

COBSW Step 2 - Account Setup Introduction

Slide 1 of 45 - COBSW Step 2 - Account Setup Introduction

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Group Health Plan

COBSW Step 2 - Account Setup

Version 7.2, 10/07/2024
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on:
<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting-group-health-plans>.

Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website Step 2- Account Setup course.

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via direct data entry (DDE).

Slide 2 of 45 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare and Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link:

<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting-group-health-plans>.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: [CMS GHP Website](#).

Slide 3 of 45 - Course Overview

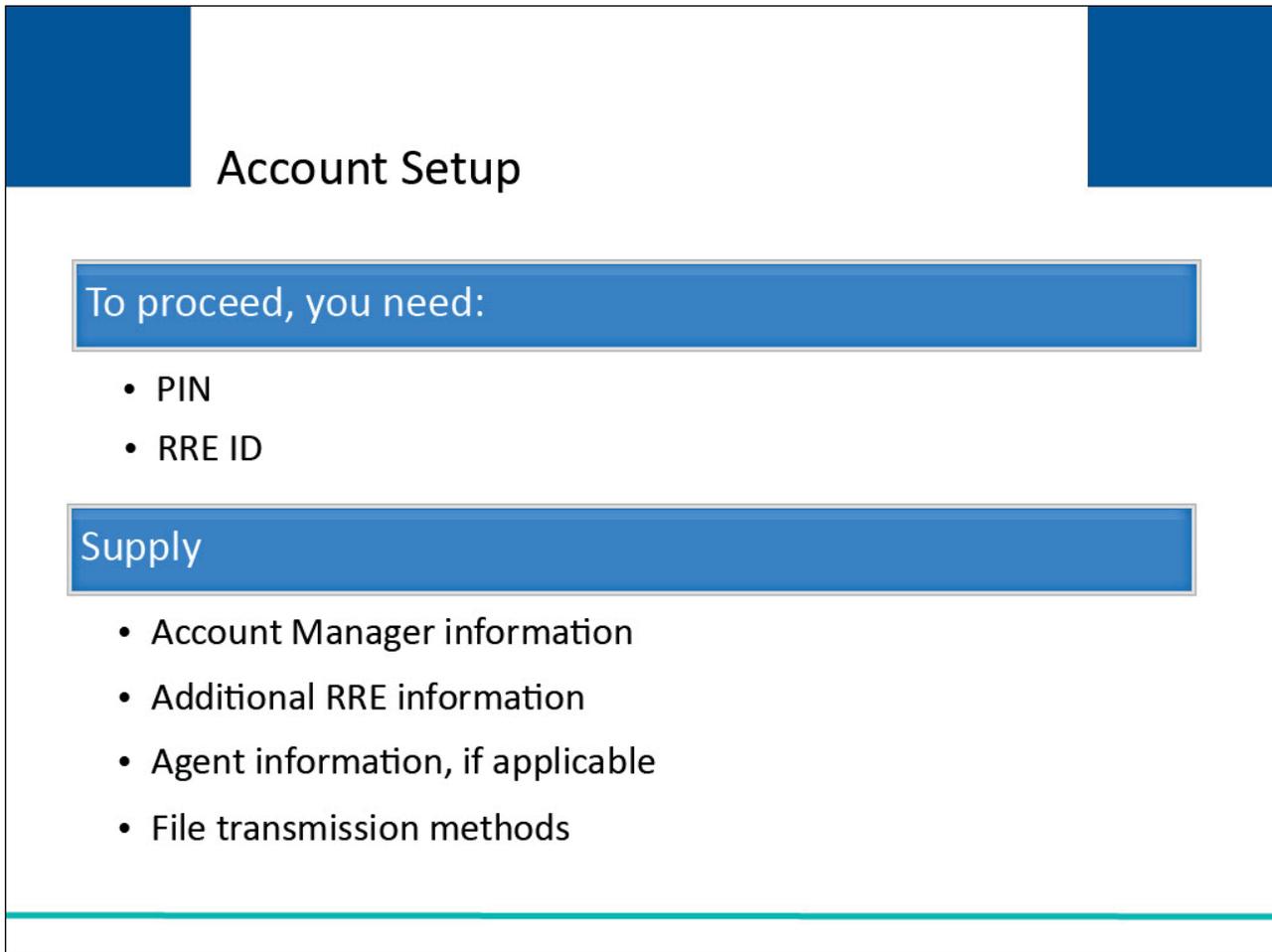
Course Overview

- Step 1
 - New Registration
- Step 2
 - Account Setup



Slide notes

This course will cover Step 2 - Account Setup on the Section 111 COB Secure Website.

Slide 4 of 45 - Account SetupThe slide features a white background with two blue decorative rectangles at the top corners. The title "Account Setup" is centered at the top. Below it, a blue box contains the text "To proceed, you need:". This is followed by a bulleted list: "• PIN" and "• RRE ID". Another blue box contains the word "Supply", followed by a bulleted list: "• Account Manager information", "• Additional RRE information", "• Agent information, if applicable", and "• File transmission methods". A thin teal horizontal line is at the bottom of the slide content area.

Account Setup

To proceed, you need:

- PIN
- RRE ID

Supply

- Account Manager information
- Additional RRE information
- Agent information, if applicable
- File transmission methods

Slide notes

You may begin Account Setup (Step 2) if you have already completed New Registration (Step 1) and your Responsible Reporting Entity's (RRE's) Authorized Representative received an email from the Benefits Coordination & Recovery Center (BCRC) containing the Personal Identification Number (PIN) associated with your Responsible Reporting Entity Identification Number (RRE ID).

You will need the RRE ID and PIN to continue with the Account Setup process. Before beginning this step, you must identify your Account Manager because they are responsible for completing this step in the Section 111 Registration process. During Account Setup, account manager information, additional RRE information, agent information (if you are using an agent) and file transmission information will be entered.

Slide 5 of 45 - Account Manager

Account Manager

- Each RRE ID can only have one Account Manager
- Controls administration of account
- Manages reporting process
- Can manage entire account or invite others to assist

Slide notes

Each RRE ID can have only one Account Manager. This is the individual who controls the administration of an RRE's account and manages the overall reporting process. The Account Manager may choose to manage the entire account and data file exchange or may invite other company employees or data processing agents to assist.

Slide 6 of 45 - Account Manager

Account Manager

- Go to the Section 111 COBSW URL:
<https://www.imp.cob.cms.hhs.gov/mra/>

Slide notes

In order to perform the Responsible Reporting Entity account setup tasks, the Responsible Reporting Entities' Account Manager must go to the following URL: [Section 111 COBSW](#).

Slide 7 of 45 - Section 111 Mandatory Reporting Website Usage Warning

Section 111 Mandatory Reporting Website Usage Warning

Unauthorized Access To This Computer System Is Prohibited By Law

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Privacy Act Statement

The collection of this information is authorized by Section 1862(b) of the Social Security Act (codified at 42 U.S.C 1395y(b)) (see also 42, C.F.R. 411.24). The information collected will be used to identify and recover past conditional and mistaken Medicare primary payments and to prevent Medicare from making mistaken payments in the future for those Medicare Secondary Payer situations that continue to exist. The Privacy Act (5 U.S.C. 552a(b)), as amended, prohibits the disclosure of information maintained by the Centers for Medicare & Medicaid Services (CMS) in a system of records to third parties, unless the beneficiary provides a written request or explicit written consent/authorization for a party to receive such information. Where the beneficiary provides written consent/proof of representation, CMS will permit authorized parties to access requisite information.

Attestation of Information

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process.

