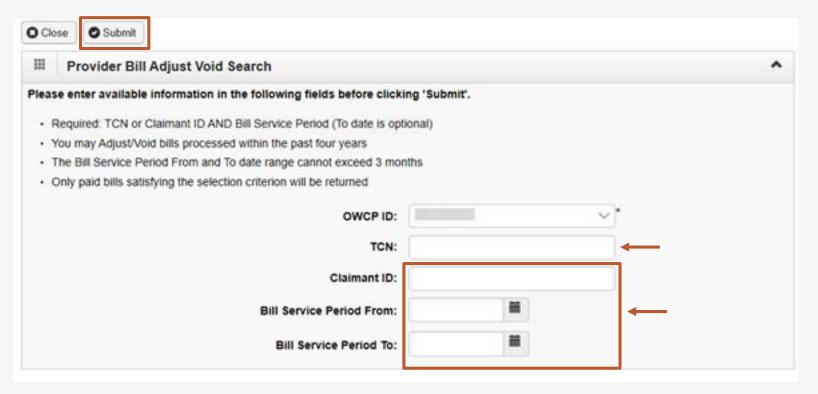
Select Bill
Adjustment / Void





Bill Inquiry Search

On the "Provider Bill Adjust Void Search" screen, the provider can search for a bill using these options:



