

Bill Adjustment



Introduction

The purpose of this tutorial is to educate providers on the Bill Adjustment features using the WCMBP System.

- Understand the benefits of Bill Adjustment
- How to Search Provider Bill Adjustments
- Bill Adjustments



Bill Adjustment Benefits



Allows Providers to:

- Make corrections to paid bills electronically.

Bill Adjustment

WCMBP System

- Providers can submit bill adjustments for any bill using one of the preferred methods:
 - Mailroom
 - Direct Data Entry (DDE)
 - Electronically

Note: Void transactions are not available for DFEC, DEEOIC, and DCMWC providers. If providers need to adjust a bill, they need to submit an adjustment using their chosen submission method.

Accessing Bill Adjustment via the WCMBP System

- 1 Log in to the WCMBP System. The system will display the default Select a Provider ID Number page.
- 2 Select the appropriate profile, **Ext Provider Bills Submitter**, from the drop-down list.
- 3 Select the **Bill Adjustment** link under Bills.

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

Available Provider IDs: 700

Select a profile to use during this session:

EXT Provider Bills Submitter

Bills

- Bill Inquiry
- View Payment
- Bill Adjustment
- On-line Bills Entry
- Resubmit Denied Bill
- Retrieve Saved Bills
- Manage Templates
- Create Bills from Saved Templates
- View Accounts Receivable

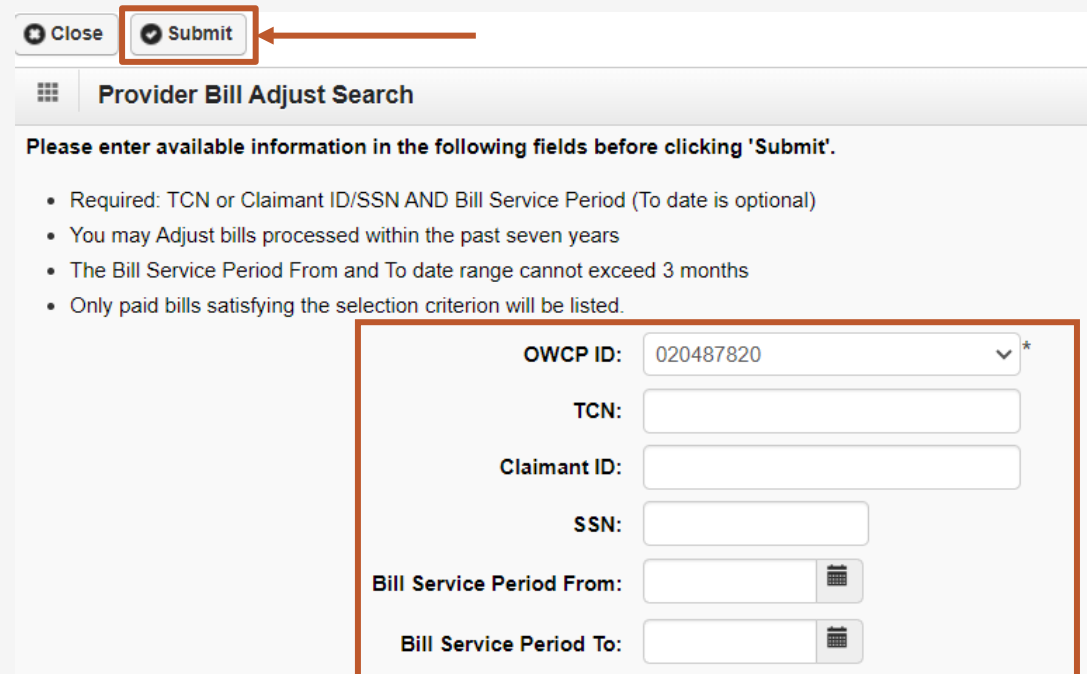
How to Search Provider Bill Adjustments

1

To search for a bill to adjust:

- Enter a TCN, or Claimant ID or SSN, and the Date of Service (DOS).
- Select **Submit**.

Note: You can only search for paid bills within the past seven years.



Close Submit

Provider Bill Adjust Search

Please enter available information in the following fields before clicking 'Submit'.


- Required: TCN or Claimant ID/SSN AND Bill Service Period (To date is optional)
- You may Adjust bills processed within the past seven years
- The Bill Service Period From and To date range cannot exceed 3 months
- Only paid bills satisfying the selection criterion will be listed.


