

# 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.

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/Void
- On-line Bills Entry
- Resubmit Denied/Voided Bill
- Retrieve Saved Bills
- Manage Templates
- Create Bills from Saved Templates

# 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.

The screenshot shows the 'Create a Bill Template' interface. At the top left, there are 'Close' and 'Add' buttons. The 'Add' button is highlighted with a red box and an arrow pointing to it from the text 'Click the "Add" tab.' Below this, the 'Type Of Claim' dropdown menu is set to 'Professional' and is highlighted with a red box and an arrow pointing to it from the text 'Select the type of bill for which you want to create a template, click "Type of Claim" drop-down list (Professional/Institutional/Dental).' Below the dropdown, there are buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', 'Create Batch', 'Create Batch All', and 'Auto Batch'. Below these buttons is the 'Bills Template List' section, which includes a filter bar with 'Filter By' dropdowns, 'And' connector, 'Go' button, 'Clear Filter', 'Save Filter', and 'My Filters' dropdown. Below the filter bar is a table with columns: 'Template Name', 'Template Type', 'Last Updated By', and 'Last Updated Date'. The table has a checkbox in the first column and some data rows.

# 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).

The screenshot shows a web form titled "Professional Bill" with a sub-section "Basic Bill Info". The form includes the following fields and callouts:

- 1:** Points to the "Program" dropdown menu, which is currently set to "DFEC - Division of Federal Employees' Compensation".
- 2:** Points to the "Template Name" text input field, which contains the text "Test".
- 3:** Points to the "Submitter ID" field, which displays the value "191301000".
- 4:** Points to a dropdown arrow on the right side of the "PROVIDER INFORMATION" section.
- 5:** Points to the "CLAIMANT INFORMATION" section, which contains fields for Claimant ID, Last Name, Middle Name, Date of Birth, Date of Death, Type, First Name, Suffix, and Gender.

\*5 is covered on the next slide.

# How To Manage Templates?

5. Claimant Information (Enter "Claimant ID" and select "Case Number" as the Type. The "Claimants Name", "Date Of Birth" and "Gender" 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.

The screenshot shows a 'Professional Bill' form with several sections and annotations:

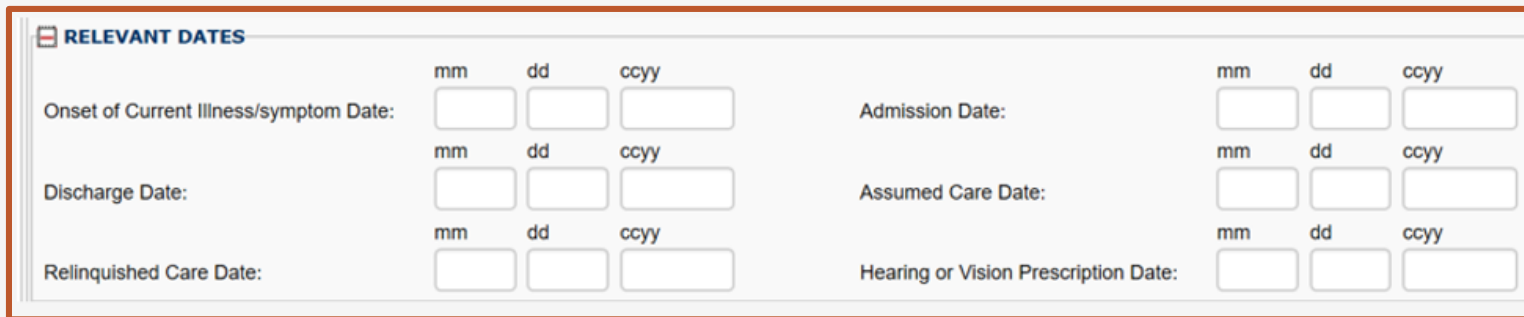
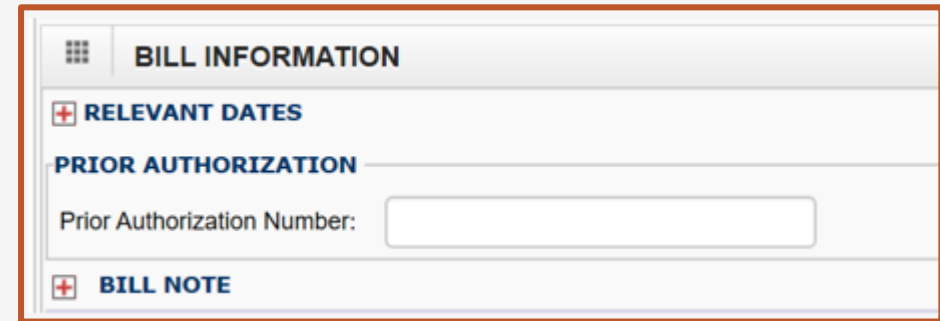
- 1:** Points to the 'Program' dropdown menu, which is currently set to 'DFEC - Division of Federal Employees' Compensation'.
- 2:** Points to the 'Template Name' text input field, which contains the text 'Test'.
- 3:** Points to the 'Submitter ID' text input field, which contains the value '191301000'.
- 4:** Points to the 'PROVIDER INFORMATION' section header.
- 5:** Points to the 'CLAIMANT INFORMATION' section, which includes fields for Claimant ID, Last Name, Middle Name, Date of Birth, Date of Death, Type, First Name, Suffix, and Gender.

