Manage Users and Correspondence

Change of Addresses – Effective August 1, 2020

GENERAL CORRESPONDENCE

Division of Federal Employees' Compensation (DFEC)

General Correspondence

PO Box 8311

London, KY 40742-8311

Division of Energy Employees Occupational Illness Compensation (DEEOIC)

General Correspondence

PO Box 8306

London, KY 40742-8306

Division of Coal Mine Workers' Compensation (DCMWC)

General Correspondence

PO Box 8307

London, KY 40742-8307

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Change of Addresses – Effective August 1, 2020

BILLS AND AUTHORIZATIONS

Division of Federal Employees' Compensation (DFEC)

General Bills

PO Box 8300

London, KY 40742-8300

Division of Energy Employees Occupational Illness Compensation (DEEOIC)

General Bills

PO Box 8304

London, KY 40742-8304

Division of Coal Mine Workers' Compensation (DCMWC)

General Bills

PO Box 8302

London, KY 40742-8302

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Change of Addresses – Effective August 1, 2020

PROVIDER ENROLLMENT

Provider Enrollment

PO Box 8312
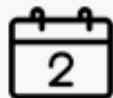
London, KY 40742-8312

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Introduction

This webinar will provide information about:

- Important Provider Setup Information

- Provider Profile Functionality

- Managing Users

- Servicing Providers

- Viewing Correspondence

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If you are having issues accessing or registering into the system......

A

Legacy Provider
If I successfully enrolled with Conduent before April 27, 2020, do I need to re-enroll?

No! However, you must register to access the new system.

Make sure you have registered your email with OWCP Connect and clicked on the legacy link to enter your Temporary ID and Temporary Key.

B

Login

OWCP Provider ID

Temporary ID

Temporary Key

SSN/TAX ID

Login

Login

123456789

PrvdrUser123456789

cYBUL7&xxP

98765432

Login

Example

The Temporary ID does include the letters 'PrvdrUser' before the OWCP ID number. The Temporary Key does not end in a period. Your Temporary Key may also contain an upper case "i" or a lower case "L" – these look very similar! You may want to try it both ways.

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Logging In...
and Profiles

OWCP Connect ID = Your Email

United States Department of Labor
Office of Workers' Compensation Programs

WCS OWCP Workers' Compensation System

Login | Account Registration | Reset Password | Change Email | Help | FAQ

OWCP Connect

About OWCP Connect

OWCP Connect allows users to prove their identity and create an account for communication with OWCP's various self-service applications. It is a centralized identity-proofing system used to create credentials for a user, and then to authenticate the user's information entered in the Account Registration process against secure Credit Bureau data. Once the user's identity has been verified, their account can be created.

At this time OWCP Connect is only being used to authenticate new users to FFCA's Claimant Query

Account Registration

If this is your first time using OWCP Connect, click here and begin the process to create a new account.

system that is owned and operated by the Department of Labor. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are

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 guided through

Remember that your OWCP Connect ID is the email address you used to register with OWCP connect.

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Choose a Provider ID

Welcome to the WCMBP Provider Portal

eCAMS™
HCE✓⁺
Powered by ⊘CNSI

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

You may have access to more than one provider. Choose the one associated with your current task.

Available Provider IDs: 700116000 ▼ *

020211301
103151400
700033500
700116000

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Provider Portal Profiles

Welcome to the Workers' Compensation Medical Bill Process System

eCAMS™ HCE
Powered by CNSI

Select a profile to use during this session:

Profile: EXT Provider Bills Submitter ⌄ * ⊙ Go

EXT Provider Bills Submitter
EXT Provider Claims Payment Status Checker
EXT Provider Eligibility Checker - Auth Submitter
EXT Provider Eligibility Checker-Claims Submitter
EXT Provider File Maintenance
EXT Provider Super User
EXT Provider System Administrator

Choose the profile that allows you to accomplish your current task.

