

# Submitting Bills **via SFTP**

(Secure File Transfer Protocol)



# Introduction

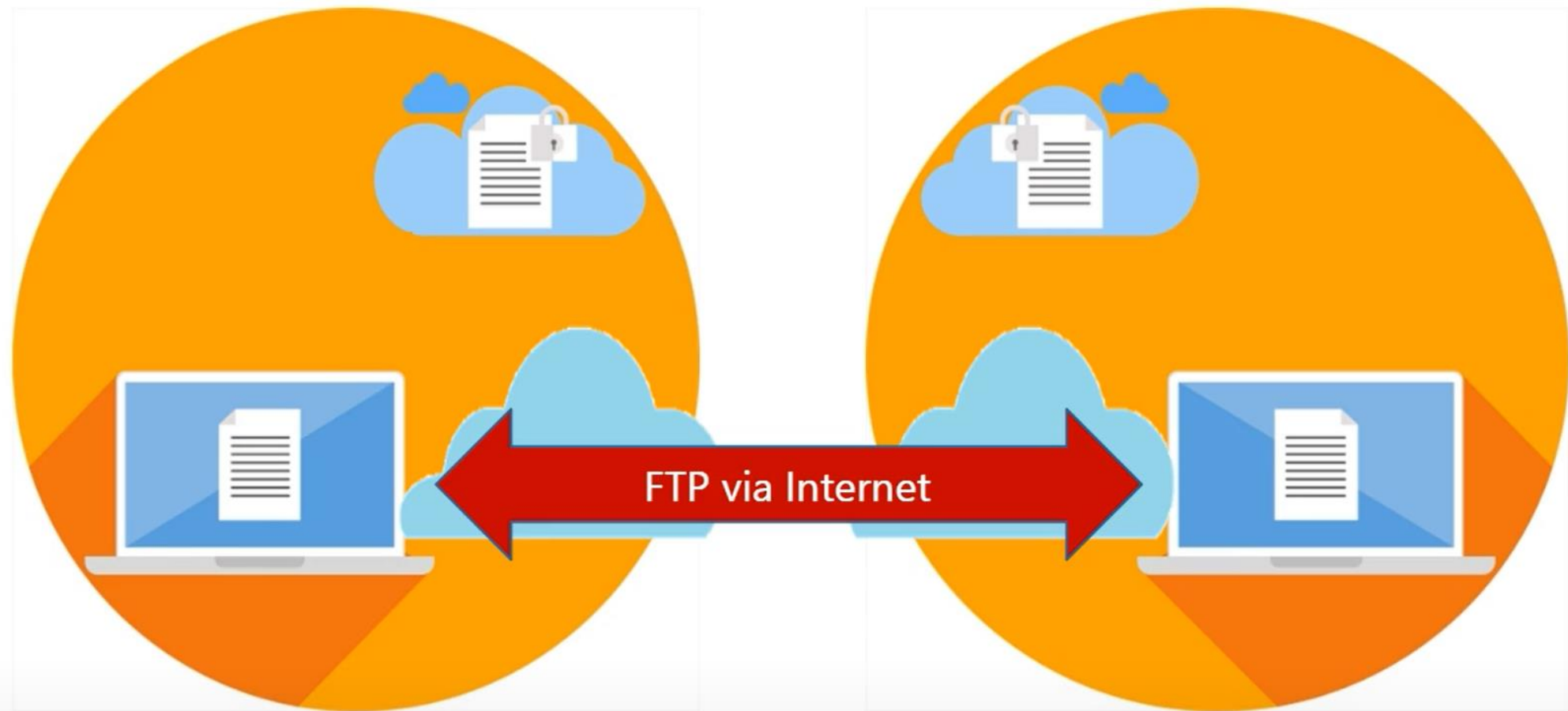
This webinar will include pertinent information about submitting bills via SFTP (Secure File Transfer Protocol).

The following topics will be covered:

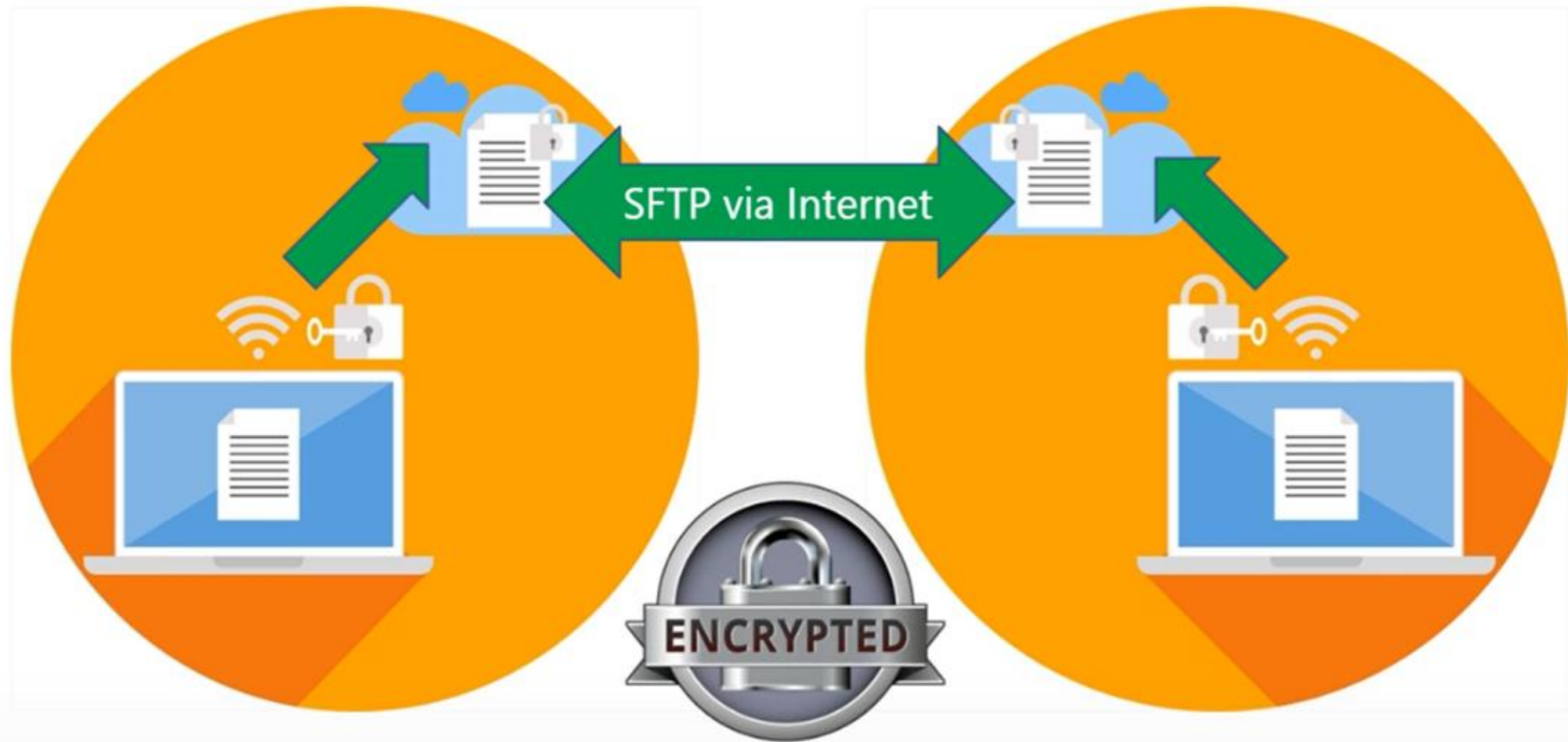
- What is SFTP?
- Why would I use SFTP?
- What are 837 and 835?
- How do I set up SFTP?
- How do I submit a batch?
- Where can I go for help?