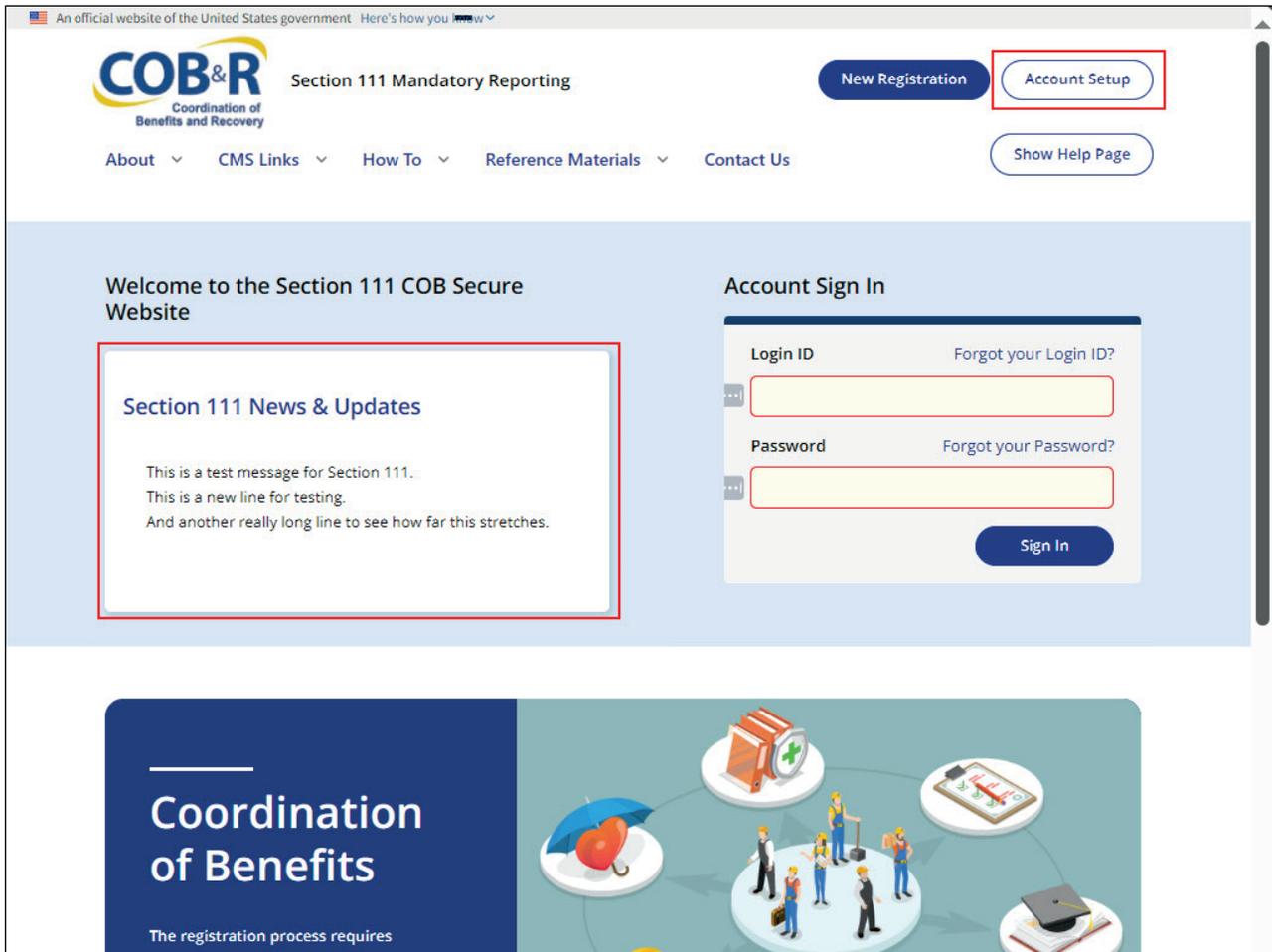
LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Accept

Slide notes

When you first enter the Section 111 COB Secure Website, the Section 111 Mandatory Reporting Website Usage Warning page will appear. This page provides information about Section 111 COBSW security measures including access, penalties, and privacy laws. If you accept the terms of the login warning, you will be brought to the Section 111 COBSW Home page.

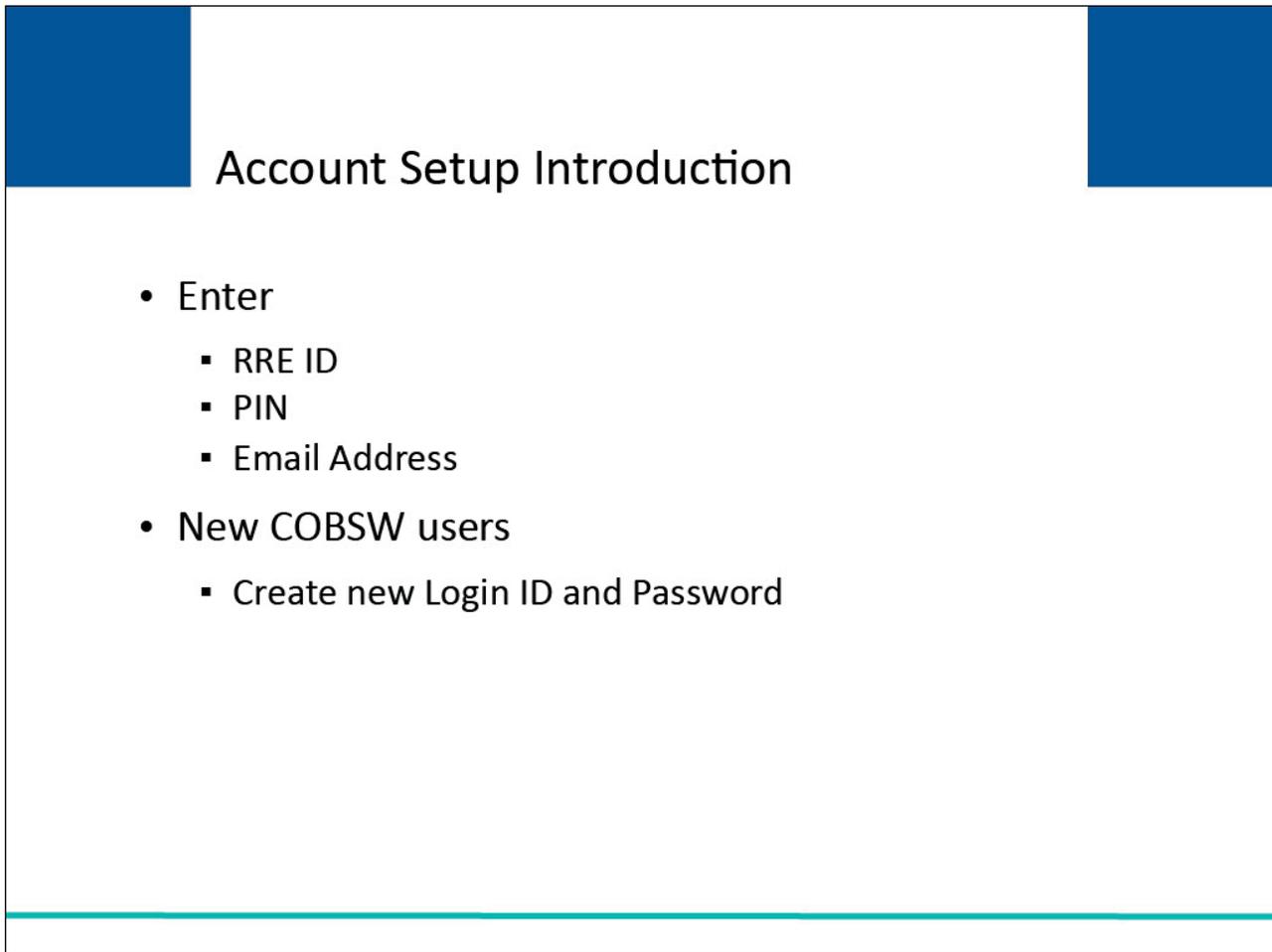
Slide 8 of 45 - Welcome to the Section 111 COB Secure Website



Slide notes

From the Welcome to the Section 111 COB Secure Website page, click on the Account Setup button to begin Step 2.

Note: You can also access the New Registration and Account Setup links at the bottom of this page. You should also pay close attention to the Section 111 News and Updates Section of the page for any updates.

Slide 9 of 45 - Account Setup IntroductionThe slide features a white background with a blue header bar at the top. The title "Account Setup Introduction" is centered in the header. Below the title, there is a bulleted list of items. A thin teal horizontal line is located at the bottom of the slide content area.

Account Setup Introduction

- Enter
 - RRE ID
 - PIN
 - Email Address
- New COBSW users
 - Create new Login ID and Password

Slide notes

The Account Setup Introduction page requires you to enter the RRE ID from the registration Thank you page and the PIN that was emailed to your Authorized Representative.

