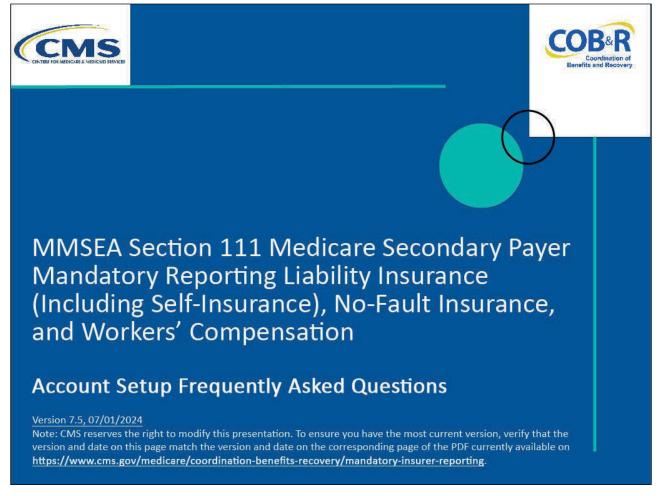
FAQ Account Setup Introduction

Slide 1 of 39 - FAQ Account Setup Introduction



Slide notes

Welcome to the Account Setup Frequently Asked Questions 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 39 - 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 at the following link: <u>https://www.cms.gov/medicare/coordination-bene</u> <u>fits-recovery/mandatory-insurer-reporting.</u>

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: <u>CMS</u> <u>NGHP Website</u>.

Slide 3 of 39 - 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 beneficairy'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 4 of 39 - Frequently Asked Questions Index

Frequently Asked Questions Index	
 Account Process S Section 111 COBSW User Roles Authorized Representative Account Manager Account Designee Agent 	lides 4-13, 36-37 Slides 14-26
 Data Transmission Methods Section 111 COBSW Login and Password Account Setup Troubleshooting 	Slides 27-29 Slides 30-31 Slides 32-35

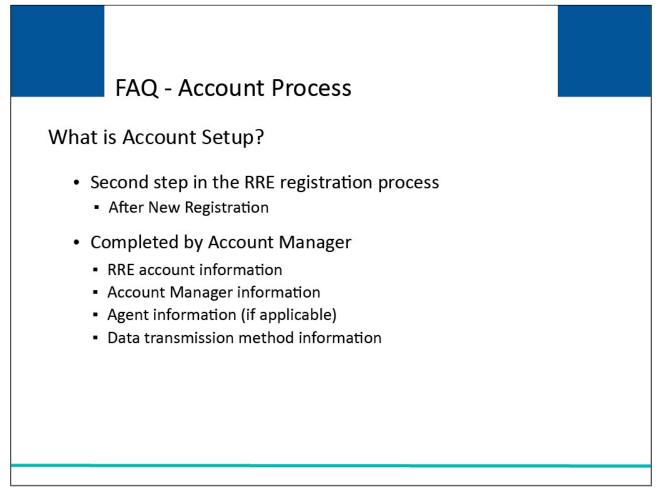
Slide notes

Account Setup Frequently Asked Questions Index includes the following topics:

- Account Process Slides 4-13 and 36-37,
- Section 111 COBSW User Roles Slides 14-26,
- Date Transmission Methods Slides 27-29,
- Section 111 COBSW Login and Password Slides 30-31, and
- Account Setup Troubleshooting Slides 32-35.

Note: Liability insurance (including self-insurance), no-fault insurance and workers' compensation are sometimes collectively referred to as "non-group health plan" or "NGHP". The term NGHP will be used in this CBT for ease of reference.

Slide 5 of 39 - FAQ - Account Process



Slide notes

What is Account Setup? Account Setup is the second step in the RRE registration process on the Section 111 COBSW. It is completed after the RRE has completed New Registration and received the RRE ID and Personal Identification Number (PIN).

The Account Manager must complete this step. The application will ask for RRE account information, Account Manager information, agent information (if applicable), and data transmission method information.

For more detail, see the NGHP User Guide Registration Procedure Chapter or the Section 111 COBSW-Step 2-Account Setup course.