# FTP vs. SFTP



# FTP vs. SFTP



# Online Billing Guide on WCMBP Portal

owcmpmed.dol.gov > Provider > Training & Tutorials > Reference Guides

The screenshot displays the 'Medical Bill Processing Portal' for the 'Office of Workers' Compensation Programs'. The navigation bar includes links for Home, Provider (selected), Login, Resources, Pharmacy/LMN, News, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, a breadcrumb trail shows 'Home / Provider Home / Training & Tutorials'. The main heading is 'Provider Training & Tutorials'. Underneath, there is a section titled 'Training & Tutorials for Provider' with a brief description. Two expandable panels are shown: 'Tutorials' and 'Reference Guides'. The 'Reference Guides' panel is expanded, showing a list of guides. The 'Online Billing' guide is highlighted with a red box and an orange arrow pointing to it from the left.

**Office of Workers' Compensation Programs**  
**Medical Bill Processing Portal**

Home Provider Login Resources Pharmacy/LMN News Contact Us

Home / Provider Home / Training & Tutorials

## Provider Training & Tutorials

### Training & Tutorials for Provider

Our vast training and tutorials library will help you successfully use the secure Medical Bill Processing Portal. Additional information and support can be found in the [FAQs](#), [Forms & References](#) and [Contact Us](#) sections.

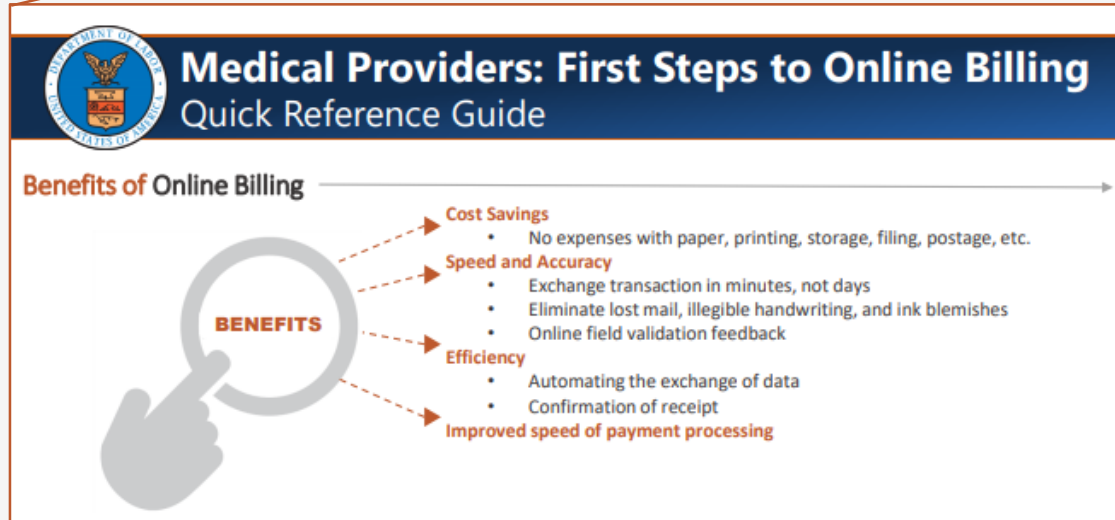
#### Tutorials

- Bills Tutorials**
  - [Enter Bills Online](#)
  - [Create Bill Templates](#)
  - [Adjust and Void Bills](#)
- Provider Enrollment Tutorials**
  - [Facility Enrollment](#)
  - [Group Enrollment](#)
  - [Individual Enrollment](#)
- Authorization Tutorials**
  - [NPS Authorization Template](#)

#### Reference Guides

- EDI Companion Guides**
  - [837 Companion Guide](#)
  - [835 Companion Guide](#)
- Quick Reference Guides**
  - [Provider Registration for Online Access](#)
  - [Interactive Voice Response System \(IVRS\)](#)
  - Online Billing**
  - [Adding/Associating Users to Providers](#)
  - [Adding Multiple Legacy Providers under One OWCP Connect ID](#)
  - [Adding New Providers under One OWCP Connect ID](#)

