Online Bill Templates

Introduction

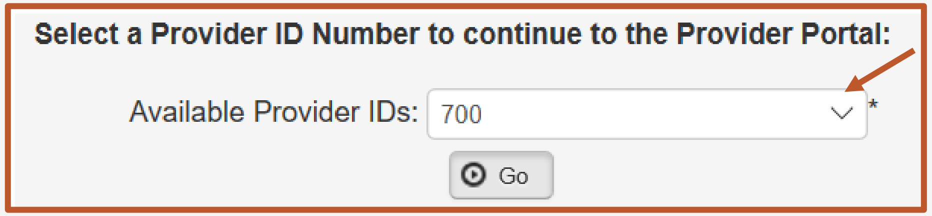
The WCMBP system features templates that allow providers to create preset formats for billing OWCP, reducing the need to recreate an entire bill with each submission. The purpose of this tutorial is to educate providers on the use of bill templates for Direct Data Entry (DDE) online bill submission.

- Managing Templates
- Updating Templates
- Deleting Templates

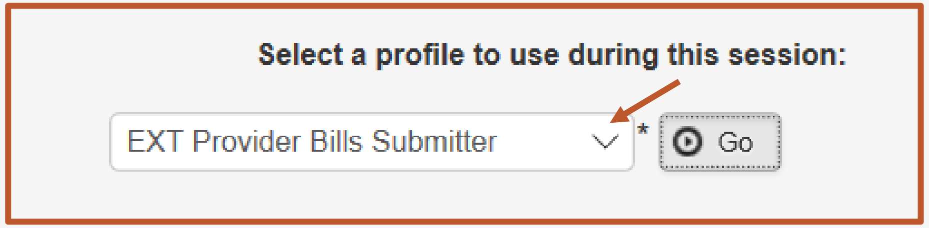
Managing Templates

Accessing Manage Templates via the WCMBP System

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.



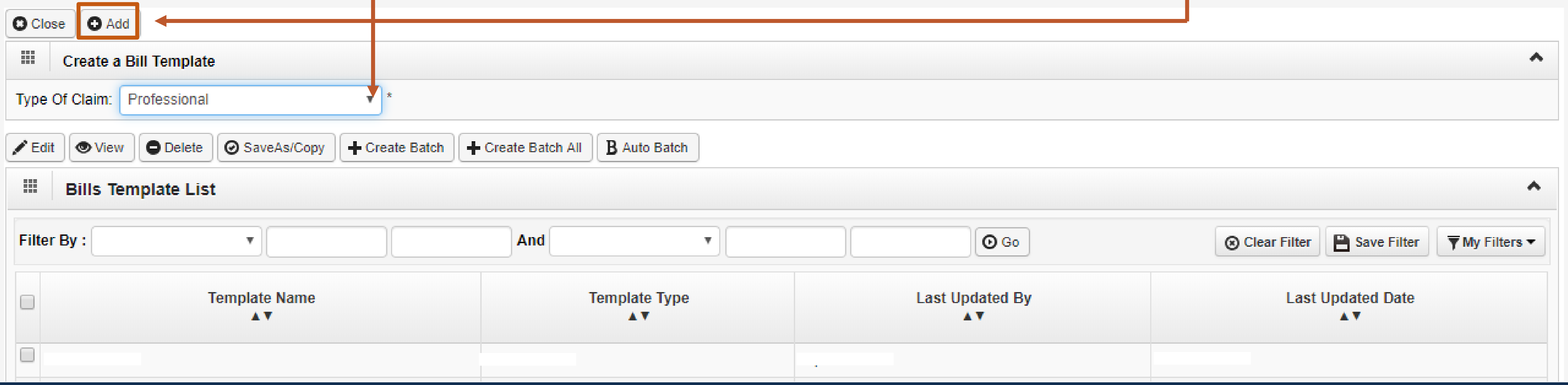
2 Click on the “Manage Templates" tab in the column under Bills.

How To Manage Templates?

Create a Bill Template:

1. Select the type of bill for which you want to create a template, click “Type of Claim” drop-down list (Professional/Institutional/Dental).

2. Click the “Add” tab.



How To Manage Templates?

Basic Bill information will have to be entered to create your template:

