Legacy Provider Transition



Introduction

This webinar will include pertinent information to discuss details and educate Providers on logging into and the functionalities of the new WCMBP Portal.

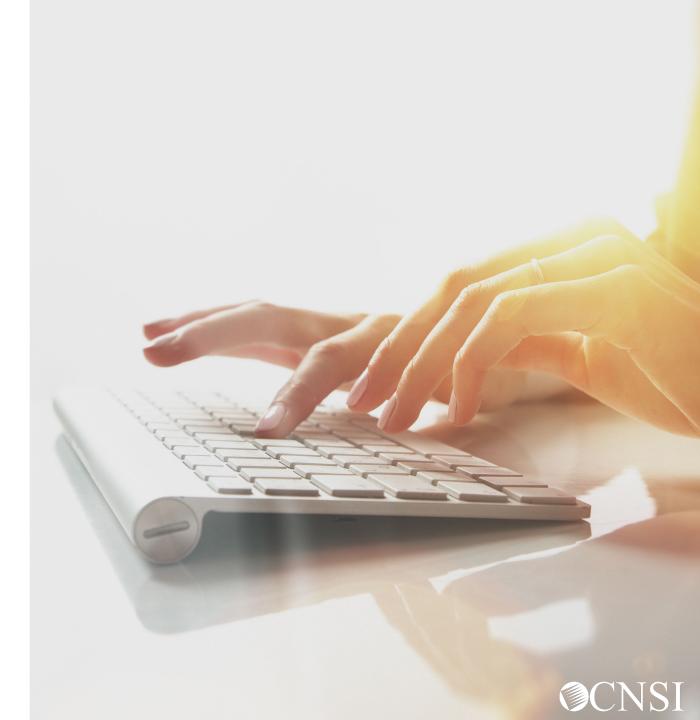
- Important Information
- Legacy Provider Letters
- Steps after Receiving Letters
 - Registering in OWCP Connect
 - Provider Portal
- EDI Benefits
- How to Contact CNSI



Important Information About This Webinar

- This webinar is intended for legacy providers. A legacy provider is an actively enrolled provider with Conduent.
- Any unanswered questions can be submitted via email <u>CNSIOWCPOutreach@cns-inc.com</u>.
- Pharmacy services will not transfer to CNSI. These services will stay with Conduent. For pharmacy related questions, please call 1-866-664-5581 or visit their web address @ <u>https://owcprx.dol.gov/</u> starting on April 27, 2020.
- The current <u>https://owcpmed.dol.gov</u> will continue to be the site for OWCP medical bill processing information starting on April 27, 2020.
- WCMBP Workers' Compensation Medical Bill Process

Legacy Provider Letters



Legacy Provider Letters

Legacy Providers will receive two letters to assist with registering in OWCP Connect and accessing the WCMBP System. The letters were mailed on April 16, 2020, and sent to the <u>name of the organization and mailing address</u> <u>currently on your provider profile with Conduent.</u> If you have not received your letters by April 27, 2020, you can:

 Contact a customer service representative by dialing our toll free Interactive Voice Response (IVR) numbers that will be available on the WCMBP web portal @ <u>https://owcpmed.dol.gov/</u> on the Contact Us page.



