

# How do I **centralize** my billing?



## **This document applies to you if you are:**

- An organization wanting to bill for your providers
- A head office wanting to bill for your associated organizations and their associated providers

If you are a head office, you must first associate your organizations. To do this, follow the steps in the document “How do I register a head office and associate its providers?”.

If you are an organization, you must first associate your providers. To do this, follow the steps in the document “How do I create and associate providers?”.

Once your associations are created, you can submit bills for your associates following the instructions in this document.



## **Step 1:** Access the WSIB homepage of the provider portal.

Login to the provider portal and click **WSIB** in the list of services.

## **Step 2:** Select the appropriate application.

Select the application appropriate to you from the list of WSIB applications:

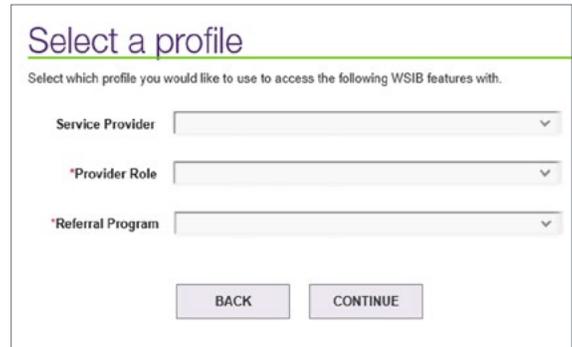
- **Health Bill Submission** to submit healthcare related bills.
- **Non-Health Bill Submission** to submit non-health related bills, such as bills for accommodation or transport.



## Step 3: Select the appropriate profile.

The profile refers to the context in which you will submit bills. The profile consists of information such as your service location, the service provider and the provider role among others.

The image at the left is a common example of a profile selection screen. You will only see the information relevant to you on this screen. For example, if you do not participate in any referral program, this drop-down will not be visible for you. Selections are auto-populated if there is only one option. For example, if you have only associated one service provider, the **Server Provider** field will default to that provider.



Select a profile

Select which profile you would like to use to access the following WSIB features with.

Service Provider

\*Provider Role

\*Referral Program

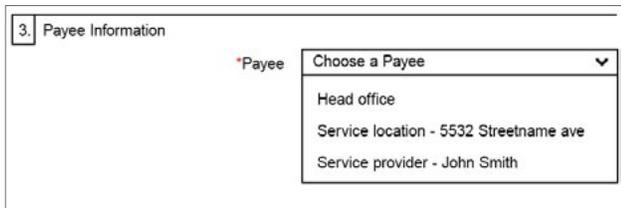
BACK CONTINUE

Select the choices that reflect the context in which you are submitting this bill and click the **CONTINUE** button.

## Step 4: Complete your bills as usual.

Complete and submit your bills as usual. See the “Learn more” section below if you need information about using these applications.

## Step 5: Select the payee.



3. Payee Information

\*Payee Choose a Payee

Head office

Service location - 5532 Streetname ave

Service provider - John Smith

When you submit bills in the Health and Non-Health bill submission application, you will have the option to choose the payee. The options that appear in the Payee drop-down (left) include:

- Parties to whom you are associated
- Parties who have a bank account set-up

## Learn more

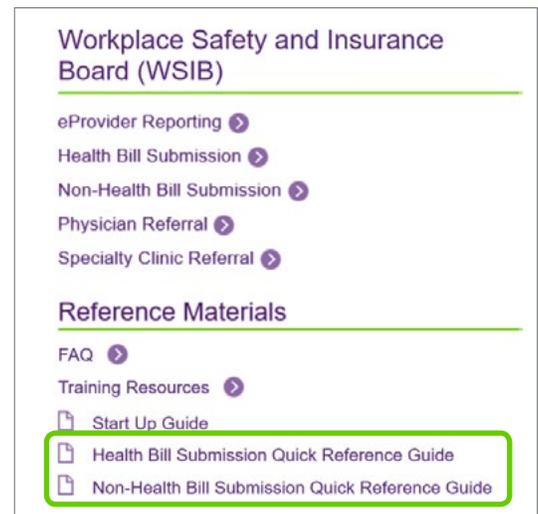
If you are an organization, learn how to create and associate your providers: **“How do I create and associate providers?”**

If you are a head office, learn how to register yourself and associate your organizations: **“How do I register a head office and associate my organizations?”**

If you or one of your associates needs to set up a bank account, learn how: **“How do I set up direct deposit?”**

To access quick reference guides for the bill submission applications, follow the instructions in step 1 to access the WSIB landing page of the provider portal.

The quick reference guides are located in the **Reference Materials** section.



Workplace Safety and Insurance Board (WSIB)

eProvider Reporting

Health Bill Submission

Non-Health Bill Submission

Physician Referral

Specialty Clinic Referral

Reference Materials

FAQ

Training Resources

Start Up Guide

Health Bill Submission Quick Reference Guide

Non-Health Bill Submission Quick Reference Guide