

# Submitting Bills via Electronic Data Interchange (EDI)



# Introduction

The purpose of this webinar is to educate providers on the Electronic Data Interchange (EDI) Process: How to establish an EDI account and submit files. Providers can submit their EDI files through the Workers' Compensation Medical Bill Process (WCMBP) System.



# EDI Benefits

Allows Providers to:

- Avoid claim processing delays
- Reduce administrative postage, materials and handling costs
- Detect errors
- Faster Payments.



# What is Electronic Data Interchange (EDI)?



# What is EDI?

EDI (Electronic Data Interchange) X12 is a data format based on the Accredited Standards Committee (ASC) X12 standards.

EDI allows one company to send information to another company electronically, rather than using paper. Business entities conducting business electronically are known as “trading partners.” A ‘Trading Partner’ may represent an organization, group of organizations or any other business entity.

# EDI Transaction and Acknowledgement Files

The WCMBP System processes the following EDI transaction and acknowledgement files:

- **837 Inbound File** – An electronic file that contains information about a patient claims that are sent by healthcare providers to a payor (OWCP).
- **835 Outbound File** – Is the electronic Remittance Voucher (RV)/Explanation of Benefits (EOB) sent by the payor (OWCP) to the providers about the healthcare services being paid or denied.
- **TA1 Outbound Acknowledgement** – Reports the status of processing an interchange. This report confirms whether EDI successfully received the interchange or transmission. It notifies the Trading Partner of any encountered errors after it verifies the envelope structure.
- **999 Outbound Acknowledgement** – A response that a file was received properly.

# EDI Bills Submission Methods



# How Can EDI Bills Be Submitted – HIPAA Batch

**HIPAA Batch** - This feature is available for all providers and Billing Agents/Clearinghouses

- Accessible via the “**HIPAA Batch Transaction**” hyperlink on the WCMBP provider portal.
- The size limit of the EDI Batch file is **50MB**.
- Providers can see all the submitted **EDI files** along with acknowledgment/response files.
- Does **not** allow for the attachment of supporting documentation.





# How Can EDI Bills Be Submitted - Secure FTP Batch

**Secure File Transfer Protocol (SFTP) Batch** - This feature is available via the WCMBP System and requires the use of an SFTP client.

- Access this feature via the “**SFTP User Details**” link on the provider portal. You will need to create an account using the SFTP User Details link in the provider portal to set up the SFTP account.
- SFTP allows for a file size of up to **100MB**.
- Allows for the attachment of supporting documents.
- WCMBP System will have an *account and folder structure* in SFTP and the login credentials will be shared with the provider.



# How Can EDI Bills Be Submitted - Secure FTP Batch

## SFTP Batch

- The acknowledgment/response files for the submitted EDI file are stored in its respective folder in the SFTP account for provider review.



# Billing Agents/Clearinghouses & EDI

- **Billing agents/clearinghouse responsibilities:** Each billing agent/clearinghouse must have an OWCP provider ID number to submit bills via the WCMBP System and must provide their OWCP Provider ID number to each provider for whom they are billing.  
**Note:** If you are a billing agent/clearinghouse that submitted bills on behalf of multiple providers in the Conduent system, and those providers were not enrolled and active in that system, they will be required to enroll in the WCMBP System in order for you to bill on their behalf.
- **Legacy billing agent/clearinghouses:** OWCP provider information would transfer to the WCMBP system only if they had an OWCP ID. They will receive a Welcome and Registration letter that provides information on how to access the system.  
**Note:** If you only had a trading partner ID, you would need to enroll in the WCMBP system.
- **New billing agent/clearinghouse:** Need to enroll with OWCP via the WCMBP System online enrollment process.

# Billing Agents/Clearinghouse & EDI

**Provider Responsibility:** Any provider who chooses to utilize the services of a third-party biller (billing agent or clearinghouse) to submit bills, must identify the OWCP provider ID assigned to the billing agent/clearinghouse on their own provider profile. This means that the billing agent/clearinghouse must be enrolled in the WCMBP System and have an OWCP ID.

- **Legacy providers whose provider profile is currently linked to a billing agent/clearinghouse:** Information will transition over to the WCMBP System; the billing agent/clearinghouse will be able to submit EDI claims on or after April 27, 2020, through the WCMBP System.
- **Legacy providers whose provider profile is NOT linked to a billing agent/clearinghouse:** Providers need to update their existing provider profile with the the billing agent/clearinghouse provider information, including the billing agent/clearinghouse's OWCP Provider ID.
- **New providers:** Providers who select the option to submit bills using a billing agent/clearinghouse on their enrollment application must have the billing agent/clearinghouse OWCP Provider ID. The tutorials on how to complete an enrollment application is available at <https://owcpmed.dol.gov> under Provider menu, Training and Tutorials.

# Existing Legacy Providers: Adding/Updating EDI Submission Methods



# Adding/Updating EDI Submission Methods

In order for Billing Agents/Clearinghouses to see 835 files, the Billing Agents/Clearinghouses submitting bills on behalf of a provider will need to be added to the provider account as the EDI Submitter. As a Legacy provider, you may also need to update your selection of Submission method to EDI Submission Method if that was not your method from the previous system.

This section will explain the process of updating your EDI Submission Method and adding a Billing Agent/Clearinghouse as the EDI Submitter.



# Accessing Maintain Provider Information in the WCMBP System

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number." Select the appropriate profile "Ext Provider File Maintenance" from the drop-down list. This profile is important to use since the other profiles do not allow you to access the link shown in step 2.

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

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

Available Provider IDs: 700

Go

Select a profile to use during this session:

EXT Provider File Maintenance

Go


2 Click on the "Maintain Provider Information" hyperlink in the column on the left under Provider.

Provider

Maintain Provider Information

# Add EDI Submission Method (Step 7)

- Click the “Step 7: EDI Submission Method” hyperlink.