OWCP ID: 020487820 *

TCN:

Claimant ID:

SSN:

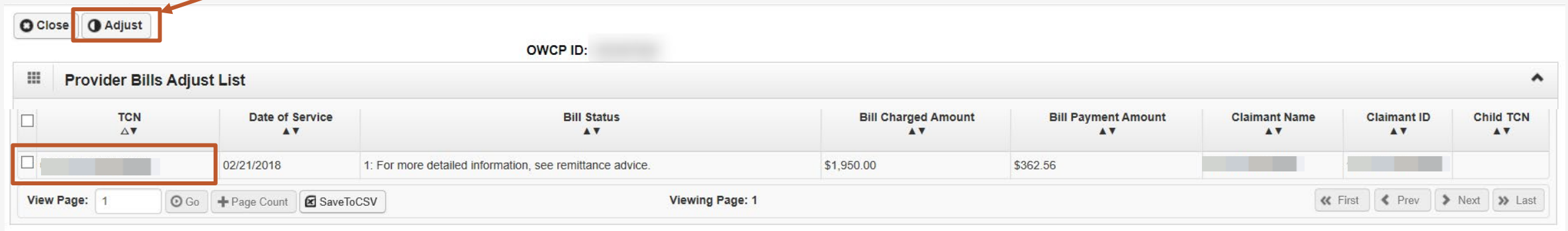
Bill Service Period From: 

Bill Service Period To: 

How to Search Provider Bills Adjustments

The system displays the bills that match the search criteria you entered.

- 1 Select the checkbox to the left of the TCN that you want to adjust.
- 2 Select **Adjust**.



Close Adjust

OWCP ID: [REDACTED]

Provider Bills Adjust List

<input type="checkbox"/>	TCN ▲▼	Date of Service ▲▼	Bill Status ▲▼	Bill Charged Amount ▲▼	Bill Payment Amount ▲▼	Claimant Name ▲▼	Claimant ID ▲▼	Child TCN ▲▼
<input type="checkbox"/>	[REDACTED]	02/21/2018	1: For more detailed information, see remittance advice.	\$1,950.00	\$362.56	[REDACTED]	[REDACTED]	

View Page: 1 Go + Page Count SaveToCSV Viewing Page: 1 << First < Prev > Next >> Last

Adjust Bill

The system will display the Basic Bill Information:

- Original TCN (TCN # you are adjusting)
- Provider Information
- Claimant Information
- Bill Information
- Service Line Item Information

Note: The full page will populate showing all the Bill Header Information. This screen has the sections minimized.

Selecting the down arrow will maximize the section. You are able to make corrections to the information.

The screenshot displays the 'Adjust: Institutional Bill' form. At the top, there is a header with a grid icon and the text 'Adjust: Institutional Bill'. Below this is a note: 'Note: asterisks (*) denote required fields.' The 'Basic Bill Info' section is expanded, showing a navigation bar with 'Provider | Claimant | Bill | Service' and a 'Program' dropdown menu set to 'DEEOIC - Division of Energy Employees Occupational Illness Compensation'. To the right is a 'Submitter ID' field. Below this is the 'ADJUSTMENT INFORMATION' section, which includes a required field for 'ORIGINAL TCN'. The remaining sections are minimized: 'PROVIDER INFORMATION', 'CLAIMANT INFORMATION', 'BILL INFORMATION', and 'SERVICE LINE ITEM INFORMATION'. A red arrow points to the downward-pointing arrow icon on the right side of the 'PROVIDER INFORMATION' section header, indicating how to expand it.

How To Submit Bill Adjustments

A dialogue Box opens asking if you want to submit backup documentation.

- 1 Select **OK** to add attachments, or select **Cancel** if no attachment is needed.

Adjust Institutional Bill Details

The "Submit" button must be clicked to send the Bill for processing.

Transaction Control Number (TCN): [Redacted]

Original TCN: [Redacted]

Provider ID: [Redacted]

Claimant ID: [Redacted]

Date of Service: [Redacted]

Total Bill Charges: [Redacted]

Please click "Add Attachment" button, to attach the documents. [Add Attachment]

Adjust Institutional Bill Details

Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
No Records Found !							

[Print] [Print Cover Page] [Submit]

- 2 Select **Submit** to submit your adjustment.

A Dialogue box opens confirming your adjustment was submitted successfully.

This site says...

Do you want to submit any Backup Documentation?

[OK] [Cancel]

A dialogue box will be displayed with your new TCN number.

This site says...

Your Bill adjustment request was submitted successfully.

[OK]

THANK YOU!