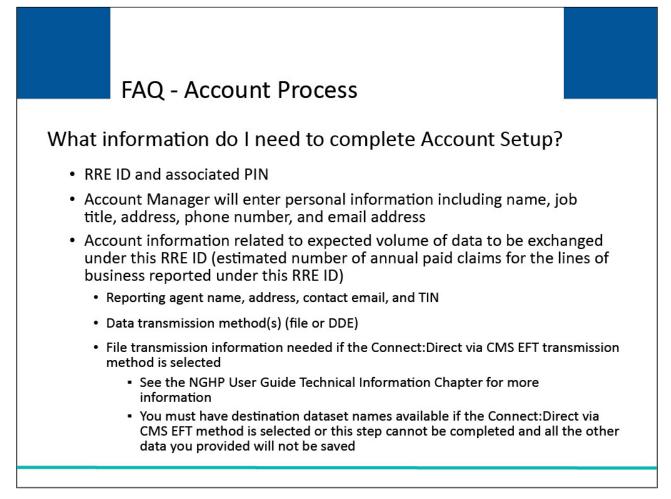
Slide 6 of 39 - FAQ - Account Process



Slide notes

Do I have to complete Account Setup for every RRE ID? Yes, Responsible reporting entities must complete Account Setup for every RRE ID.

Slide 7 of 39 - FAQ - Account Process



Slide notes

You will need your RRE ID and the associated PIN. The Account Manager will enter personal information including name, job title, address, phone number, and email address.

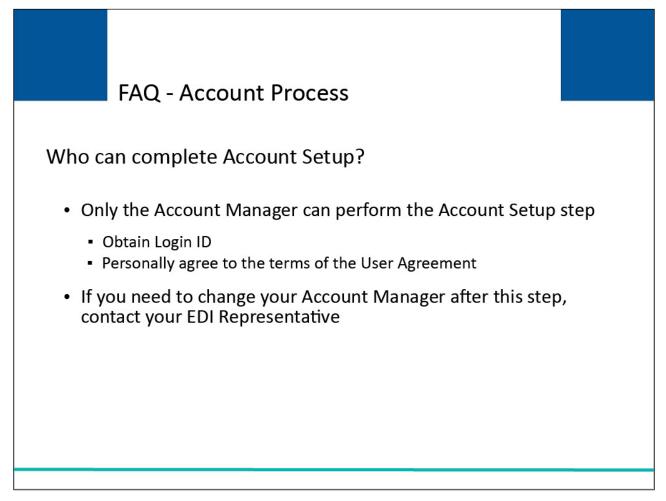
Account information related to expected volume of data to be exchanged under this RRE ID (which is the estimated number of annual paid claims for the lines of business reported under this RRE ID).

Reporting agent name, address, contact email, and Tax Identification Number (TIN); Data transmission method(s) (file or DDE); and you will need File transmission information needed if the Connect:Direct via CMS EFT transmission method is selected.

See the NHGP User Guide Technical Information Chapter for more information.

You must have destination dataset names available if the Connect:Direct via CMS EFT method is selected or this step cannot be completed and all the other data you provided will not be saved.

Slide 8 of 39 - FAQ - Account Process

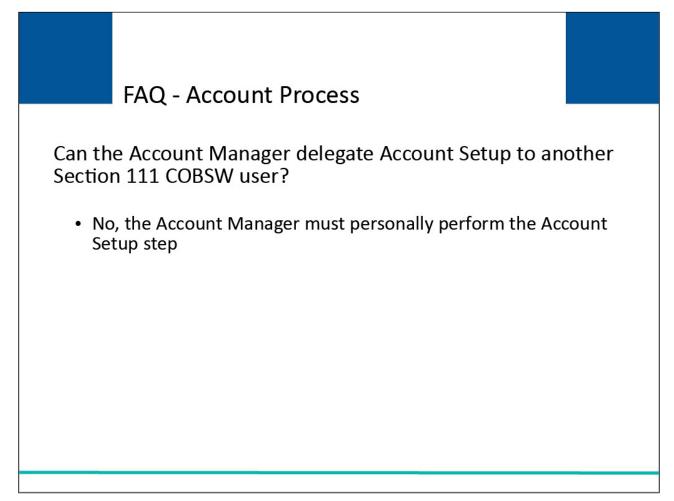


Slide notes

Who can complete Account Setup? Only the Account Manager can perform the Account Setup step. In this step, the Account Manager will obtain a Login ID and must personally agree to the terms of the User Agreement.