Your email address is also required to determine whether you are a registered user.

New users must go through the process of creating a new Login ID and Password before setting up an RRE account.

If you have already registered to use the Section 111 COB Secure Website, you will not be prompted to create a Login ID and Password.

The Account Manager should complete this step in the Section 111 Registration process.

The individual who completes the Account Setup is automatically the Account Manager, so plan this step accordingly.

Slide 10 of 45 - Account Setup Introduction

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About | CMS Links | How To | Reference Materials | Contact Us Show Help Page

Account Setup

You will now go through Step 2 of the Section 111 COB Secure Web site (COBSW) registration process, Account Setup. This step must be completed for each RRE ID.

You must be the Account Manager for the RRE ID and have the associated PIN and account file submission information to complete this step. The RRE ID was provided at initial registration and the PIN was emailed to the contact for the account after vetting was complete.

i Continue with this process only if you are the Account Manager for your RRE ID.

You must have the complete file transmission information listed in the Section 111 User Guides if you plan to use the Connect:Direct file transmission method in order to complete the Account Setup step. Incomplete account information cannot be saved. Make sure you have this information on hand if needed before proceeding.

Refer to the How to Get Started document under the How To menu option for more information.

Account Manager (AM) Role

Each RRE ID can have only one Account Manager. This is a user of the Section 111 COBSW who controls the administration of an RRE's account, manages other users associated with the RRE ID and controls the overall reporting process.

- Must complete the Account Setup step on the COBSW and obtain a Login ID.
- Can be associated with another RRE ID if they receive the authorized PIN from the BCRC mailing.
- Controls other users' (Account Designees') access to the RRE ID on the COBSW.
- Manages the RRE ID account information.
- Can upload and download files to the COBSW via the HTTPS file transfer method.
- Can use his/her Login ID and Password to transmit files via the SFTP file transfer method.
- Can review file transmission status and statistics.
- Cannot be an Authorized Representative for any RRE ID.
- Cannot be an Account Designee for the same RRE ID.

Continue Cancel

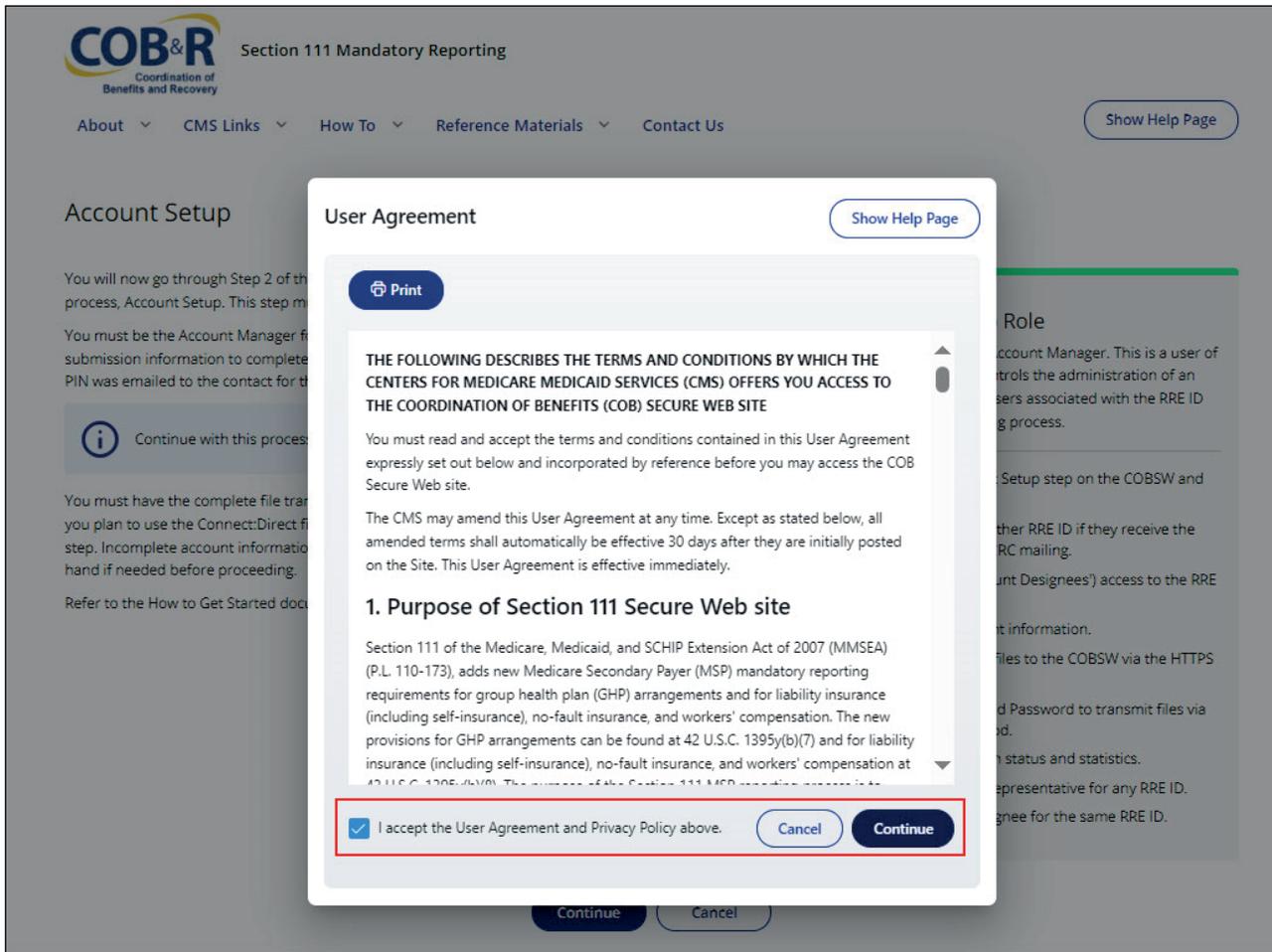
Slide notes

From the Home page, the Account Setup Introduction page will appear.

Click the Continue button to proceed to the next page of Account Setup.

Click the Cancel button to terminate the action. Anytime you click the Cancel button, you will be returned to the previous page and the information you entered will not be saved.

Slide 11 of 45 - User Agreement Pop-up



Slide notes

The User Agreement Pop up will appear. Once you have ready and accepted the User Agreement and Privacy Policies listed by checking the checkbox at the bottom of the message, click Continue.

You can print this page for your records by using the Print link in the top left-hand corner of the pop-up box.

Slide 12 of 45 - Company Information

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us [Show Help Page](#)

1 Account Setup 2 **Company Information** 3 Account Manager Information 4 RRE Profile Information

Please verify that you are setting up information for the correct RRE ID account. The following was entered or generated during the New Registration step.

RRE Information

RRE ID:	145687	Company Name:	University of Towson Health Systems
EIN/TIN:	36978542	Address:	100 Civic Center Drive Towson, MD 21204
Reporter Type:	GHP	Telephone:	(410) 888-1515
		Fax:	(443) 889-7896

Subsidiary Information

Company Name:	UT at Baltimore	NAIC:	14569	EIN/TIN:	354789354
---------------	-----------------	-------	-------	----------	-----------

Authorized Representative Information

Name:	Mike Brown	Address:	100 Civic Center Drive Towson, MD 21204
Job Title:	Coordinator	Telephone:	(410) 888-1515 x145
Email:	TSIZZ@TOWSON.COM		

Slide notes

The Company Information page will appear. This page displays information for the company, subsidiaries, Authorized Representative, and (Electronic Data Interchange) EDI Representative associated with this RRE ID. You will need to review this information for accuracy.

If any of the data is incorrect, you will be able to edit the data once you have created a Login ID for the Section 111 COBSW.

