

IPFCF – Provider Portal – Paying for Providers Not Linked or Linked After Invoices Generated

The instructions in this document outline the steps to take to make payments in the Provider Portal for providers not linked to your group account, or providers who were linked to the group account after the invoices were generated.

The system previously only allowed payment in the portal for providers that were linked to the group prior to the invoices being generated. External users may now pay for any provider in the portal, regardless of if or when they were linked to the group account.

Adding Invoices for Unlinked Providers

- 1. Go to the IPFCF Provider Portal here: <u>https://ipfcfsecure.oci.wi.gov/</u>.
- 2. On the Home screen, click "\$Billing".

EXAMPLE COMPARENT IN THE STATE OF THE STAT	Provider Access Portal
Home Welcome,	
Quick Links	News and Announcements

3. Click "Statements".

Injured Patients & Families Compensation Fund		닯	Affiliations \$ Billing	verage 🖾 Correspondence
EAVOR	Phone	Email	Account Number	License Type
If you are affiliated with an employer or gro employer is listed under the Affiliations tab. MAILIN	up, the affiliated entity will also receive G ADDRESS FOR LOCKBOX PAYMENTS	e a notification regarding any	invoices or correspondence. Ple UKEE, WI 53293-0001	ase confirm your
Balance	Statements	Parameters		Transactions
	Download Balance Statement	Download Balance Spreadsheet		

4. Click the current billing date:

6.

No data to display.

	MAILING ADDRESS FOR LOCKBOX PAYMENTS: IPFCF	: DRAWER 478, MILWAUKEE, WI 53293-0001		
Balance	Statements	Parameters	Transactions	
	Billing State Select a Statement to V	ments /iew Invoices		
Billing Date	Number of Invoices	Minimum Due	Total Due	
10/01/2024	4			
07/01/2024	532			

5. This will bring you to the "**Billing Summary**" screen. Click "**Add Invoices for Unlinked Providers**":

Billing Summary - 10/01/2024		Return To Statements			
Total Invoices	Invoice Minimum Due	Invoice Total Due			
↓ Export Invoices	↓ Export Invoice Spreadsheet	Pay Selected Invoices			
Select All Unpaid Invoices Show Paid Minimum C Add Invoices For Unlinked Providers Show Paid Total C X Enter name or account number					
Enter the provider's name or IPFCF a box.	ccount number in the search box an	nd click the blue search			
an te fair chui an Chomann agus an tagan chuir an an Chomann agus an tagan tagan tagan tagan tagan tagan agus a	Add Additional Providers				
× Enter last name, company name, or account	it number	٩			
First Name Last Name Invoice Number	er Account # Check Digit Current Balan	ce Invoice Min Due Invoice Total Due			

Cancel

Add

7. After the provider's account populates in the search box, select the provider's name and click "Add".

			Add Ad	lditional Pro	oviders		
× Enter last	name, company	/ name, or account nu	ımber				۹
First Name	Last Name	Invoice Number	Account #	Check Digit	Current Balance	Invoice Min Due	Invoice Total Due
o data to dis	play.						
							Cancel Ac

8. After you click "Add" the provider's invoice will show with the other linked providers' invoices in the Billing Summary screen. You can then select the provider's invoice as you would with the other providers who were already linked to your group.