 **View/Update Provider Data - Individual**

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	<a href="#">Step 1: Basic Information</a>	Required	03/04/2020	03/04/2020	Complete
<input type="checkbox"/>	<a href="#">Step 2: Location</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 3: Taxonomies</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 4: Ownership Details</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 5: Licenses and Certifications</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 6: Identifiers</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 7: EDI Submission Method</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 8: EDI Submitter Details</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 9: EDI Contact Information</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 10: Payment Details</a>	Required	03/17/2020	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 11: Complete Provider Disclosure</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 12: View/Upload Attachments</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 13: Submit Maintenance Request for Review</a>	Required	12/29/2019	12/29/2019	Incomplete



# Add EDI Submission Method (Step 7)

If the provider previously opted out of submitting via EDI, it will show 'None' in the "EDI Submission Method" column.

- 1 Click the "None" hyperlink under EDI Submission Method.

EDI Submission Method							
Filter By :	And	And Operational Status:	Active	Go	Clear Filter	Save Filter	My Filters
EDI Submission Method	Start Date	End Date	Status	Operational Status	Inactivation Date		
<input type="checkbox"/> None	2/29/2019	12/31/2999	APPROVED	Active			

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# Add EDI Submission Method (Step 7)

## 2. Select your Mode of Submission:

- Billing Agent/Clearinghouse: A third party entity to submit provider bills.
- Web interactive (DDE): This option is already available for providers, nothing further will be needed.
- FTP Secure Batch: SFTP setup.
- Web Batch: This option is already available for providers, nothing further will be needed.
- None: Don't select.

## 3. Click "OK."

2

**EDI Submission Details**

Mode of Submission:  Billing Agent/Clearinghouse    Web Interactive    FTP Secured Batch    Web Batch    None  
Status: Approved

Method	When to Use
Billing Agent/Clearinghouse	For providers who use a 3rd party to bill
Web Interactive	For entering (keying) bills directly in the System
FTP Secured Batch	For submitting files via an SFTP site
Web Batch	For upload/download of files in OWCP
None	For submission through paper form ONLY.

- Web Batch method is often used by providers who submit their own HIPAA batch transactions. It allows a maximum file size of 50 MB.  
- Your EDI submission method is "FTP Secured Batch" if you submit and retrieve batches at a secure web folder assigned to you by OWCP. This method was designed with clearinghouses and billing agents in mind. It allows a maximum file size of 100 MB.  
- Don't select "None" if other submission method is selected. You can always submit paper form in addition to EDI Submission.

3

OK Cancel

# Add EDI Submission Method (Step 7)

Your EDI Submission will be in an "In Review" status. Click "Close" and go to the next step, "Step 8: EDI Submitter Details."


<input type="checkbox"/>	EDI Submission Method ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	None	12/29/2019	12/31/2999	APPROVED	Active	
<input type="checkbox"/>	<a href="#">Billing Agent/Clearinghouse</a>	01/01/1964	12/31/2999	IN REVIEW	Active	

Filter By :   And   And Operational Status: Active

View Page:     Viewing Page: 1

# Add EDI Submitter Details (Step 8)

- Click the "Step 8: EDI Submitter Details" hyperlink.

 **View/Update Provider Data - Individual**

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	<a href="#">Step 1: Basic Information</a>	Required	03/04/2020	03/04/2020	Complete
<input type="checkbox"/>	<a href="#">Step 2: Location</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 3: Taxonomies</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 4: Ownership Details</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 5: Licenses and Certifications</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 6: Identifiers</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 7: EDI Submission Method</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 8: EDI Submitter Details</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 9: EDI Contact Information</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 10: Payment Details</a>	Required	03/17/2020	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 11: Complete Provider Disclosure</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 12: View/Upload Attachments</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 13: Submit Maintenance Request for Review</a>	Required	12/29/2019	12/29/2019	Incomplete

# Add EDI Submitter Details (Step 8)

1. Enter the Billing Agent/Clearinghouse OWCP ID.
2. Enter the start date, and end date is optional.
3. Click "OK."

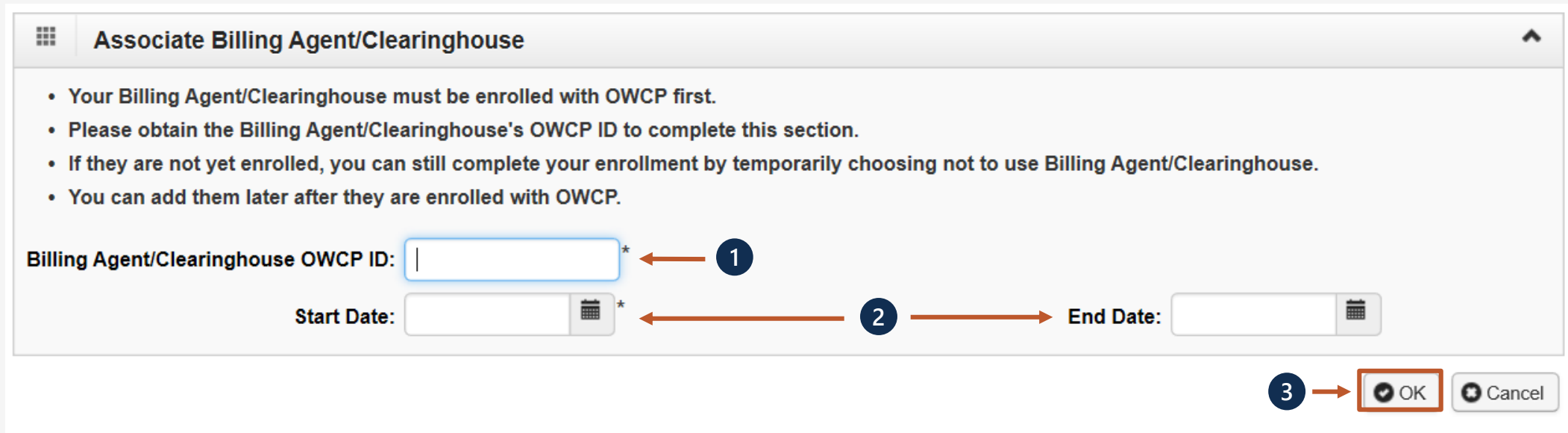
**Associate Billing Agent/Clearinghouse**

- Your Billing Agent/Clearinghouse must be enrolled with OWCP first.
- Please obtain the Billing Agent/Clearinghouse's OWCP ID to complete this section.
- If they are not yet enrolled, you can still complete your enrollment by temporarily choosing not to use Billing Agent/Clearinghouse.
- You can add them later after they are enrolled with OWCP.