Slide 13 of 45 - Company Information

RRE ID: 14569	Company Name: University of Towson Health System
EIN/TIN: 36978542	Address: 100 Civic Center Drive Towson, MD 21204
Reporter Type: GHP	Telephone: (410) 888-1515
	Fax: (443) 889-7896

Subsidiary Information			
Company Name: UT at Baltimore	NAIC: 14569	EIN/TIN: 354789354	

Authorized Representative Information			
Name: Mike Brown	Address: 100 Civic Center Drive Towson, MD 21204		
Job Title: Coordinator	Telephone: (410) 888-1515 x145		
Email: TSIZZ@TOWSON.COM	Fax: (443) 889-7896		

EDI Representative Information			
Name: Lisa Smith			
Telephone: (443) 901-0911			
Fax:			
Email: Lsmith@bcrcgdit.com			

[Continue](#) [Previous](#)

Slide notes

Verify the RRE ID Account information is correct and click the Continue button to proceed.

Slide 14 of 45 - Account Setup Introduction

Account Setup Introduction

- Establish new account
 - RRE information
 - Account Manager information
 - File transmission methods

Slide notes

You will now go through the process of establishing a new account for the Section 111 COBSW. The next few pages will collect basic information related to the RRE, the Account Manager associated with the RRE, and the file transmission methods.

Slide 15 of 45 - Account Manager Login Information

Account Manager Login Information

- Authenticates your identity when you log in
- Login
 - Must be 7 characters
 - Must be in the format of AA999AA
- Password
 - Must be 8 characters
 - Must have at least 1 upper case character, 1 lower case character, and 1 numeric value
- Security questions allow you to regain account access if you forget your Login ID or password

Slide notes

The security information requested on this page will allow the system to authenticate your identity each time you log in to the Section 111 COBSW.

Choose your Login ID and Password carefully. Login IDs must be 7 characters.

Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic). They are case sensitive.

Password must be 8 characters in length. Password must have at least 1 upper case character, 1 lower case character, and 1 numeric value.

The security questions allow you to regain account access if you forget your Login ID or Password. Please note the answers you provide to these questions should be actual answers and not hints for your Password. The system will ask you these questions if you request your Login ID or Password.

Slide 16 of 45 - Login Information

An official website of the United States government

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 Account Setup 2 Company Information 3 Account Manager Information 4 RRE Profile Information

Account Manager Profile

Provide your personal information as the Account Manager for this RRE ID.
As the Account Manager, you will control the administration of the account and manage the overall reporting process. Later, you may choose to invite other RRE employees or data processing agents to become Account Designees and assist with the reporting process.
Please enter your personal information below:

* Indicates Required Field

First Name: * Todd Job Title: * Managing Director
Last Name: * Sizler E-mail Address: * TSIZZ@TOWSON.HS

Account Manager Mailing Address

* Indicates Required Field

Street 1: * 102 Civic Center Drive Telephone: * (410) 888-1516 x5432
Street 2: Fax: (410) 889-8050
City: * Towson State: * MARYLAND Zip Code: * 21204

Account Manager Login Information

Slide notes

The Account Manager Information page will appear. Here you will provide your personal information as the Account Manager including your First and Last Name, Job Title, Email Address, Mailing Address, and Telephone Number.

Once all information has been entered, scroll down to the bottom portion of the page.

Slide 17 of 45 - Account Manager Login Information

The screenshot shows a web form for account setup. It is divided into three main sections:

- Personal Information:** Fields for Last Name (Sizzler) and E-mail Address (TSIZZ@TOWSON.HS).
- Account Manager Mailing Address:** Fields for Street 1 (102 Civic Center Drive), Telephone ((410) 888-1516 x5432), Street 2, Fax ((410) 889-8050), City (Towson), State (MARYLAND), and Zip Code (21204).
- Account Manager Login Information (highlighted with a red border):**
 - Text: "The security information requested on this page will allow the system to authenticate your identity each time you log in to the Section 111 Secure Web site."
 - Text: "Select two Security Questions below and provide answers. These Security Questions allow you to regain access if you forget your Login ID or Password. It is important that you remember the answers to these questions."
 - Fields: Login ID (TS123AM), Password (masked), Re-enter Password (masked), Security Question 1 (What city were you born?), Security Answer 1 (Baltimore), Security Question 2 (What is your pet's name?), Security Answer 2 (Bingo).
 - Buttons: "Continue" (highlighted with a red box) and "Previous".

Slide notes

After continuing down the Account Manager Information page, the Account Manager Login Information portion will appear.

Enter a Login ID that meets the login requirements then enter and re-enter a password that meets the Password requirements.

Select two Security Questions from the drop-down menus and provide answers to these questions.

Click Continue to proceed.

Slide 18 of 45 - RRE Information

RRE Information

- Populated with New Registration information
- Complete the following additional fields
 - Lines of Business
 - File Submission Profile Information
 - Estimated number of covered individuals
 - Reporting level
 - Agent (Yes/No)
- Agent Information

Slide notes

The RRE Information page will be populated with the information that was submitted during Step 1 - New Registration (company name and address).

There will also be additional fields that must be completed such as Lines of Business, and for the File Submission Profile such as estimated number of covered individuals, reporting level, and whether your company will be using an Agent to report, along with the Agent's Employer Identification Number (EIN) or Tax Identification Number (TIN) (if applicable). RREs may use Agents to submit data on their behalf. An Agent is a data services company, consulting company, or the like that can create and submit Section 111 files to the BCRC on behalf of the RRE. Information on the use of Agents is required as part of the Section 111 registration process. If you indicate that a reporting Agent will be submitting data on your behalf, you will need to provide information about the Agent.

Note: Although this section collects general information about the Agent, providing this information does not establish the Agent as a user of the Section 111 COBSW. The Account Manager will need to login to the Section 111 COBSW and invite an Agent to become an Account Designee in order for an Agent to become a user and receive a Login ID and Password.

Slide 19 of 45 - Direct Data Entry (DDE)

Direct Data Entry (DDE)

- Open to all RREs that meet definition of Small Reporter
- New RREs will select DDE as their Claim Submission Method
- If existing RRE wants to change to DDE option
 - Please see “Switching to or From Direct Data Entry CBT”

Slide notes

The DDE option is open to all RREs that meet the definition of a Small Reporter. New RREs will select DDE as their claim submission method during the Account Setup process. If an RRE has already registered under the current file transmission methods and wants to change to the DDE option, please see the [Switching To or From Direct Data Entry](#) CBT for more information.

Slide 20 of 45 - File Submission Profile Information

RRE Information

EIN/TIN:	36978542	Company Name:	University of Towson Health Systems
Reporter Type:	GHP	Address:	100 Civic Center Drive Towson, MD 21204
		Telephone:	(410) 888-1515
		Fax:	(443) 889-7896

File Submission Profile Information

* Indicates Required Field

Lines of Business:* Hospital Medical Prescription Drug

HRA Records Only:

Estimated Number of Covered Individuals:*

Reporting Level:*
 Basic Expanded

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare? *
 Yes No

Would you like to receive unsolicited alerts? *
 Yes No

Will an Agent report data on your behalf? *
 Yes No

Agent Company EIN/TIN:

Slide notes

The top portion of the RRE Information page will be populated with information submitted during Step 1- New Registration as previously indicated.

The next section is the File Submission Profile Information. The following are included in this section:

- Lines of Business: Coverage provided by the RRE is reflected in your file submission. Check all that apply by clicking the check box(es).
- HRA Records only: Check this box if the only records that will be submitted for this RRE will be for Health Reimbursement Accounts.
- Estimated Number of Covered Individuals: An estimate of the current number of individuals, age 45 and over, including subscribers and dependents, covered by the RRE reflected in this Section 111 registration profile. RREs with very few claim reports to make per year may choose to submit claim information using the DDE method on the Section 111 COBSW. If you are newly registering and will be using the DDE submission method, you must specify an estimated number of claims of 500 or less.
 - If you specify more than 500 claims, you will not be permitted to select the DDE submission method.

Note: Clarification has been provided for Responsible Reporting Entities (RREs) regarding how drug records should be submitted for beneficiaries whose Health Reimbursement Accounts (HRAs) are comprehensive; that is, cover hospital, medical, and prescription drugs. For these HRAs, RREs should submit two MSP input drug records separately: one for “R” and one for “Z” coverage types.