This close-up shows the question: 'Does Bill have any Third Party Liability Amount?' with radio buttons for 'Yes' and 'No'. Below the question is a section titled 'Third Party Liability Information' with a text input field for 'Third Party Liability Amount:'.

# How To Manage Templates?

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

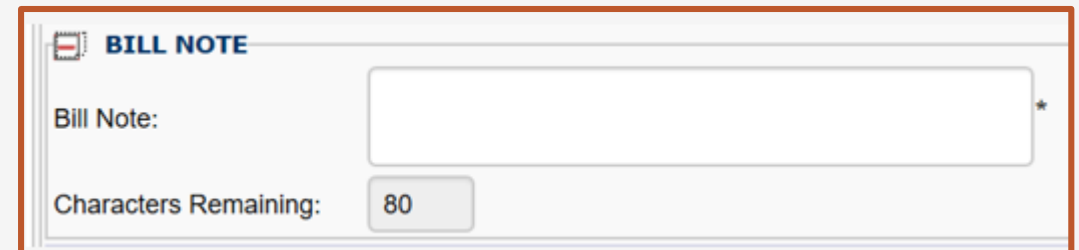
**Note:** These are not required fields. Click on the + to enter Relevant Dates or a Bill Note, and - to minimize it if it no longer needed.



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?

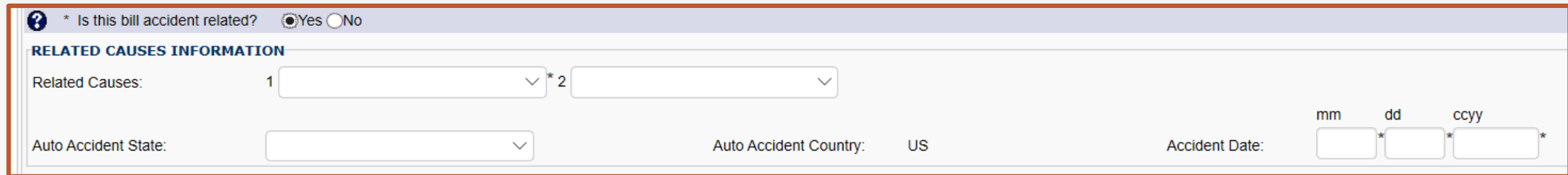
1 Is the bill accident related?

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



AA-Auto Accident  
EM-Employment  
OA-Other Accident

← Related Causes Options.



