

## COBSW Step 2 - Account Setup NGHP Introduction

### Slide 1 of 43 - COBSW Step 2 - Account Setup NGHP Introduction

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**COB&R**  
Coordination of  
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# MMSEA Section 111 Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

## COBSW Step 2 - Account Setup (NGHP)

Version 7.6, 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>.

### Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website Step 2 - Account Setup (NGHP) 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 43 - 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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the *Reference Materials* menu at the following link:

<https://www.imp.cob.cms.hhs.gov/mra/>.

**Slide notes**

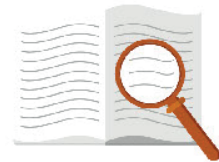
While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following site: [Section 111 COBSW](#).

**Slide 3 of 43 - Course Overview**

## Course Overview

- Step 1
  - New Registration
- Step 2
  - Account Setup (NGHP)



**Slide notes**

This course will cover Step 2 - Account Setup (NGHP) on the Section 111 COBSW.

**Slide 4 of 43 - PAID Act**

## PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

**Slide notes**

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past three years.

This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

**Slide 5 of 43 - Account Setup**

## Account Setup

To proceed, you need:

- PIN
- RRE ID

Supply

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

**Slide notes**

You may begin Account Setup (Step 2) if you have already completed New Registration (Step 1) and your 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 data transmission information will be entered.

Please Note: If you are selecting the Connect:Direct via CMS EFT method, you must have the destination dataset names available or this step cannot be completed and all the other data you provided will be lost.

**Slide 6 of 43 - 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 exchange or may invite other company employees or data processing agents to assist.

**Slide 7 of 43 - 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 RRE account setup tasks, the RRE's Account Manager must access the [Section 111 COBSW](#).

**Slide 8 of 43 - Section 111 Mandatory Reporting Website Usage Warning**

## Section 111 Mandatory Reporting Website Usage Warning

- Information about Section 111 COBSW security measures
  - Access
  - Penalty
  - Privacy laws

**Slide notes**

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



**Slide 9 of 43 - 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**

Once the Section 111 Mandatory Reporting Website Usage Warning page appears, click the Accept link to proceed to the Section 111 COBSW Home page.

**Slide 10 of 43 - Welcome to the Section 111 COBSW**

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Section 111 Mandatory Reporting

New Registration Account Setup

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

Welcome to the Section 111 COB Secure Website

**Section 111 News & Updates**

This is a test message for Section 111.  
This is a new line for testing.  
And another really long line to see how far this stretches.

**Account Sign In**


Login ID Forgot your Login ID?

Password Forgot your Password?

Sign In

**Coordination of Benefits**

The registration process requires

**Slide notes**

The Welcome to the Section 111 COB Secure Website/Sign In page will appear. Click on the Account Setup (NGHP) button to begin.

Note: You can access the link from the top right-hand corner of the page and also from the links in the Getting Started section by scrolling to the bottom of the page.

**Slide 11 of 43 - Account Setup Introduction**

## 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 recorded by the Account Representative on the Thank You page during initial registration and the PIN that was emailed to them.

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 12 of 43 - Account Setup Introduction

**Section 111 Mandatory Reporting**


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## 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.

 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

The Account Setup 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 13 of 43 - Account Setup User Agreement

The screenshot shows the COBSW (Coordination of Benefits and Recovery) website interface. The main header includes the COBSW logo and the text "Section 111 Mandatory Reporting". Navigation links include "About", "CMS Links", "How To", "Reference Materials", and "Contact Us". A "Show Help Page" button is located in the top right corner. The main content area is titled "Account Setup" and contains instructions for Step 2 of the process. A "User Agreement" pop-up box is displayed in the center, featuring a "Print" button and a "Show Help Page" button. The agreement text states: "THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE". It includes a disclaimer that the user must read and accept the terms, and that the CMS may amend the agreement at any time. The agreement is effective immediately. A section titled "1. Purpose of Section 111 Secure Web site" explains that Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA) (P.L. 110-173) adds new Medicare Secondary Payer (MSP) mandatory reporting requirements for group health plan (GHP) arrangements and for liability insurance (including self-insurance), no-fault insurance, and workers' compensation. The new provisions for GHP arrangements can be found at 42 U.S.C. 1395y(b)(7) and for liability insurance (including self-insurance), no-fault insurance, and workers' compensation at 42 U.S.C. 1395y(b)(8). The purpose of the agreement is to ensure that the user is aware of these requirements. At the bottom of the pop-up, there is a checkbox labeled "I accept the User Agreement and Privacy Policy above." which is checked. To the right of the checkbox are "Cancel" and "Continue" buttons. Below the pop-up, the "Continue" and "Cancel" buttons from the background page are visible.