Managing Users

Provider Portal Profiles

Welcome to the Workers' Compensation Medical Bill Process System

eCAMS™ HCE✓

Powered by ⊙CNSI

Select a profile to use during this session:

Profile: EXT Provider Bills Submitter ▼ * ⊙ Go

EXT Provider Bills Submitter
EXT Provider Claims Payment Status Checker
EXT Provider Eligibility Checker - Auth Submitter
EXT Provider Eligibility Checker-Claims Submitter
EXT Provider File Maintenance
EXT Provider Super User
EXT Provider System Administrator

You will need to be logged in using the EXT Provider System Administrator profile to manage users.

Maintain Users

The System Administrator maintains the user accounts for the provider.

On the Provider Portal, choose **Maintain Users.**

Adding a New User

Adding a New User

Add Provider User

(Email Address) → SSO User Login ID(OWCP Connect ID):

First Name: *
Last Name: *
OWCP Provider ID: 00 *
Start Date: *
Phone Number:
Comments:

Middle Name:
Date Of Birth: *
User Type: Batch User *
Expiration Date: *
Status: Approved

User Type: Batch User *
Batch User
NON-PHYSICIAN STAFF
PHYSICIAN STAFF

Fill in the form and click **OK**. → OK   Cancel

Associating Profiles to a User/Editing User Information

Associating Profiles to a User/Editing User Information

Update information and click **Save,** or…

To associate profiles to the user, click the **Show** button

…and choose **Associated Profiles**

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Adding Profile(s)

To add a profile,
Click the **Add** button

| | Add | Approve | Reject | | | | | | Show ▼ |

⊞ Manage User Profiles ⌄

Filter By: [_____] ▼ [_____] With Status: [All] ▼ [⊙ Go] | 💾 Save Filter | ▼ My Filters ▼

☐	Name ⌃▼	Description ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼
		No Records Found !			

Add New Profile(s) to User

Only the profiles that are not yet associated to the user are available. In this case, since this is a new user, no profiles have been associated yet.

Select a profile and click the **Move Over** button, then click **OK**

Add New Profiles to User

User Name: Doe,John User

Start Date: 08/25/2020 * End Date: 12/31/2999 *

Available Profiles

EXT Provider Bills Submitter
EXT Provider Claims Payment Status Checker
EXT Provider Eligibility Checker - Auth Submitter
EXT Provider Eligibility Checker Claims Submitter
EXT Provider File Maintenance
EXT Provider Super User
EXT Provider System Administrator

Associated Profiles

»
«

OK   Cancel

Approving Profiles

Approving the added profile is an important required step before the user can utilize the profile on future logins.

Select the checkbox next to the Profile names that you will approve and then select the **Approve** button. A pop-up will display where you can give a reason for the update, then select **OK** to finalize.

🏠 > **Provider Portal** > **Provider User List** > **ProviderUserDetails** > **UserProfileList**

User Login ID: providerops3gmail   Name: Doe,John User

⊗ Close   ⊕ Add   ☑ Approve   ⊘ Reject   Show ▾

⠿   Manage User Profiles   ⌄

Filter P.   [▾]   [ ]   **With Status:** [All ▾]   ⊙ Go   💾 Save Filter   ▼ My Filters ▾

☐	Name △▼	Description ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼
☐	EXT Provider Bills Submitter	EXT Provider Claims Submitter	08/25/2020	12/31/2999	In Review

View Page: [1]   ⊙ Go   ➕ Page Count   **Viewing Page: 1**   ≪ First   ‹ Prev   › Next   ≫ Last

📄 SaveToCSV

Edit Profile Information

To edit profile information, click the **Profile Name**

Provider Portal > Provider User List > ProviderUserDetails > UserProfileList

User Login ID: providerops3gmail   Name: Doe,John User

Close   Add   Approve   Reject   Show ▾

::: Manage User Profiles   ▾

Filter By: [▾] [   ]   With Status: [All   ▾] [⊙ Go]   [💾 Save Filter] [▼ My Filters ▾]

☐	Name ▵▾	Description ▴▾	Start Date ▴▾	End Date ▴▾	Status ▴▾
☐	EXT Provider Bills Submitter	EXT Provider Claims Submitter	08/25/2020	12/31/2999	Approved

View Page: [1] [⊙ Go] [➕ Page Count]   Viewing Page: 1   « First   ‹ Prev   › Next   » Last

