

Provider Checklist

- ⇒ Provider enrolled with CNSI
- ⇒ Include both the FECA 9-digit claim # and Provider # on the medical bill and any supporting documentation
- ⇒ Medical documentation is submitted to DOL
- ⇒ CNSI the Department of Labor (DOL), San Antonio, TX
- ⇒ Prior authorization requested through CNSI if no response within three days follow up with CNSI
- ⇒ Diagnosis code obtained from injured employee /copy of DOL letter
- ⇒ Submit the bill using the accepted condition/ICD-9 code(s)
- ⇒ Request prior authorization from CNSI for necessary services
- ⇒ CNSI phone number - (844) 493-1966



Adjutant General's Department
ATTN: NGOH-HRO-TB (OWCP)
2825 W. Dublin Granville Road
Columbus, OH 43235-2789

Fax: (614) 336-7052
ATTN: OWCP

Email: ng.oh.oharng.list.jl-hro-owcp@mail.mil

ICPA Contact:
Mrs. Tara Bennett
614-336-7389

ICPA Contact:
Mrs. Brittany Melton
614-336-7438

Federal Employees
Compensation Act (FECA)
Injury Compensation
Program

FECA Guide To Requesting Authorization for Medical Treatment & Medical Billing



OHIO NATIONAL GUARD

For more information, contact:
Injury Compensation Program
Administrator

The Federal Workers Compensation Program

The person you are treating has
filed a

FEDERAL WORKERS' COMPENSATION CLAIM

for their injury. The US Dept. of Labor (DOL) uses a 3rd party billing company called CNSI to process/pay OWCP claims. Bills can be submitted electronically or by paper to DOL/CNSI. Prior authorization from CNSI is required for many procedures and services (e.g. anything that breaks the skin, MRIs, physical therapy, tests, and surgery). The treating physician must be a "doctor" as defined by Dept. of Labor (not a PA, PA-C, or RN). All providers must be enrolled with CNSI and have a provider number in order to submit medical bills for payment to DOL.

Enrolling With CNSI

Provider Enrollment
Address:
CNSI- Enrollment Unit
P.O. Box 34690
San Antonio, TX 78265



Provider Enrollment Fax #:
(888)444-5335

Once you have enrolled with, you will receive a CNSI Provider Number . This number is required for medical billing and authorization.

Medical Bills & Documentation

Submit medical bills and medical documentation/correspondence via:

The U.S. Dept of Labor
DFEC
PO Box 34450
San Antonio, TX 78265-4090

CNSI Website: <https://owcpmed.dol.gov>
The bills must be submitted on a HCFA-1500 or a UB-92 form. This includes any bills or supporting documentation. The bill must contain a description of the service performed with procedure codes that are compatible with the accepted condition. ICD-9 codes can be found on the CNSI Website. Be sure to include the employee's name and OWCP Claim Number on each page. All information received at the San Antonio, TX facility is scanned into an electronic database and added to the case file.

Diagnosis Codes/Procedure Codes

If a new diagnosis code needs to be added to the accepted condition/s, the medical provider will need to write a letter of justification to the Department of Labor and mail it to CNSI at the San Antonio, TX address. Always remember to write the OWCP Claim Number on each page of correspondence sent to CNSI.

Contact CNSI

By phone: 844-493-1966



Obtaining Authorization

To request medical services, you must contact CNSI for authorization. You may request authorization online at <http://owcpmed.dol.gov>. You may fax the appropriate Medical Authorization form and supporting documentation to **800-215-4901**. The Medical Authorization forms are available on CNSI's Website, Click on "Forms and Links" and then choose FECA from the program specific forms and links box. Forms are available for Durable Medical Equipment, General Medical/Surgery, and Physical Therapy authorizations. You must provide your Conduent Provider Number, the ICD-9 diagnosis code, the CPT procedure code and the OWCP claim number. Keep in mind that the ICD-9 and CPT codes must match your accepted condition.

Additional Contact Info

CNSI Phone #:
(844) 493-1966 or
(866) 335-8319 (toll free)



CNSI Prescription Benefits and Processing Questions:
(800) 461-7485

CNSI Web Portal Administration/System Issues:
Health Care Solutions Operations Center
(800) 461-7485

**Dept. of Labor Office - Cleveland
(Claims Examiner):**
Phone Number: (216)902-5600