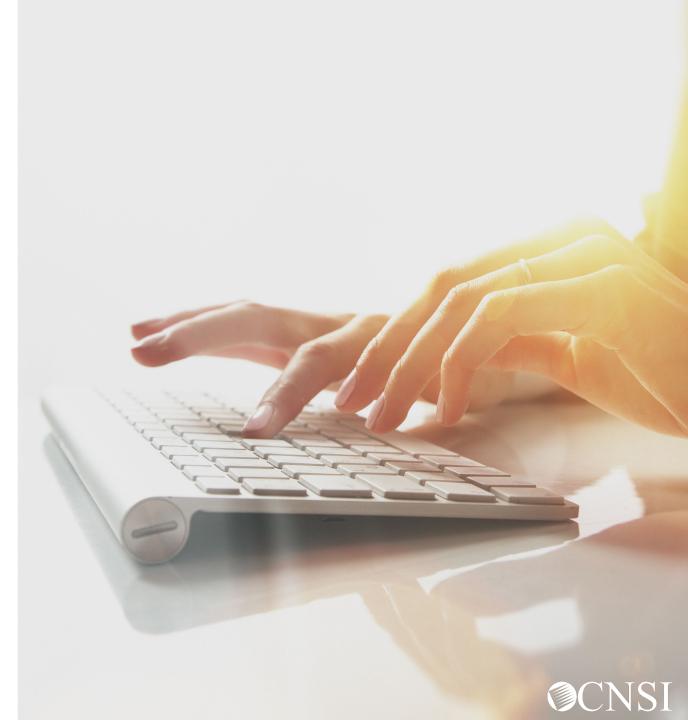
Legacy Provider Letters

The details included in the two letters that will be mailed are as follows:

- <u>Welcome Letter</u> will include your OWCP Provider ID and a Temporary ID.
- <u>Security Letter</u> that explains how to register with OWCP Connect along with a Temporary Key.
- Your <u>OWCP ID</u>, <u>Temporary ID</u>, <u>Temporary Key</u>, and <u>SSN/Tax ID</u> are the 4 elements used to validate your credentials when accessing the WCMBP Provider Portal for the first time.



Steps After Receiving Letters



Provider Letters Received

After you receive your letters, the steps below include your next actions to begin accessing the new WCMBP system:

- 1. If you represent a provider group or organization, determine who will be the account administrator for your online provider account.
- 2. Register with OWCP Connect.
- 3. Use the temporary access information from your letters to validate your credentials with the WCMBP System.



Provider Groups and Organizations

The system administrator will be responsible for giving users access into the system. All users who want access to the WCMBP will have to register with OWCP Connect individually.

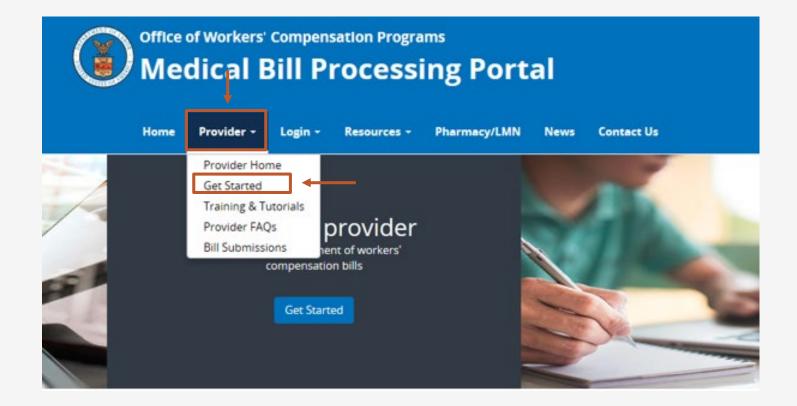
- Once established, the system administrator will need to go to <u>https://owcpmed.dol.gov</u> and register with OWCP Connect.
- After the OWCP Connect registration is completed, the system administrator will use both provider letters to input the Temporary ID and Key to gain access to the WCMBP Provider Portal.
- Within the WCMBP Provider Portal, the system administrator will utilize the Manage Users function to add users and assign profiles. Each user added will have to register through OWCP Connect and provide the system administrator with the username used when registered.

Note: Instructions on how to manage users and profiles will be available on the WCMBP web portal on April 27, 2020. There will also be a webinar for users to learn more.

