

## DOL/OWCP Portal and Auth request instructions:

The Revenue Cycle Dept does not handle or submit authorizations, this includes all WC including DOL. Each FOC should have user access in order to request authorization. In the instance of a DOL patient, the FOC is responsible for logging into the portal and providing the necessary information.

1<sup>st</sup> step is to make sure the claim is open and billable. **ALL DOL/OWCP Work Comp cases should be verified in the portal that they are open and billable before scheduling.** Then you can submit for authorizations. Even if it is a new claim we still submit. When a worker is initially injured, they have a \$1500 cap to use towards medical expenses w/o authorization. All medical apply towards this limit (ER, Doctors Visits, X-ray, Scan, etc.). There is no way of us seeing how much is met or if it has been used and not billed. Still submit even if it is saying no auth on the portal so you have that as back up.

Steps Include (for DOL):

- Login
- Select provider ID
- Select Auth Submitter
- Online authorization submission
- Add new request
- Select program
- Select auth type
- Fill in the blanks with DOL case number, etc....

I would suggest to those FOCs that are still in need of OWCP login credentials, to reach out to Elizabeth Adams or [credentialing@allianceptp.com](mailto:credentialing@allianceptp.com) as I am unclear on which would provide these specifics to staff.

DOL/OWCP Information for Auth

OWCP: submit auth website= <https://owcpmed.dol.gov>

Need OWCP Provider ID (in box 33b) when submitting an OWCP-1500 bill form or in block 57 when submitting a UB-04 bill form. If # not included in the form, your bill will be returned.

Fax for auth: 800-215-4901

**PLEASE REFER TO THE DFEC (Division of Federal Employees Compensation) On-line Auth tutorial**