Slide 21 of 45 - File Submission Profile Information

RRE Information

EIN/TIN:	36978542	Company Name:	University of Towson Health Systems
Reporter Type:	GHP	Address:	100 Civic Center Drive Towson, MD 21204
		Telephone:	(410) 888-1515
		Fax:	(443) 889-7896

File Submission Profile Information

* Indicates Required Field

Lines of Business:* Hospital Medical Prescription Drug

HRA Records Only:

Estimated Number of Covered Individuals:*

Reporting Level:*

Basic Expanded

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare? *

Yes No

Would you like to receive unsolicited alerts? *

Yes No

Will an Agent report data on your behalf? *

Yes No

Agent Company EIN/TIN:

Slide notes

Next, you will select Basic or Expanded by clicking the appropriate radio button. The Basic option includes submission of the Medicare Secondary Payer (MSP) Input File for medical and hospital coverage and, optionally, the ANSI 270/271 Entitlement Query Only File. The BCRC will only provide entitlement/enrollment information for Medicare Parts A, B, and C with this option.

The Expanded option includes submission of the MSP Input File for primary medical, hospital, and prescription drug coverage for Active Covered Individuals, the Non-MSP File with supplemental prescription drug coverage records, Retiree Drug Subsidy (RDS) reporting, and entitlement/enrollment query capability, and the optional Query Only Input File in the form of an ANSI 270/271 Entitlement Query file. The BCRC will provide entitlement/enrollment information for Medicare Parts A, B, C, and D with this option.

Slide 22 of 45 - File Submission Profile Information

The screenshot shows two forms. The top form, titled "RRE Information", contains the following data:

EIN/TIN:	36978542	Company Name:	University of Towson Health Systems
Reporter Type:	GHP	Address:	100 Civic Center Drive Towson, MD 21204
		Telephone:	(410) 888-1515
		Fax:	(443) 889-7896

The bottom form, titled "File Submission Profile Information", contains the following fields and options:

- * Indicates Required Field
- Lines of Business: * Hospital Medical Prescription Drug
- HRA Records Only:
- Estimated Number of Covered Individuals: *
- Reporting Level: * Basic Expanded
- Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare? * Yes No
- Would you like to receive unsolicited alerts? * Yes No
- Will an Agent report data on your behalf? * Yes No
- Agent Company EIN/TIN:
-

Slide notes

From the RRE ID Profile Information page, select “Yes” for the question “Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare?”.

Will an Agent report data on your behalf? Is also a required field. Select Yes or No by clicking the appropriate radio button. Answer Yes if another entity (consulting company, data services company, etc.) will actually establish the connectivity and transmit MMSEA Section 111 files to the BCRC for you. Select No if you will not be using an Agent.

If you will be using an Agent, enter the Agent company’s EIN or TIN.

Check this box if you would like to receive an Unsolicited Alerts file on a monthly basis.

This file will alert the RRE to any changes to MSP occurrences that have been submitted. Click Continue to proceed.

Slide 23 of 45 - Agent Information

Agent Information

You have indicated that an agent will assist you in the Section 111 reporting process. Please provide the company information for your agent.

After your Account Setup process is complete and you login to the Section 111 COBSW, you may invite individuals from the agent organization (including the agent contact below) to register as users and obtain Login IDs. The information provided below will **not** generate that invitation.

Agent Company EIN/TIN:	654129870	Agent Company Address:	880 Commerce Street
Agent Company Name:	Employers INC		Suite 400
Agent Contact First Name:	Matthew		Columbus, OH 43215
Agent Contact Last Name:	Powell	Agent Contact Telephone:	(614) 845-9854

RRE Profile Information

You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:

* Indicates Required Field

Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D? *

Yes No

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? *

Non-MSP File COBA E02

COBA ID(s):

ID:	ID:	ID:	ID:
<input type="text" value="84569"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

File Transmission Methods

Slide notes

If you indicated that you will be using an Agent to report, you will need to submit information about the Agent on this page.

- Agent Company Name: Name of the company which will be submitting Section 111 data to the BCRC on your behalf.
- Agent Contact Name: Name of the technical contact for your Agent company.
- Agent Company Address: Company or work mailing address for the technical contact at your Agent company.
- Agent Contact Telephone: Company or work telephone number where your Agent technical contact can be reached. Click Continue to proceed.

Slide 24 of 45 - Basic Reporting Option

Basic Reporting Option

- Select file transmission methods for
 - MSP File
 - Query Only File

- File transmission method options
 - EFT
 - SFTP
 - HTTPS

- If using HEW Software, select version

Slide notes

If you have indicated that you will use the Basic Reporting Option, you will be taken to the Basic Reporting Option page.

Select the file transmission method you will be using for each file type you will be supplying.

Basic Group Health Plan (GHP) reporters will supply information for the Medicare Secondary Payer (MSP) and Query Only Files.

Each file type can be set up with the same file transmission method or you may select a different file transmission method for each.

The BCRC will return the response file back to the RRE using the same transmission method that was chosen for the corresponding input file.

There are three separate methods of data transmission that Section 111 RREs may utilize:

- CMS Electronic File Transmission (EFT),
- Secure File Transfer Protocol (SFTP), or
- Hypertext Transfer Protocol over Secure Socket Layer (HTTPS).

Note: RREs using the HTTPS file transmission method can only upload files with the file extension of .txt. Any other file type will generate an Invalid File error message. As part of your account setup on the Section 111 COBSW, you will indicate the method you will use and submit the applicable transmission information.

You will also need to supply information about the Health Insurance Portability and Accountability Act (HIPAA) Eligibility Wrapper (HEW) Software. The latest version of HIPAA Eligibility Wrapper (HEW) software can be downloaded from the Section 111 MRA application, which is compatible with Windows 10.

Note: The HEW inquiry file layout has been edited to clarify that if not reporting a Social Security Number (SSN), the field should be filled with zeroes (Appendix B).

Slide 25 of 45 - Basic and Expanded Reporting Option

Basic and Expanded Reporting Option

- Prescription drug coverage
 - Active Covered Individuals
 - Inactive Covered Individuals

Slide notes

If you have indicated that you will be using the Basic or Expanded Reporting Option, you will need to complete the Basic or Expanded Reporting Option portion of the page to provide information about prescription drug coverage information for Active and Inactive Covered Individuals.

Slide 26 of 45 - RRE Profile Information

Agent Information

You have indicated that an agent will assist you in the Section 111 reporting process. Please provide the company information for your agent.

After your Account Setup process is complete and you login to the Section 111 COBSW, you may invite individuals from the agent organization (including the agent contact below) to register as users and obtain Login IDs. The information provided below will **not** generate that invitation.

Agent Company EIN/TIN:	654129870	Agent Company Address:	880 Commerce Street
Agent Company Name:	Employers INC		Suite 400
Agent Contact First Name:	Matthew		Columbus, OH 43215
Agent Contact Last Name:	Powell	Agent Contact Telephone:	(614) 845-9854

RRE Profile Information

You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:

* Indicates Required Field

Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D? *

Yes No

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? *

Non-MSP File COBA E02

COBA ID(s):

ID:	ID:	ID:	ID:
<input type="text" value="84569"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

File Transmission Methods

Slide notes

If you selected the Basic or Expanded Reporting Option, you will need to complete this portion of the page.

RREs are now required to report primary prescription drug coverage using the Basic reporting option, GHP RREs who report primary prescription drug coverage using the Basic reporting option will now receive Medicare Part D enrollment information on their response files.

This portion of the page allows Basic GHP reporters to complete information about the file transmission methods they will be used according to each file type they will be supplying. Select EFT, SFTP, or HTTPS from the drop-down menu for the file type.

HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps) the file into a HIPAA-compliant 270 eligibility query file format. The 270 format is created to transfer the file.

Note: A copy of the latest PC/server HEW software is available for download on the Section 111 COBSW at [Section 111 COBSW](#).

The program also runs against the response file to put the file into a format that can be read (unwrapped) on your system.

Contact your EDI Representative to request a copy of this software if you do not receive it by the time your RRE is approved for testing.

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? Required. Select Non-MSP File or Coordination of Benefits Agreement (COBA) E02 by clicking the appropriate radio button.

If you will send supplemental drug coverage information on D records in your Non-MSP File, then check the Non-MSP File box.

If you are a BCRC Trading Partner and will submit your supplemental drug coverage information on E02 records through the COBA process, check the COBA E02 box.