Accessing OWCP Connect via the WCMBP Portal

On April 27, 2020, go to <u>https://owcpmed.dol.gov:</u>

- 1. Click Provider
- 2. Click Get Started





Get Started for Providers

Legacy Providers will click on the designated drop – down arrow to access the link to begin the registration process. Registration with OWCP Connect is required in order to obtain access to the new WCMBP system

<u>NEW Providers (Individual, Group, Facility or Billing Agent):</u> Begin enrollment	~
Legacy Providers (Enrolled with Conduent before 4/27/2020): Register for online access into the new system	~
Providers with PAPER enrollment approved by the new system after 4/27/2020: Register for online access into the new system	~
Providers with online enrollment application in process, in review or returned: Resume, track or update your online application	~
Additional new users under an existing provider: Register for online access under the existing provider	~



Begin Registration Link

3. Click the link to begin the registration process with OWCP Connect.

Legacy Providers (Enrolled with Conduent before 4/27/2020): Register for online access into the new system

Providers enrolled prior to 4/27/2020 have been mailed registration credentials and instructions from CNSI. If you have not received this letter or need a copy, contact 1-844 493 1966. Click the "Begin registration" link below to enter your login credentials. Once registered, you will be able to access the system via the Login link on this site.

Begin registration

View registration guide



~

Begin Registration Link

On the OWCP Connect page, there are 2 links to begin the registration process. You can click on either link.



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 authenticate new users to FECA's Claimant Query System (CQS). You must be the injured worker and have an existing OWCP Case File Number to access FECA's CQS. If you are not the injured worker/claimant you will not be granted access.

A Note About Data Security OWCP takes information security very seriously. We are aware of

Account Registration

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

WARNING....WARNING....WARNING....WARNING....WARNING

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 the Department of Labor. Authorized users are responsible for the proper handling of information they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO ACTIVITY MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY

Login	
	to OWCP Connect ter your EMAIL ADDRESS to start.
Email Ad	dress
	LOGIN
RESET PA	SSWORD
If you hav	e forgotten password, click here and
you will b	e guided through the process to reset
	sword.

registered with OWCP Connect, you can use it to log in.

Account Registration

- Please enter required information (Name and email address)
- 2. A message will populate to notify you that the email you are entering is available or already linked to an existing user account.
- 3. Enter result of the addition problem from the image
- 4. Click Next

Enter the below informa	tion to create the account
First Name*	Jane
Last Name*	Doe
Middle Initial	
Email*	janedoe@yahoo.com
	Consider using an email address that is not associated with your current employment.
	This email is available.
Retype Email*	Janedoe@yahoo.com
	This email is available.
	ition from image below*
. 5	
+ 4	
9	
* Required Field	
	NEXT





 5. Once the validation is completed, enter a password and retype the password to confirm the password.

6. Click Next.

Note: Password Criteria should:

- be at least 8 characters long,
- include an uppercase letter, a lowercase letter, a number, and a special character.

By clicking the "Next" button, providers will be taken to the security image page where they must select an image and create a "Key Phrase".



- 7. Select a security image, enter a ______ key phrase.
- 8. Click Next. —





 \sim

SUBMIT

PREV

Security Questions

Please select security questions & answers. They may be used during the login process for login verification.

Security Questions *

- What is the name of the boy or girl that you first kissed?
 Doe
- 2. Who is your favorite actor, musician, or athlete?
- 3. What was the make and model of your first car?
 Doe
- * Required Field

- 9. Select security questions from the drop downs and answer the selected questions.
- 10. Click Submit.



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 hrs.

Click "Resend Email" if the email is not received within 10 minutes.

Account Creation

Your account creation request has been submitted successfully.

An email has been sent to the email address you provided, which includes a link that you will need to click in order to activate your account. The link provided in the email is available for 24 hours.

RESEND EMAIL



Look for email from: support@dol.gov.

11. Click link that says "here." •

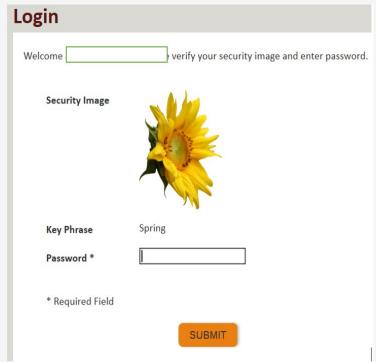
•	🖕 🌑 🖾 New message			1	
	support@dol.gov to me ▼	Tue, Oct 8, 9:53 PM (11 hours ago)	☆	4	:
	Thank you for registering with us. Your account has been successfully created, but it must be activated within the next	t 24 hours.			
	First Name: John Last Name: Doe MI: Email: claimantportal1@gmail.com Please clic <u>t here</u> to activate your account. If the link has expired, you can have the e address in the Login field provided and clicking LOGIN. The system will recognize the account activation email.				
	 OWCP Connect US Department of Labor Office of Worker's Compensation Programs (OWCP)				
			ī		:

At the login page the provider will see a banner message, letting them know that their account has been successfully activated.