**COBSW** Coordination of Benefits and Recovery

Section 111 Mandatory Reporting

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

### Account Setup

You will now go through Step 2 of the Account Setup. This step must be completed by the Account Manager.

You must be the Account Manager for the account to complete this step. The Account Manager is the person who is responsible for the account after verification.

**i** Continue with this process.

You must have the complete file transferred to use the Connect:Direct file transmission. Incomplete account information cannot be used before proceeding.

Refer to the How to Get Started document for more information.

#### User Agreement

Show Help Page

**Print**

**THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE**

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the COB Secure Web site.

The CMS may amend this User Agreement at any time. Except as stated below, all amended terms shall automatically be effective 30 days after they are initially posted on the Site. This User Agreement is effective immediately.

#### 1. Purpose of Section 111 Secure Web site

Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA) (P.L. 110-173), adds new Medicare Secondary Payer (MSP) mandatory reporting requirements for group health plan (GHP) arrangements and for liability insurance (including self-insurance), no-fault insurance, and workers' compensation. The new provisions for GHP arrangements can be found at 42 U.S.C. 1395y(b)(7) and for liability insurance (including self-insurance), no-fault insurance, and workers' compensation at 42 U.S.C. 1395y(b)(8). The purpose of the

☒ I accept the User Agreement and Privacy Policy above.

Cancel Continue

Continue Cancel

## Slide notes

The Account Setup User Agreement pop up box will appear. You will need to check the I accept the User Agreement and Private Policy above checkbox and click Continue. You can click Cancel to return to the Introduction page at any time.

## Slide 14 of 43 - Account Setup Page

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Show Help Page

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

### Account Setup

Please enter your Responsible Reporting Entity Identification Number (RRE ID) and Personal IdentificationNumber (PIN). The RRE ID was provided at initial registration and the PIN was emailed to the contact for the account after vetting was complete.

We also ask for your E-mail address to see if you already have a Section 111 COBSW Login ID. New users must go through the process of creating a Login ID and Password. Existing users will bypass that step.

Select **Continue** to proceed to the next page or **Previous** to return to the previous page.