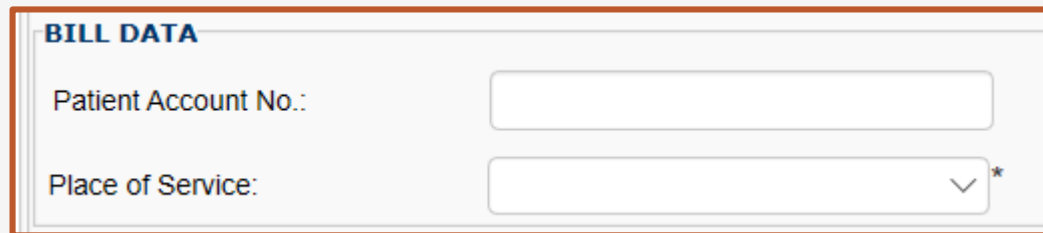
\* Is this bill accident related?  Yes  No

**RELATED CAUSES INFORMATION**

Related Causes: 1  \* 2

Auto Accident State:  Auto Accident Country: US Accident Date:  mm  dd  ccyy

? \* Is this bill accident related?  Yes  No



**BILL DATA**

Patient Account No.:

Place of Service:  \*

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.

# 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).

The screenshot shows a web-based form for entering diagnosis codes. It includes a dropdown menu for "Diagnosis Code Category" with options "ICD-10-CM" and "ICD-9-CM". Below this are 12 input fields for diagnosis codes, numbered 1 through 12. A red box highlights the "Diagnosis Code Category" dropdown and the first code field, with a red arrow and the number "1" pointing to the dropdown. Another red box highlights the first code field, with a red arrow and the number "2" pointing to it. A third red box highlights the dropdown menu, with a red arrow and the text "Diagnosis Code Category Options" pointing to it. At the bottom left, there are three expandable sections: "ANESTHESIA RELATED PROCEDURE", "CONDITION INFORMATION", and "DELAY REASON".

Diagnosis Code Category:  1

Diagnosis Codes: 1:  \* 2 2:  3:  4:  5:  6:  7:  8:  9:  10:  11:  12:

Diagnosis Code Category Options

ICD-10-CM  
ICD-9-CM

+ ANESTHESIA RELATED PROCEDURE  
+ CONDITION INFORMATION  
+ DELAY REASON

# 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.

**ANESTHESIA RELATED PROCEDURE**

Principle HCPCS Code: \*      Other HCPCS Code:

**CONDITION INFORMATION**

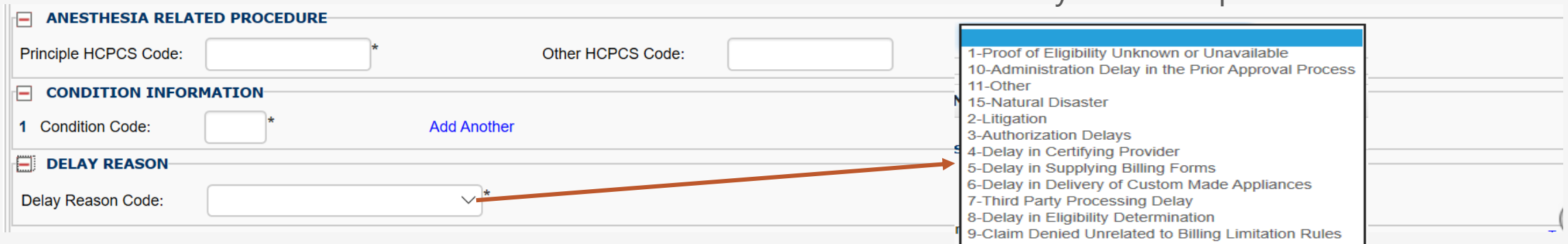
1 Condition Code: \*      [Add Another](#)

**DELAY REASON**

Delay Reason Code: \*

**Delay Reason Options**

- 1-Proof of Eligibility Unknown or Unavailable
- 10-Administration Delay in the Prior Approval Process
- 11-Other
- 15-Natural Disaster
- 2-Litigation
- 3-Authorization Delays
- 4-Delay in Certifying Provider
- 5-Delay in Supplying Billing Forms
- 6-Delay in Delivery of Custom Made Appliances
- 7-Third Party Processing Delay
- 8-Delay in Eligibility Determination
- 9-Claim Denied Unrelated to Billing Limitation Rules



