***MDMS WEBSITE FAQ SHEET***

**Q** – Is the website available to any submitter for entry and management of medical bills?

**A** – No. The website was designed to assist small insurers with a low volume of workers’

compensation medical bills (no more than 200 per month, including all four form types) in

complying with the mandate for electronic submission of medical bills.

**Q** - What do I need to do to submit my bills on the MDMS website?

**A** - Contact a member of the Medical EDI Team and they will be happy to help you. If you submit more than 200 forms per month (this includes all four form types), you will have to utilize the batch method of data submission. The specific e-mail address for the Medical EDI Team is:

MedicalDataManagementTeam@myfloridacfo.com

**Q** – I have questions about penalties related to medical bills that have been assessed to our company; whom do I talk to about this?

**A** - Contact an associate with the Bureau of Monitoring and Auditing at (850) 413-1608.

**Q** - How do I find an “insurer code” or “tpa code” number?

**A** - Use this link to utilize the “Insurer/Claim Administrator Search”:

<https://secure.fldfs.com/wcapps/carrier/Car_Srch10.asp>

This link is found by accessing the Databases link from the division’s home page:

<http://www.myfloridacfo.com/division/WC/>

Florida Division of Workers’ Compensation home page link

Online Databases link

***Choose “Insurer/Claim Administrator Database”***

<https://dwcdataportal.fldfs.com/>

**Q** – If there a way to get on a mailing list or e-mail list to stay up-to-date with activities going

on in the Division?

**A** – Yes, go to the division’s Information and FAQs page:

<https://www.myfloridacfo.com/division/wc/infofaqs>

Scroll to the middle of the page and look for the red box titled “Register” under the Division e-Alerts header. Click on this box to sign up.

**Q** – If our company cannot locate an injured employee’s Social Security Number, is there someone I can contact at the Division to obtain a number?

**A** – Yes. All requests for Division Assigned Numbers must be in writing (email, fax, or letter) and the following information must be provided: injured worker name; date of accident; reason for request, i.e., pursuant to Administrative Rule 69L-3.003, FAC, the Division Assigned Number is needed to file the First Report of Injury or Illness (or specify other Division form); and, name of individual and company name requesting number. If available, please provide the injured worker's date of birth and/or employer name.

**To request a Division Assigned Number (DAN), send an email to:**

DWCAssignedNumber@myfloridacfo.com

**Q** – Now that I utilize the MDMS website to submit our company’s workers’ compensation medical data, how can I be sure that my bills have been submitted and accepted by the division?

**A** – Please reference the Instruction Manual for the Online Medical Data Management System

(MDMS) available on the web at:

<https://www.myfloridacfo.com/division/wc/edi/medical-edi>

The manual should be able to help you to navigate through the website.

**Q** – Is there an easy way to view the rejections that need correcting?

**A** – Yes, you can use the “Production Reports” button found on the “Main Menu” of the MDMS

website. After you click on the “Production Reports” button, click on the “Outstanding Rejected

Medical Bills Report” and choose the “Create Report” button. Save the report to your desktop or

wherever you would like on your computer, and then open the report. If you do not have any open rejected bills, you will receive a message that states: There are no outstanding rejections to report for these criteria.

**Q** – How do I know what EOBR codes to use?

**A** – The Florida Workers’ Compensation EOBR codes are required on dates of service 07/04/2004 and after and reported according to Rule 69L-7.740(13).

You can find the list of EOBR codes in the Data Dictionary of the Revision F Medical EDI Implementation Guide.

Link to the Instruction Manual for the Online Medical Data Management System (Revision E):

<https://www.myfloridacfo.com/division/wc/edi/medical-edi>