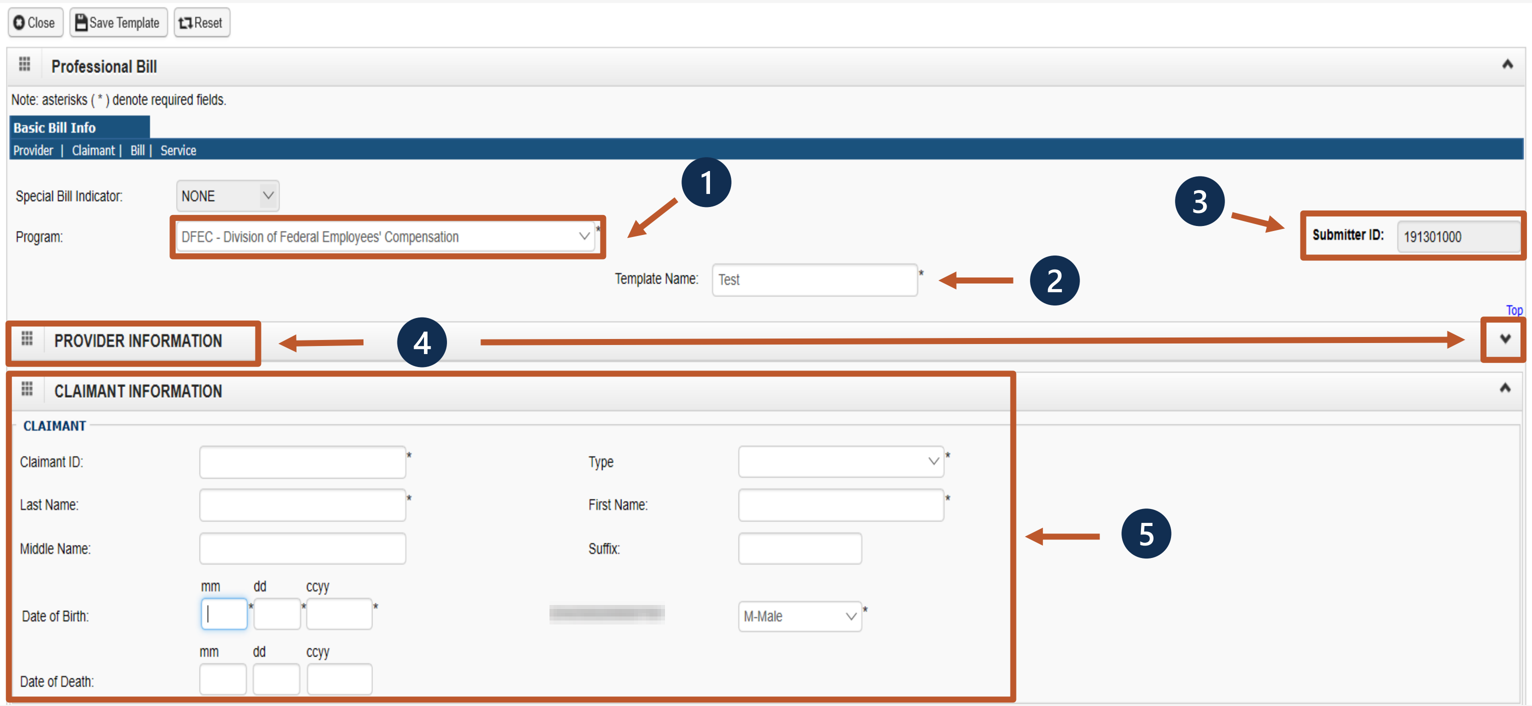
1. Select “Program.”

2. Enter a Name for your Template.

Note: The template name is freeform text. Up to 50 characters can be entered.

3. Submitter ID will be displayed based on your login.

4. Provider information will be displayed based on the login credentials (You can use the dropdown arrow to view the information).



*5 is covered on the next slide.

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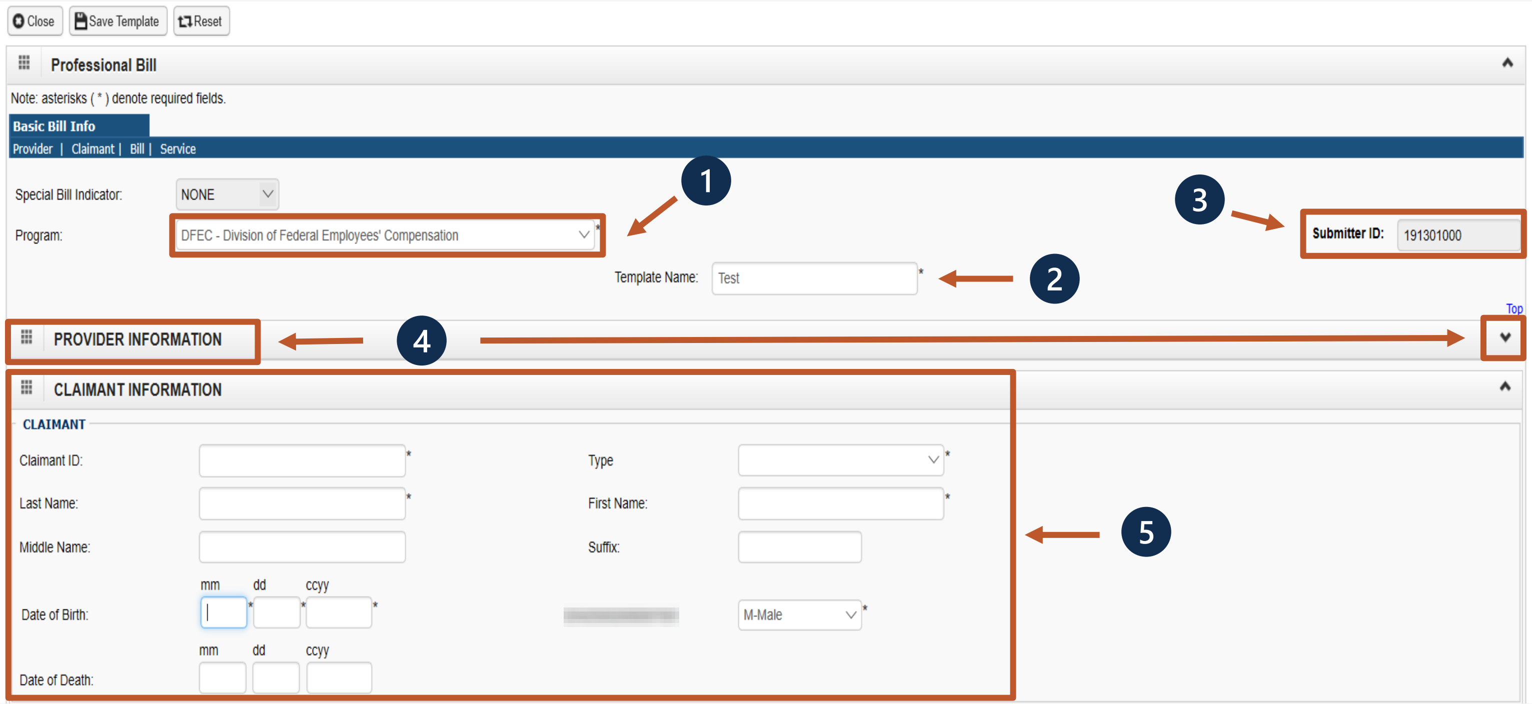
How To Manage Templates?