\* indicates a required field

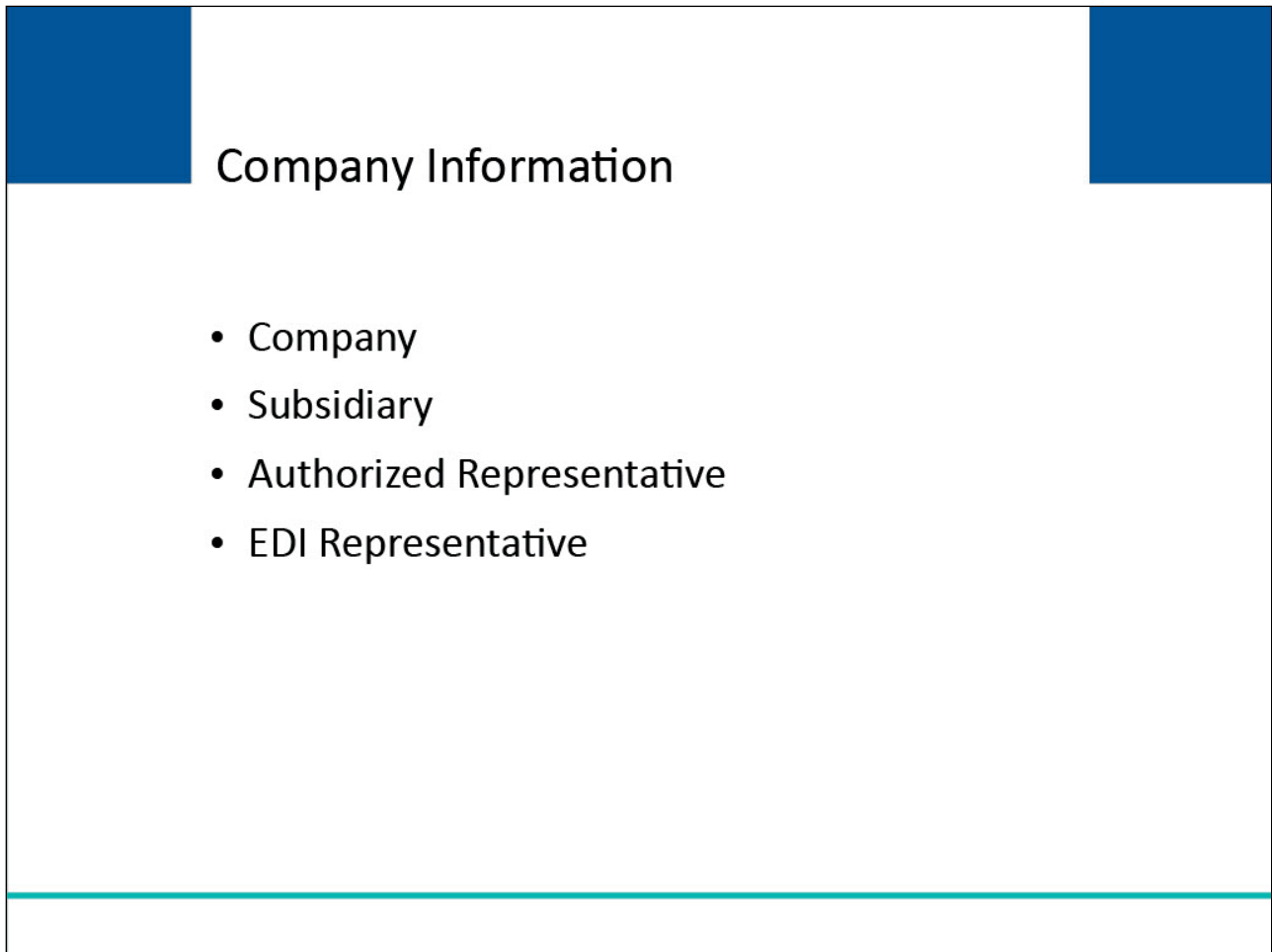
RRE ID: * (Use RRE 45687 for GHP or 45688 for NGHP.)	E-mail Address: * (Use TSIZZ@TOWSON.COM to see a new user flow.)
<input type="text" value="45687"/>	<input type="text" value="TSIZZ@TOWSON.HS"/>
RRE PIN: *	Re-enter E-mail Address: *
<input type="text" value="3547"/>	<input type="text" value="TSIZZ@TOWSON.HS"/>

**Continue** Previous

## Slide notes

The Account Setup page will appear. Enter the RRE ID, RRE PIN, Email address, and then re-enter the Email Address. Once all information has been entered, click Continue.



**Slide 15 of 43 - Company Information**The slide features a white background with a blue header bar at the top. The title "Company Information" is centered in the header. Below the title, there is a bulleted list of four items: "Company", "Subsidiary", "Authorized Representative", and "EDI Representative". A thin blue horizontal line is positioned at the bottom of the slide content area.

## Company Information

- Company
- Subsidiary
- Authorized Representative
- EDI Representative

**Slide notes**

The Company Information 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 16 of 43 - Company Information**

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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
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**Authorized Representative Information**

**Slide notes**

Once the Company Information page appears, review the information on the page.



**Slide 17 of 43 - Company Information Page**

Fax:	(443) 889-7896
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**Subsidiary Information**

Company Name:	UT at Baltimore	NAIC:	14569	EIN/TIN:	354789354
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**Authorized Representative Information**

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

**EDI Representative Information**

Name:	Lisa Smith
Telephone:	(443) 901-0911
Fax:	
Email:	Lsmith@bcrctdit.com

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

**Slide notes**

Once all information has been reviewed, click Continue at the bottom of the page.