# Benefits to Online Billing

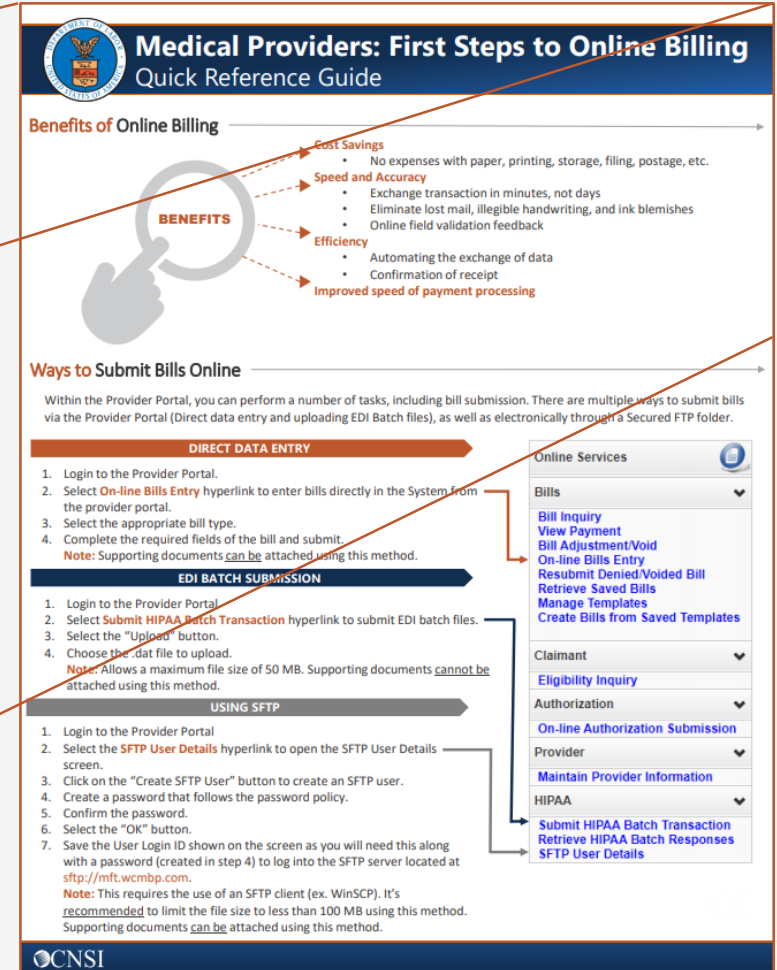


**Medical Providers: First Steps to Online Billing**  
Quick Reference Guide

**Benefits of Online Billing**

**BENEFITS**

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



**Medical Providers: First Steps to Online Billing**  
Quick Reference Guide

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**Ways to Submit Bills Online**

Within the Provider Portal, you can perform a number of tasks, including bill submission. There are multiple ways to submit bills via the Provider Portal (Direct data entry and uploading EDI Batch files), as well as electronically through a Secured FTP folder.

**DIRECT DATA ENTRY**

1. Login to the Provider Portal.
2. Select **On-line Bills Entry** hyperlink to enter bills directly in the System from the provider portal.
3. Select the appropriate bill type.
4. Complete the required fields of the bill and submit.  
**Note:** Supporting documents can be attached using this method.

**EDI BATCH SUBMISSION**

1. Login to the Provider Portal
2. Select **Submit HIPAA Batch Transaction** hyperlink to submit EDI batch files.
3. Select the "Upload" button.
4. Choose the .dat file to upload.  
**Note:** Allows a maximum file size of 50 MB. Supporting documents cannot be attached using this method.

**USING SFTP**

1. Login to the Provider Portal
2. Select the **SFTP User Details** hyperlink to open the SFTP User Details screen.
3. Click on the "Create SFTP User" button to create an SFTP user.
4. Create a password that follows the password policy.
5. Confirm the password.
6. Select the "OK" button.
7. Save the User Login ID shown on the screen as you will need this along with a password (created in step 4) to log into the SFTP server located at [sftp://mft.wcbmp.com](http://mft.wcbmp.com).  
**Note:** This requires the use of an SFTP client (ex. WinSCP). It's recommended to limit the file size to less than 100 MB using this method. Supporting documents can be attached using this method.