5. Claimant Information (Enter “Claimant ID” and select “Case Number” as the Type. The “Claimants Name”, “Date Of Birth” and “Sex” will be displayed.

Note: If the template will be used for the same claimant, the claimant information can be added.

If the template will be used for different claimant but for same type of services, the claimant information need not be added.



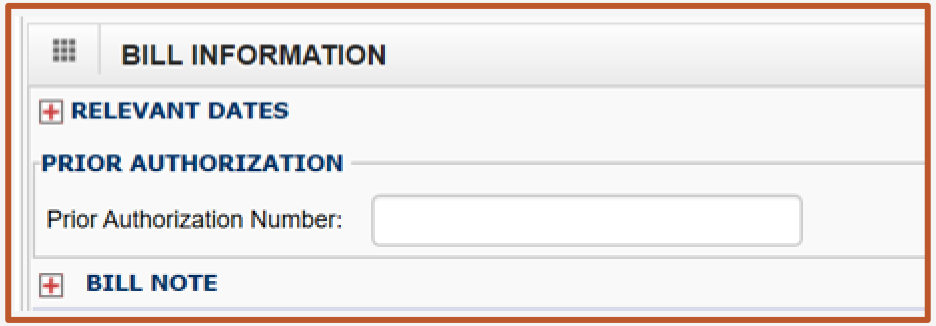
Does Bill have any Third-Party Liability(TPL) Amount?

Note: If “Yes” is selected, enter the TPL amount.

How To Manage Templates?

1 You can enter Relevant Dates, a Prior Authorization Number and/or Bill Notes.

Note: These are not required fields. Click on the **+** to enter Relevant Dates or a Bill Note, and **–** to minimize it if it no longer needed.



2 This Dialogue Box will populate to enter relevant dates related to the services you are entering on this bill.

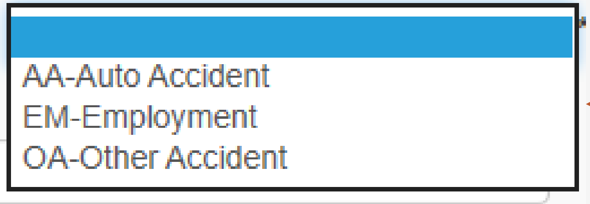
3 Enter a Bill Note related to the services you are entering on this bill.

Note: Up to 80 characters can be entered.

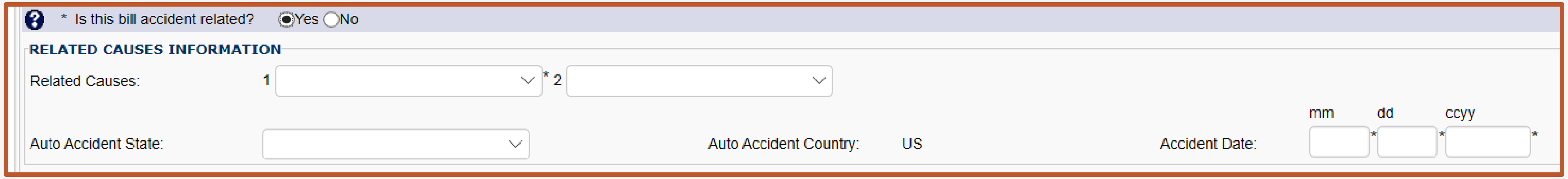
How To Manage Templates?

1 Is the bill accident related?

Note: If "Yes" is selected, enter the Related Causes Information.



Related Causes Options.



2 Is the bill accident related?

Note: If "No" is selected, enter the Patient Account No (Optional) within your organization and select the Place of Service from the dropdown.

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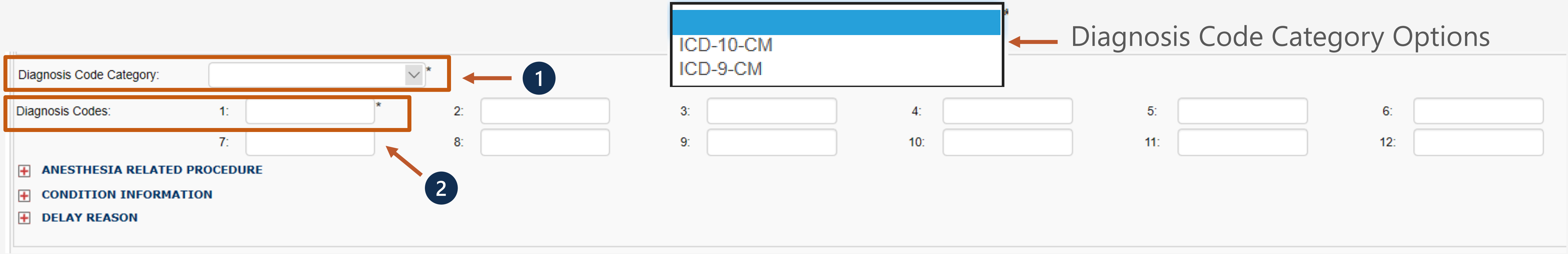
How To Manage Templates?