**Slide 18 of 43 - Account Setup Introduction**

## Account Setup Introduction

- Establish new account
  - RRE information
  - Account Manager information
  - Data transmission methods (file or DDE)

**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 data transmission methods (file or DDE).

**Slide 19 of 43 - Account Manager 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 a required field

<b>First Name: *</b>	<b>Job Title: *</b>
<input type="text" value="Todd"/>	<input type="text" value="Managing Director"/>
<b>Last Name: *</b>	<b>E-mail Address: *</b>
<input type="text" value="Sizzler"/>	<input type="text" value="TSIZZ@TOWSON.HS"/>

**Account Manager Mailing Address**

\* indicates a required field

<b>Street 1: *</b>	<b>Company Telephone: *</b>	
<input type="text" value="102 Civic Center Drive"/>	<input type="text" value="(410) 888-1516 x5432"/>	
<b>Street 2:</b>	<b>Company Fax:</b>	
<input type="text"/>	<input type="text" value="(410) 889-8050"/>	
<b>City: *</b>	<b>State: *</b>	<b>Zip Code: *</b>
<input type="text" value="Towson"/>	<input type="text" value="MARYLA..."/>	<input type="text" value="21204"/>

**Slide notes**

On the next page you will enter information about the Account Manager.

- Name: Name of the individual who controls the administration of the RRE's account and manages the overall reporting process.
- Warning: The person named as the Authorized Representative cannot also be the Account Manager. The Authorized Representative cannot be a user of the Section 111 COBSW for any RRE ID and therefore cannot perform the Account Setup.
- Job Title: Job title of the Account Manager. Email Address will be populated with the address that was entered on the Account Setup Introduction page.
- Address: Company or work mailing address of your Account Manager.
- Telephone: Company or work telephone number where your Account Manager can be reached.

**Slide 20 of 43 - Account Manager Login Information**

The screenshot shows a web form titled "Account Manager Login Information". At the top, there are fields for "City" (Towson), "State" (MARYLA...), and "Zip Code" (21204). Below these is a section titled "Account Manager Login Information" with a sub-header "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." and a note "\* indicates a required field". The form contains several fields: "Login ID" (TS123AM), "Password" (masked with dots), "Re-enter Password" (masked with dots), "Security Question 1" (What city were you born?), "Security Answer 1" (Baltimore), "Security Question 2" (What is your pet's name?), and "Security Answer 2" (Bingo). At the bottom, there are two buttons: "Continue" (highlighted with a red box) and "Previous".

City: \* State: \* Zip Code: \*

Towson MARYLA... 21204

(410) 889-8050

**Account Manager Login Information**

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.

\* indicates a required field

Login ID: \* *i*

TS123AM

Password: \* *i*

\*\*\*\*\*

Re-enter Password: \*

\*\*\*\*\*

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.

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

**Continue** Previous

**Slide notes**

On the bottom of the page in the Account Manager Login Information section, create your Login ID and Password. You will also select and answer two security questions. These questions will allow you to regain access if you forget your login and password later on. Click Continue once all information has been entered.

**Slide 21 of 43 - RRE Information**

## RRE Information

- Populated with New Registration information
- Complete the following additional fields
  - Lines of Business
  - Profile Information
    - Estimated number of covered individuals
    - Agent (Yes/No)
  - Claim Submission Method
    - File transmission
    - Direct Data Entry

**Slide notes**

The 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:

- insurer lines of business,
- profile information (including estimated number of paid claims per year, and whether your company will be using an agent to report along with the agent's Employer Identification Number (EIN) or Tax ID Number (TIN)), and
- the Claim Submission Method (File transmission or Direct Data Entry).

Note: If you indicate that a reporting agent will be submitting data on your behalf, you will need to provide information about the Agent.

**Slide 22 of 43 - 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 23 of 43 - File Transmission Methods**

## File Transmission Methods

- Select file transmission methods for
  - Claim Input File
  - Query Only File
- File transmission method options
  - Connect:Direct via CMS EFT
  - SFTP
  - HTTPS
- If using HEW Software, select version

**Slide notes**

If the RRE ID Account you are setting up is for a file transmission process, you will be required to select the file transmission method you will be using for each file type you will be supplying.