**Online Services**

- 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
  - SFTP User Details

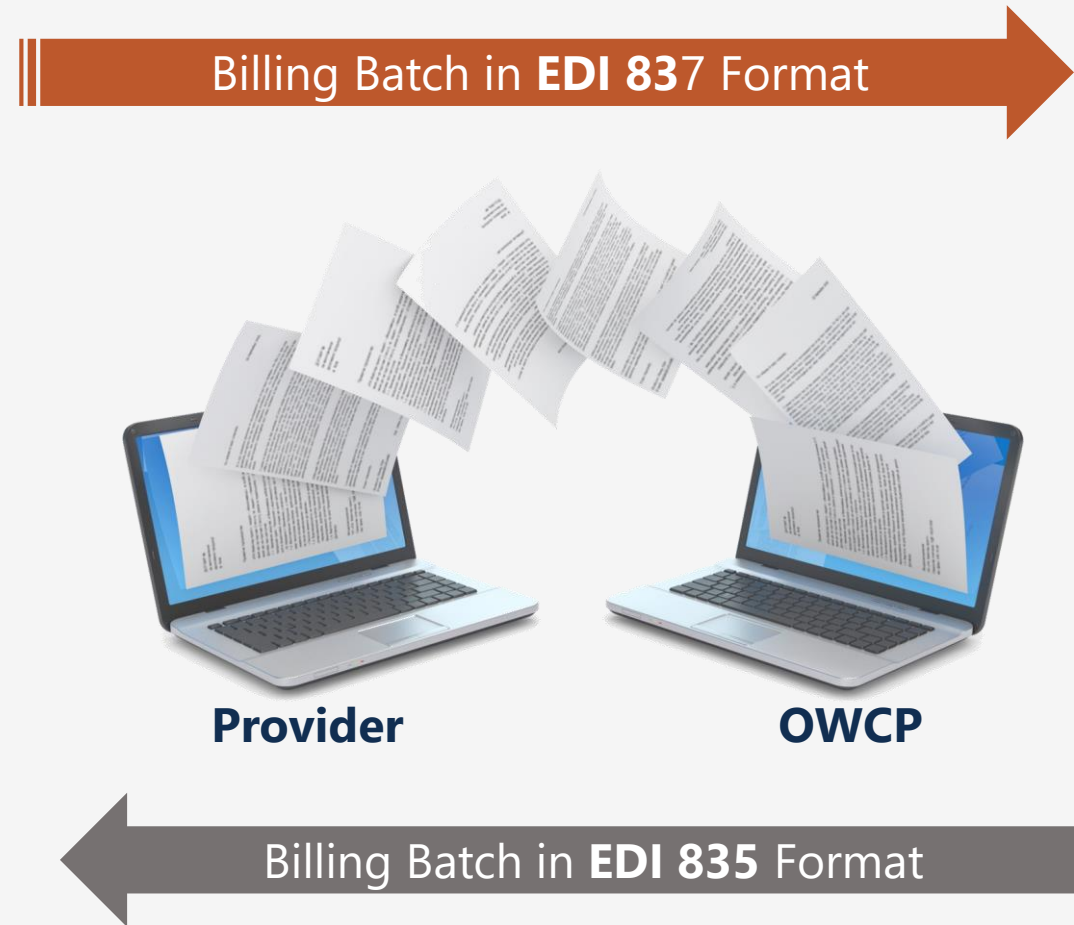
# Web Batch vs SFTP

WEB BATCH	SFTP
Cannot upload supporting documents	Can upload supporting documents
File size limit is up to 50 MB	No file size limit * Recommended max 100 MB
No account setup process	One-time account setup process
For both Providers and Billing Agents/Clearinghouses	



# What is EDI 837? EDI 835?

File formats for electronic data interchange (EDI) of healthcare claim information, which meets HIPAA standards.





# Logging Into the Provider Portal



# Navigating to Provider Login Page

1. Use the following link to access the WCMBP Portal  
<https://owcpmed.dol.gov>.
2. Select the **Login** drop-down menu.
3. Select the **Provider** link.



# Provider Login

4. On the Provider Login page, select the **Provider Login** button. You will be directed to OWCP Connect.

The screenshot shows the top navigation bar with links: Home, Provider (selected), Login, Resources, Pharmacy/LMN, News, and Contact Us. Below the navigation bar is a breadcrumb trail: Home / Provider Home / Provider. The main heading is "Provider Login". Below this is a blue link: "Use the link below to log in to the new Workers' Compensation Medical Bill Process (WCMBP) system if...". This is followed by a bulleted list of conditions for login. Below the list is a paragraph explaining that the Provider Login button will take users to OWCP Connect for registration or validation. At the bottom, a callout box with the number "4" and an arrow points to a blue button labeled "Provider Login".

Home / Provider Home / Provider

## Provider Login

[Use the link below to log in to the new Workers' Compensation Medical Bill Process \(WCMBP\) system if...](#)

- Your online enrollment has been approved
- Your paper enrollment has been approved, and you have registered with OWCP Connect and have been authenticated in the new system
- You were enrolled in the previous system (prior to April 27, 2020), and have registered with OWCP Connect and have been authenticated in the new system
- Your request to be associated with an enrolled provider as an additional user has been approved by the provider's administrator

The Provider Login button will take you to OWCP Connect, where you can register or will validate your credentials and log you into the system.

4 → [Provider Login](#)

# OWCP Connect Login

5. Since you've previously registered, you will only need to go through the OWCP Connect Login process.

Programs

OWCP Workers' Compensation System

[Login](#) | [Account Registration](#) | [Reset Password](#) | [Change Email](#) | [Help](#) | [FAQ](#)

### Account Registration

If this is your first time using OWCP Connect, click [here](#) and follow the instructions in the process to create a new account.

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

You are accessing a U.S. Government information system that is owned, developed, and operated by the Department of Labor. The information and systems are provided for the processing of official U.S. Government information only, and are not to be released, stored, or otherwise used, in whole or in part, for any other purpose, before, owned by the Department of Labor. Authorized users only.

### Login

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

Email Address

[LOGIN](#)

### RESET PASSWORD

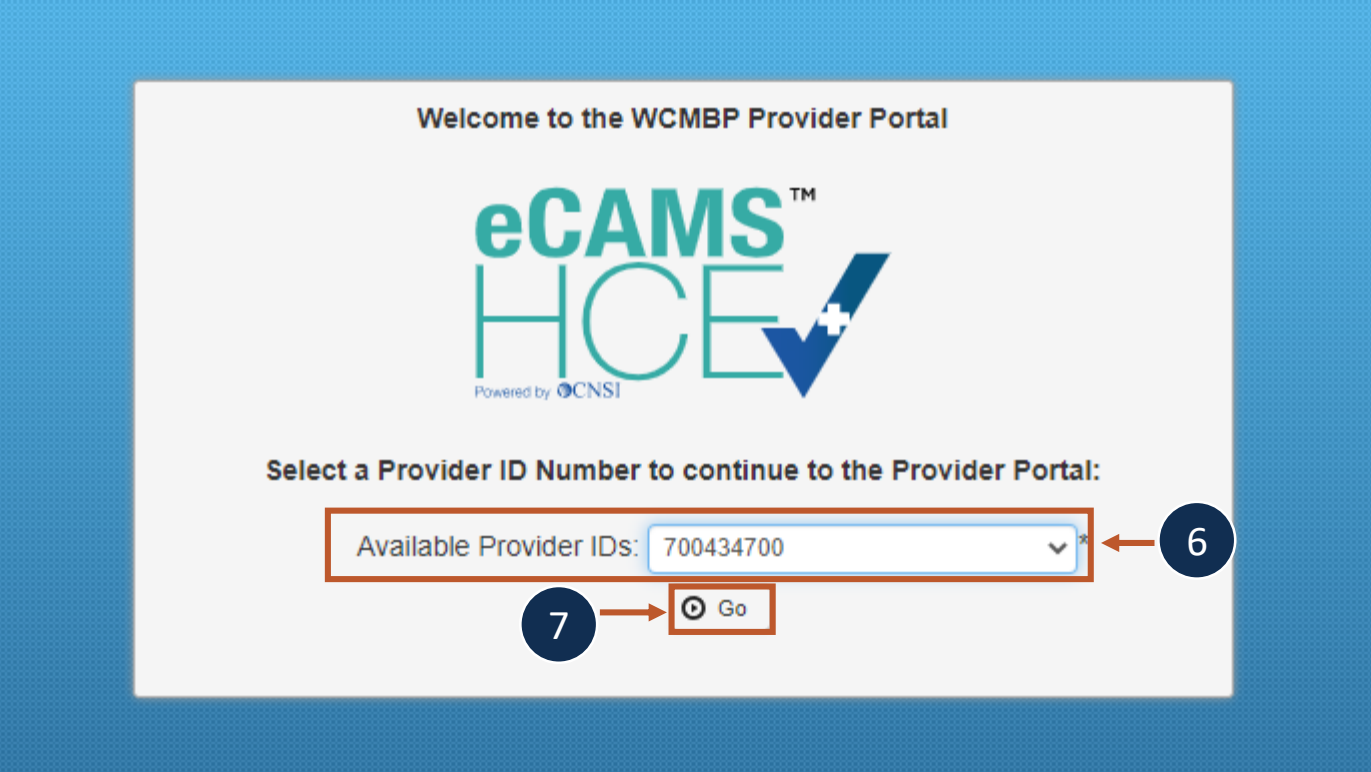
If you have forgotten password, click [here](#) and you will be taken to the password reset page.

