

# BWC Certification, Re-certification and Provider Record Maintenance

BWC enrolls and certifies a health-care provider to render care for Ohio's injured workers.

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## What is a BWC-certified provider?

A BWC-certified provider is a credentialed provider whom we've approved to participate in the Health Partnership Program (HPP) and who has signed a provider agreement with BWC.

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## How do I join BWC as a provider?

Complete and submit the Application for Provider Enrollment and Certification (MEDCO-13) along with all required documentation. We will review the information to ensure you meet the minimum certification criteria as defined in [Ohio Administrative Code \(OAC\) 4123-6-02.2](#). Providers must meet all licensing, certification and accreditation requirements necessary to provide services. We base other minimum credentials on provider type. If you meet all the credentialing criteria and sign the provider agreement (section 5) of the application, we'll certify you.

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## Do all providers become BWC certified?

Not all providers are eligible to become certified. We generally place these providers in our non-medical service provider categories. They must complete the [Application for Provider Enrollment-Non Certification](#) (MEDCO-13A). Note: Provider group practices enroll with this application.

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## Do I need to be BWC certified to see injured workers and receive reimbursement?

To treat and be eligible for reimbursement, per [OAC 4123-6-10](#) (except for emergencies, initial visits or state-fund claims with dates of injury prior to Oct. 20, 1993, or as otherwise defined), injured workers must see a BWC-certified provider. For claims with dates of injury prior to Oct. 20, 1993, injured workers may continue to receive treatment by their providers even if they are not BWC-certified. However, in the case of a claim prior to Oct. 20, 1993, if injured workers change providers, they are required to see one that is BWC certified.

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## How long does the enrollment/certification process take?

Generally, allow four to six weeks after we receive the required information.

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## If a provider changes from one group practice to another, does his/her provider number change?

An individual servicing provider may keep his/her provider number regardless of changes in his/her affiliation with group practices. In addition, we do not systematically link providers to practices; however, we do ask for address updates.

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**If we have more than one provider office location, does each location need to enroll?**

In these cases, each physical location must enroll using the [MEDCO-13A](#) application as a provider group practice. We'll pay the location where the injured worker sees the provider.

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**What is BWC's re-certification process?**

Re-certification is the process where BWC notifies providers when it's time to renew their credentials and sign a new provider agreement. This enables them to remain BWC certified in our network. Providers who can re-certify but do not are not usually payable by BWC. However, we can reimburse these providers if they meet certain exception criteria such as an initial or emergency care situation (see #2 above).

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**When do I need to re-certify?**

We may re-certify providers every one to three years. We'll send you a re-certification notice when we need to recertify you (current process is to mail this notice – subject to change). The original signed provider agreement is valid until we or the provider cancels it, or the certification lapses because the provider does not re-certify.

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**If a certified provider's number lapses certification with BWC, will bills pay?**

We will deny bills from lapsed providers. However, once the provider supplies an application to us to re-certify the provider number, then we will update the provider number and take off that lapsed period. (Note: You may use the [Application for Provider Enrollment and Certification](#) (MEDCO-13) certification application form if you do not have the Re-certification application – write "re-certification application" at the top). Once re-certified, re-submit the bills for payment.)

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**Are BWC providers 'linked' to facility provider numbers where they work?**

No, we do no linking in our database. Certified providers may work for more than one employer. For billing, you must identify yourself as the treating provider. We will process payments to the payee number listed on your billing invoice. These are often different numbers.

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**How do I notify BWC of changes to my provider information?**

As a certified provider, you agree to update us within 30 days of any changes in your provider information. To update business/address changes, complete the [Request to Change Provider Information](#) (MEDCO-12). It is important to keep your individual record address information updated to get your recertification notice, regardless of where your payment goes. If we have the wrong addresses on file for you, you risk missing your re-certification notice that may result in lapsed certification.

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**How can injured workers find you once you are BWC certified?**

We list all BWC-certified providers, along with group practices, in our website [Provider look-up](#). We also list whether you are accepting new patients by your response on your application. If your certification lapses, we remove your name from the website until you re-certify.

If you have questions, please email [feedback.medical@bwc.state.oh.us](mailto:feedback.medical@bwc.state.oh.us).