If you need to change your Account Manager after completing this step, contact your assigned Electronic Data Interchange (EDI) Representative.

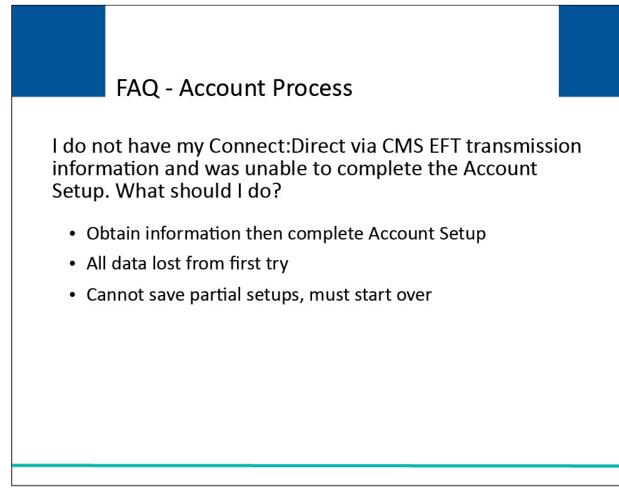
Slide 9 of 39 - FAQ - Account Process



Slide notes

Can the Account Manager delegate Account Setup to another Section 111 COBSW user? No, the Account Manager must personally perform the Account Setup.

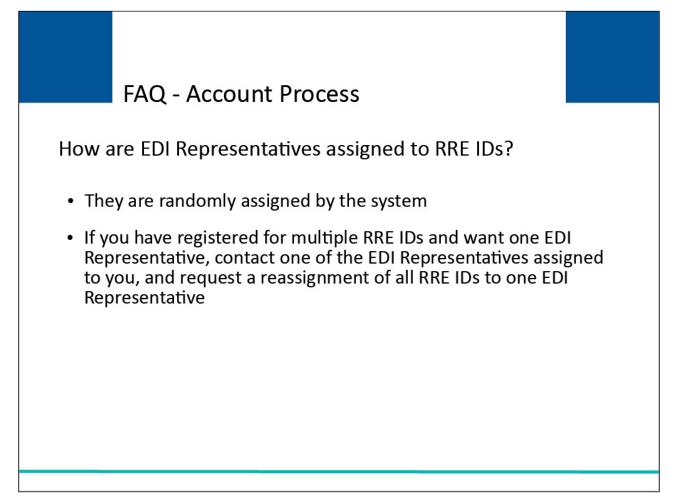
Slide 10 of 39 - FAQ - Account Process



Slide notes

I do not have my Connect: Direct via CMS EFT transmission information and was unable to complete the Account Setup. What should I do? Obtain the information and then complete the Account Setup on the Section 111 COBSW. All data will be lost from your first try. You cannot save partial setups; you must start over.

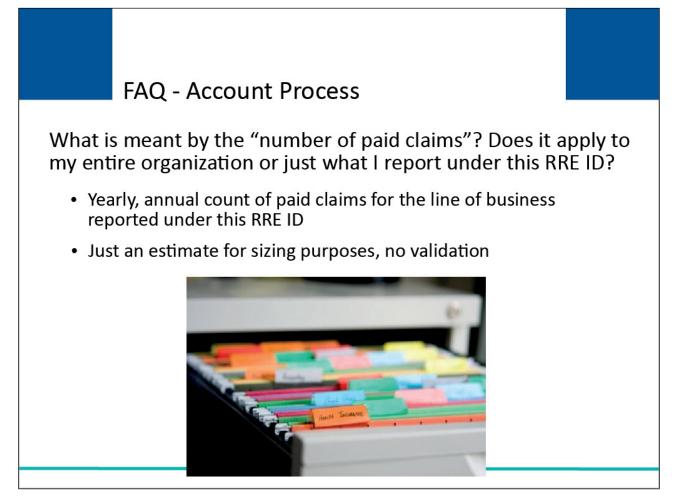
Slide 11 of 39 - FAQ - Account Process



Slide notes

How are EDI Representatives assigned to RRE IDs? EDI Representatives are randomly assigned by the system. If you have registered for multiple RRE IDs and want one EDI Representative, contact one of the EDI Representatives assigned to you, and request a reassignment of all RRE IDs to one EDI Representative.