# Select Available Provider ID

6. After successfully logging in, you will be taken to this screen where you will select from the **Available Provider IDs**.

**Note:** If you have registered multiple providers under one OWCP Connect Login or if you have been added as a user to another Provider Portal, those available Provider IDs will be available in the drop-down menu.

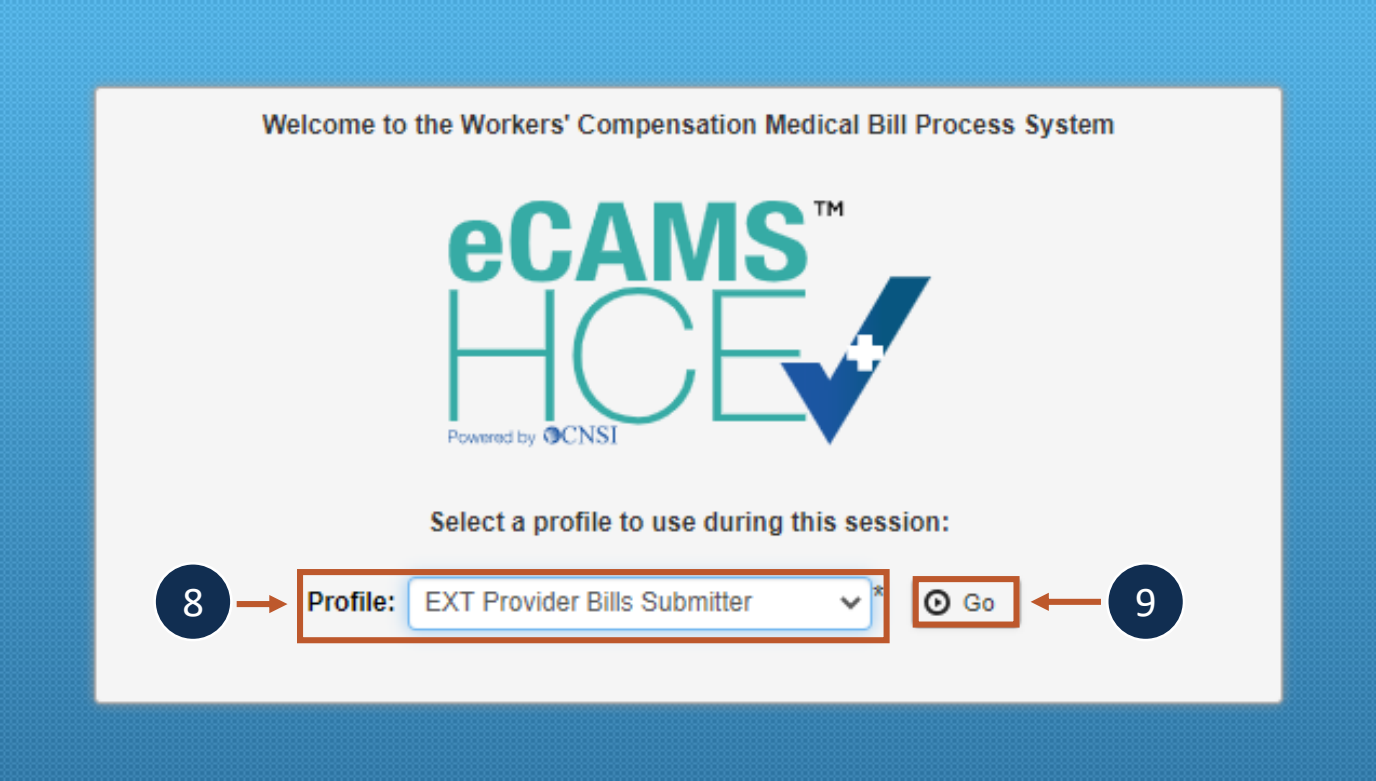
7. Select **Go**.




The screenshot shows the 'Welcome to the WCMBP Provider Portal' page. At the top, it says 'Welcome to the WCMBP Provider Portal'. Below that is the 'eCAMS HCE' logo with a checkmark and 'Powered by CNSI'. The main instruction is 'Select a Provider ID Number to continue to the Provider Portal:'. There is a drop-down menu labeled 'Available Provider IDs:' with the value '700434700' selected. A red box highlights the drop-down menu, and a red arrow points from a blue circle with the number '6' to it. Below the drop-down menu is a 'Go' button with a play icon. A red box highlights the 'Go' button, and a red arrow points from a blue circle with the number '7' to it.

# Select a Profile

8. After selecting the Provider ID, you will select a profile from the available profiles. Select from the following profiles from the drop-down menu.
  - **EXT Provider Bills Submitter**
  - **EXT Provider Eligibility Checker-Claims Submitter**
  - **EXT Provider Super User**
9. Select **Go**.