 Enter the Transaction Control Number (TCN), if available

-OR-

2. Enter the **Claimant ID** or SSN -and-Enter the "from and to" **service dates**

Note: Date span cannot exceed 3 months

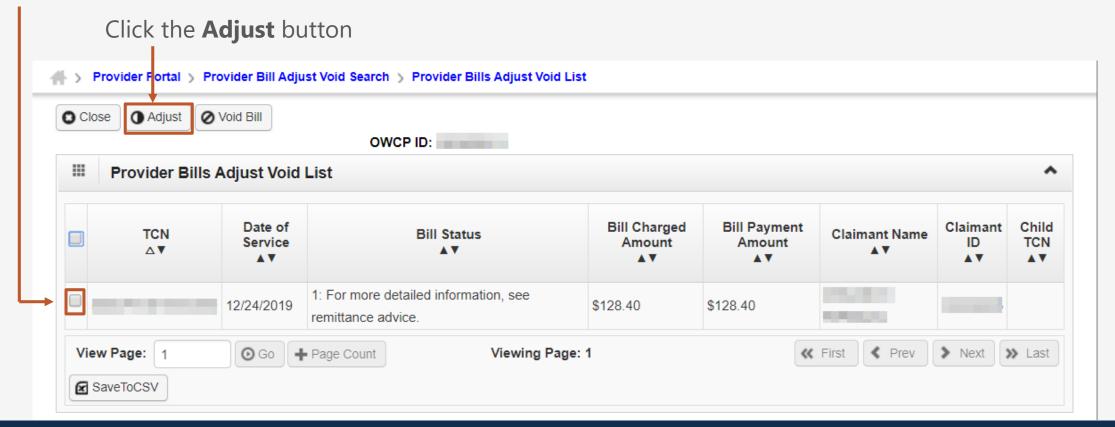
Click the **Submit** button



Select a Bill to Adjust

The system displays the bill or bills that match the search criteria

Click on checkbox next to the **TCN** to select the bill to adjust



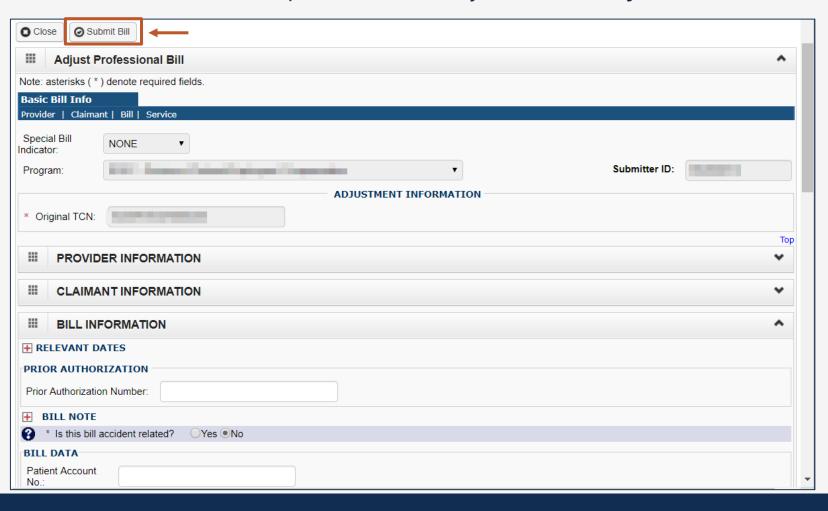


Adjust Bill Sections

The system displays the TCN and bill sections. Expand the section you need to adjust and make the

necessary changes.

Click the **Submit Bill** button





Backup Documentation

The system displays a pop-up window to ask if you want to submit any Backup Documentation

Close Submit Bill owcpmed.uat.dol.gov says If you want to Do you want to submit any Backup Documentation? upload files, click **OK** Cancel Submitter ID: * Original TCN: If no files need PROVIDER INFORMATION to be uploaded, **CLAIMANT INFORMATION** click Cancel **BILL INFORMATION # RELEVANT DATES** PRIOR AUTHORIZATION Prior Authorization Number: **BILL NOTE** * Is this bill accident related? ○Yes

●No **BILL DATA** Patient Account



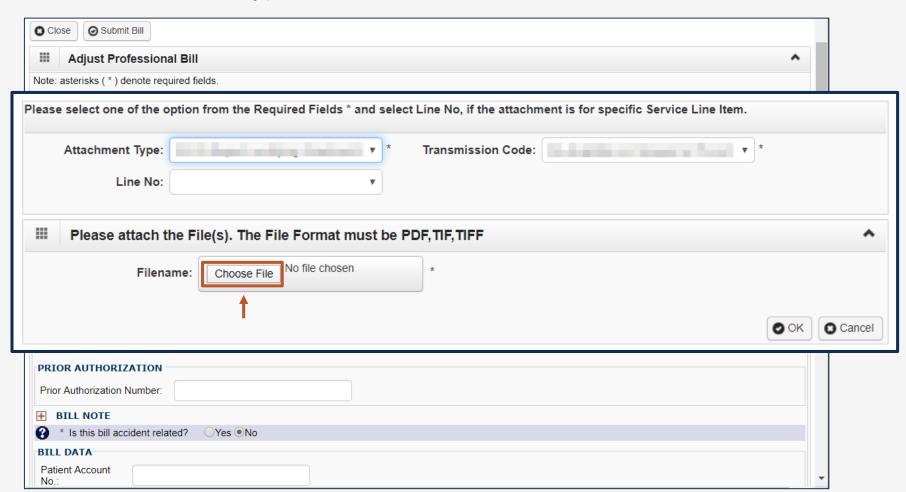
Select Files

A new pop-up window will ask about what type of attachment, the transmission code, and the line number