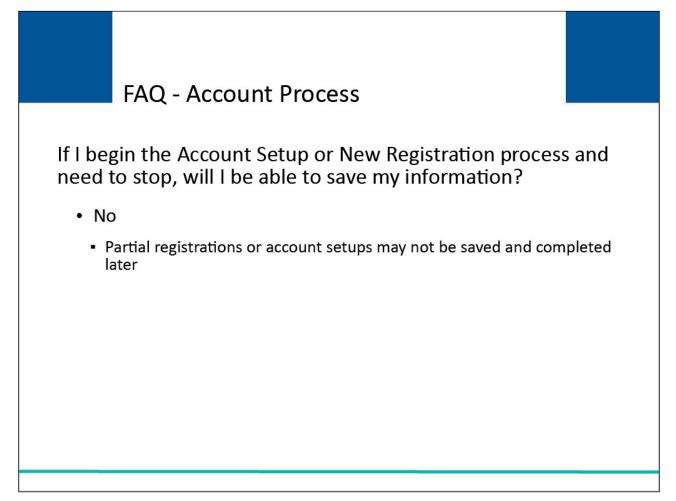
Slide 12 of 39 - FAQ - Account Process



Slide notes

What is meant by the "number of paid claims"? Does it apply to my entire organization or just what I report under this RRE ID? This is the yearly, annual count of paid claims for the insurance reporting that will be done under this RRE ID. This number is just an estimate for sizing purposes, it will not be validated.

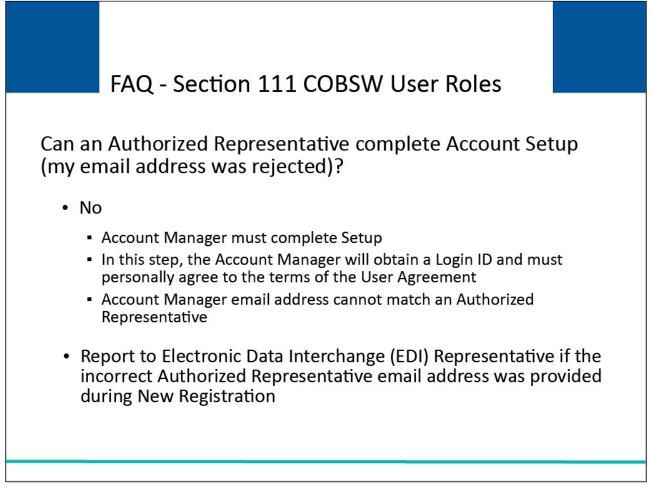
Slide 13 of 39 - FAQ - Account Process



Slide notes

If I begin the Account Setup or New Registration process and need to stop, will I be able to save my information? No, partial registrations or account setups may not be saved and completed later.

Slide 14 of 39 - FAQ - Section 111 COBSW User Roles



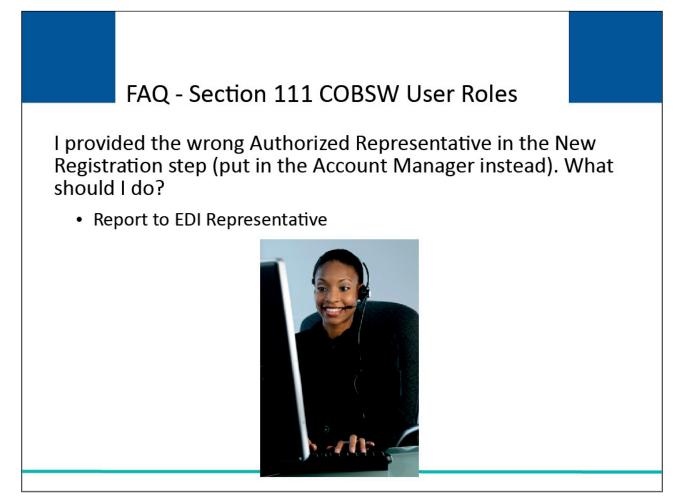
Slide notes

Can an Authorized Representative compete Account Setup (my email address was rejected)? No, the Account Manager must complete the Setup. In this step, the Account Manager will obtain a Login ID and must personally agree to the terms of the User Agreement.