1. Enter the “Diagnosis Code Category” to identify if you are using ICD-9 or ICD-10.
2. Enter up to 12 diagnosis codes. ICD Codes should be listed in primary order.

Note:

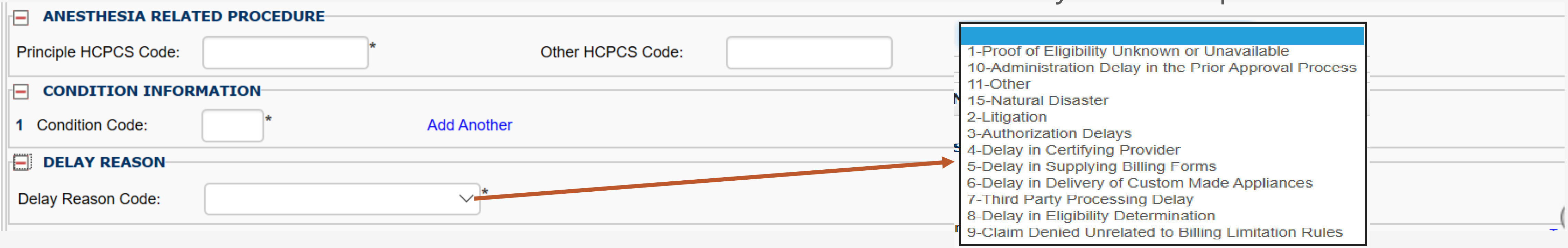
- Must list all ICD-9 or ICD-10 codes based on the Date of Service (DOS).
- ICD Codes must be listed in sequential order, 1-12 (cannot skip a number).
- ICD-9 Diagnosis Codes (applies if DOS is on or prior to September 30, 2015).
- ICD-10 Diagnosis Codes (applies if DOS is on or after October 1, 2015).



How To Manage Templates?

1 Click on the + to add an Anesthesia Related Procedure, Condition Information and/or a Delay Reason, and – to minimize it if it no longer needed.

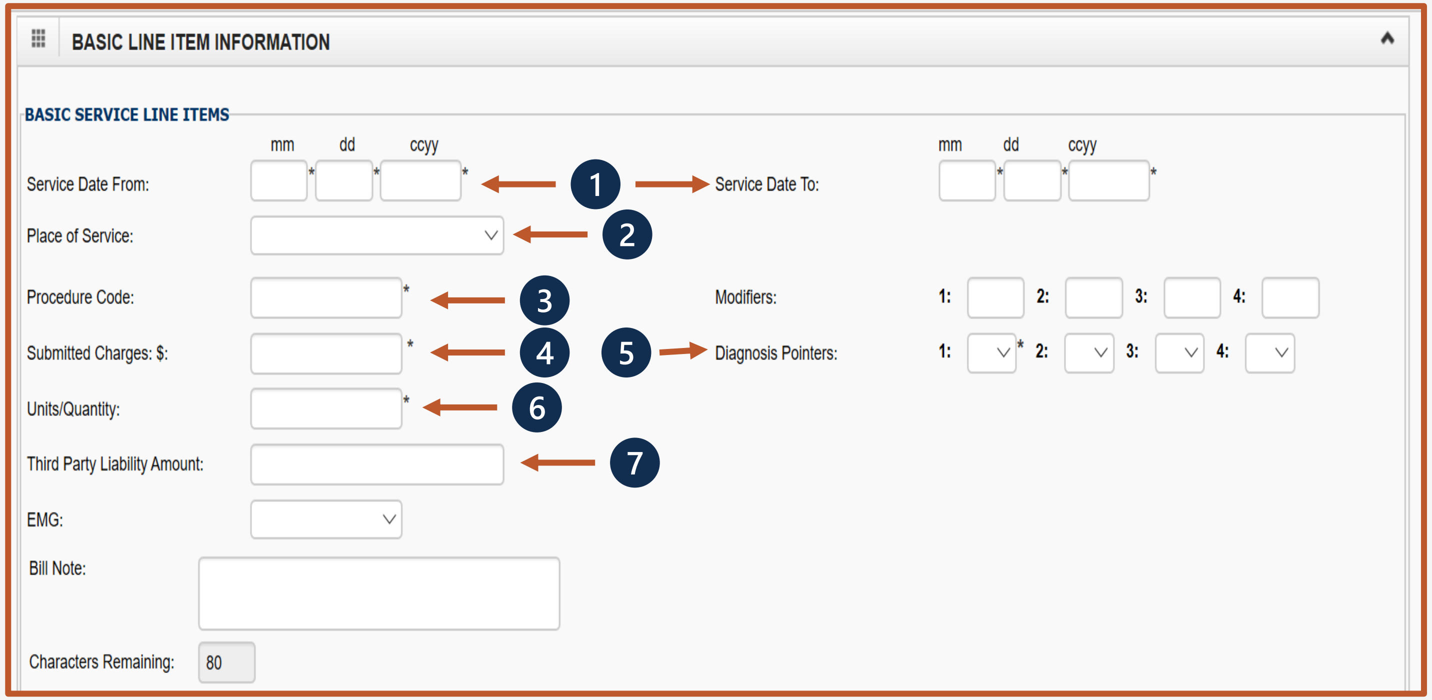
Delay Reason Options



How To Manage Templates?