# 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 where 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).

The screenshot shows a web form titled "BASIC LINE ITEM INFORMATION". The form contains several input fields and dropdown menus. Seven numbered callouts (1-7) are overlaid on the form, pointing to specific fields:

- 1: Points to the "Service Date From" field, which is a date input with "mm", "dd", and "ccyy" labels.
- 2: Points to the "Place of Service" dropdown menu.
- 3: Points to the "Procedure Code" input field.
- 4: Points to the "Submitted Charges: \$" input field.
- 5: Points to the "Diagnosis Pointers" section, which includes four dropdown menus labeled 1, 2, 3, and 4.
- 6: Points to the "Units/Quantity" input field.
- 7: Points to the "Third Party Liability Amount" input field.

Other fields visible in the form include "Service Date To" (date input), "EMG" (dropdown), "Bill Note" (text area), and "Characters Remaining" (displaying 80).

\*5-7 is covered on the next slide.

# 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).

The screenshot shows a web form titled "BASIC LINE ITEM INFORMATION". The form contains several input fields and dropdown menus. Seven red arrows with blue circular callouts (1-7) point to the following fields:

- 1: Service Date From (mm dd ccyy) and Service Date To (mm dd ccyy)
- 2: Place of Service (dropdown menu)
- 3: Procedure Code (text input)
- 4: Submitted Charges: \$ (text input)
- 5: Diagnosis Pointers (1: dropdown, 2: dropdown, 3: dropdown, 4: dropdown)
- 6: Units/Quantity (text input)
- 7: Third Party Liability Amount (text input)

Other fields in the form include Modifiers (1: text, 2: text, 3: text, 4: text), EMG (dropdown), Bill Note (text area), and Characters Remaining (80).

**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.

The screenshot shows a form with the following fields and controls:

- Prior Authorization Number:
- Rendering Provider ID (If different from header):  Type:
- Ordering Provider ID:  Type:
- Referring Provider ID (If different from header):  Type:
- Is the Header Service Facility Location also the Service Line Facility Location?  Yes  No
- Taxonomy Code:
- LINE DRUG INFORMATION:
- Buttons:

Annotations include an orange arrow pointing from the 'Note' for step 1 to the 'Prior Authorization Number' field, and another orange arrow pointing from the 'Note' for step 2 to the 'Is the Header Service Facility Location...' question.

# How To Manage Templates?

Prior Authorization Number:

Rendering Provider ID (If different from header):  Type:  Taxonomy Code:

Ordering Provider ID:  Type:

Referring Provider ID (If different from header):  Type:

Is the Header Service Facility Location also the Service Line Facility Location?  Yes  No

**+ LINE DRUG INFORMATION -**

**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.

**+ LINE DRUG INFORMATION -**

National Drug Code: \* Quantity: \* Unit: \*

Qualifier:  Prescription/Link No:  Prescription Date:  mm  dd  ccyy

# 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		Proc. Code	Modifiers				Diagnosis Ptrns				Submitted Charges	Units	PA Number	
	From	To		1	2	3	4	1	2	3	4				
<a href="#">1</a>			97140									\$ 100.00	3		<a href="#">Delete</a>

This site says...

Do you want to save the Template?

OK Cancel

Close Save Template Reset

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."

The screenshot displays the "Bills Template List" interface. At the top, there is a toolbar with buttons for Edit, View, Delete, SaveAs/Copy, Create Batch, Create Batch All, and Auto Batch. Below the toolbar, the title "Bills Template List" is shown with a red arrow pointing to it. A filter section includes "Filter By:" with dropdown menus and a "Go" button, along with "Clear Filter", "Save Filter", and "My Filters" options. The main content is a table with the following columns: Template Name, Template Type, Last Updated By, and Last Updated Date. A single row is visible, highlighted with a red border, containing the values: Test, Professional, FLOW2BMSR, and 03/17/2020. At the bottom, there is a pagination section with "View Page: 1", "Go", "Page Count", "SaveToCSV", "Viewing Page: 1", and navigation buttons for First, Prev, Next, and Last.