The Account Manager email address cannot match that of an Authorized Representative.

Report the problem to your EDI Representative if the incorrect Authorized Representative email address was provided during New Registration.

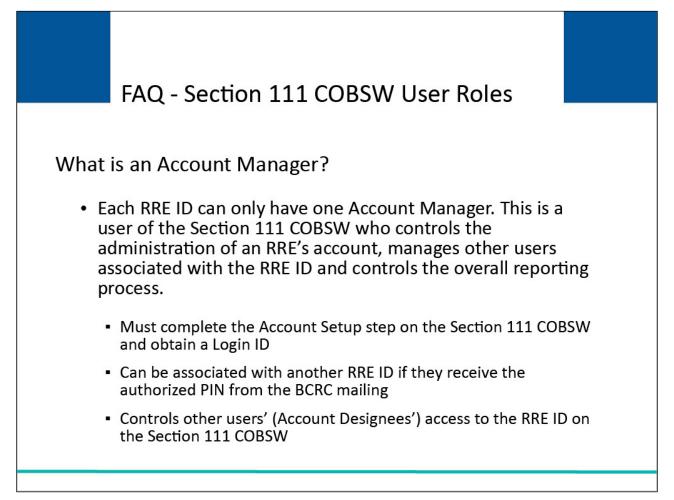
Slide 15 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

I provided the wrong Authorized Representative in the New Registration step (put in the Account Manager instead). What should I do? Report the problem to your EDI Representative.

Slide 16 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

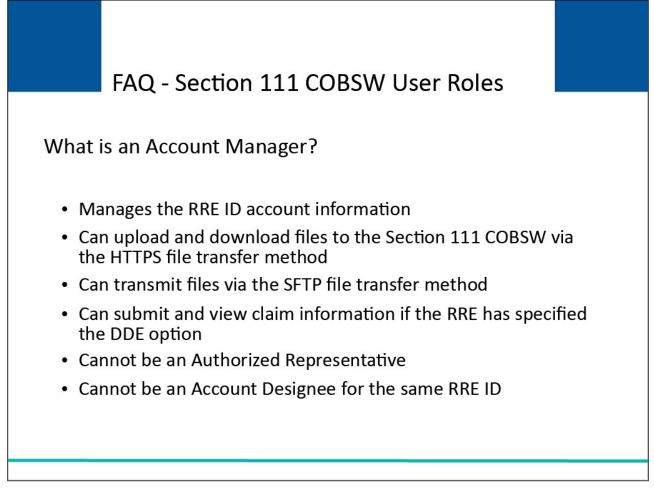
What is an Account Manager? Each RRE ID can only have one Account Manager. This is a user of the Section 111 COBSW who controls the administration of an RRE's account, manages other users associated with the RRE ID, and controls the overall reporting process.

The Account Manager must complete the Account Setup step on the Section 111 COBSW and obtain a Login ID.

The Account Manager can be associated with another RRE ID if they receive the authorized PIN from the Benefits Coordination & Recovery Center (BCRC) mailing.

The Account Manager controls other users' (Account Designees') access to the RRE ID on the Section 111 COBSW.