Enter the Basic Service Line Information:

1. Date Of Service Range (When the services were rendered?).
2. Place of Service (POS) (two Digit POS Code representing were services were rendered).
3. Procedures/Services, or Supplies (Enter the five character HCPCS, CPT and/or two character Modifier).
4. Charges (list the sub charge for the line item).



*5-7 is covered on the next slide.

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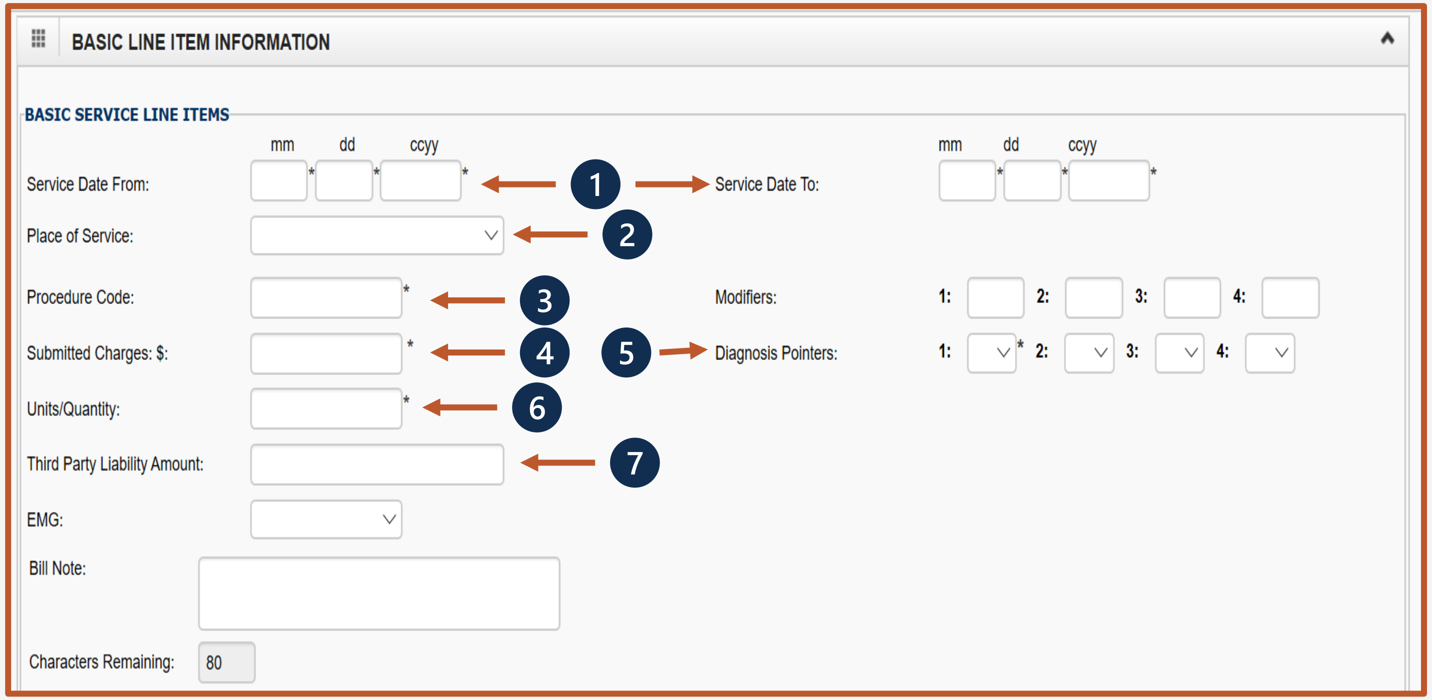
How To Manage Templates?

Enter the Basic Service Line Information:

5. Diagnosis Pointer (enter the diagnostic reference number (1-12) from bill information section) to relate the DOS and procedure performed to the appropriate DX.
6. Units (enter the number of units provided during the DOS range listed).
7. Third Party Liability Amount (amount that was paid by a Third-Party).



Note: If DOL is primary, leave blank. If listed, monies will be deducted from the allowed reimbursement amount.

- EMG (Is this an emergency service? Y/N) (Optional).
- A Bill Note can be entered, up to 80 characters (Optional).

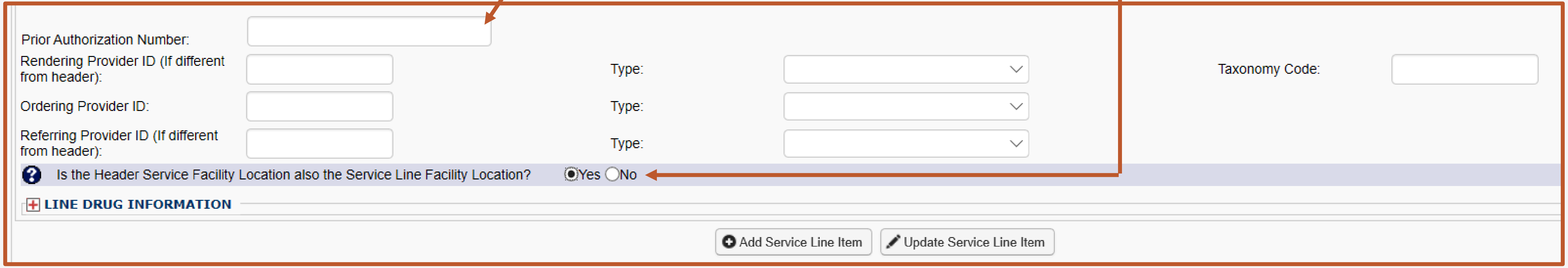
How To Manage Templates?