Click the **Choose File** button
to select the file to
upload

After selecting the file, click **OK**

The system will show that you file was attached





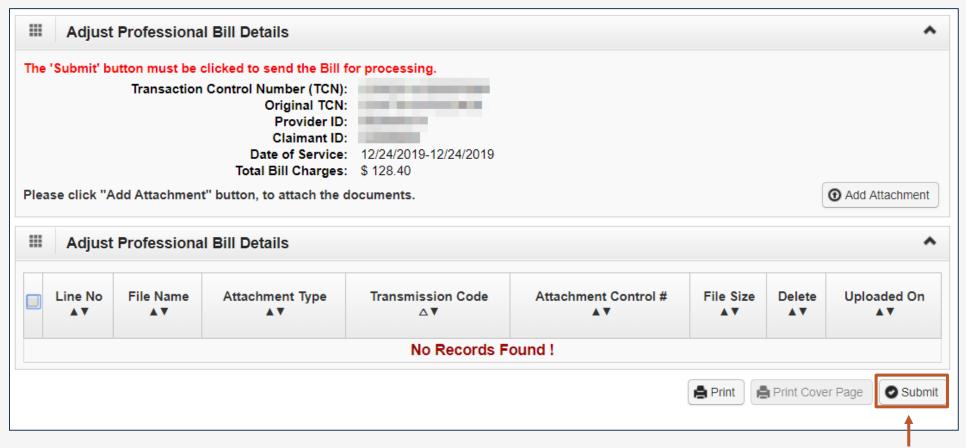
Adjustment Summary

This is the summary screen for the adjustment – it will not take effect unless the Submit button is clicked

The system assigns a new TCN number and shows the Original TCN

Any new attachments are shown with their information

Click the **Submit** button



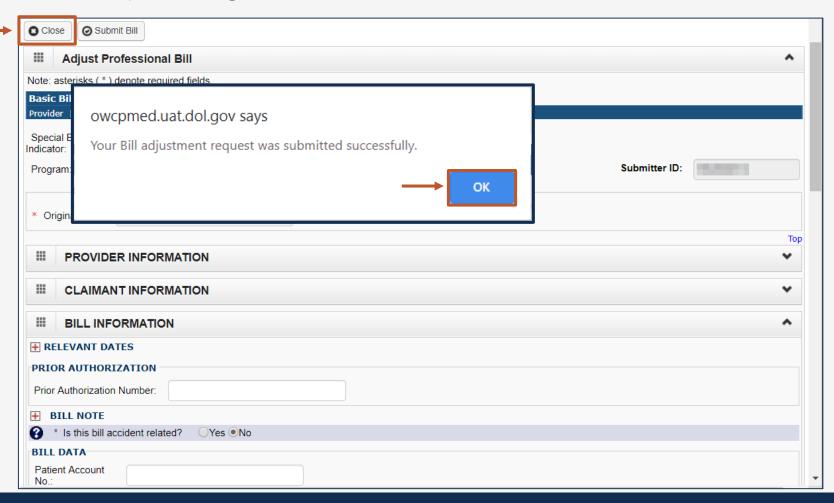


Adjustment Confirmation

The adjustment is submitted for processing

Click the **OK** button,

then click the **Close** button





Void Paid Bills

Providers can void previously paid bills that have been submitted via paper or online within the last seven years for **DFEC**.

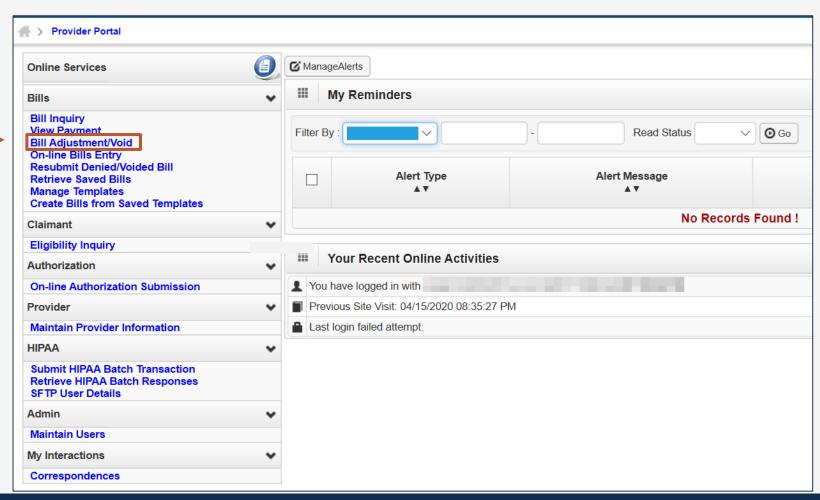
DEEOIC and **DCMWC** providers are not able to void bills in the WCMBP system.