Liability/No-Fault/ Workers' Compensation reporters will supply information for the Claim Input and Query Only Files. There are three separate methods of data transmission:

- Connect:Direct via CMS EFT,
- Secure File Transfer Protocol (SFTP), or
- Hypertext Transfer Protocol over Secure Socket Layer (HTTPS).

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

You will also need to supply information about the Health Insurance Portability and Accountability Act (HIPAA) Eligibility Wrapper (HEW) Software.

**Slide 24 of 43 - RRE Profile Information Page**

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1 Account Setup 2 Company Information 3 Account Manager Information 4 **RRE 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 a required field

Lines of Business:\* ☒ Hospital ☒ Medical ☒ Prescription Drug

HRA Records Only: ☐

Estimated Number of Covered Individuals: \*

Reporting Level: \*

**Slide notes**

The RRE Profile Information page will appear. Here you will enter the File Submission Profile Information. Once the information has all been entered, use the scroll bar on the far right to scroll down the page.



**Slide 25 of 43 - RRE Profile Information Page**

### File Submission Profile Information

\* indicates a 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:

### 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.

**Slide notes**

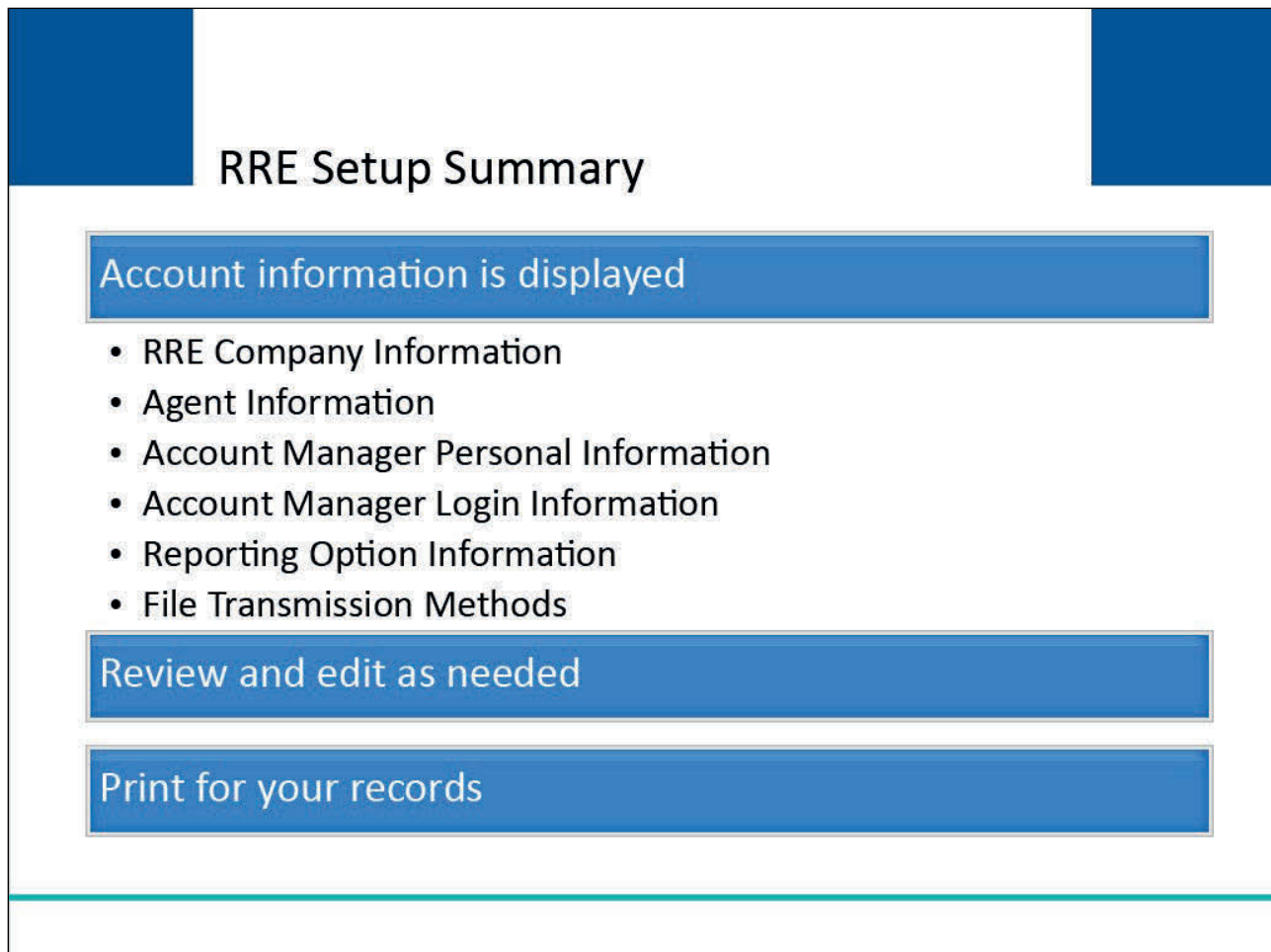
The Agent Information will appear as well as the RRE Profile Information and the File Transmission Methods. Enter all required information and use the scroll bar to continue down the page.