Billing Agent/Clearinghouse OWCP ID: \*

Start Date: \*

End Date:



# Add EDI Submitter Details (Step 8)

4. The system displays the Billing Agent/Clearinghouse OWCP ID entered.
5. Click "Close" to move on to the next step, "Step 9: Add EDI Contact Information."

**Note:** EDI Contact Information will need to be on file for any questions related to the EDI enrollment and/or future submissions and retrievals.

5 →


4 →

OWCP ID ▲▼	Billing Agent/Clearinghouse ▲▼	Operational Status ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/> 700036000	A Clearing House	Active	03/19/2020	12/31/2999	In Review	

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# Add EDI Contact Information (Step 9)

- Click the “Step 9: EDI Contact Information” hyperlink.

 **View/Update Provider Data - Individual**

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	<a href="#">Step 1: Basic Information</a>	Required	03/04/2020	03/04/2020	Complete
<input type="checkbox"/>	<a href="#">Step 2: Location</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 3: Taxonomies</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 4: Ownership Details</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 5: Licenses and Certifications</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 6: Identifiers</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 7: EDI Submission Method</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 8: EDI Submitter Details</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 9: EDI Contact Information</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 10: Payment Details</a>	Required	03/17/2020	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 11: Complete Provider Disclosure</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 12: View/Upload Attachments</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 13: Submit Maintenance Request for Review</a>	Required	12/29/2019	12/29/2019	Incomplete

# Add EDI Contact Information (Step 9)

1. Enter the Title of the contact person.
2. Enter contact person's First and Last Name.
3. Enter the 10-digit phone number.
4. Click "+Address."
5. Enter Street Number and Name in Address Line 1.
6. Enter Zip Code.
7. Click "+Validate Address."
8. Click "Ok."

The image shows two screenshots of a software interface. The top screenshot is titled "Add EDI Contact Information" and contains the following fields: Contact Title, Last Name, First Name, Phone Number, Fax Number, Email Address, Address Line 1, Address Line 2, Address Line 3, City/Town, State/Province, County, Country, and Zip Code. A "+Address" button is located at the bottom right of this form. The bottom screenshot is titled "Address details" and contains the following fields: Address Line 1, Address Line 2, Address Line 3, City/Town, State/Province, County, Country, and Zip Code. A "+ Validate Address" button is located at the bottom right of this form. Both screenshots have numbered callouts (1-8) with arrows pointing to specific fields or buttons, corresponding to the steps listed on the left.



# Add EDI Contact Information (Step 9)

10 →

9 →

### EDI Contact Information List

Filter By :

<input type="checkbox"/>	Contact Title ▲▼	Contact Name ▲▼	Contact Phone Number ▲▼	Contact Email ▲▼	End Date ▲▼
<input type="checkbox"/>	S				12/31/2999

View Page:     Viewing Page: 1

9. The system displays the EDI Contact Information List, which displays the contact information entered.

10. Click "Close."

# Submit Maintenance Request for Review (Step 13)

- Click the "Step 13: Submit Maintenance Request for Review" hyperlink.

**View/Update Provider Data - Individual**

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Maintenance Request for Review.

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	<a href="#">Step 1: Basic Information</a>	Required	03/04/2020	03/04/2020	Complete
<input type="checkbox"/>	<a href="#">Step 2: Location</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 3: Taxonomies</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 4: Ownership Details</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 5: Licenses and Certifications</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 6: Identifiers</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 7: EDI Submission Method</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 8: EDI Submitter Details</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 9: EDI Contact Information</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 10: Payment Details</a>	Required	03/17/2020	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 11: Complete Provider Disclosure</a>	Required	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 12: View/Upload Attachments</a>	Optional	12/29/2019	12/29/2019	Complete
<input type="checkbox"/>	<a href="#">Step 13: Submit Maintenance Request for Review</a>	Required	12/29/2019	12/29/2019	Incomplete

# Submit Maintenance Request for Review (Step 13)

1 Click the "Submit Modification" button to complete your update.

Close Submit Modification

### Final Modification Submission

Instructions for submitting signature and supporting documentation:

1. Click [this link](#) to download and print the Provider Enrollment Form.
2. Review the Terms on the Provider Enrollment form Signature page (Page 8), sign and date.
3. Upload the signature page and other supporting document.
4. You can also click [this link](#) to open the documentation cover sheet, enter the Application Number and print. Then mail or fax the cover sheet, signature page, and other supporting document to the address below.
5. After you submit the enrollment, you cannot make further change until your modification request is approved.

**Mailing Address:**

OWCP  
P.O. Box 34690  
San Antonio, TX 78265  
Fax: ### ### ####

**Privacy Act Statement**

Collection of this information by OWCP is necessary for its administration of the Federal Employees' Compensation Act, the Black Lung Benefits Act, the Longshore and Harbor Workers' Compensation Act and the Energy Employees Occupational Illness Compensation Program Act, and is authorized under 20 CFR 10.800, 20 CFR 30.700, 20 CFR 702.145, 20 CFR 725.714 and 33 USC 918(b). The information provided will be used to ensure accurate payment of medical and vocational rehabilitation provider bills and is protected by the Privacy Act of 1974, as amended (5 USC 552a) in accordance with the following systems of records: DOL/GOVT-1, DOL/OWCP-4 DOL/OWCP-9 and DOL/OWCP-11, published in the Federal Register, Vol. 81, page 25766, April 29, 2016, or as updated and republished. Completion and submission of this form is voluntary; however, failure to provide the information (including SSN or EIN) will result in substantially delayed payment of bills. This information will be furnished to OWCP and its data processing contractors, and may also be disclosed to other federal and state agencies in connection with the administration of other programs, to the Department of Justice for litigation purposes, and to medical and other provider review boards. Additional disclosures may be made through the routine uses for information contained in the referenced systems of records.

