

# OWCP BILLING INFORMATION FOR PROVIDERS

## **Please note:**

- The person you are treating has filed a **FEDERAL WORKERS' COMPENSATION CLAIM** for their injury.
- **Dept of Labor uses a 3rd party billing company called ACS to process/pay OWCP claims.**
- Bills can be submitted electronically or by paper to DOL/ACS. Please see the information below on bill submission.
- Prior authorization from ACS is required for certain procedures and services (for example: 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 or RN).

## **Providers must be enrolled with ACS to submit billing claims:**

- **Provider Enrollment Address:**
  - ACS Enrollment Unit Department of Labor P.O. Box 14600 Tallahassee, FL 32317-4600
- **Provider Enrollment Fax #:**  
(850) 201-1718
- **Submit medical bills and medical documentation/correspondence via:**
- **Address:**
  - U.S. Dept of Labor  
OWCP  
PO Box 8300  
London, KY 40742-8300

## **Prior authorization can be requested from ACS via:**

- **Fax #:**
  - (800) 215-4901
- **ACS Website:**
  - <http://owcp.dol.acs-inc.com>

## **Additional Contact Info:**

- **ACS Phone #:**
  - (844) 493-1966 or (866) 335-8319
- **ACS Prescription Benefits and Processing Questions:**
  - (866) 664-5581
- **ACS Web Portal Administration/System Issues:** Health Care Solutions Operations Center (800) 461-7485 or (850) 558-1775
- **Dept of Labor Office—Denver (Claims Examiner):**
  - (303) 202-2500

## **Provider checklist for submitting a claim:**

- Provider is enrolled with ACS and has their provider number.
- Include both the FECA 9-digit claim # and their ACS Provider # on the medical bill and documentation.
- Submit the bill using the appropriate accepted condition/ICD-9 code(s) if available.
- Submit all medical documentation to Dept of Labor (DOL).
- Request prior authorization from ACS for the necessary services, preferably beforehand.

**MO National Guard Federal Workers' Comp POC:**

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