**Slide 26 of 43 - RRE Profile Information Page**

The screenshot displays the 'File Transmission Methods' section of the RRE Profile Information Page. At the top, there are four 'ID:' labels, each followed by a text input field. The first field contains the value '84569'. Below this, the 'File Transmission Methods' section is titled and contains the following instructions: '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.' A note states '\* indicates a required field'. The section is divided into three parts: 'MSP File: \*' with a dropdown menu set to 'S111 Portal Secure File Transfer Protocol (SFTP) Option'; 'Non-MSP File: \*' with a question 'Will you submit RDS Retiree File Records on your Non-MSP File? \*' and radio buttons for 'Yes' (selected) and 'No'; and 'Query Only File:' with a dropdown menu set to 'S111 Portal Secure File Transfer Protocol (SFTP) Option'. Below these, a note says 'If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:' followed by a dropdown menu set to 'PC/Server'. At the bottom, there are two buttons: 'Continue' (highlighted with a red border) and 'Previous'.

**Slide notes**

Finally, the File Transmission Methods section will appear. Once all information has been entered and selected, click Continue.

**Slide 27 of 43 - RRE Setup Summary**The slide features a white background with a blue header bar at the top. The title 'RRE Setup Summary' is centered in the header. Below the title, there are three blue rectangular boxes stacked vertically. The first box contains the text 'Account information is displayed' followed by a bulleted list of six items: 'RRE Company Information', 'Agent Information', 'Account Manager Personal Information', 'Account Manager Login Information', 'Reporting Option Information', and 'File Transmission Methods'. The second box contains the text 'Review and edit as needed'. The third box contains the text 'Print for your records'.

## RRE Setup Summary

Account information is displayed

- RRE Company Information
- Agent Information
- Account Manager Personal Information
- Account Manager Login Information
- Reporting Option 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 28 of 43 - Setup Summary Page**

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](#)

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## Setup Summary

August 26, 2024 at 3:55:11 PM

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](#)

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

### RRE Company Information

[Edit](#)

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

**Slide notes**

The Setup Summary page will appear. Verify all information is correct. If any information is incorrect, use the edit buttons on the right side of page to return to that section and make corrections.

**Slide 29 of 43 - Setup Summary Page**

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

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 all information is correct, click Submit.

