STEPS FOR COMPLETING WORKERS’ COMP AUTHORIZED PROVIDER PROCESS

**NOTE: This MUST be done for ALL PT’s planning to treat (or continue treating) injured workers beginning January 1, 2020**

1. First you must sign up for access to the NYS Worker’s Compensation Medical Portal. Once complete you will receive a username and password which will give you access to the Medical Portal. After registering you will receive 2 separate emails with a username and a temporary password. Click HERE to begin registration.

2. Once you receive your username and temporary password for the Medical Portal click HERE to log in. You'll be asked to change your password and establish security questions.

3. Before completing your New Provider Authorization Request, you must complete training. This training is through a different site than the Medical Portal called CourseMill which requires you to make a separate username/password. Instructions for creating a CourseMill account can be found HERE.

   NOTE: Training requirements can be found by selecting PHYSICAL THERAPIST from the list HERE. Requirements include: Medical Portal, Medical Request Forms, Billing: Medical Fee Schedules, Dispute Resolutions, and Medical Treatment Guidelines.

4. When logged into CourseMill you can find the required modules (listed above) under Course Catalog. Select the necessary courses and choose "Enroll" to add them to the list of "My Courses".

5. Complete each of the courses found in My Courses. NOTE: The Medical Treatment Guideline module requires you to answer a few questions.

6. Once all training is completed return to the Medical Portal by clicking HERE. On this page there is a very small drop down menu on the right side that states "Log in to Access." Click the drop down and press Medical Portal and then log in using the first (Medical Portal) username/password you created (NOT the one for CourseMill).

7. Once in the Medical Portal, look for "Providers" box. Within this area, the second option is "New Provider Authorization Request." Select this.

8. Be sure you have the required materials listed at the top of the page. When ready select "Complete the Initial Authorization Application".

9. Once starting, you must complete the application in one sitting. On the page where it asks about previous authorization to render services, performing IME's, etc. - all answers will be “No”. On the next page a CV/resume is requested, upload your resume/CV by clicking the "paperclip" icon on the upper right of the page.

10. Submit your application.