1. You are able to enter a Prior Authorization Number and/or the Rendering/Other/Referring Providers NPI number if it is different from the header provider information.

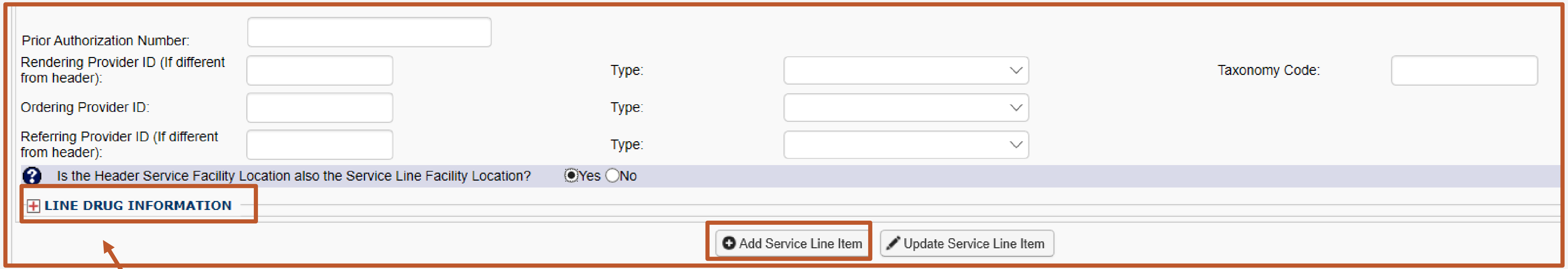
   Note: These are not required fields.

2. Is the Header Service Facility Location also the Service Line Facility Location?

   Note: If "No" is selected, a dialogue box will allow to add the Servicing Facility Location (address), and Provider ID and Type.

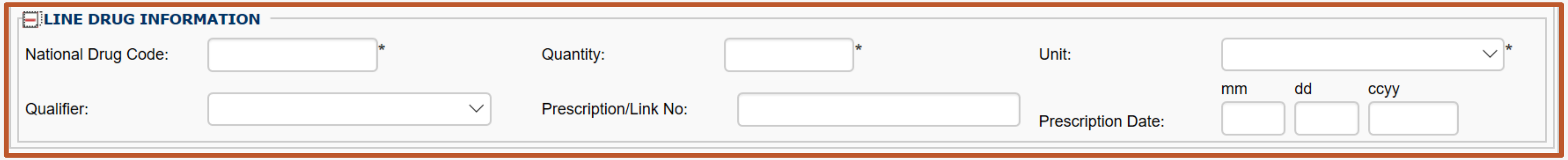


How To Manage Templates?



1 Click on the **+** to add "Line Drug Information", and **–** to minimize it if it is no longer needed.

2 Click "Additional Service Line Item" to add additional line item to the bill and repeat for additional lines. **Note:** Click "Update Service Line Item" to update an existing line item.



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How To Manage Templates?

1 Once a line item has been selected, the line item information added will be displayed. Click the “Line NO” hyperlink to make updates. Click the “Delete” hyperlink to remove the Line Item.

2 Once you have entered all line items scroll back to the top of the page and click “Save Template” to save your bill template.

Note: You have an option to reset the bill if you want to start all over.

Previously Entered Line Item Information

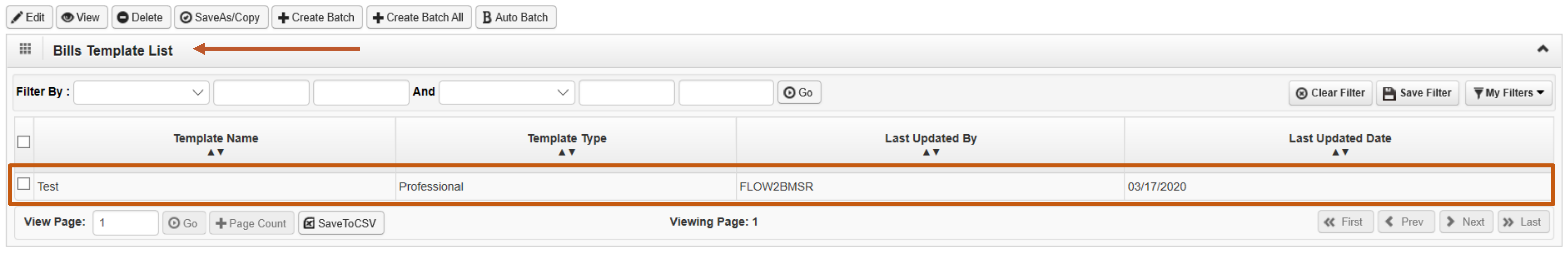
Click a Line No. below to view/update that Line Item Information. Total Submitted Charges: $ 100.00

Line No	Service Dates From	To	Proc. Code	Modifiers 1	2	3	4	Diagnosis Pntrs 1	2	3	4	Submitted Charges	Units	PA Number	
1			97140									$ 100.00	3		Delete

3 A dialogue will be displayed requesting confirmation that you want to save the template.

How To Manage Templates?