SaveToCSV

De-Activate Profiles

Provider Portal > Provider User List > ProviderUserDetails > UserProfileList > UserProfileDetails

Profile ID: 500000422
User Login ID: providerops3gmail

Name: EXT Provider Bills Submitter
Name: Doe,John User

Close **Save**

User Profile Details

User Name: Doe,John User

Profile Name: EXT Provider Bills Submitter

Status: Approved

Start Date: 08/25/2020 *

Expiration Date: 12/31/2999 *

Profiles cannot be deleted –
change the **Expiration Date**
to the current date,
then click the **Save** button

Servicing Providers

Maintain Provider Information

The following profiles allow the setup of Servicing Providers:

- **EXT Provider File Maintenance**
- **EXT Provider Eligibility Checker – Claims Submitter**
- **EXT Provider Super User**

If you are using a different profile than the profiles listed in orange on the left, you can switch profiles quickly without logging out by selecting the Profile drop-down and then selecting the appropriate profile.

On the Provider Portal choose **Maintain Provider Information**

Profile: EXT Provider File Maintenance ▼

700045300   User, Admin

🏠 > **Provider Portal**

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

✏ ManageAlerts

My Reminders

Filter By :

☐ Alert Type ▲▼

Your Recent Online Activities
- 👤 You have logged in with ENERGYPRV13gmail Acc
- 📄 Previous Site Visit: 05/19/2020 10:33:46 AM
- 🔒 Last login failed attempt:

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Servicing Provider Information

Open Step 10 **Servicing Provider Information**

Close | Required Credentials | Undo Update

View/Update Provider Data - Group Practice

Business Process Wizard - Provider Data Modification (Group Practice). In order to finalize submission Request for Review.

	Step	Required	Last Modification Date
☐	Step 1: Basic Information	Required	
☐	Step 2: Location	Required	
☐	Step 3: Taxonomies	Optional	
☐	Step 4: Ownership Details	Optional	
☐	Step 5: Licenses and Certifications	Optional	
☐	Step 6: Identifiers	Optional	
☐	Step 7: EDI Submission Method	Optional	
☐	Step 8: EDI Submitter Details	Optional	
☐	Step 9: EDI Contact Information	Optional	
☐	Step 10: Servicing Provider Information	Required	
☐	Step 11: Payment Details	Required	
☐	Step 12: Complete Provider Disclosure	Required	
☐	Step 13: View/Upload Attachments	Optional	
☐	Step 14: Submit Maintenance Request for Review	Required	

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Add Servicing Providers

Click the **Add** button to add a Servicing Provider

O Close   O Add

⊞   **Servicing Providers**   ⌃

Filter By :   [⌄] [▾] [   ] [⊙ Go]   [⊗ Clear Filter] [🖫 Save Filter] [▼ My Filters ▾]

If the group or facility has more than 9 servicing providers, the group/facility itself is responsible for validating its providers' individual licenses.

☐	SSN/FEIN ▵▾	Provider Name ▴▾	NPI ▴▾	Provider Type ▴▾
☐	123-45-6789			25 - Physician (MD) & Physician (DO)

[⊖ Delete] View Page: [1] [⊙ Go] [+ Page Count] [⊡ SaveToCSV]   **Viewing Page: 1**   [« First] [‹ Prev] [› Next] [» Last]