<input type="checkbox"/>	Template Name ▲▼	Template Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input type="checkbox"/>	Test	Professional	FLOW2BMSR	03/17/2020

# 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.


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

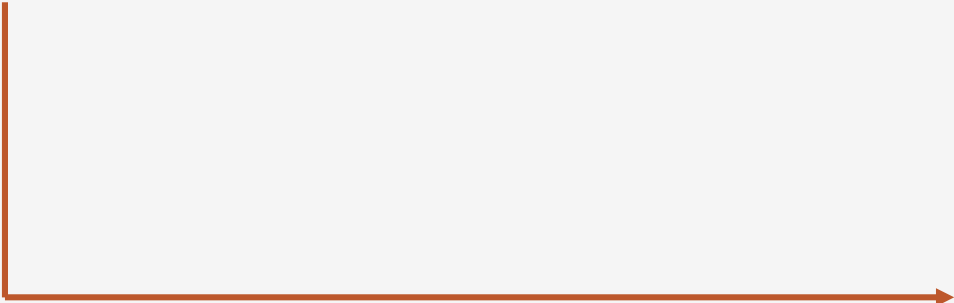
Available Provider IDs:   \*



Select a profile to use during this session:

 \*





**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](#)

# 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.

Basic Bill Info

Provider | Claimant | Bill | Service

Special Bill Indicator: NONE

Program: DFEC - Division of Federal Employees' Compensation

Template Name: Test

⚡ Edit View Delete SaveAs/Copy + Create Batch + Create Batch All B Auto Batch

Bills Template List

Filter By: [ ] And [ ] Go Clear Filter Save Filter My Filters

	Template Name ▲▼	Template Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input checked="" type="checkbox"/>	Test ←	Professional	FLOW2BMSR	03/17/2020
<input type="checkbox"/>	Test 2	Professional	FLOW2BMSR	03/17/2020

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

# 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.

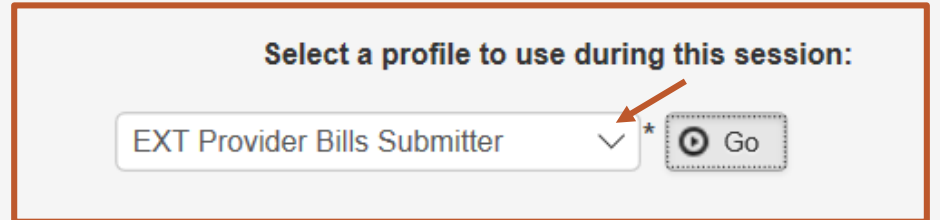
Select the appropriate profile "Ext Provider Bills Submitter" from the drop-down list.