**Slide 30 of 43 - Confirmation Pop-up**

## Confirmation Pop-up

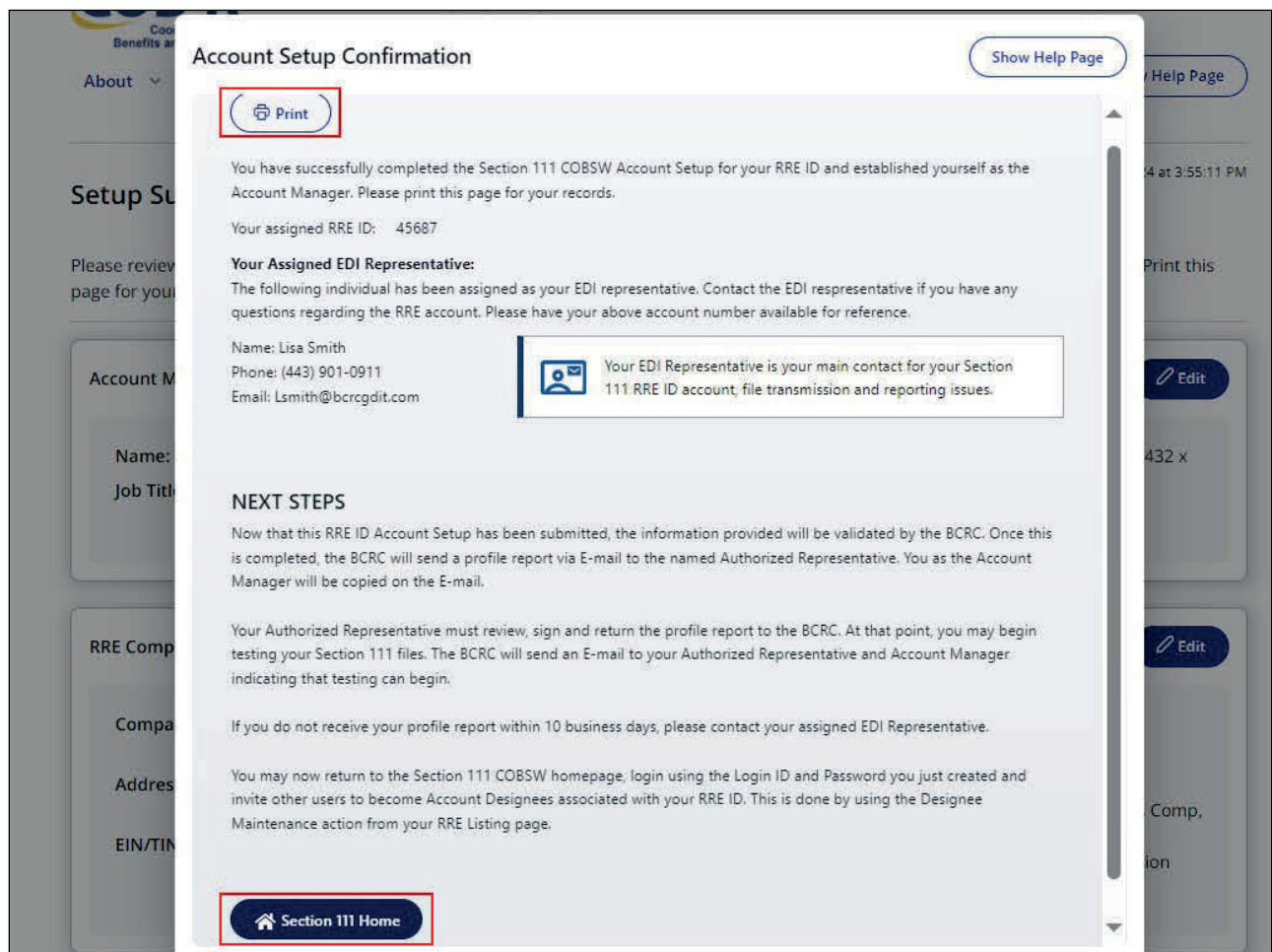
- Displayed after successful completion of account setup
- Contains RRE ID and EDI Representative information
- Details on next steps
- Print for your records

**Slide notes**

After you have successfully completed the Account Setup for the MMSEA Section 111 COBSW, an “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 31 of 43 - Account Setup Confirmation Pop-up****Slide notes**

The Account Setup Confirmation pop up box will appear. You have successfully completed the Section 111 COBSW Account Setup for your RRE ID and established yourself as the Account Manager.

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

Use the Section 111 Home button to return to the Welcome/Sign In page.

**Slide 32 of 43 - 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**

This page confirms that you completed Step 2, Account Setup (NGHP), in the Section 111 registration process.

Click the Login button to return to the Section 111 COBSW Home page and login as a user.

Click Exit to exit the Section 111 COBSW.



**Slide 33 of 43 - Next Steps**

## Next Steps

- Profile Report sent to Authorized Representative
  - Registration and Account Setup summary information
  - RRE ID
  - EDI Representative contact information
- If you are using a File Transmission Method to submit claims
  - Data file transmission information
  - Production live date and ongoing quarterly file submission timeframe for Claim Input File
- Review, sign, and return Profile Report to the BCRC

**Slide notes**

Once the Account Setup has been completed on the Section 111 COBSW and processed by the BCRC, a profile report will be sent to your Authorized Representative via email.

