Bill Submission via Direct Data Entry (DDE)

Effective 05/13/2023, DCMWC requires medical providers and facilities to submit supporting medical documentation for services they provide to claimants for their covered black lung condition.

This quick reference guide outlines the process of attaching supporting documents for the various bill submission methods and highlights some new edits providers may encounter due to this change. It also provides examples of required supporting documentation that must be attached to the bill. More information is available on the Medical Bill processing Portal: DCMWC News | OFFICE OF WORKERS' COMPENSATION PROGRAMS (dol.gov)

The process of submitting bills via DDE remains the same. This process is covered in detail in the Bills Tutorials (Bills Tutorial: Direct Data Entry (DDE) located on the **Training & Tutorials for Provider** page.

1. Once all bill data is entered, select **Submit Bill**. The Transaction Control Number (TCN) appears.
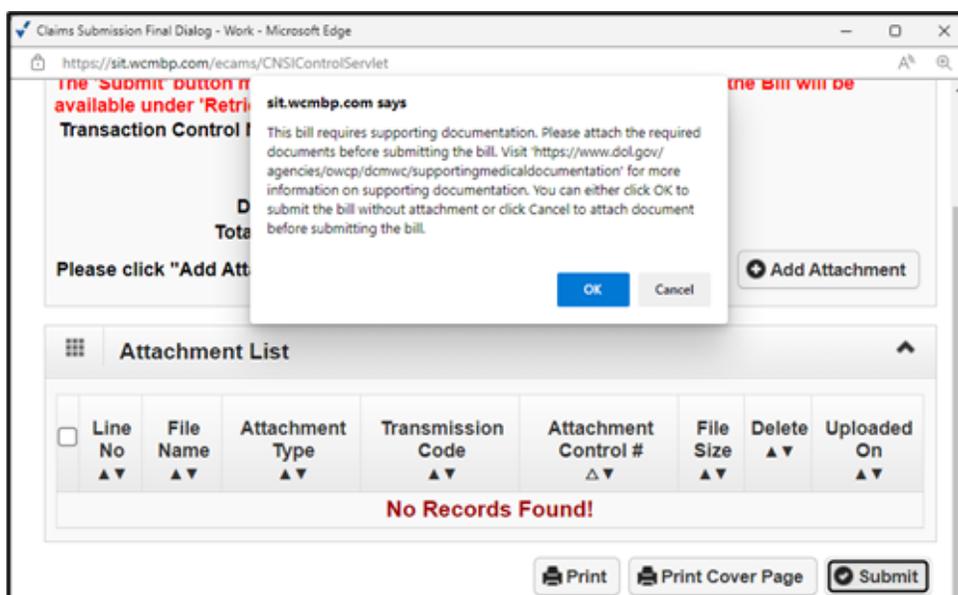
Bill Submission via Direct Data Entry (DDE)

2. When the pop-up opens prompting to submit an attachment, select **OK.**
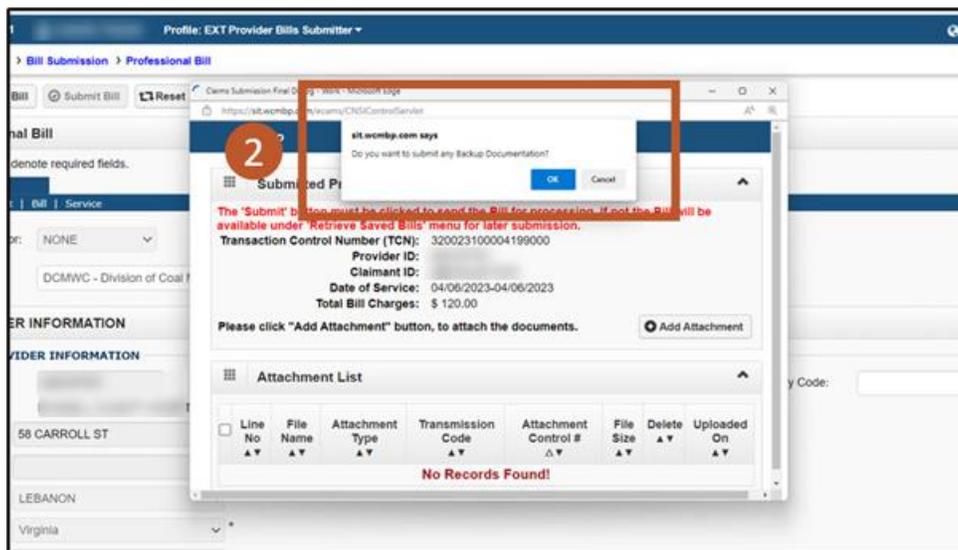
Note: Attachments are required. If **Submit** is selected without attaching any supporting documentation, the system displays a warning message. To close this message, **OK** can be selected.