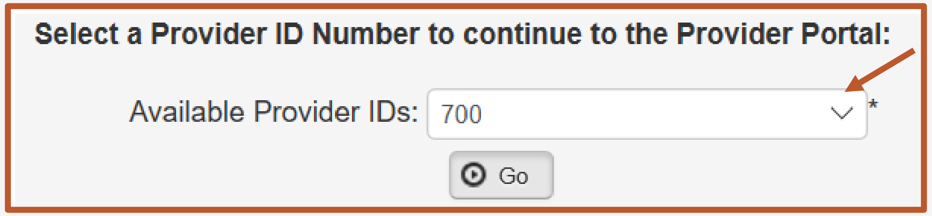
1 Once your template is saved, the saved template will be listed under the “Bills Template List.”



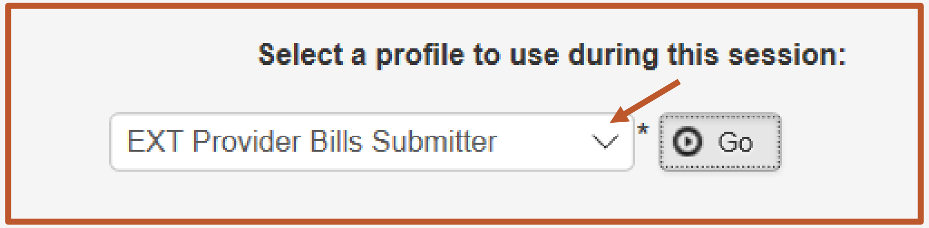
Updating Templates

Accessing Manage Templates via the WCMBP System

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.



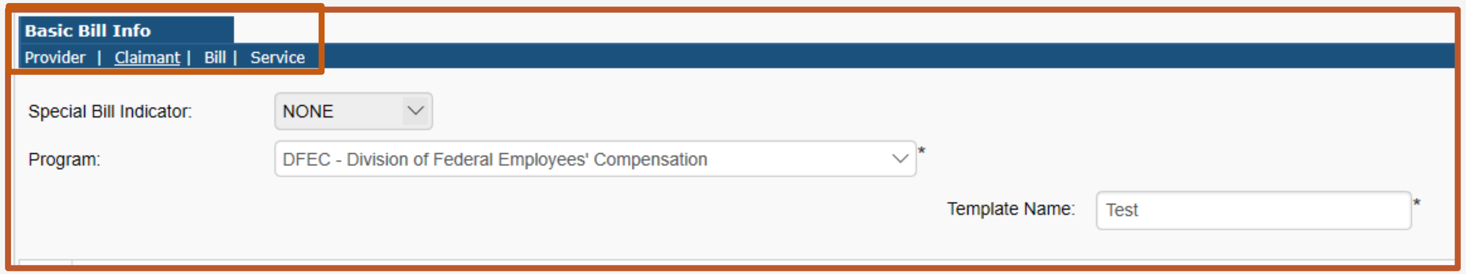
2 Click on the "Manage Templates" tab in the column under Bills.

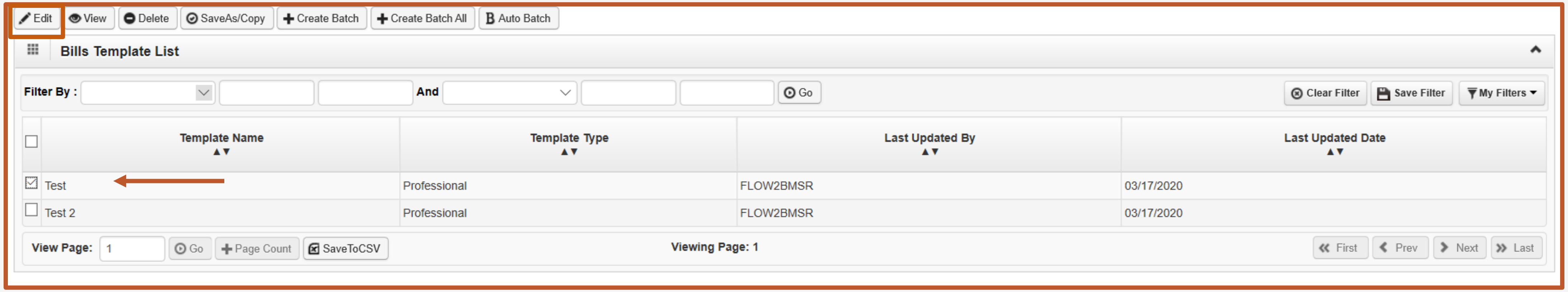
How To Update A Bill Template?

1 Go to the Bills Template list page:

- Click the "checkbox" that is to the left of the Template Name you want to update.
- Click "Edit."

2 The system will display the template's basic information page. Make the desired changes to the information on this page and then select "Save Template."
The system saves the information you updated on the page.