Welcome to the Workers' Compensation Medical Bill Process System

**eCAMS<sup>TM</sup>**  
**HCE**   
Powered by CNSI

Select a profile to use during this session:

8 → Profile: EXT Provider Bills Submitter ▼\* → Go ← 9

# SFTP Setup





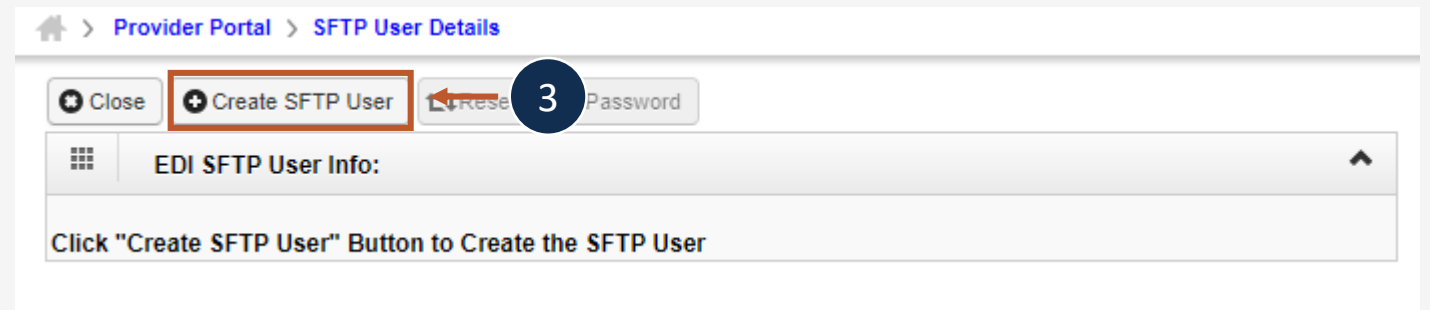
# Select SFTP User Details Link

1. The screen shown on the right is the Provider Portal, which you will see after choosing your profile and selecting **Go**.
2. Select the **SFTP User Details** hyperlink on the Provider Portal screen under the "Online Services" menu "HIPAA" section to open the SFTP User Details screen.

The screenshot displays the eCAMS HCE Provider Portal. The top navigation bar includes the eCAMS HCE logo, a user profile dropdown (User, Admin), and a profile selector (Profile: EXT Provider Bills Submitter). The main content area is divided into two columns. The left column contains a sidebar menu with sections: Online Services, Bills, Claimant, Authorization, Provider, HIPAA, Admin, My Interactions, and Correspondences. The right column contains sections: Manage Alerts, My Reminders, and Your Recent Online Activities. The 'My Reminders' section shows a filter by date and status, with a 'No Records Found!' message. The 'Your Recent Online Activities' section shows a list of recent logins. A red box and arrow point to the 'SFTP User Details' link in the 'HIPAA' section of the sidebar menu.

# Create SFTP User

3. Click on the **Create SFTP User** button to create an SFTP user.



# EDI SFTP User Info – Create Password

4. Create a password that follows the password policy.
5. Confirm the password.
6. Select the **OK** button.

The screenshot shows a dialog box titled "EDI SFTP User Info:" with a "Help" icon in the top left. Inside the dialog, there is a "Password Policy" section with the following rules:  
Must be 8-14 characters long  
Must include at least one letter and one number  
Must have at least one special character(for example: !\$#)  
Below the policy, the "User Login ID:" is displayed as "OWCP700434700".  
There are two input fields: "Password:" and "Confirm Password:". Both fields have a blue border and an asterisk (\*) to their right. Red arrows point from callout circles to these fields: circle 4 points to the Password field, and circle 5 points to the Confirm Password field.  
At the bottom right of the dialog are two buttons: "Ok" (with a checkmark icon) and "Cancel" (with a close icon). A red arrow points from callout circle 6 to the "Ok" button.

# Successfully Created SFTP User

7. Save the **User Login ID** shown on the screen as you will need this along with a password (created in the previous step) to log into the SFTP portal located at <sftp://mft.wcmbp.com>.

**Note:** This requires the use of an SFTP client (ex. WinSCP, Filezilla, or CoreFTP).

8. The next steps will demonstrate the use of the login ID (shown in screenshot), password (previously created), and the SFTP Portal address (indicated above).



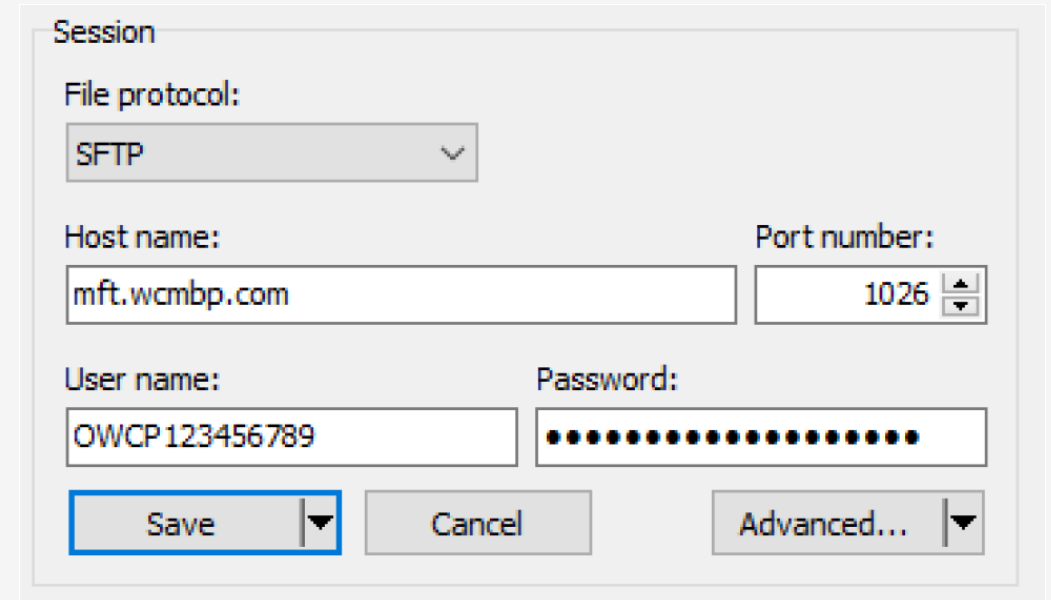
# SFTP Client Software

To use SFTP, you must install SFTP client software on your computer. For example, you can use WinSCP or Filezilla. There are others you may choose from if you don't already utilize one. Many are free to download.