The Profile Report contains registration and account set up summary information, RRE ID, and EDI Representative contact information. If you are using a file transmission method to submit your claims, your profile report will also contain data file transmission information and assigned production live date and ongoing quarterly file submission timeframe for the Claim Input File.

Your Authorized Representative must review, sign, and return the profile report to the BCRC.

**Slide 34 of 43 - Next Steps**

## Next Steps

- DDE Submitters
  - Set to a production reporting status after completing registration process
  - Must commence production reporting

**Slide notes**

Those RREs registering for DDE will be set to a production reporting status immediately after completing the registration process and must commence production reporting of applicable claims on the Section 111 COBSW.

**Slide 35 of 43 - Next Steps**

## Next Steps

- File Submitters
  - May begin testing after the BCRC has received their signed profile report
  - RRE ID
    - Status will be updated by the system as each registration step is completed
      - Placed in Testing status once BCRC receives signed profile report
      - Placed in Production status once testing is completed
    - Expected to move to Production status within 180 days after completion of New Registration step

**Slide notes**

RREs who have not registered for DDE, may begin testing after the signed profile report has been received by the BCRC.

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 180 days after initiation of the registration process (completion of the New Registration step).

**Slide 36 of 43 - Next Steps**

## Next Steps

- Login to account
  - Maintain RRE information
  - Monitor file processing
  - Review prior file processing results
  - Upload/download files via HTTPS/SFTP (RREs that have selected a file transmission method)
  - Submit and view claim information directly on the Section 111 COBSW (RREs that have selected DDE)

**Slide notes**

After you complete Account Setup and the BCRC has processed your profile report, you will be able to login to your account.

When you login to the account, you will be able to maintain RRE information (Name, Address, Contact Information), monitor file processing and review prior file processing results.

RREs that have selected a file transmission method will also be able to upload and download files via HTTPS/SFTP. RREs that have selected DDE will be able to submit and view claim information directly on the Section 111 COBSW.

Because file types have been restricted for uploads, 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.

**Slide 37 of 43 - Section 111 COBSW Email Notifications**

## Section 111 COBSW Email Notifications

- The emails described on the next three slides are generated by the system
  - Authorized Representative
  - Account Manager
  - Account Designees

### Slide notes

The emails described on the next three slides are generated by the system to the Authorized Representative, Account Manager, and/or Account Designees for the RRE ID.

**Slide 38 of 43 - Section 111 COBSW Email Notifications****Section 111 COBSW Email Notifications**

Email Notifications	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 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 Claim Input File was received for the RRE ID. Send file immediately and contact your EDI Representative. This email may be ignored if you have nothing to report for the quarter.

**Slide notes**

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

- 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 Responsible Reporting Entity'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 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 Claim Input File was received for the RRE ID. Send file immediately and contact your EDI Representative.
  - This email may be ignored if you have nothing to report for the quarter.

**Slide 39 of 43 - Section 111 COBSW Email Notifications**

## Section 111 COBSW Email Notifications

Email Notifications	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**

- 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 40 of 43 - Section 111 COBSW Email Notifications****Section 111 COBSW Email Notifications**

Email Notifications	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**

- 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 41 of 43 - Course Summary**



## Course Summary

- Step 1
  - New Registration
- Step 2
  - Account Setup (NGHP)



**Slide notes**

This course covered Step 2 - Account Setup (NGHP) on the Section 111 COBSW.

**Slide 42 of 43 - Conclusion**


You have completed the Step 2 - Account Setup (NGHP) Course. Information in this presentation can be referenced by the NGHP User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link:  
<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>.

**Slide notes**

You have completed the Step 2 - Account Setup (NGHP) Course. Information in this presentation can be referenced by the NGHP User Guide's table of contents and any subsequent alerts.

These documents are available for download at the following link: [CMS NGHP Website](#).

**Slide 43 of 43 - NGHP Training Survey**



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

**Slide notes**

If you have questions or feedback on this material, please go to the following URL: [NGHP Training Survey](#).