COBA ID(s): Complete this section only if you are a COBA Trading Partner. Supply the COBA ID numbers assigned to you by the BCRC under your COBA.

Slide 27 of 45 - File Transmission Methods

File Transmission Methods

- Expanded GHP
 - MSP File
 - Non-MSP File
 - Query Only File

Slide notes

If you have selected the Expanded Reporting Option, you will be taken to the File Transmission Methods page. Select the file transmission method you will be using for each file type you will be supplying.

Expanded Reporting Options GHP reporters will supply information about the MSP, Non-MSP, and Query Only files. Each file type can be set up with the same file transmission method or you may select a different file transmission method for each.

The BCRC will return the response file back to the RRE using the same file transmission method that was chosen for the corresponding input file.

There are three separate methods of data transmission that Expanded Reporting Option GHP reporters may utilize:

- EFT,
- SFTP, or
- HTTPS.

As part of your account setup on the Section 111 COBSW, you will indicate the method you will use and submit the applicable transmission information.

You will also need to complete information about the HIPAA Eligibility Wrapper (HEW) Software.

Slide 28 of 45 - File Transmission Methods

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? *

Non-MSP File COBA E02

COBA ID(s):

ID: ID: ID: ID:

File Transmission Methods

Please choose a file transmission method for each file type you will be submitting for Section 111 reporting. If using the HIPAA Eligibility Wrapper (HEW) Software to process query files, then indicate which version you will use.

* Indicates Required Field

MSP File: *

▼

- Select File Transmission Method
- CMS Electronic File Transfer (EFT) Option
- S111 Portal Secure File Transfer Protocol (SFTP) Option**
- S111 Portal Hypertext Transfer Protocol over Secure Socket Layer (HTTPS)

Query Only File:

▼

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

▼

Slide notes

If you have selected the Expanded Reporting Option, you will use the File Transmissions Methods portion to complete information about the file transmission methods you will be used according to each file type you will be supplying. File Transmission Method: Select EFT, SFTP, or HTTPS from the drop-down menu for the MSP file.

Slide 29 of 45 - File Transmission Methods

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? *

Non-MSP File COBA E02

COBA ID(s):

ID: ID: ID: ID:

File Transmission Methods

Please choose a file transmission method for each file type you will be submitting for Section 111 reporting. If using the HIPAA Eligibility Wrapper (HEW) Software to process query files, then indicate which version you will use.

* Indicates Required Field

MSP File: *

Non-MSP File: *

Will you submit RDS Retiree File Records on your Non-MSP File? *

Yes No

Query Only File:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

Will you submit RDS Retiree File Records on your Non-MSP File? Select Yes or No by clicking the appropriate radio button.

Check the Yes box if you intend to use the Non-MSP File to provide files of retirees to the Retiree Drug Subsidy (RDS) Contractor for your employer customers that are participating in the RDS program. Otherwise, check the No box.

File Transmission Method: Select EFT, SFTP, or HTTPS from the drop-down menu for the Non-MSP and Query Only Files.

HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps) the file into a HIPAA-compliant 270 eligibility query file format. The 270 format is created to transfer the file.

The program also runs against the response file to put the file into a format that can be read (unwrapped) on your system.

Contact your EDI Representative to request a copy of this software if you do not receive it by the time your RRE is approved for testing.

Click Continue to proceed.

Slide 30 of 45 - Setup Summary

The slide features a white background with blue decorative bars at the top corners. The title 'Setup Summary' is centered at the top. Below it, three blue rectangular boxes with white text are stacked vertically. The first box contains the heading 'Account information is displayed' followed by a bulleted list of five items. The second box contains the text 'Review and edit as needed'. The third box contains the text 'Print for your records'. A thin teal horizontal line is at the bottom of the slide content area.

Setup Summary

Account information is displayed

- RRE Company Information
- Agent Information
- Account Manager Personal Information
- Account Manager Login Information
- File Transmission Methods

Review and edit as needed

Print for your records

Slide notes

After you have completed the required RRE Company, Agent, Account Manager, and file transmission method information, the information you entered is displayed.

Review this information for accuracy. If you need to change any of the information, click the 'Edit' button in the appropriate section. Print this page for your records.

Slide 31 of 45 - Setup Summary - Edit

Setup Summary September 5, 2024 at 10:09:54 AM

Please review your Account Setup Information. If you need to change the information, click the 'Edit' button in the applicable section. Print this page for your records.

Account Manager Personal Information [Edit](#)

Name:	Todd Sizzler	Address:	102 Civic Center Drive Towson, MD 21204	Telephone:	(410) 888-1516 x5432 x
Job Title:	Managing Director	Email:	TSIZZ@TOWSON.HS	Fax:	(410) 889-8050

RRE Company Information [Edit](#)

Company Name:	University of Towson Health Systems	Telephone:	4108881515	Covered Individuals Estimate:	455
Address:	100 Civic Center Drive Towson, MD 21204	Fax:	4438897896	Lines of Business:	No Fault, Workers Comp, Liability, Hospital, Medical, Prescription Drug
EIN/TIN:	36978542	HRA Record Only:	No		
		Unsolicited Alerts:	Yes		

Agent Information [Edit](#)

Agent Contact Name:	Matthew Powell	Address:	880 Commerce Street Suite 400 Columbus, OH 21204	Agent Contact Telephone:	(614) 845-9854
Agent Company Name:	Employers INC				

Drug Reporting Information [Edit](#)

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare Part D?	Yes
Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D?	Yes
If you do provide network prescription drug coverage for inactive Covered Individuals, how will you submit this information to the BCRC?	COBA E02 COB ID(s): 84569

File Transmission Methods [Edit](#)

Slide notes

The Setup Summary page displays the account information that has been entered.

If you need to change any of the information, click the Edit button under that section.

Slide 32 of 45 - Making Updates

The screenshot shows a web form with two main sections. The top section is titled "RRE Profile Information" and contains the following text: "You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:". Below this, there are two required fields marked with an asterisk. The first is "Do you offer network prescription drug coverage to your inactive Covered individuals that may be secondary to Medicare Part D?" with radio buttons for "Yes" (selected) and "No". The second is "If you do provide network prescription drug coverage for inactive Covered individuals, how will you submit this information to the BCRC?" with radio buttons for "Non-MSP File" and "COBA E02" (selected). Below these are four input fields labeled "COBA ID(s):" with "ID:" above each. The first field contains "84569". The bottom section is titled "File Transmission Methods" and contains the text: "Please choose a file transmission method for each file type you will be submitting for Section 111 reporting; if using the HIPAA Eligibility Wrapper (HEW) Software to process query files, then indicate which version you will use:". It has three required fields marked with an asterisk: "MSP File:" with a dropdown menu showing "S111 Portal Secure File Transfer Protocol (SFTP) Option"; "Non-MSP File:" with a dropdown menu showing "S111 Portal Secure File Transfer Protocol (SFTP) Option" and a "Will you submit RDS Retiree File Records on your Non-MSP File?" question with "Yes" (selected) and "No" radio buttons; and "Query Only File:" with a dropdown menu showing "S111 Portal Secure File Transfer Protocol (SFTP) Option". At the bottom of the form, there is a note: "If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:" with a dropdown menu showing "PC/Server". At the very bottom of the form, there are two buttons: "Continue" (highlighted with a red box) and "Previous".

Slide notes

Once you click the Edit button for a section, you will be taken to the appropriate information entry page. Add, change, or delete any of the information as needed.

Once the information is correct, click the Continue button to submit the information and return to the Setup Summary page.