- 12. The provider will again enter their email address and click login.
- 13. The provider will enter their password and click submit.

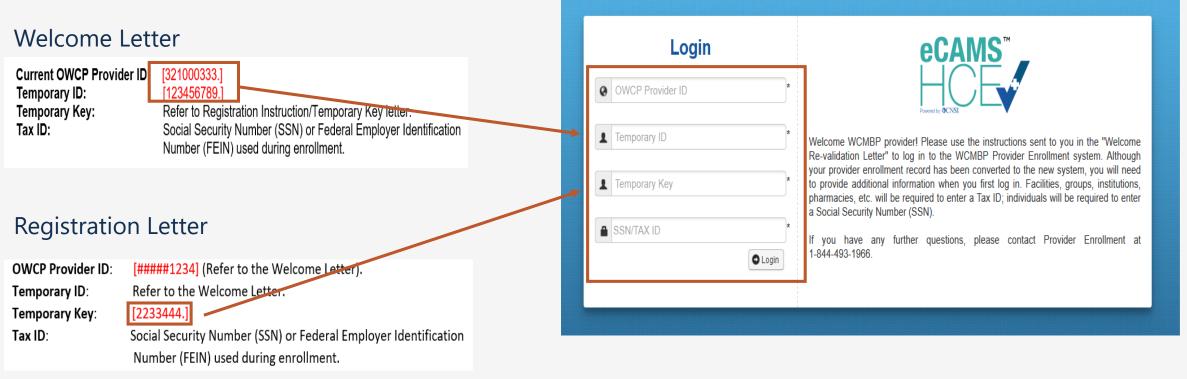
The provider will then be taken to the WCMBP Provider Portal.

Login	Login
Welcome to OWCP Connect Please enter your EMAIL ADDRESS to start.	Welcome
Your account has been successfully activated.	Sec
Email Address	
LOGIN	Кеу
RESET PASSWORD	Pas
If you have forgotten password, click <u>here</u> and you will be guided through the process to reset your password.	* Re
ļ	



Access to WCMBP Provider Portal

The Provider or System Administrator will need the Temporary ID and Temporary Key found in the Provider Letters to log into the WCMBP system.





Access to WCMBP Provider Portal



The system will display the default **Select a Provider ID Number** page.

Welcome to the WCMBP Provider Portal







Select the *appropriate profile* **"Ext Provider Bills Submitter**" from the drop-down menu. Select a profile to use during this session: EXT Provider Bills Submitter

Note: Profiles are assigned to users by the System Administrator. The person who registers in the system first, will become the System Administrator.



User Profile Access Rights

Here is a listing of profile access rights based on the Provider Profiles selected.

- 1. EXT Provider Bills Submitter: Can access everything except online services under "Provider" and "Admin."
- 2. EXT Provider Claims Payment Checker: Can access everything except for online services under "Admin."
- 3. EXT Provider Eligibility Checker: Can access everything except for online services under "Admin."
- * Additional profiles listed on next slide.

EXT Provider Bills Submitter EXT Provider Claims Payment Status Checker EXT Provider Eligibility Checker-Claims Submitter EXT Provider File Maintenance EXT Provider Super User EXT Provider System Administrator

- 4. EXT Provider File Maintenance: Can only access online service under "Provider."
- EXT Provider Super User: Can access everything except for online services under "Admin."
- 6. EXT Provider System Administrator: Can access everything except for Submit HIPAA Batch transaction online service under "HIPAA."