2 A dialog box will populate confirming your submission, click "OK."

This site says...

The modification request has been submitted for review. Please check this Web site to verify the status of your request.

OK

# EDI Testing Process



# EDI Testing Process

Completion of the testing process is not mandatory prior to submitting electronic transactions to WCMBP. However, it is strongly recommended to ensure proper billing and prompt medical bill processing and payment.

Testing is conducted to ensure the following HIPAA compliance levels:

- 1. Level 1** – Syntactical integrity: Testing of the EDI file for valid segments, segment order, element attributes, numeric values in numeric data elements, validation of X12 syntax, and compliance with X12 rules.
- 2. Level 2** – Syntactical requirements: Testing for HIPAA Implementation Guide specific syntax requirements, such as limits on repeat counts, used and not used qualifiers, codes, elements and segments. It will also include testing for HIPAA required or intra-segment situational data elements, testing for non-medical code sets as laid out in the Implementation Guide, and values and codes noted in the Implementation Guide via an X12 code list or table.
- 3. Level 3** – HIPAA Balance Testing: Validate that claim line items amounts are equal to the total claim amount.
- 4. Level 7** – WCMBP defined custom rules: Transactions are validated against WCMBP defined custom rules as specified in the Transaction Specification section.

# Trading Partner Testing Procedures

1. WCMBP companion guides are available for download via the web at <https://owcpmed.dol.gov/portal/provider/bill-submissions>.
2. The trading partner submits all HIPAA test files through the WCMBP web portal or Secure File Transfer Protocol (SFTP).
  - Web Portal URL: Open <https://owcpmed.dol.gov/portal/provider/bill-submissions>, expand the “Web Batch – Upload EDI files online” section, and click the “Provider Login for EDI Testing” button.
  - SFTP URL: <sftp://mft.wcmbp.com>.
3. The trading partner downloads acknowledgements for the test file from the WCMBP Portal or SFTP.
4. If the WCMBP System generates a positive TA1 and positive 999 acknowledgement, the file is successfully accepted. The trading partner is then ready to send 837 HIPAA files in production.
5. If the test file generates a negative TA1 or negative 999 acknowledgment, then the submission is unsuccessful and the file is rejected. The trading partner should resolve all errors that are reported on the negative TA1 or negative 999 and resubmit the file for testing. Trading partners can continue to test in the testing environment until they receive a positive TA1 and a positive 999.

# Upload Batches via Web Interface (HIPAA Batch Transaction)



# Submit HIPAA Batch Transaction

1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

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

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

Available Provider IDs: 700

Go

Select a profile to use during this session:

EXT Provider Bills Submitter

Go

2 Click on the "Submit HIPAA Batch Transaction" hyperlink in the column on the left under HIPAA.

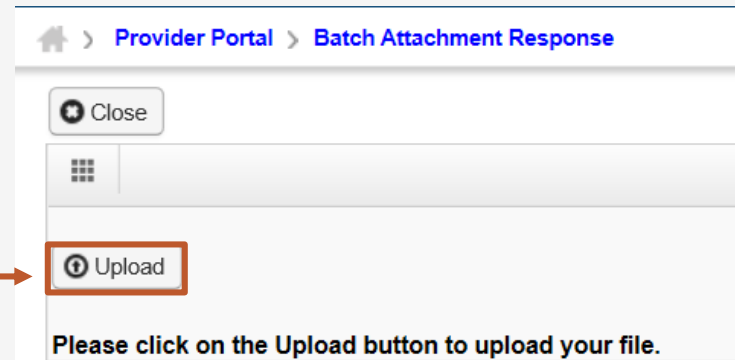
HIPAA

[Submit HIPAA Batch Transaction](#)  
[Retrieve HIPAA Batch Responses](#)  
[SFTP User Details](#)

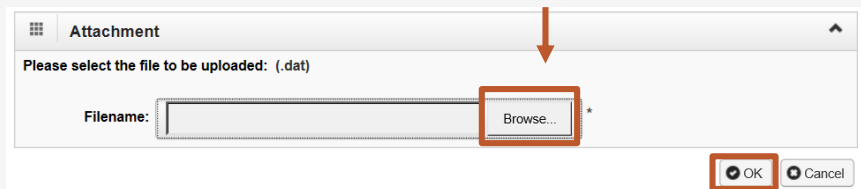


# Batch Attachment Response

3 Click the "Upload" Button.



4 Click the "Browse" Button in the File Upload Dialog box to upload the EDI file. WCBMP limits a file size to 50 MB.



**EDI files must meet the following criteria:**

**File Size:** The file cannot be empty, i.e. 0 kb.

**File Name Extension:** The file name extension must be .dat with all lower case (for example - My\_Hipaa\_File.dat).

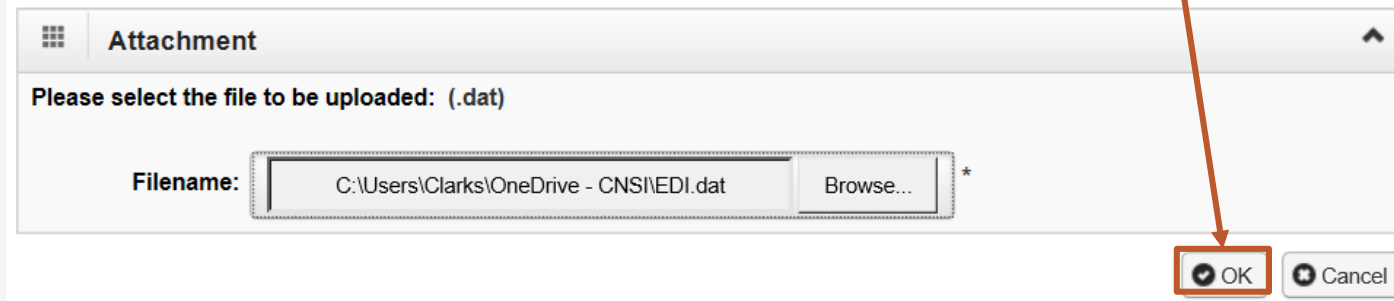
**File Name Length:** The file name length (including the file name extension) cannot be greater than 50 characters.