Slide 33 of 45 - Setup Summary

RRE Company Information Edit			
Company Name:	University of Towson Health Systems	Telephone:	4108881515
Address:	100 Civic Center Drive Towson, MD 21204	Fax:	4438897896
EIN/TIN:	36978542	HRA Record Only:	No
		Unsolicited Alerts:	Yes
Covered Individuals Estimate:	455	Lines of Business:	No Fault, Workers Comp, Liability, Hospital, Medical, Prescription Drug

Agent Information Edit			
Agent Contact Name:	Matthew Powell	Address:	890 Commerce Street Suite 400 Columbus, OH 21204
Agent Company Name:	Employers INC	Agent Contact Telephone:	(614) 845-9854

Drug Reporting Information Edit	
Do you offer network prescription drug coverage to your Active Covered individuals that may be primary to Medicare Part D?	Yes
Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D?	Yes
If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC?	COBA E02 COB ID(s): 94569

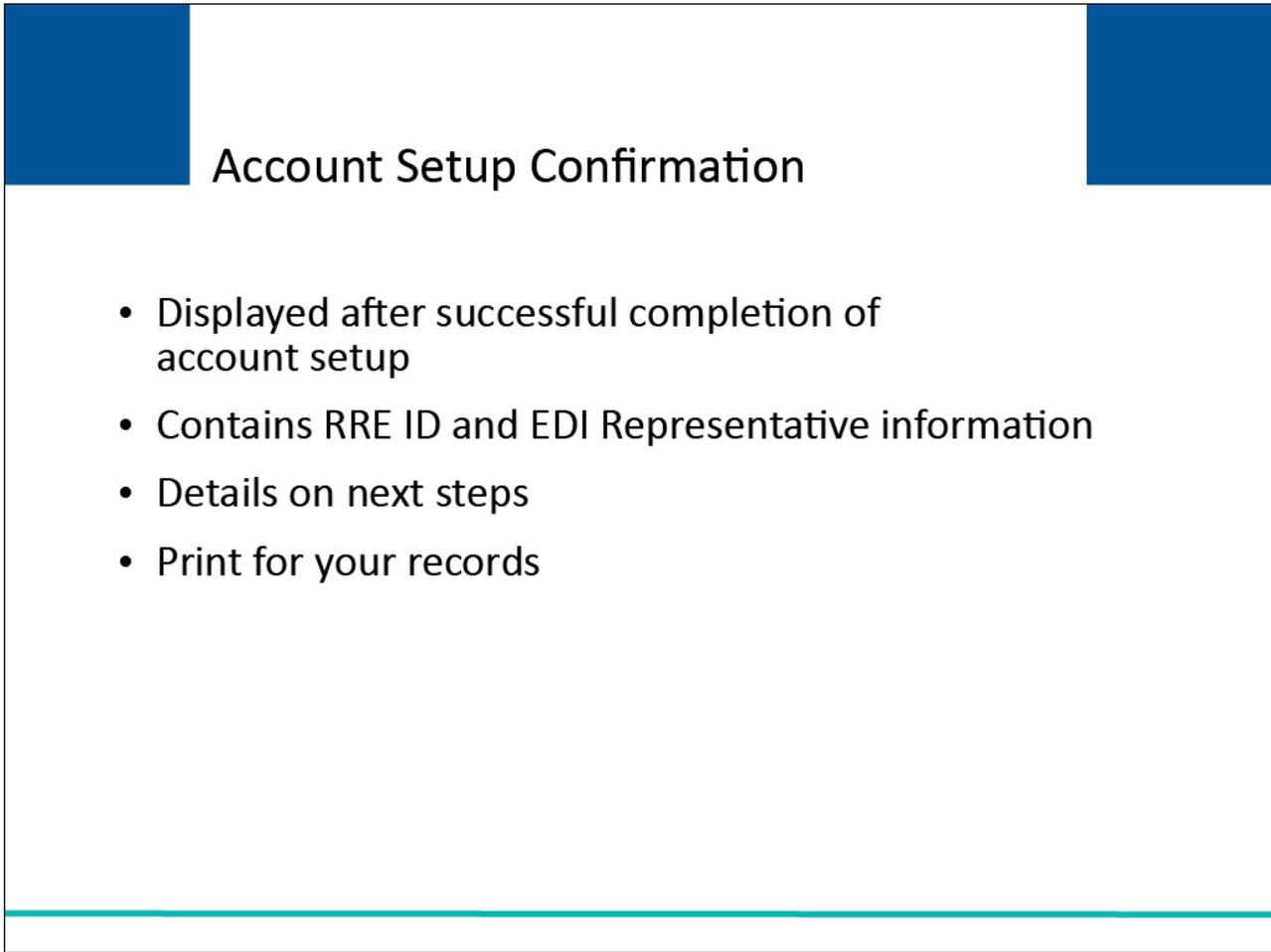
File Transmission Methods Edit	
File Type:	Transmission Method:
MSP	S111 Portal Secure File Transfer Protocol (SFTP) Option
NON-MSP	S111 Portal Secure File Transfer Protocol (SFTP) Option
Query Only	S111 Portal Secure File Transfer Protocol (SFTP) Option
Claim Input	S111 Portal Secure File Transfer Protocol (SFTP) Option
Hew Software Type:	PC/Server

Submit Previous

Slide notes

Once you have reviewed all of the information on the Setup Summary page and would like to submit the information, click the Submit button.

Slide 34 of 45 - Account Setup Confirmation

The slide features a white background with two blue rectangular accents at the top corners. The title "Account Setup Confirmation" is centered at the top in a large, black, sans-serif font. Below the title is a bulleted list of four items. A thin teal horizontal line is positioned near the bottom of the slide content area.

Account Setup Confirmation

- Displayed after successful completion of account setup
- Contains RRE ID and EDI Representative information
- Details on next steps
- Print for your records

Slide notes

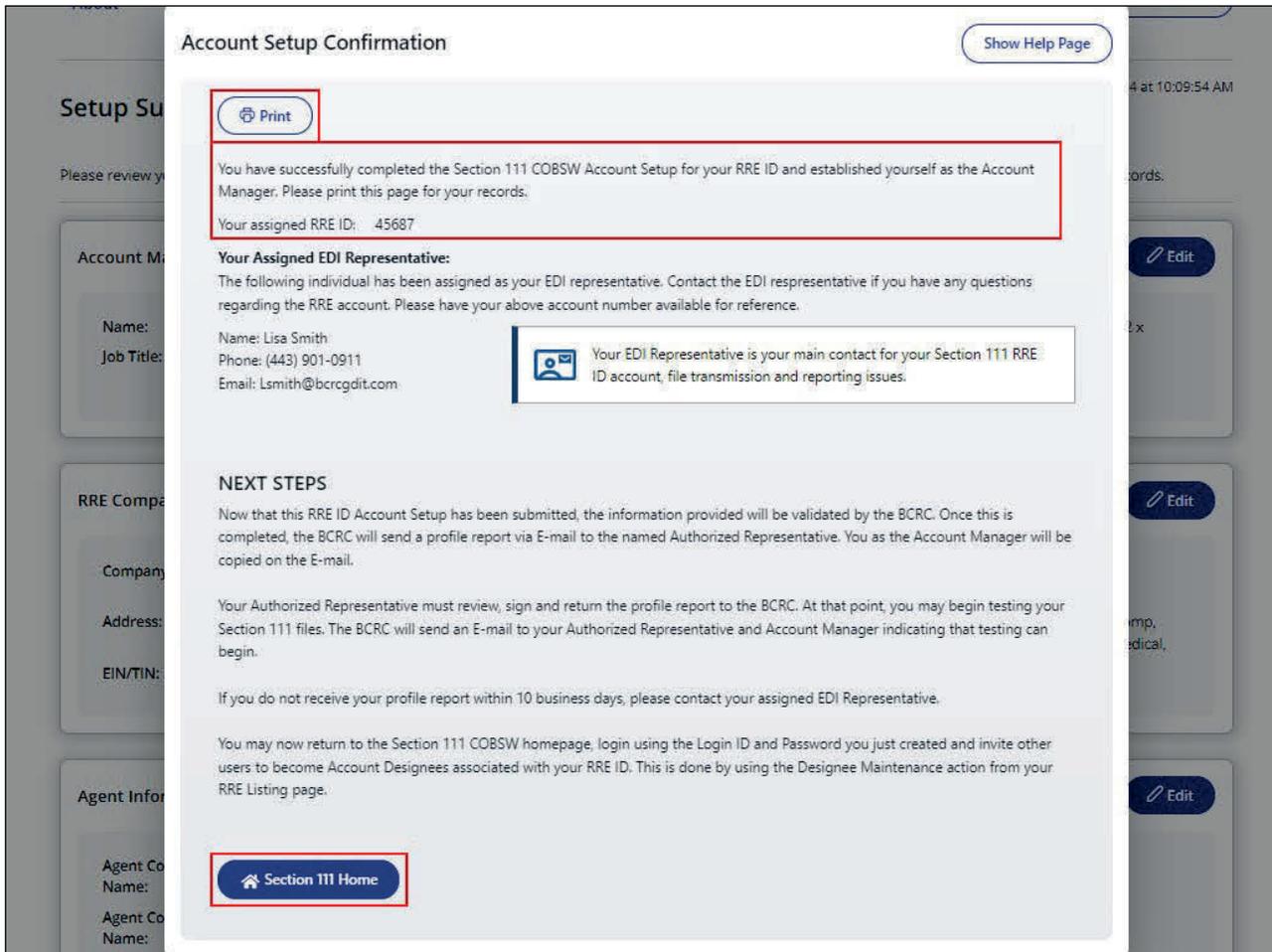
After you have successfully completed the Account Setup for the MMSEA Section 111 COBSW, a “Account Setup Confirmation” pop-up is displayed.

