



Workers' Compensation Board

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Provider Registration is Now Open

The Workers' Compensation Board has initiated a registration process to update the list of medical providers who are authorized to treat injured workers. This updated list will ensure that an injured worker can easily identify Board authorized providers.

Authorized providers are required to register by January 15, 2018. Providers who have not registered by the deadline will:

- Be removed from the public directory of authorized providers
- Become ineligible for the Board's disputed bill process

How to Register

The Board is using the existing New York State Health Commerce System (HCS) for the registration process and future updates to your registration information. You will need to create an HCS account if you do not already have one. Information on creating an account can be found on the New York State Department of Health website: <https://apps.health.ny.gov/pub/top.html>.

Existing HCS account users – How to Access the Registration Form

1. Log in at <https://commerce.health.state.ny.us>.
2. Select *My Content > All Applications* from the Main Menu.
3. Select *P* from Browse by list, and then add *Person-based Electronic Response Data System (PERDS)* to your application list by selecting ☐ under the column add/remove.
4. On the top of the page, select *Home*.
5. On home page, select Refresh My Applications List.
If *PERDS* does not appear in My Applications List call (800)-781-2362, option 6.
6. Select *PERDS* on the *My Applications* list to open it.
7. Select the *Data Entry* tab located on the top left of page.
8. In the Activity field, select *WCB Registration* from the drop-down list.
9. The following default values will be shown:

Activity:	WCB Registration
Form:	WCB Registration for Health Care Provider
Data Entity Type:	WCB Provider
Data Entity Name:	Please Select Name

10. Select the *Search WCB Provider* button

Search Entity (Validation of Information)

When you select the *Search WCB Provider* button, you are brought to the Search Entity page. On this page, please do the following:

1. The field *Entity Id* **must be left blank** for your initial registration.
2. Select the Profession from the drop-down list
3. Complete the License Number, Birth Month and Birth Day fields.
4. Select the *Search* button.
5. If your information is correct, an Entity Id is displayed below the blue Search Entity line. Keep this number for your records. It is not stored in the registration form.
6. If the name that appears on the page is the same as it is on your license, click the *Select* button to proceed. If it is incorrect, select the *Name Field Help* icon for further assistance.

Complete the Registration Form

Complete your registration, be sure to click the Save All, Review & Submit and Submit to DOH buttons. This will ensure you are found on the public directory of authorized providers and remain eligible for the Board's disputed medical bill process.

If you are registering multiple providers on their behalf, do not close the PERDS application after you register the first provider. For each subsequent provider:

1. Select the *Home* tab located at the top of the page (next to the Data Entry tab).
2. Follow steps 7-10 in the How to Access the Registration Form instructions on the front of this letter.
3. Follow steps 1-5 described above in the Validation of Information section.

If you do not have computer access to complete the registration form online, you may request a paper copy be mailed to you by contacting the NYS Workers' Compensation Board Medical Director's Office at (800)-781-2362, option 6.

Questions?

For instructions that include screen shots of the registration process, please email wbccustomersupport@wcb.ny.gov with the subject "Provider Registration Instructions."

If you have general questions regarding health care provider registration, please contact the NYS Workers' Compensation Board Medical Director's Office at (800)-781-2362, option 6.