The SFTP client software will need four things:

1. SFTP User Login ID
2. SFTP User Password
3. SFTP Portal: sftp://mft.wcmbp.com
4. SFTP Port Number: 1026

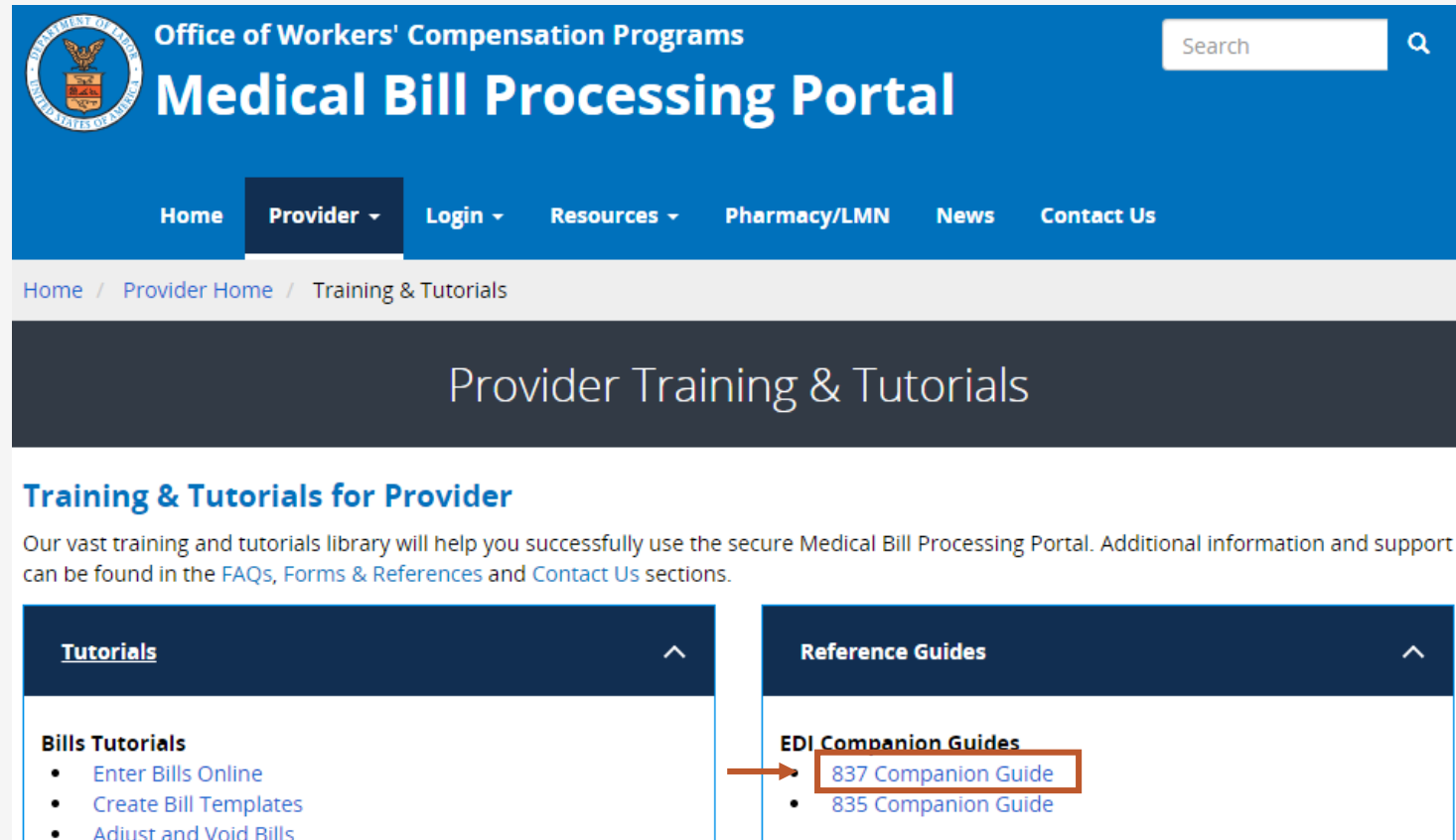
**Note:** SFTP file uploads are done through the SFTP client software, NOT through the OWCP Provider Portal.

A screenshot of an SFTP client session configuration window. The window has a title bar that says "Session". Inside, there are four main fields: "File protocol:" with a dropdown menu showing "SFTP"; "Host name:" with a text box containing "mft.wcmbp.com"; "Port number:" with a spinner box showing "1026"; and "User name:" with a text box containing "OWCP123456789". To the right of the user name is a "Password:" field with a masked password represented by dots. At the bottom, there are three buttons: "Save" (highlighted with a blue border), "Cancel", and "Advanced..." (with a dropdown arrow).

Screenshot above is an example from an SFTP client. It shows the use of the information needed to begin utilizing the SFTP batch transaction process.