Provider Portal – Home Page

A > Provider Portal

Online Services	🕘 🕑 Mar	nageAlerts				
Bills	• "	My Reminders				^
Bill Inquiry View Payment Bill Adjustment/Void	Filter	r By :	- Read Status	/ O Go	Save Filter	▼ My Filters ▼
On-line Bills Entry Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates		Alert Type ▲ ▼	Alert Message ▲ ▼	Alert Date ▲♡	Due Date ▲ ▼	Read ▲ ▼
Claimant	~		No Records	s Found !		
Eligibility Inquiry						
Authorization	¥ "	Your Recent Online Activities				^
On-line Authorization Submission		ou have logged in with angelr.roberts05 A	Account with IP Address			
Provider	🗸 🗐 Pi	revious Site Visit: 04/15/2020 08:35:27 P	M			
Maintain Provider Information	🔒 La	ast login failed attempt:				
HIPAA	*					
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details						
Admin	~					
Maintain Users						
My Interactions	*					
Correspondences						

When first entering the Provider Portal, you are taken to the Provider Portal Home page.

Provider Portal - My Reminders and Your Recent Online Activities

On the right of the home page, you will see "My Reminders and "Your Recent Online Actives" section.

- The My Reminders section consist of system generated alerts and an option to filter those alerts.
- Your Recent Online Activities section consist of your recent activities within the system. Including a timestamp of your last log in.

🕑 ManageA	Jerts						
III My	Reminders						^
Filter By :		- Read Status	✓ O Go		8	Save Filter	₩ My Filters ▼
	Alert Type ▲ ▼	Alert Message ▲ ▼		Alert Date ▲♡	Due Date		Read
		No Re	ecords Found				
III Yo	ur Recent Online Activities						^
1 You hav	ve logged in with angelr roberts05 Ac	count with IP Address 207.138.47.62					
Previou	Is Site Visit: 04/15/2020 08:35:27 PM	4					
Last log	ain failed attempt:						



Provider Portal Home Page – Online Services

Online Services	Q
Bills	*
Bill Inquiry View Payment Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates	
Claimant	*
Eligibility Inquiry	
Authorization	*
On-line Authorization Submission	
Provider	*
Maintain Provider Information	
HIPAA	*
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses	
Admin	*
Maintain Users	
My Interactions	*
Correspondences	

You will see links to a list of online services on the left of the home page.

Note: Some functions of the Provider Portal may or may not be available, depending on the enrollment and provider type of the provider. Most provider will have access to all functions. Individual users will have access rights based on the provider profile given by the system administer.



Provider Portal – Bills

Online Services	0	🕑 Manage	Alerts				
Bills	*	III M	y Reminders				^
Bill Inquiry View Payment Bill Adjustment/Void On-line Bills Entry		Filter By :		- Read Status	O Go	Save Filter	Ţ My Filters ▼
Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates			Alert Type ▲ ▼	Alert Message ▲ ▼	Alert Date ▲♡	Due Date ▲ ▼	Read ▲ ▼
Vocational Rehabilitation/Nurse Bills				No Records	Found !		
Claimant	~						
Eligibility Inquiry		III Yo	our Recent Online Activities				^
Authorization	~	• You ba	we loaged in with angelr roberts05.4	Account with IP Address 207.138.47.62			
On-line Authorization Submission			us Site Visit: 04/16/2020 07:23:22 P				
Provider	~	_	gin failed attempt:	IVI			
Maintain Provider Information			gin talled attempt.				
HIPAA	*						
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details							
Admin	*						
Maintain Users							
My Interactions	*						
Correspondences							

Bills online services allows to submit bills, check bill statuses, view RV's, save bills, create and update bill templates, resubmit a denied/voided bill and submit bills from a saved template. **Note:** Contract Nurses and Vocational Rehabilitation Counselors will have a "Vocational Rehabilitation/Nurse Bills" hyperlink viewable to their provider type only.