This page will contain your assigned RRE ID and EDI Representative information.

Your EDI Representative is your main contact for your Section 111 RRE account, file transmission, and reporting issues.

Details on what steps to take next are also provided on this page. Please print this page for your records.

Slide 35 of 45 - Account Setup Confirmation Pop-up



Slide notes

The Account Setup Confirmation pop-up confirms that you completed Step 2, Account Setup, in the Section 111 registration process.

Click the Section 111 Home button to return to the Section 111 COBSW Home page and login as a user. You can Use the Print button in the top left-hand corner to print for your records.

Slide 36 of 45 - Important Information to Consider

Important Information to Consider

- Account Setup
 - Must be completed by Account Manager
 - May not be completed by Authorized Representative
- If Authorized Representative's information is entered by mistake
 - Stop
 - Do not complete Account Setup
 - Contact EDI Department and get information corrected

Slide notes

Remember, the Account Setup step must be completed by the Account Manager during which time he/she will provide their information as the Account Manager.

The Account Setup step may not be completed by the Authorized Representative.

If the Authorized Representative's information is entered by mistake during this step, stop.

Do not complete the Account Setup step. Contact the EDI Department, and get the information corrected before proceeding to the Account Setup step.

Slide 37 of 45 - Next Steps

Next Steps

- Profile report mailed to Authorized Representative
 - Summary of registration and account set up information
 - Important information needed for data file transmission
 - Production live date and ongoing quarterly file submission timeframe
 - EDI Representative
- Review, sign, and return report to the BCRC
- Begin testing
- Login to account to
 - Maintain RRE Information
 - Upload/download files via HTTPS
 - Monitor file processing
 - Review file processing results

Slide notes

Once the account set up has been completed on the Section 111 COBSW and processed by the BCRC, a profile report will be sent to the RRE's Authorized Representative via email.

The Profile Report contains: A summary of the information you provided on your registration and account set up.

Important information you will need for your data file transmission. Your RRE ID that you will need to include on all files transmitted to the BCRC.

Your assigned production live date and ongoing quarterly file submission timeframe for the MSP Input File.

Contact information for your EDI Representative who will support you through testing, implementation and subsequent production reporting.

The RRE's Authorized Representative must review, sign and return the profile report to the BCRC. At that point you may begin testing your Section 111 files.

Once you login to the account, you will be able to maintain RRE information (Name, Address, Contact Information), upload and download files via HTTPS, monitor file processing and review prior file processing results.

Slide 38 of 45 - RRE Status

RRE Status

Updated by the system as each registration step is completed

- Once the BCRC receives signed profile report, RRE ID is placed in Testing status
- Once testing is completed, RRE ID is placed in Production status

RRE IDs expected to move to a production status within 60 days after completion of the New Registration step

Slide notes

The status of your RRE ID will be updated by the system as each step of the registration process is completed.

Once the BCRC receives your signed profile report, your RRE ID will be placed in a Testing status. Once testing is completed, your RRE ID will be placed in a Production status.

RRE IDs are expected to move to a production status within 60 days after initiation of the registration process (completion of the New Registration step).

Slide 39 of 45 - Return Signed RRE Profile Report

Return Signed RRE Profile Report

- The profile reports will be emailed to the Authorized Representative annually
 - RRE must confirm via email that their current information is correct
 - Failure to confirm this information may result in deactivation of the RRE ID

Slide notes

The RRE's profile report will be emailed to the Authorized Representative annually, based upon the receipt date of the last signed profile report.

The RRE will be asked to confirm via email that their current information is correct. Failure to confirm this information may result in deactivation of the RRE ID.

Slide 40 of 45 - Section 111 COBSW Email Notifications

Section 111 COBSW Email Notifications		
Email notification	Recipient	Purpose
Profile Report	Authorized Representative, Account Manager	Sent after Account Setup step is complete on the Section 111 COBSW. Included attachment with Profile Report. Profile report must be signed by the RRE's Authorized Representative and returned to the BCRC.
Non-Receipt of Signed Profile Report	Authorized Representative, Account Manager	Generated 30 days after the Profile Report email if a signed copy of the profile report has not been received at the BCRC. The Authorized Representative for the RRE ID must sign and return the profile report. If another copy is needed, contact your EDI Representative.
Successful File Receipt	Account Manager	Sent after an input file has been successfully received at the BCRC. Informational only. No action required.
Late File Submission	Authorized Representative, Account Manager	Sent 7 days after the end of the file submission period if no MSP Input File was received for the RRE ID. Send the file immediately and contact your EDI Representative.

Slide notes

The following emails are generated by the system to the Authorized Representative, Account Manager, and/or Account Designees for the RRE ID.

Slide 41 of 45 - Section 111 COBSW Email Notifications

Section 111 COBSW Email Notifications

Email notification	Recipient	Purpose
Threshold Error	Account Manager	Sent when an input file has been suspended for a threshold error. Contact your EDI Representative to resolve.
Severe Error	Account Manager	Sent when an input file has been suspended for a severe error. Contact your EDI Representative to resolve.
Ready for Testing	Account Manager	Account setup is complete and the signed profile report has been received at the BCRC. The RRE may begin testing.
Ready for Production	Account Manager	Testing requirements have been met and production files will now be accepted for the RRE ID.
Successful File Processed	Account Manager	The BCRC has completed processing on an input file and the response file is available.

Slide notes

The following emails are generated by the system to the Authorized Representative, Account Manager, and/or Account Designees for the RRE ID.

Slide 42 of 45 - Section 111 COBSW Email Notifications

Section 111 COBSW Email Notifications		
Email notification	Recipient	Purpose
Account Designee Invitation	Account Designee	Sent an Account Designee after the Account Manager for the RRE ID adds the Account Designee to the RRE ID on the Section 111 COBSW. If the Account Designee is a new user, the email will contain a URL with a secure token link for the user to follow to obtain a login ID for the Section 111 COBSW.
Personal Information Changed	User Affected (Account Manager or Account Designee)	Generated after a user changes his/her personal information on the Section 111 COBSW. Informational only.
Password Reset	User Affected (Account Manager or Account Designee)	Generated when a user's Password is reset on the Section 111 COBSW.
Login ID Request	User Affected (Account Manager or Account Designee)	Generated after a user completes the "Forgot Login ID" function on the Section 111 COBSW.

Slide notes

The following emails are generated by the system to the Authorized Representative, Account Manager, and/or Account Designees for the RRE ID.

Slide 43 of 45 - Course Summary

Course Summary

- Step 1
 - New Registration
- Step 2
 - Account Setup

A circular icon with a black background and white text. The icon depicts a document with a folded corner and the word "SUMMARY" written below it.

Slide notes

This course covered Step 2 - Account Setup on the Section 111 COB Secure Website.

Slide 44 of 45 - Conclusion



You have completed the Section 111 COBSW Step 2 - Account Setup course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

Slide notes

You have completed the Section 111 COBSW Step 2 - Account Setup course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

Slide 45 of 45 - GHP Training Survey



If you have any questions or feedback on this material,
please go to the following URL:
<https://www.surveymonkey.com/s/GHPTraining>.



Slide notes

If you have any questions or feedback on this material, please go to the following URL: [GHP Training Survey](https://www.surveymonkey.com/s/GHPTraining).