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




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**

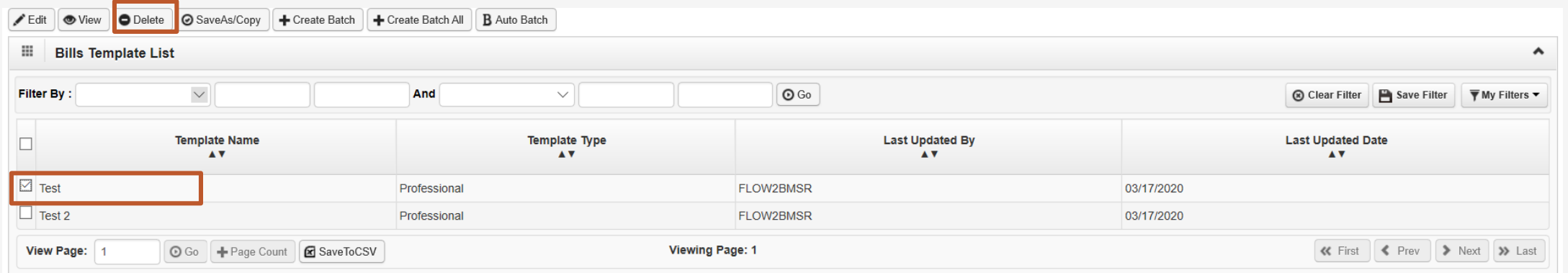
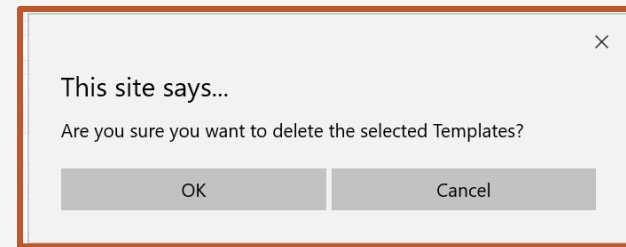
- Bill Inquiry
- View Payment
- Bill Adjustment/Void
- On-line Bills Entry
- Resubmit Denied/Voided Bill
- Retrieve Saved Bills
- Manage Templates**
- Create Bills from Saved Templates

# How To Delete A Bill Template?

1 Go to the bills template list page:

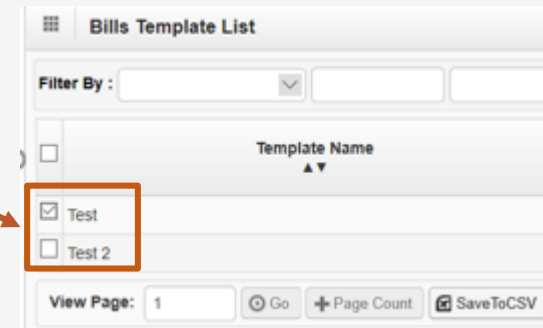
- Click the “checkbox” that is to the left of the Template Name you want to delete.
- Click “Delete.”

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

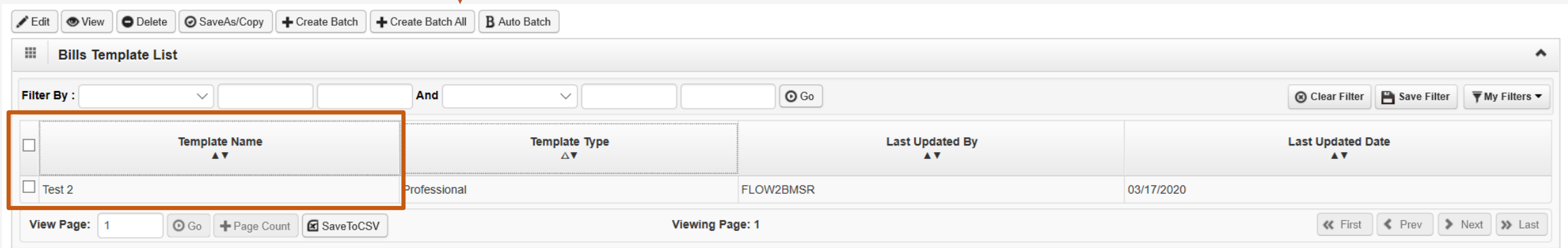
A screenshot of a web application interface titled "Bills Template List". At the top, there is a toolbar with buttons for "Edit", "View", "Delete", "SaveAs/Copy", "Create Batch", "Create Batch All", and "Auto Batch". The "Delete" button is highlighted with a red box and an arrow pointing to it from the text above. Below the toolbar is a filter section with "Filter By:" and "And" dropdowns, and a "Go" button. The main area is a table with columns: "Template Name", "Template Type", "Last Updated By", and "Last Updated Date". The first row has a checkbox checked and is highlighted with a red box. The second row has an unchecked checkbox. At the bottom, there is a "View Page: 1" section with "Go", "Page Count", and "SaveToCSV" buttons, and a "Viewing Page: 1" section with "First", "Prev", "Next", and "Last" navigation buttons.

# 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!

---