Note: If a bill is submitted without attaching any supporting documentation, it will be denied.
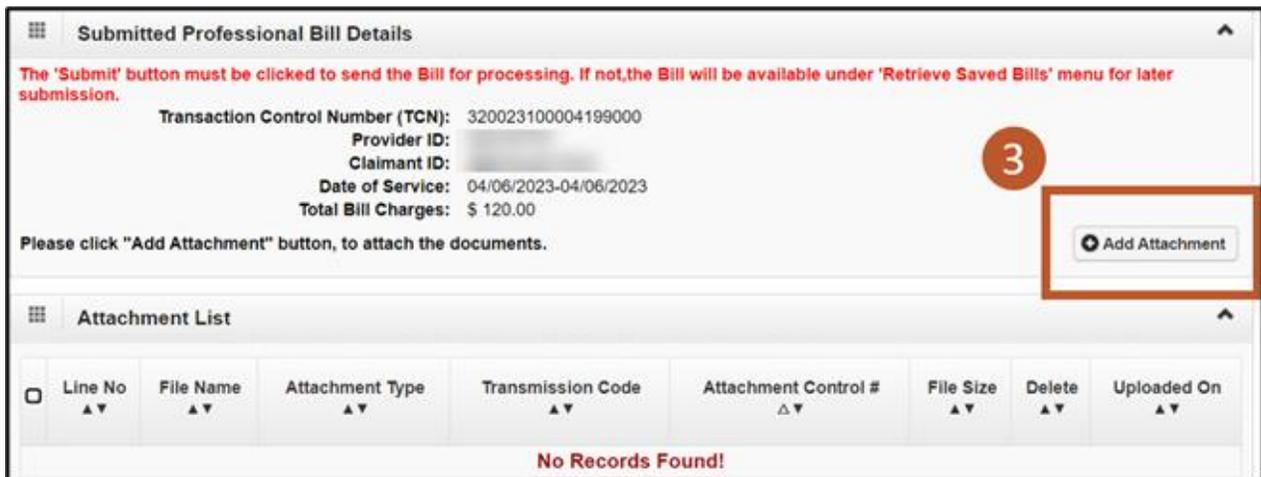
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3. Select **Add Attachment**. The Attachment window opens.

Note: Refer to the [Supporting Medical Documentation Requirement](#) section for details of required supporting documents.

Bill Submission via Direct Data Entry (DDE)

4. Select the **Attachment Type** from the drop-down list.

5. Select **Transmission Code** from the drop-down list.
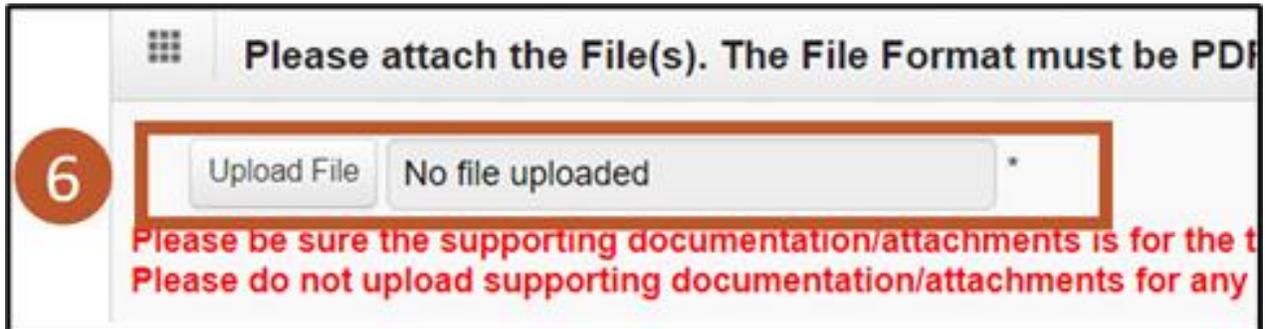
Bill Submission via Direct Data Entry (DDE)

6. Use **Upload File** to upload documentation.

7. Select **OK.**

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Note: Once the attachment is added, it is listed in the **Attachment List** section.