**File Name Special Characters:** The file name should not contain special characters.

# Batch Attachment Response

5

After the EDI file is selected, click the "OK" button on the File Upload Dialog box to upload.



# File Naming Convention for Inbound Transactions

When a HIPAA file is uploaded via the Web Portal or SFTP, WCMBP will rename the file as per the Inbound Transaction naming conventions below:

## For Inbound Transactions Uploaded Via Web Portal and SFTP

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.pgp

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb
- <originalfilename> is the original file name which is submitted by the trading partner.

**(Web Ex)** Hipaa.123456789.20200225151636.W.OriginalFileName.dat

**(SFTP Ex)** Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp

**SFTP Passed Validation Ex:**

123456789.20200225151636.F.OriginalFileName.dat.pgp.processcd

**SFTP Failed Validation Ex:**

Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp.error

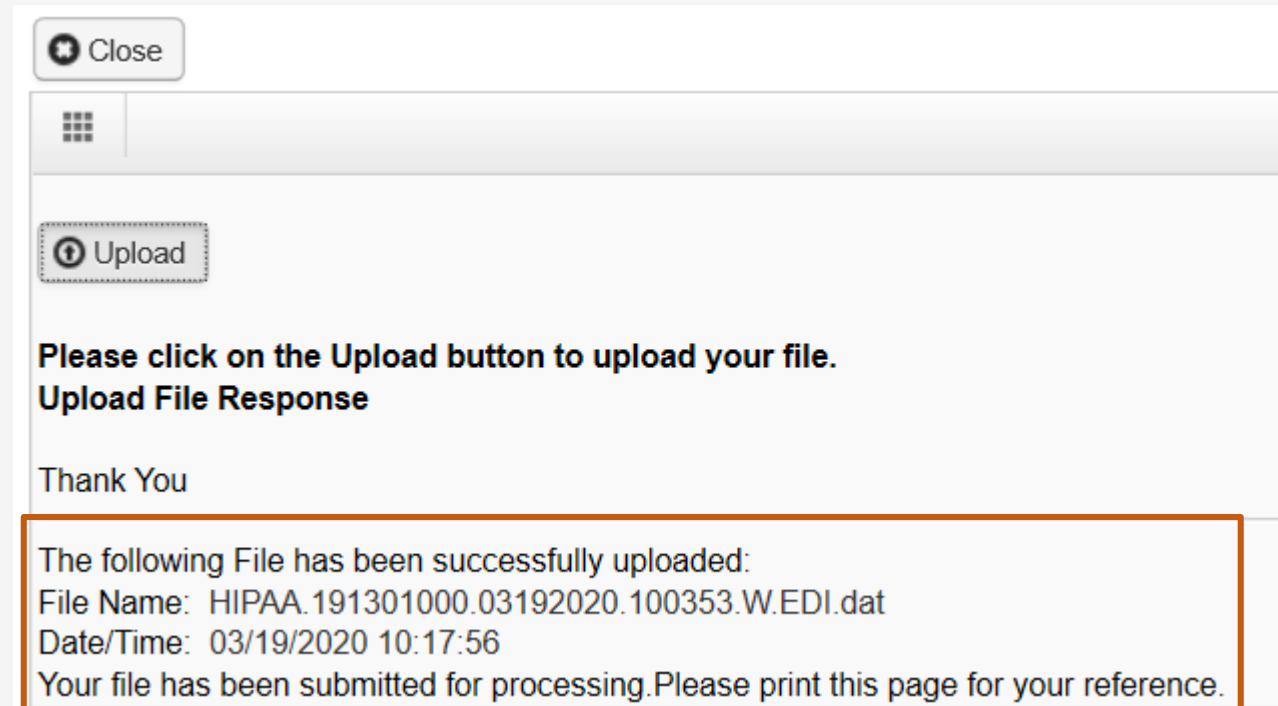
# EDI File Submission

6 The system will display the notification that your file has been successfully uploaded.

- File Name
- Date/Time File was submitted

## Note:

- You can upload another file or click "Close" to return to the home page.
- WCMBP limits a file size to 50 MB while uploading HIPAA files through the WCMBP web portal.



# Submitting Supporting Documents - HIPAA Batch Transaction

The following steps should be performed to send supporting documents to the WCMBP System for the bills submitted via HIPAA Batch Transaction:

1. For each supporting document, assign a unique Attachment Control Number and use it in 2300 Loop PWK segment following the Transaction Specifications in Section 3 below.
2. Download the Bills Supporting Documents Cover Sheet from the WCMBP Web Portal at <https://owcpmed.dol.gov/portal/resources/forms-and-references/general>
3. Fill out the Cover Sheet with all the required information. Select "EDI Attachment Control Number" as the Identifier Type and enter the Attachment Control Number in the Identifier Value field.
4. Print the cover sheet and mail it with the supporting document to the mailbox listed on the cover sheet for the respective claimant's program.

The screenshot shows the OWCP Bills Supporting Documents Cover Sheet form. It includes a header with the OWCP logo and the text "Office of Workers' Compensation Programs (OWCP) Bills Supporting Documents Cover Sheet". There are "Print" and "Reset" buttons in the top right corner. The form contains several input fields: "Program Name" (DFEC), "Claimant Case Id" (012345678), "Identifier Type" (EDI Attachment Control Number), "Identifier Value" (12345), and "OWCP Provider ID" (123456789). Below the form is a large barcode. Underneath the barcode, there are instructions: "INSTRUCTIONS (Instructions will not appear on the printed cover sheet): To complete this cover sheet, download this file and open in Adobe Reader 9.0 or higher. To Print, please use ONLY the 'Print' Button above." A bolded instruction states: "THIS COVER SHEET SHOULD BE THE FIRST PAGE OF YOUR FAX/MAIL WITH ALL SUPPORTING DOCUMENTATION BEHIND THIS COVER SHEET." At the bottom, there is a table with four columns: DFEC, DEEOIC, DCMWC, and DLHWC, each with corresponding mailing addresses.