Provider Portal – Claimant

A > Provider Portal 0 C ManageAlerts **Online Services** My Reminders ~ Bills Bill Inquiry **View Payment** Filter By Read Status ∨ **O** Go Bave Filter ▼ My Filters ▼ **Bill Adjustment/Void On-line Bills Entry** Resubmit Denied/Voided Bill Alert Type Alert Message Alert Date Due Date Read **Retrieve Saved Bills** \mathbf{A} Manage Templates Create Bills from Saved Templates No Records Found ! Claimant * **Eligibility Inquiry** Your Recent Online Activities ~ Authorization ¥ L You have logged in with angelr.roberts05 Account with IP Address 207.138.47.62 On-line Authorization Submission Provider Previous Site Visit: 04/15/2020 08:35:27 PM × Maintain Provider Information Last login failed attempt: HIPAA ¥ Submit HIPAA Batch Transaction **Retrieve HIPAA Batch Responses** SFTP User Details Admin v Maintain Users My Interactions ~ Correspondences

Claimant online services allows provider to check eligibility for Non-Pharmacy Services and/or view the claimants Accepted Conditions.

Provider Portal – Authorizations

Provider Portal Í C ManageAlerts **Online Services** My Reminders ~ Bills -Bill Inquiry View Payment Filter By Read Status 🖸 Go \sim Save Filter ▼ My Filters ▼ Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bill Alert Date Alert Type Alert Message Due Date Read Retrieve Saved Bills $\mathbf{A}\nabla$ Manage Templates Create Bills from Saved Templates No Records Found ! Claimant ~ Eligibility Inquiry Your Recent Online Activities ~ Authorization ~ **On-line Authorization Submission** You have logged in with angelr.roberts05 Account with IP Address 207.138.47.62 Previous Site Visit: 04/15/2020 08:35:27 PM Provider ~ Maintain Provider Information Last login failed attempt: HIPAA ~ Submit HIPAA Batch Transaction **Retrieve HIPAA Batch Responses** SFTP User Details Admin Maintain Users My Interactions ~ Correspondences

Authorization online services allows the provider to create and/or update an authorization and check an authorization status.

Provider Portal – Provider

A > Provider Portal

Online Services	0	C ManageAlerts				
Bills	*	My Reminders				^
Bill Inquiry View Payment Bill Adjustment/Void On-line Bills Entry		Filter By :	- Read Status	Go	Save Filter	▼ My Filters ▼
Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates		☐ Alert Type	Alert Message ▲ ▼	Alert Date ▲♡	Due Date ▲ ▼	Read ▲ ▼
Claimant	~		No Records	Found !		
Eligibility Inquiry						
Authorization	~	Vour Recent Online Activities				^
On-line Authorization Submission		You have logged in with angelr.roberts05 A	account with IP Address 207.138.47.62			
Provider	~	Previous Site Visit: 04/15/2020 08:35:27 P	Μ			
Maintain Provider Information		Last login failed attempt:				
НІРАА	~	•				
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details						
Admin	~					
Maintain Users						
My Interactions	~					
Correspondences						

Provider online services allows the provider to view and/or update their provider information.

Provider Portal – HIPAA

A > Provider Portal						
Online Services	0	C ManageAlerts				
Bills	~	My Reminders				
Bill Inquiry View Payment Bill Adjustment/Void On-line Bills Entry		Filter By :	- Read Status	Ø Go	Save Filte	r ▼ My Filters ▼
Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates		☐ Alert Type	Alert Message ▲ ▼	Alert Date ▲♡	Due Date ▲ ▼	Read ▲ ▼
Claimant	*		No Records	s Found !		
Eligibility Inquiry						
Authorization	~	Your Recent Online Activities				^
On-line Authorization Submission		You have logged in with angelr.roberts05	Account with IP Address 207.138.47.62			
Provider	~	Previous Site Visit: 04/15/2020 08:35:27	PM			
Maintain Dravidan Information		Last login failed attempt:				
HIPAA	~					
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details						
Admin	~					
Maintain Users						
My Interactions	~					
Correspondences						

HIPAA online services allows the provider to Upload their 837 files, setup a Secured FTP account, retrieve their 835s and acknowledgement files.