Slide 17 of 39 - FAQ - Section 111 COBSW User Roles



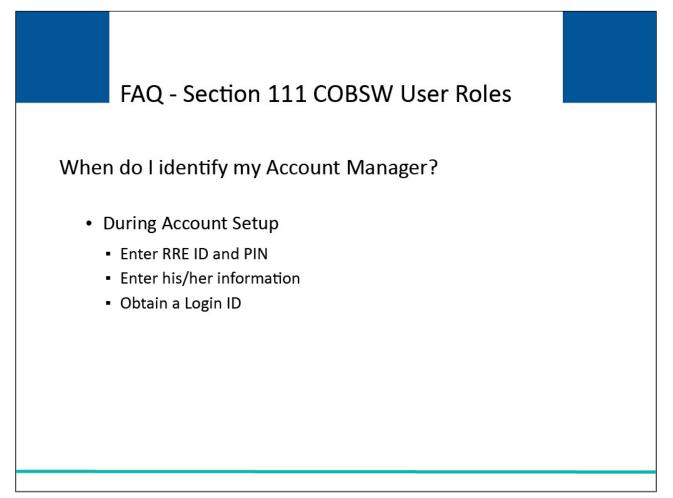
Slide notes

What is an Account Manager? Continued. The Account Manager manages the RRE ID account information. The Account Manager can upload and download files to the Section 111 COBSW via Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) if the RRE has specified HTTPS as the file transfer method; transmit files via Secure File Transfer Protocol (SFTP) if the RRE has specified SFTP as the file transfer method; and, submit and view claim information if the RRE has specified the DDE option.

The Account Manager can review file transmission status and statistics.

The Account Manager cannot be an Authorized Representative for any RRE ID and cannot be an Account Designee for the same RRE ID.

Slide 18 of 39 - FAQ - Section 111 COBSW User Roles

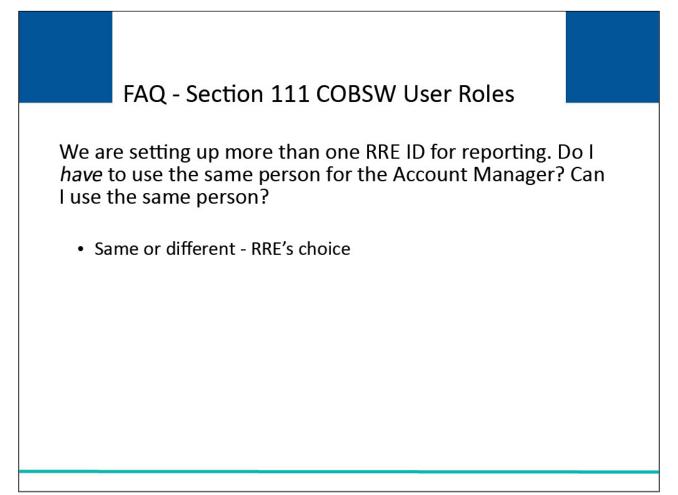


Slide notes

When do I identify my Account Manager?

The Account Manager should be identified during the Account Setup step. The Account Manager will enter the RRE ID and PIN and then enter his/her information to obtain a Section 111 COBSW Login ID.

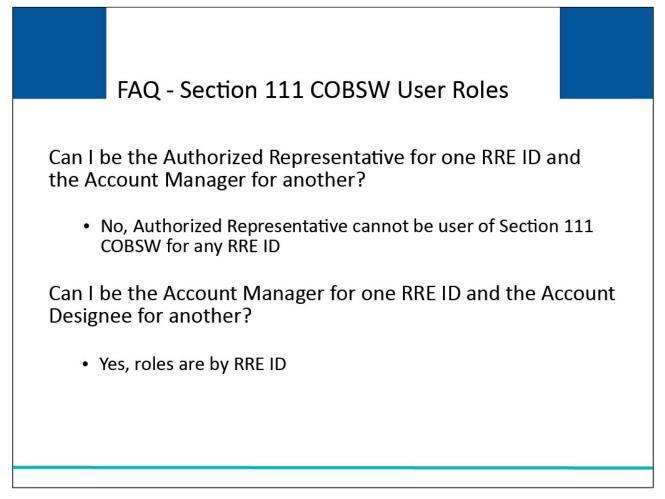
Slide 19 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

We are setting up more than one RRE ID for reporting. Do I have to use the same person for the Account Manager? Can I use the same person? You may use the same person or a different person. This is the Responsible Reporting Entity's choice.

