

How to Apply

To apply for authorization, you must:

1. Sign up to use the NYS Workers' Compensation Board Medical Portal and/or login with the credentials that have been assigned to you;
2. Complete the required training specific to your profession;
3. Complete the ***New Provider Authorization Request*** online application.

Sign up to Access the Medical Portal

To access the Medical Portal and new provider training, you must have an NY.gov ID. This **is not** the personal NY.gov ID that you may have with other agencies, such as the Department of Motor Vehicles, Department of Taxation and Finance, etc.

An NY.gov User ID and temporary password will be generated for you when you [register for Medical Portal access](#). When you register for access, you will be asked for your email address. This should be your individual email address, not a group or practice email address. See the [Medical Portal Overview page](#) for more information.

Complete Required Training

After you've received your Medical Portal credentials, you can access the training by selecting the Medical Portal icon on the top right of the Board's website homepage (wcb.ny.gov). From the Medical Portal homepage, select **Medical Provider**, then **Training**, and then **Training Requirements for Provider Authorization**. You will see a listing of the required courses by provider type with links and instructions for accessing the courses via the learning management system, CourseMill.

Complete the New Provider Authorization Request

Once you've completed the required training, you can begin the ***New Provider Authorization Request*** online application form, which you can access from the [Medical Portal homepage](#). Because the application must be done in a single sitting (you can't save and come back later), it is important to have the following information readily available before you begin:

- Your individual National Provider Identifier (NPI)
- Mailing and practice address(es)
- NYS license number(s)
- Board certification(s), if applicable
- Certificate of completion of an approved residency program (if you have completed a residency)
- Disciplinary information
- Curriculum vitae/resume

Once you have completed your application and attached all necessary documents (e.g., certifications, CV/resume, disciplinary action), you submit it electronically to the Workers' Compensation Board. The Board will then review your application, notify you whether you have been approved for authorization to treat injured workers, and advise on next steps.

Important Note for Physicians

Applications submitted by physicians are initially reviewed by either the Medical Society of the State of New York (MSSNY) or the New York State Osteopathic Medical Society (NYSOMS).

When completing the online application, you will be asked to select the medical society you wish to perform the initial review of your application. If selecting MSSNY, you'll be asked which county medical society you want to send the application to for review. This should be the county where you practice the majority of your time.

Be advised that the medical society to which you submit your application may charge a fee to process your application.

After the medical society submits their recommendation to the Board, it will be reviewed, and you will be advised of the final authorization determination.

If you have any questions about the application process, please call the Medical Director's Office at (800) 781-2362, or send an e-mail to provider@wcb.ny.gov.