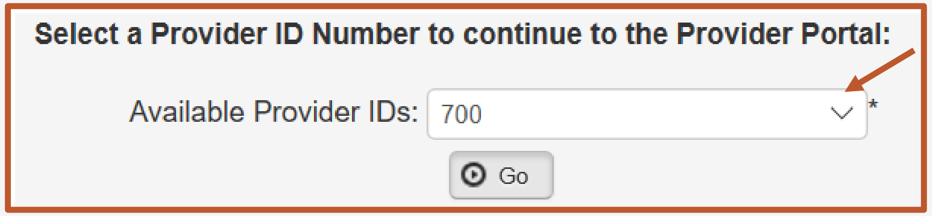




Deleting Templates

Accessing Manage Templates via the WCMBP System

1 Log in to the WCMBP System. The system will display the default “Select a Provider ID Number” page.



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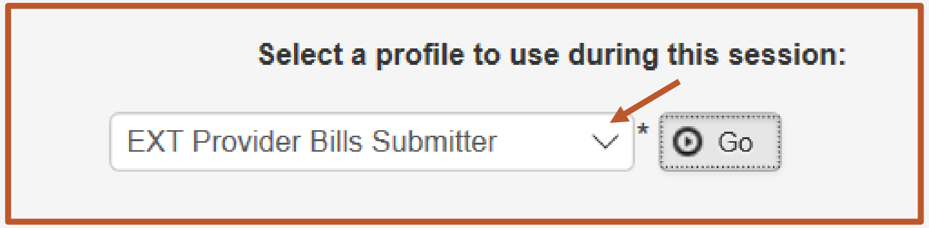
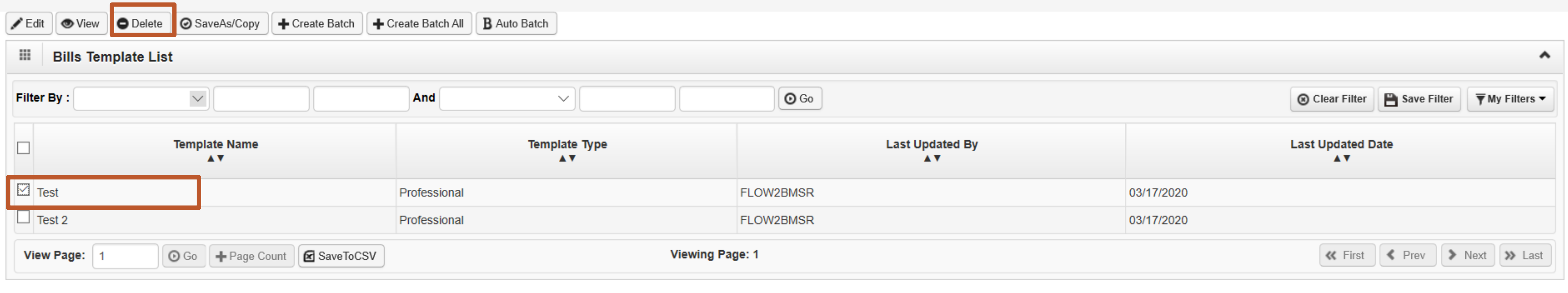


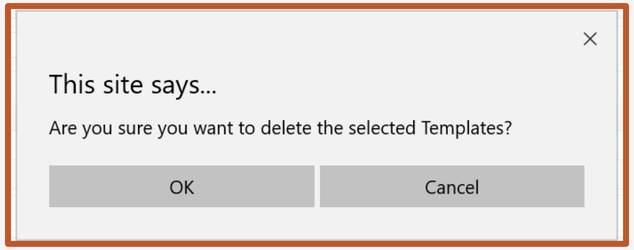
2 Click on the “Manage Templates" tab in the column under Bills.

How To Delete A Bill Template?

1. Go to the bills template list page:
   - Click the “checkbox” that is to the left of the Template Name you want to delete.
   - Click “Delete.”

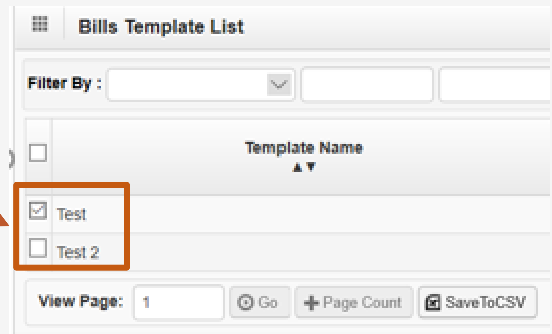


2. The system will display a dialogue requesting confirmation to delete the template.
   The system deletes the template.

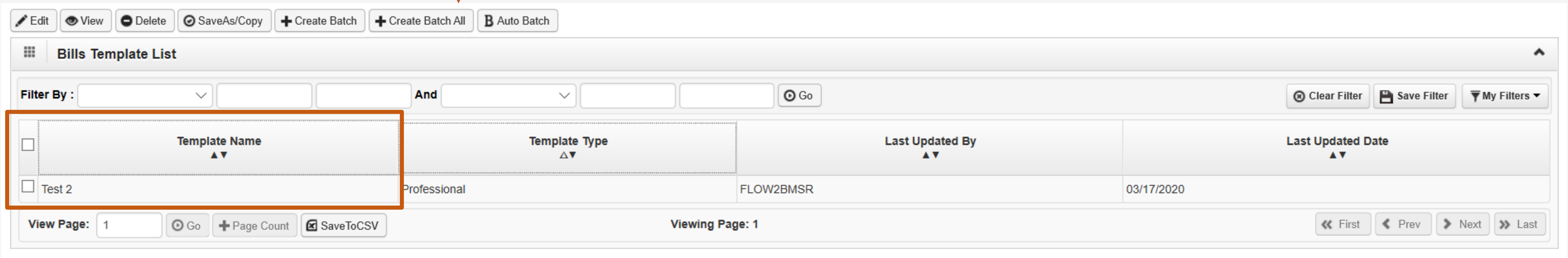


How To Delete A Bill Template?

1. Before Deletion: The Bill Template List displayed two Template Names (“Test”, “Test 2”).



2. After Deletion: The deleted Template “Test” no longer appears on the list page and only “Test 2” is displayed.



THANK YOU!