Provider Portal – Admin

👫 🗲 Provider Portal

Online Services	0	ManageAlerts				
Bills	*	My Reminders				^
Bill Inquiry View Payment Bill Adjustment/Void		Filter By :	- Read Status	 Go 	Save Filte	r ▼ My Filters ▼
On-line Bills Entry Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates		☐ Alert Type	Alert Message ▲ ▼	Alert Date ▲▽	Due Date ▲ ▼	Read ▲ ▼
Claimant	*		No Records	s Found !		
Eligibility Inquiry						
Authorization	~	Your Recent Online Activitie	es			^
On-line Authorization Submission		You have logged in with angelr.roberts	05 Account with IP Address 207.138.47.62			
Provider	~	Previous Site Visit: 04/15/2020 08:35:2	27 PM			
Maintain Provider Information		Last login failed attempt:				
HIPAA	~					
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details						
Admin	~					
Maintain Users						
My Interactions	~					
Correspondences						

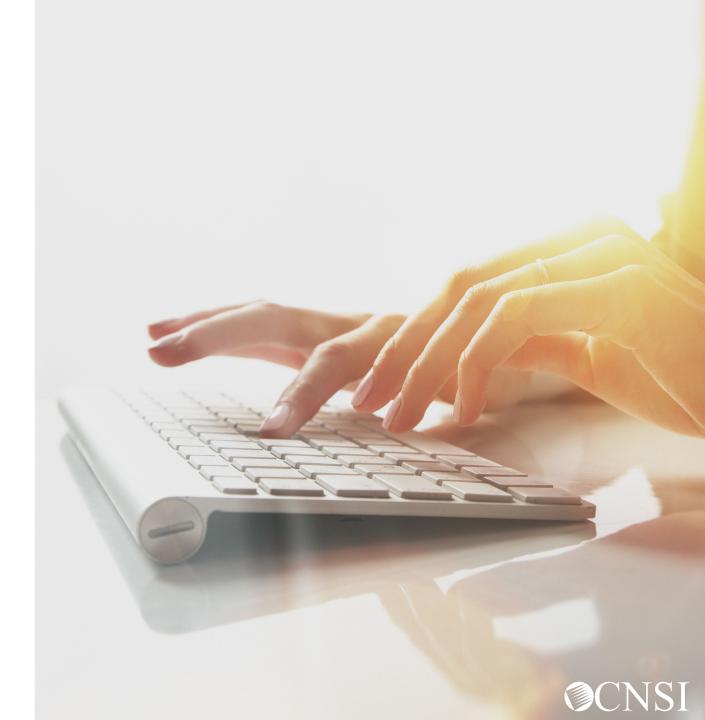
Admin online services allows the provider to add and update users that want access to their OWCP ID within the WCMBP Provider Portal.

Provider Portal – My Interactions

Provider Portal Í C ManageAlerts **Online Services** My Reminders ~ Bills Bill Inquiry View Payment Read Status 🖸 Go Filter By \sim Save Filter ▼ My Filters ▼ Bill Adjustment/Void On-line Bills Entry **Resubmit Denied/Voided Bill** Alert Type Alert Message Alert Date Due Date Read Retrieve Saved Bills $\mathbf{A}\nabla$ Manage Templates Create Bills from Saved Templates No Records Found ! Claimant × Eligibility Inquiry Your Recent Online Activities ~ Authorization -**On-line Authorization Submission** 1 You have logged in with angelr.roberts05 Account with IP Address 207.138.47.62 Previous Site Visit: 04/15/2020 08:35:27 PM Provider ~ Maintain Provider Information Last login failed attempt: **HIPAA** ~ Submit HIPAA Batch Transaction **Retrieve HIPAA Batch Responses** SFTP User Details Admin Maintain Llea My Interactions Correspondences

My Interactions online services allows the provider to see images of documents they have submitted to CNSI and retrieve Correspondences sent to them from CNSI.