DFEC	DEEOIC	DCMWC	DLHWC
U.S. Department of Labor OWCP/ DFEC P.O. Box 34450 San Antonio, TX 78265	U.S. Department of Labor OWCP/ DEEOIC P.O. Box 34930 San Antonio, TX 78265	U.S. Department of Labor OWCP/ DCMWC P.O. Box 34297 San Antonio, TX 78265	U.S. Department of Labor OWCP/DLHWC P.O. Box 34927 San Antonio, TX 78265

# Retrieve HIPAA Batch Responses



# Retrieve HIPAA Batch Responses

- 1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

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

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

Available Provider IDs: 700

Go

Select a profile to use during this session:

EXT Provider Bills Submitter

Go

- 2 Click on the "Retrieve HIPAA Batch Responses" hyperlink in the column on the left under HIPAA.

HIPAA

[Submit HIPAA Batch Transaction](#)

[Retrieve HIPAA Batch Responses](#)

[SF TP User Details](#)

# HIPAA Response/Acknowledgement for HIPAA Batch

The system will display the following:

- HIPAA File Name
- Transaction Type
- Status (Accepted/Rejected)
- Upload Date
- TA1 Response File
- 999 Response File

**Note:** Using the filter options such as Transaction Type, Upload Date or HIPAA File (File Name) to search for the EDI files of interest. Click on the hyperlink under the HIPAA File to retrieve the response.

The screenshot shows a web application interface for "HIPAA Response/Acknowledgement". At the top left is a "Close" button. Below it is a search filter section with the title "HIPAA Response/Acknowledgement". The filter section contains a "Transaction Type" dropdown menu with "837" selected, followed by "And" and several empty input fields. To the right of the filter section are "Go", "Save Filter", and "My Filters" buttons. Below the filter section is a table with six columns: "HIPAA File", "Transaction Type", "Status", "Upload Date", "TA1 Response File", and "999 Response File". Each column has a small up/down arrow icon. At the bottom of the table, a red message reads "No Records Found !".



# SFTP User Set Up



# Accessing SFTP User Details

- 1 Log in to the WCMBP System. The system will display the default "Select a provider ID Number" page. Select the appropriate profile **Ext Provider Bills Submitter** from the drop-down list.

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

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

Available Provider IDs: 700

- 2 Click on the **SFTP User Details** hyperlink in the column on the left under HIPAA.

Select a profile to use during this session:

EXT Provider Bills Submitter

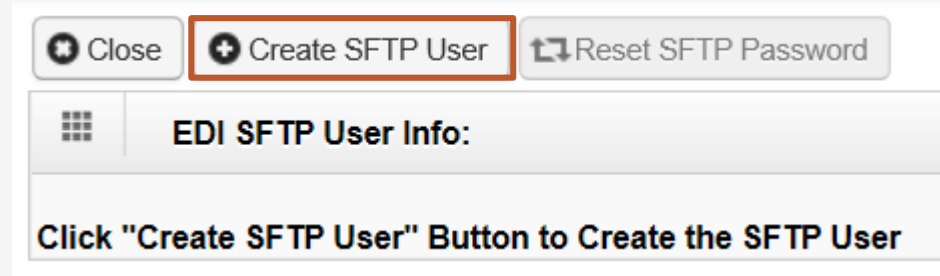
HIPAA

[Submit HIPAA Batch Transaction](#)  
[Retrieve HIPAA Batch Responses](#)  
[SFTP User Details](#)

# SFTP User Info

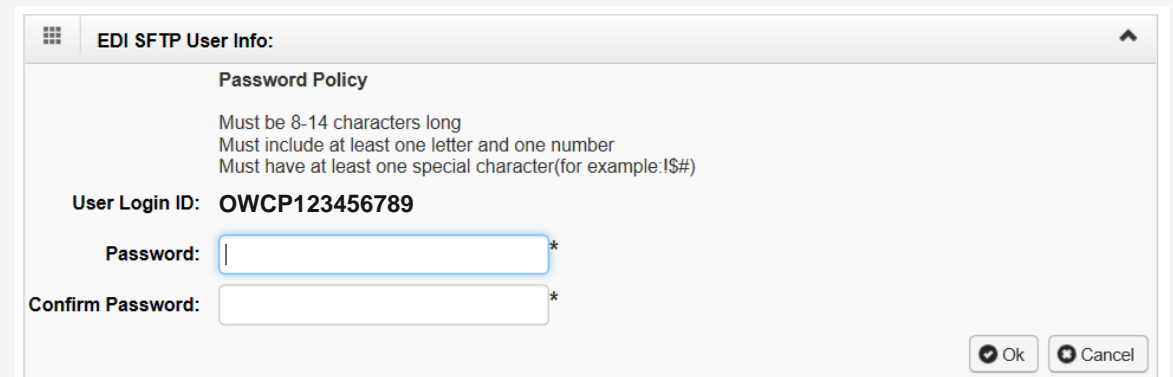
3 Click the "Create SFTP User" button to create the SFTP User.

**Note:** If the SFTP user has been created already, this button will be disabled. The "Reset SFTP Password" button will be enabled.



4 The EDI SFTP User Info dialog box will be displayed allowing you to create a password and to confirm it. Click "OK."

**Note:** Passwords must be 8-14 characters long. Must include at least one letter, one number, and at least one special character (special character examples !@#)\$)



# SFTP User Info

- 5 User account will be created and SFTP User ID will be displayed.



The screenshot shows a dialog box titled "EDI SFTP User Info:". At the top, there are three buttons: "Close", "Create SFTP User", and "Reset SFTP Password". Below the title bar, the text "Your SFTP User Details are" is displayed. Underneath, the label "SFTP User Login ID:" is followed by the value "OWCP123456789", which is enclosed in a red rectangular box.

After completing the SFTP user setup within the Provider Portal, you will need to download an SFTP client or use one that you already use.