8.   Select **Submit** to submit a bill. A pop-up opens with a success message.

Note: When an attachment is submitted, the bill shows a status of "In Process," indicating that the attachment is under review.

Bill Attachment via Direct Data Entry (DDE)

Note: Attachments can be added after a bill has been submitted, but only if the Bill Status is "In Process."

9. To add an attachment, select the **Bill Inquiry** link under **Bills**.
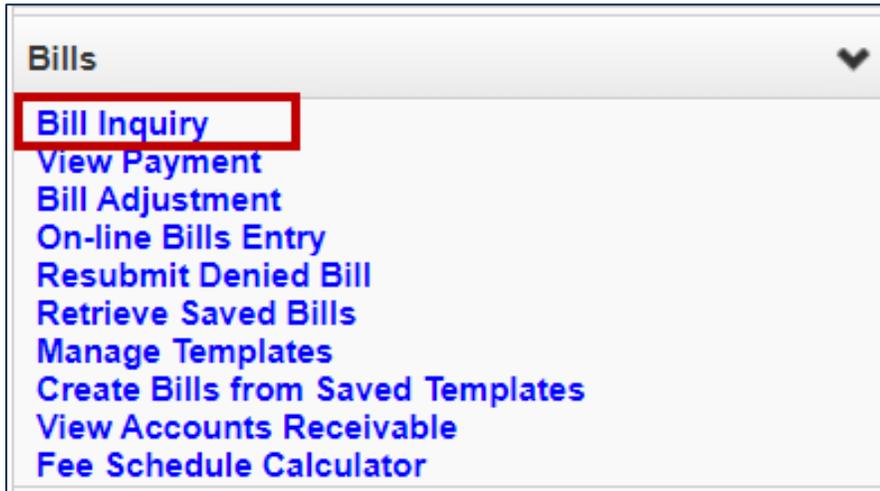
The **Bill Inquiry Providers List** page displays.

Note:

- The system will only display bills processed within the last seven years.
- By default, the search results are limited to the most recent 100 bills; however, filters can be used to display all bills that meet the specified criteria.

Bill Attachment via Direct Data Entry (DDE)

10. Select the TCN hyperlink for the "In Process" bill.

11. To upload attachments, select **View/Add Attachment**.

Bill Attachment via Direct Data Entry (DDE)

12. Select **Upload Images/Attachments**.

13. To locate the attachment on your computer, select **Upload File**.

Bill Attachment via Direct Data Entry (DDE)

14. Select **OK**.

Note:

For TCNs still in an "In Process" status but have completed bill processing, additional attachments cannot be added.

If the **Upload Images/Attachments** button is selected at this time, an error message will appear stating: "The bill processing is complete, and additional attachments cannot be added."

Denials and Edits

When no attachments are submitted, the bill is denied using **Edit 90970.**

EOB Message: Insufficient treatment records for the treatment bills.

	TCN ▲▼	From Date ▲▼	To Date ▲▼	Bill Status ▲▼	Bill Charged Amount ▲▼	Bill Payment Amount ▲▼
☐		03/03/2023	03/03/2023	Denied	$80.00	$0.00

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To view the denial reason:
1. Select the **TCN** link. The **Bill Details** page opens.

☐	TCN ▲▼	From Date ▲▼	To Da ▲▼
① ☐		03/03/2023	03/03/202

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Denials and Edits

2. Select the **Denied** link. The **Bill Status** page opens providing details of the edit or edits due to which the bill was denied.

Bill Submission via Electronic Data Interchange (EDI)

The process of submitting bills via EDI remains the same. The process is outlined in the Bills Tutorials ([Bills Tutorial: Direct Data Entry (DDE)](#) located on the **Training & Tutorials for Provider** page. This section walks through a new edit that Providers may see while submitting bills via EDI.

Notes:
- EDI bills remain in an **In Process** status while awaiting attachments.
- If supporting documents are not received within seven (7) days, the bill auto-denies with Edit 92970.