# More Information on SFTP Setup

owcmpmed.dol.gov > Provider > Training & Tutorials > Reference Guides



The screenshot displays the 'Medical Bill Processing Portal' for the 'Office of Workers' Compensation Programs'. The navigation bar includes links for Home, Provider (selected), Login, Resources, Pharmacy/LMN, News, and Contact Us. A search bar is located in the top right corner. Below the navigation bar, the breadcrumb trail reads: Home / Provider Home / Training & Tutorials. The main heading is 'Provider Training & Tutorials'. Underneath, the section 'Training & Tutorials for Provider' is introduced, followed by a paragraph stating: 'Our vast training and tutorials library will help you successfully use the secure Medical Bill Processing Portal. Additional information and support can be found in the [FAQs](#), [Forms & References](#) and [Contact Us](#) sections.' The page is divided into two columns. The left column, titled 'Tutorials', contains a sub-section 'Bills Tutorials' with a bulleted list: 'Enter Bills Online', 'Create Bill Templates', and 'Adjust and Void Bills'. The right column, titled 'Reference Guides', contains a sub-section 'EDI Companion Guides' with a bulleted list: '837 Companion Guide' and '835 Companion Guide'. An orange arrow points to the '837 Companion Guide' link, which is highlighted with a red rectangular box.

# Use Section 2.3 of the 837 Companion Guide

2.3	SFTP Setup, Directory, and File Naming Convention.....	8
2.3.1	SFTP User Setup.....	8
2.3.2	Resetting SFTP User Password.....	10
2.3.3	SFTP Directory Naming Convention .....	11
2.3.4	File Naming Convention.....	13
2.3.5	Billing Provider and Billing Agent/Clearinghouse Association.....	15

*...also refer to the sections about **testing!***



## UNITED STATES DEPARTMENT OF LABOR (DOL) WORKERS' COMPENSATION MEDICAL BILL PROCESS (WCMBP)

837 Healthcare Claim  
Companion Guide  
ANSI ASC X12N (Version 5010)  
PROFESSIONAL, INSTITUTIONAL, AND DENTAL

VERSION 1.1

APRIL 27, 2020



2277 Research Boulevard, Rockville, MD 20850

Contract No. DOL-OPS-16-C-0022



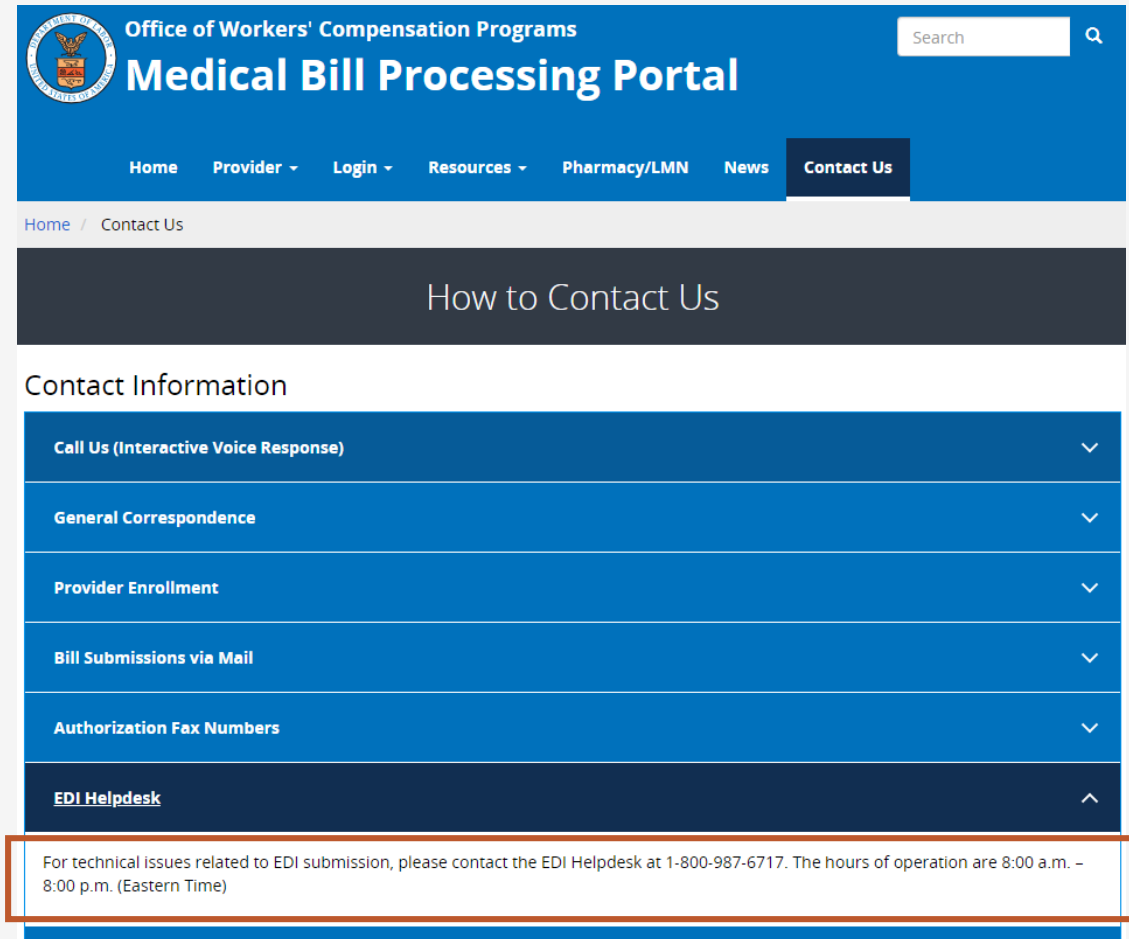
# Where Can I Go for Help?

owcmpmed.dol.gov > Contact Us > EDI Helpdesk

Find the EDI Helpdesk phone number and business hours in this section.

EDI Helpdesk Phone Number: 1-800-987-6717

Hours of Operation: 8am-8pm (Eastern Time)



Office of Workers' Compensation Programs  
**Medical Bill Processing Portal**

Home Provider Login Resources Pharmacy/LMN News **Contact Us**

Home / Contact Us

### How to Contact Us

#### Contact Information

- Call Us (Interactive Voice Response)
- General Correspondence
- Provider Enrollment
- Bill Submissions via Mail
- Authorization Fax Numbers
- EDI Helpdesk**

For technical issues related to EDI submission, please contact the EDI Helpdesk at 1-800-987-6717. The hours of operation are 8:00 a.m. – 8:00 p.m. (Eastern Time)

# Thank you!

CNSI looks forward to being the new medical bill processing agent for the 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