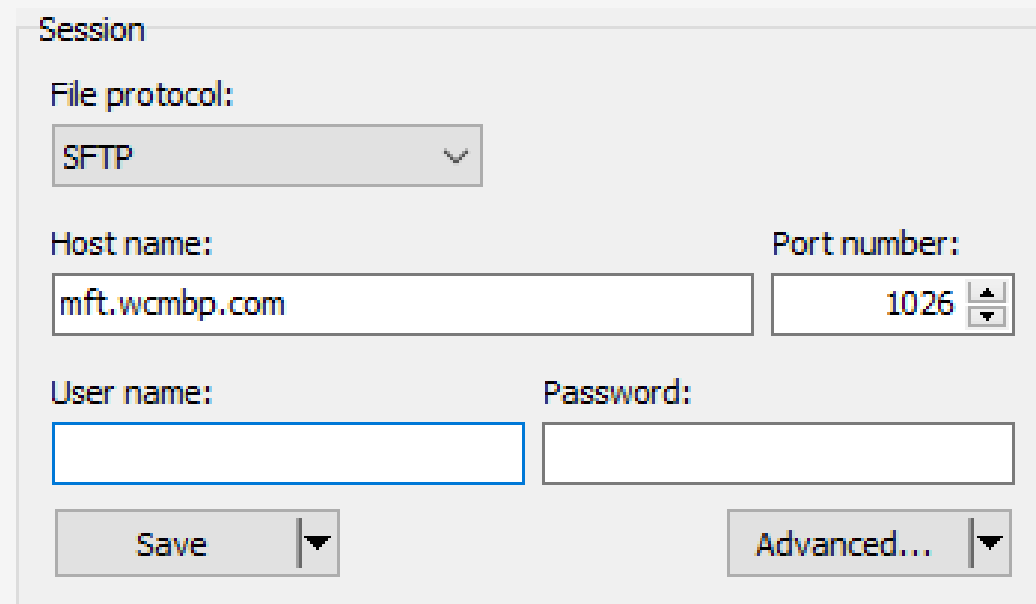
# SFTP Client Connection



# SFTP Login

Once the SFTP user account is setup, you can now access the SFTP folders using an SFTP client, such as WinSCP or Filezilla with your username/password. Please note the host name and port number displayed in the screenshot. These settings will be required for the SFTP connection.

**Note:** The example here shows the WinSCP SFTP client session setup screen. You can choose any SFTP client of your choice.



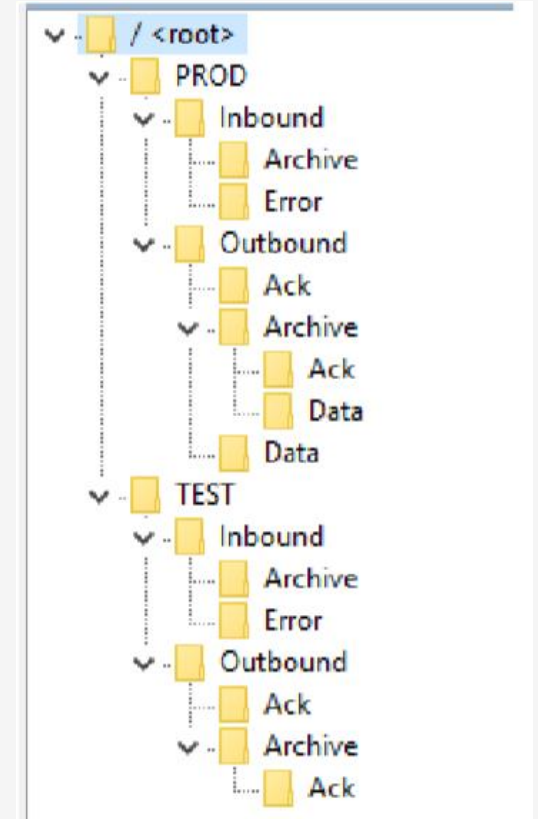
The screenshot shows the 'Session' configuration window in WinSCP. It includes a dropdown menu for 'File protocol' set to 'SFTP', a text field for 'Host name' containing 'mft.wcmbp.com', a spinner box for 'Port number' set to '1026', empty text fields for 'User name' and 'Password', and buttons for 'Save' and 'Advanced...'.

Session	
File protocol:	SFTP
Host name:	mft.wcmbp.com
Port number:	1026
User name:	
Password:	
Save	Advanced...

# SFTP Directory

Once logged in, the folder structure will appear as follows:

- There will be 2 categories of folders:
  1. **TEST** - Trading Partners should submit and receive their test files under this folder.
  2. **PROD** - Trading Partners should submit and receive their production files under this folder.
- The folders are structured (as shown here) under TEST/PROD folders within the SFTP root.



# SFTP Directory - Inbound

**Inbound-** This Inbound folder should be used to drop the inbound files that need to be submitted to WCMBP.

**Note:** After the inbound 837 file is dropped to the Inbound folder, WCMBP will rename the file following the inbound naming convention and perform the file level validation before processing.

- Files that pass the validation will be ready for processing. After being processed, the file name will be renamed with “processed” extension. After the user logs out from the SFTP account, the processed file will be moved to the Inbound/Archive folder.
- Files that fail the validation will be renamed with an “error” extension. After the user logs out from the SFTP account, the error file will be moved to the Inbound/Error Folder.

**Note:** The files in both Inbound/Archive and Inbound/Error folders will be retained for 30 days before they are purged by the system automatically.



# SFTP Directory – Inbound Continued

## File Level Validation

### **EDI files must meet the following criteria:**

**File Size:** The file cannot be empty, i.e. 0 kb.

**File Name Extension:** The file name extension must be .dat with all lower case (for example - My\_Hipaa\_File.dat).

**File Name Length:** The file name length (including the file name extension) cannot be greater than 50 characters.

**File Name Special Characters:** The file name should not contain special characters.

**Note:** It is recommended to limit the file size to 100MB while uploading a HIPAA file through SFTP.

# File Naming Convention for Inbound Transactions

When a HIPAA file is uploaded via Web Portal or SFTP, the WCMBP System will rename the file as per the Inbound Transaction naming conventions below:

## For Inbound Transactions Uploaded Via Web Portal and SFTP

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.pgp

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb
- <originalfilename> is the original file name which is submitted by the trading partner.