Voided bills create an overpayment that will be automatically withheld from future payments.



Select Bill Adjustment / Void

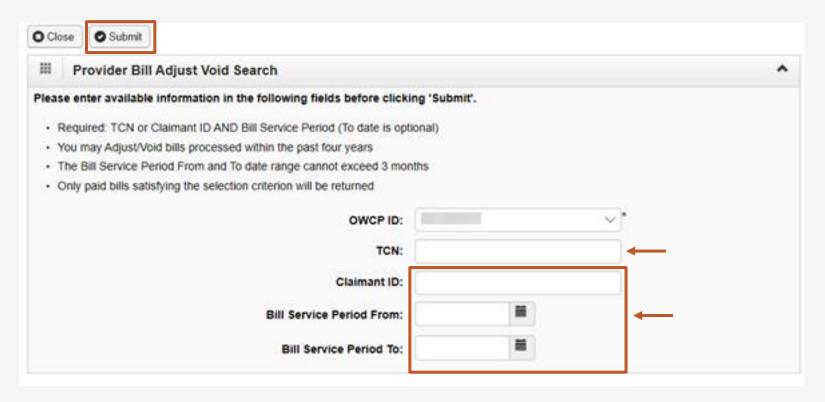
Select Bill
Adjustment / Void





Bill Adjust Void Search

On the "Provider Bill Adjust Void Search" screen, the provider can search for a bill using these options:



 Enter the Transaction Control Number (TCN), if available

-OR-

2. Enter the **Claimant ID** or SSN -and-Enter the "from and to" **service dates**

Note: Date span cannot exceed 3 months

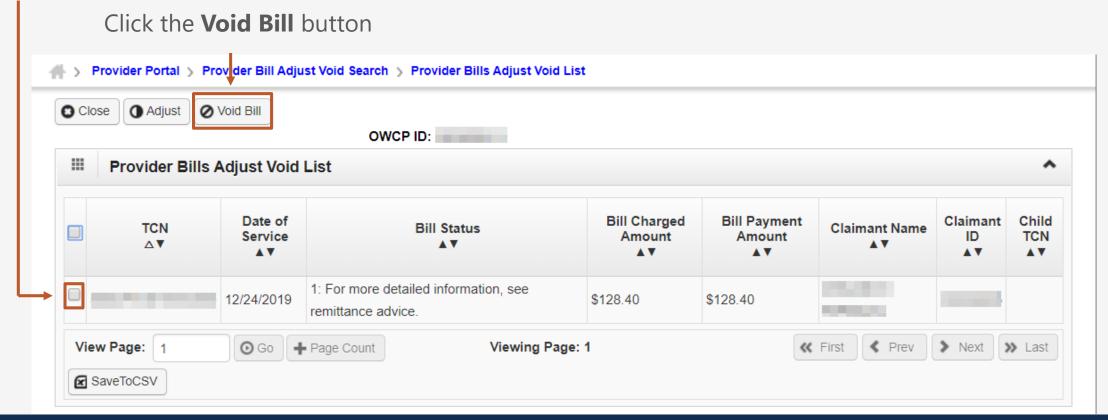
Click the **Submit** button



Select a Bill to Void

The system displays the bill or bills that match the search criteria

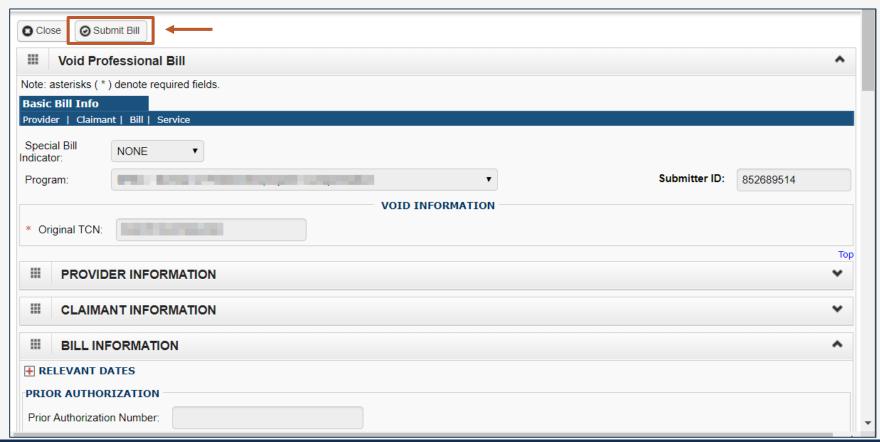
Click on checkbox next to the **TCN** to select the bill to void