EDI Benefits



Benefits of Submitting via EDI

- Cost Savings
 - No expenses with paper, printing, storage, filing, postage, etc.
- Speed and Accuracy
 - Exchange transaction in minutes, not days
 - Eliminate lost mail or illegible handwriting or ink blemishes
- Efficiency
 - Automating the exchange of data
 - Confirmation of receipt
- Improved speed of payment processing



Set up SFTP or Web Batch Processing

WEB BATCH V	S SFTP	
Cannot upload supporting documents	Can upload supporting documents	
File Size Limit is up to 50 MB	No File Size Limit	
No account set up process	One-time account set up process	
For both Providers and Billing Agents/Clearinghouses		



SFTP User Info

1	1	

Click "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.

EDI SFTP User Info:		^
	Password Policy	
	Must be 8-14 characters long Must include at least one letter and one number Must have at least one special character(for example:I\$#)	
User Login ID:	OWCP1	
Password:	*	
Confirm Password:	*	
	Ok Cance	el



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



2

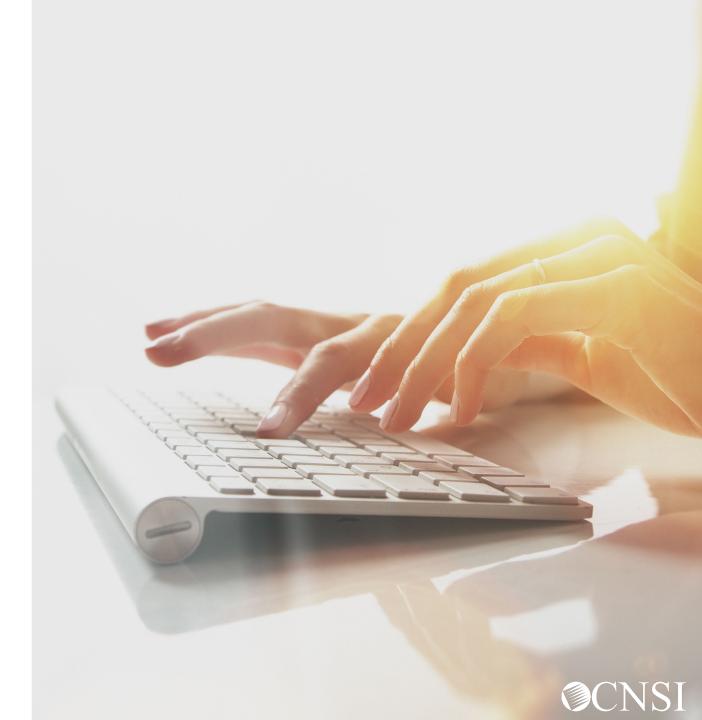
The EDI SFTP User Info dialog box will be displayed allowing you to create a password and confirm it. Click "OK."

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 !@#\$)

O Close	O Create SFTP User	L3 Reset SFTP Password
III E	DI SFTP User Info:	
Your SFT	P User Details are	
SFTP Use	r Login ID: OWCP1	



How to Contact CNSI



How to Contact CNSI?

- There will be new mailing addresses for enrollment and paper bill submissions effective April 27, 2020.
- Any documents sent to the Conduent mailboxes during the transition will be forwarded to the appropriate CNSI mailing address.
- The customer service toll free numbers are remaining the same and will transition from Conduent to CNSI.
- DFEC & DEEOIC will use the current authorization fax numbers.

Note: The mailing addresses, customer service toll free numbers and authorization fax numbers will be posted on the WCMBP web portal under Contact Us on April 27,2020.



Thank you!

Please continue to visit our Outreach web portal for updates, Frequently Asked Questions (FAQs) and webinar schedule.

The PowerPoint presented will be posted to the Outreach portal within 24 hours.

The Outreach portal at <u>https://prod.wcmbp.com/outreach/</u> will discontinue on April 24, 2020 and <u>https://owcpmed.dol.gov</u> will transition to the new WCMBP System on April 27, 2020. CNSI looks forward to being the new medical bill processing agent for the OWCP programs and working with each of you!

CNSIOWCPOutreach@cns-inc.com