**(Web Ex)** Hipaa.123456789.20200225151636.W.OriginalFileName.dat

**(SFTP Ex)** Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp

**SFTP Passed Validation Ex:**

123456789.20200225151636.F.OriginalFileName.dat.pgp.processed

**SFTP Failed Validation Ex:**

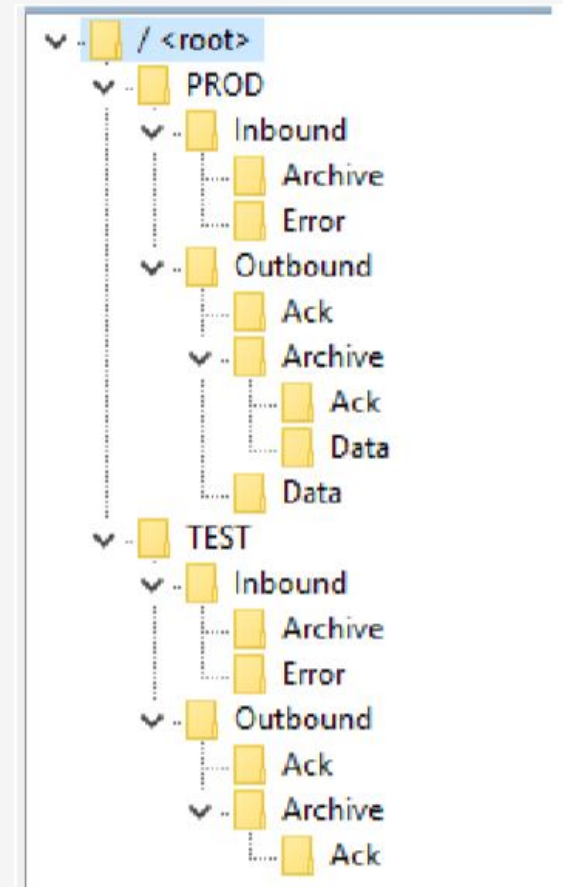
Hipaa.123456789.20200225151636.F.OriginalFileName.dat.pgp.error

# SFTP Directory - Outbound

**Outbound** - X12 outbound transactions generated by WCMBP will be available in this outbound folder.

- Trading partner should look for acknowledgments to the files submitted in the Outbound/Ack folder. TA1 and 999 will be available for all the files submitted by the Trading Partner that passed file-level validation.
- Trading Partner should look for an 835 file in the PROD/Outbound/Data folder. The 835 file will NOT be generated for the test 837 files uploaded in TEST folder.

**Note:** It's recommended that the trading partner delete the acknowledgement and 835 files after they are downloaded. The files in both Outbound/Ack and Outbound/Data folders will be retained for 10 days before they are moved to the Outbound/Archive folder by the system automatically. The files in Outbound/Archive folder will be retained for 30 days before they are purged by the system automatically.



# File Naming Convention for Outbound Transactions

Once the Inbound Transaction is uploaded, the system will generate the Acknowledgement/Response files as per the Outbound naming conventions below:

## For Outbound TA1 Acknowledgement File:

Hipaa.<TPId>.<datetimestamp>.<uploadmethod>.<originalfilename>.<ta1extension>.dat

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb.
- <originalfilename> is the original file name which is submitted by the trading partner.
- <ta1extension> is the system generate TA1 file extension

**Ex:** Hipaa.123456789.20200225151745.F.OriginalFileName.dat.tmp\_TA1.dat

## For Outbound 999 Acknowledgement File:

Hipaa.<TPId>.<datetimestamp>.<uploadmethod><originalfilename>.<999extension>.dat

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss
- <uploadmethod> is the method how the HIPAA file is uploaded. F-FTP, WWeb.
- <originalfilename> is the original file name which is submitted by the trading partner.

**Ex:** Hipaa.123456789.20200225152018.F.OriginalFileName.dat.tmp\_GS3031980\_999.dat

## For Outbound 835 Transaction File:

Hipaa.<TPId>.<datetimestamp>.835.dat

- <TPId> is the Trading Partner Id, which is also the OWCP Provider ID
- <datetimestamp> is the Date timestamp in format yyyyMMddHHmmss

**Ex:** Hipaa.123456789.20200301010043.835.dat

# EDI Transaction Specification Changes



# EDI Transaction Specification Changes

- **You will need to enter the 9-digit OWCP Provider ID ONLY (1000 A Loop Segment)**
- Use the following Receiver ID for each program:
  - 77044 for DFEC
  - 77103 for DEEOIC
  - 77104 For DCMWC
- OWCP Case Number. Please get updated Case Numbers from DCMWC and DEEOIC Claimants. (2010 BA Loop Segment NM1 REF - NM109 IG- S DOL- R)
- Attachments cannot be uploaded, but you can download a cover sheet that will require an Attachment Control Number. You will assign a unique Attachment Control Number and use it in 2300 Loop PWK segment.
- Use the following Transaction Versions:
  - ASC X12N 837 Professional (005010X222A1)
  - ASC X12N 837 Institutional (005010X223A2)
  - ASC X12N 837 Dental (005010X224A2)

# EDI Contact and Resources



# EDI Contact Information and Resources

Customer Service: 1-800-987-6717

Hours: 8:00 a.m. – 8:00 p.m. Eastern Time, Monday through Friday.

Information required for the phone call:

- Topic of Call (setup, procedures, etc.)
- Name of caller
- Submitter's OWCP Provider ID
- Organization of caller
- Telephone number of caller
- Nature of problem (connection, receipt status, etc.)

**HIPAA Help Desk email:** owcp-hipaa-help@cns-inc.com

Companion Guides can be found at

<https://owcpmed.dol.gov>:

- Click Provider
- Click Bill Submission
- Click Web Batch - Upload EDI files Online OR FTP Secured Batch – Upload EDI files to Secured FTP folder
- Click Companion Guide

EDI Enrollment Form can be found at

<https://owcpmed.dol.gov>:

- Click Resources
- Click Forms & References
- Click EDI Enrollment Template



# Thank you!

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

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Email: [CNSIOWCPOutreach@cns-inc.com](mailto: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