Voiding the Bill

No changes can be made to the bill as it is voided – but you can review all bill information to make sure this is the right one to void.

When you are sure this bill should be voided, click **Submit Bill**

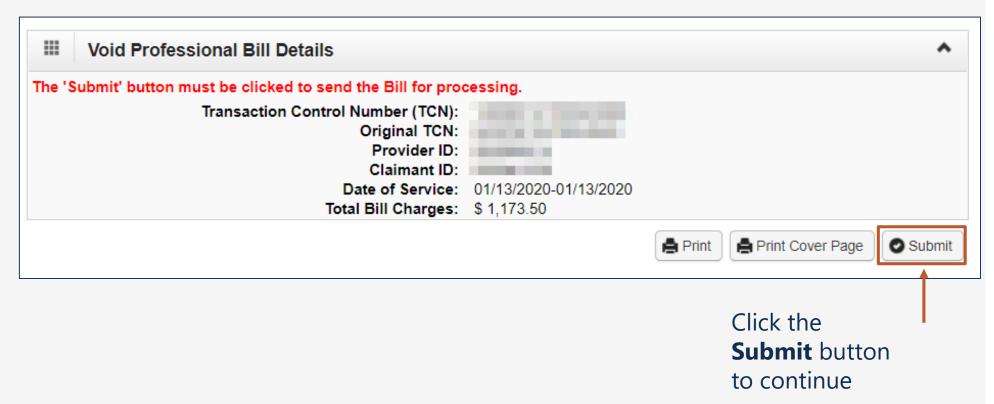




Void Summary

This is the summary screen for voiding the bill – it will not take effect unless the **Submit** button is clicked

The system assigns a new TCN number and shows the Original TCN

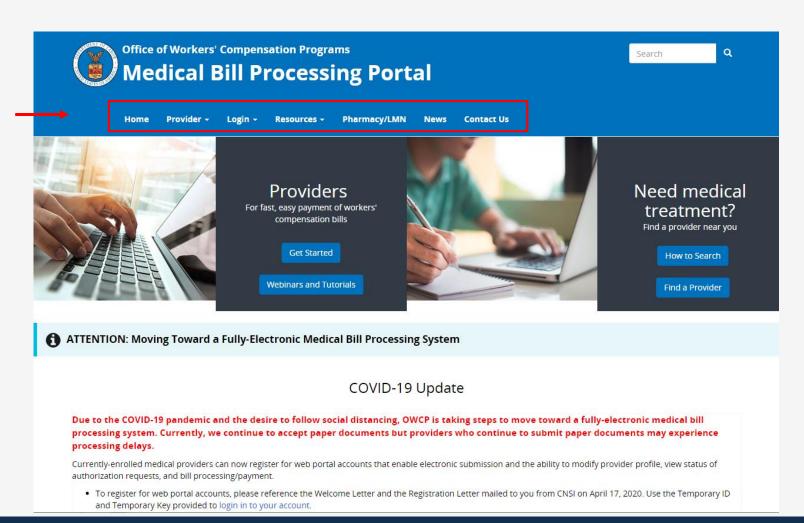




More Information

Medical Bill Processing Portal

- Interactive Tour -
- FAQs
- Tutorials
- Webinars
- Webinar Presentation Downloads
- Bill Submission
- Reference Guides
- Contact Information





Thank you!

CNSI 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

Call Center:

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