	TCN ▲▼	From Date ▲▼	To Date ▲▼	Bill Status ▲▼	Bill Charged Amount ▲▼	Bill Payment Amo ▲▼
☐	3:	03/01/2022	03/05/2022	In Process	$10,700.00	$0.00

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	TCN ▲▼	From Date ▲▼	To Date ▲▼	Bill Status ▲▼	Bill Charged Amount ▲▼	Bill Pay
☐		08/25/2022	08/25/2022	Denied	$227.00	$0.00

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Bill Submission via Electronic Data Interchange (EDI)

To view the denial reason:
1. Select the **TCN** link. The **Bill Details** page opens.

2. Select the **Denied** link. The **Bill Status** page opens providing details of the edit or edits due to which the bill was denied.

Bill Submission via Electronic Data Interchange (EDI)

EOB message: Insufficient treatment records for the treatment bills.

Note: Refer to the [Supporting Medical Documentation Requirement](#) section of this document for details of required supporting documents.

Location ▲▼	EOB/CA Reject Reason Code ▲▼	EOB/CA Reject Reason Description ▲▼
Header	92970	INSUFFICIENT TREATMENT RECORDS FOR THE TREATMENT BILLS

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☑ SaveToCSV

Bill Submission via Paper

Providers can submit paper bills via mail. The process of submitting paper bills remains the same.

The following bill forms, along with instructions, are available on the **WCMBP Web Portal**.

- **OWCP 1500/HCFA-1500 (Professional) Form:** Standard form used by physicians and other providers when submitting bills per claims for reimbursement for health services rendered to an OWCP claimant.

- **OWCP UB 04 (Institutional) Form:** Standard claim form that an Institutional provider can use for the billing of medical and mental health claims rendered to an OWCP claimant.

Send bills and supporting documentation to:

Federal Black Lung Program

P.O. Box 8302

London, KY 40742-8302

Note: Refer to the Supporting Medical Documentation Requirement section of this document for details of required supporting documents.

Supporting Medical Documentation Requirement

Note: Providers are responsible for ensuring the appropriate supporting documentation is attached to bills.

The screenshots on this page and the following two pages are of the Bill Attachment Requirements table located in the document: BILLATTACHMENTREQUIREMENTS_FinalforWeb030822.pdf (dol.gov).

Type of Bill	Procedure/Visit Type	Brief Description	Required Attachment Example
Professional	Office Visit	E&M visit, Follow Up visit	Physician Report, Office Note, Consultation Note/Report
Professional or Institutional	Pulmonary Rehab Bill	Pulmonary Rehab Session, Initial Evaluation, Re-Evaluation	Physician prescribed exercise (e.g., mode of exercise, target intensity, duration of each session, and frequency of sessions), Progress notes, and Assessments (e.g., Psychosocial assessment, and outcomes assessment), Individualized treatment plan.
Professional or Institutional	Radiology/CT/ MRI	Diagnostic test	Interpretation Report
Professional or Institutional	Chemotherapy	Treatment	Treatment Plan, Plan of Care

Supporting Medical Documentation Requirement

Type of Bill	Procedure/Visit Type	Brief Description	Required Attachment Example
Professional or Institutional	Surgical Procedure	Surgical Procedure	Operative Report
Professional	Ambulance	Transportation Services	Emergency Room Report, Certification of Travel, Travel Log sheet
Professional	DME	DME	Approved Certificate of Medical Necessity (CMN)
Institutional	Outpatient Services	E&M visit, Follow Up visit	Physician Report, E&M Visit Report, Treatment Note
Professional or Institutional	ER Visits	ER Visit	Emergency Room Report, Itemized Statement, Ambulance Log From/To travel
Institutional	Inpatient Treatment	Inpatient Services, Organ Transplantation	Admission History Report, Admission and Discharge Summary, Itemized Statement
Professional or Institutional	Any Type of services	Unlisted Procedure	Supporting documentation that documents the services rendered.

Supporting Medical Documentation Requirement

Type of Bill	Procedure/Visit Type	Brief Description	Required Attachment Example
Carrier	Third Party Reimbursement	All services paid by other insurance carrier or other Government Agency	OWCP Carrier Reimbursement Form, Copy, attaching a copy of the original billed services submitted on the HCFA- 1500 or the UB04.