Complete Servicing Provider Form

Complete the servicing provider information, then Click **OK.**

Add Servicing Providers

The new servicing provider will be added to the list – you can continue to add servicing providers
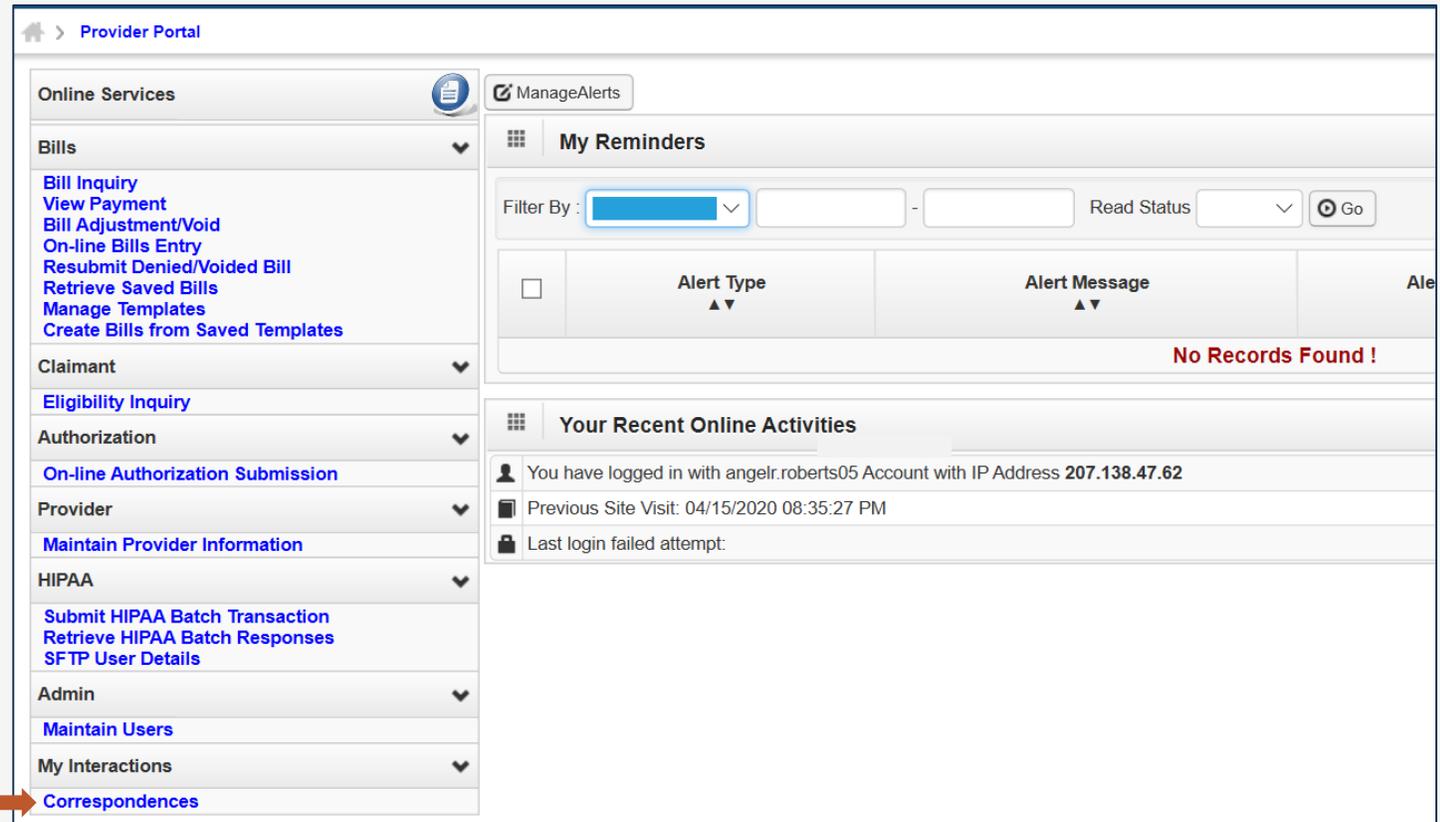
Correspondence

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Provider Portal – Home Page

The following profiles allow access to Correspondences:

- **EXT Provider Bills Submitter**
- **EXT Provider Eligibility Checker – Claims Submitter**
- **EXT Provider Claims Payment Status Checker**
- **EXT Provider File Maintenance**
- **EXT Provider Super User**
- **EXT Provider System Administrator**

Click **Correspondences**

Correspondence Retrieval

1 To retrieve correspondence documents, click the hyperlink in the **E2 VAULT KEY** column. The selected document will open in a separate window.

Images/Attachment Retrieval

1 To retrieve images/attachments that have been submitted, click the hyperlink in the **REPOSITORY KEY** column. The documents will open in a separate window.

Note: If you were a provider with the legacy system (Conduent), you will be able to find your legacy RVs in this area as well.

Thank you!

CNSI is excited about being the new medical bill processing agent for OWCP programs and to continue working with each of you!

Email: 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

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