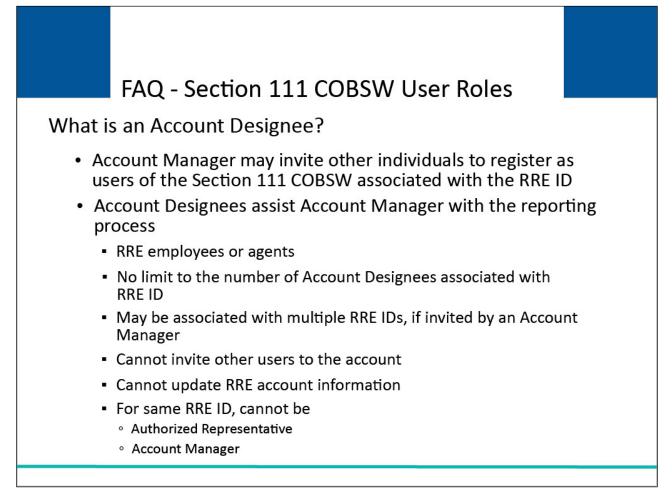
Slide 20 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

Can I be the Authorized Representative for one RRE ID and the Account Manager for another? No, the Authorized Representative cannot be a user of Section 111 COB Secure Website for any RRE ID. Can I be the Account Manager for one RRE ID and an Account Designee for another? Yes, these roles are by RRE ID.

Slide 21 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

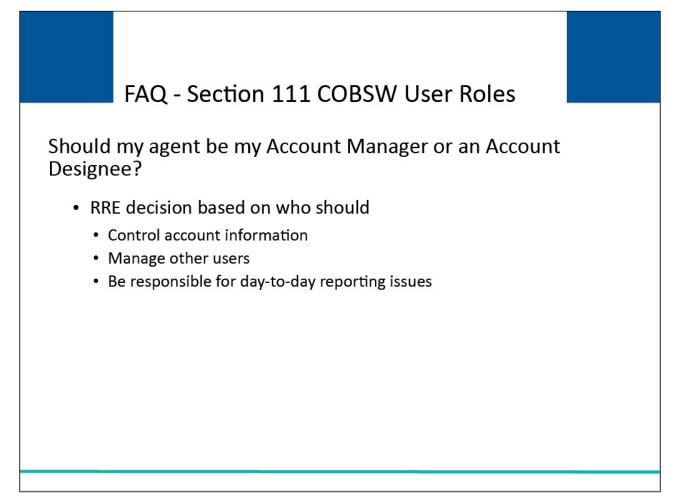
What is an Account Designee? The Account Manager may invite other individuals to register as users of the Section 111 COBSW associated with the RRE ID. Account Designees assist the Account Manager with the reporting process.

Account Designees may be RRE employees or agents.

There is no limit to the number of Account Designees associated with the RRE ID. The Account Designee may be associated with multiple RRE IDs, if invited by an Account Manager. The Account Designee cannot invite other users to the account.

The Account Designee cannot update RRE account information. For the same RRE ID, the Account Designee cannot be the Authorized Representative or Account Manager.

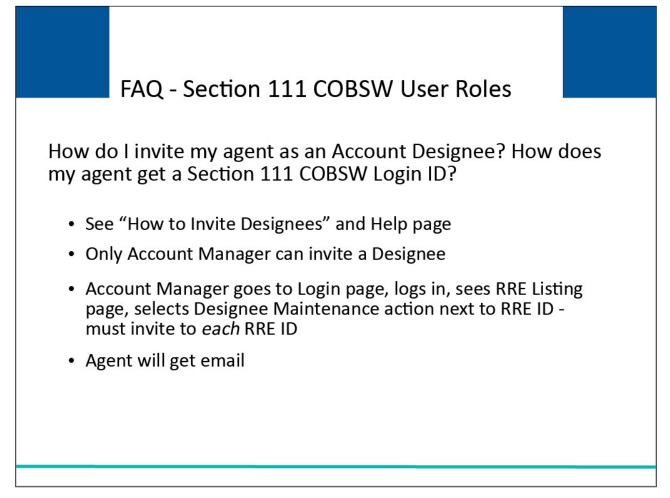
Slide 22 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

Should my agent be my Account Manager or an Account Designee? This is the Responsible Reporting Entity's decision based on who should control account information, who should manage other users, and who should be responsible for day-to-day reporting issues.

Slide 23 of 39 - FAQ - Section 111 COBSW User Roles

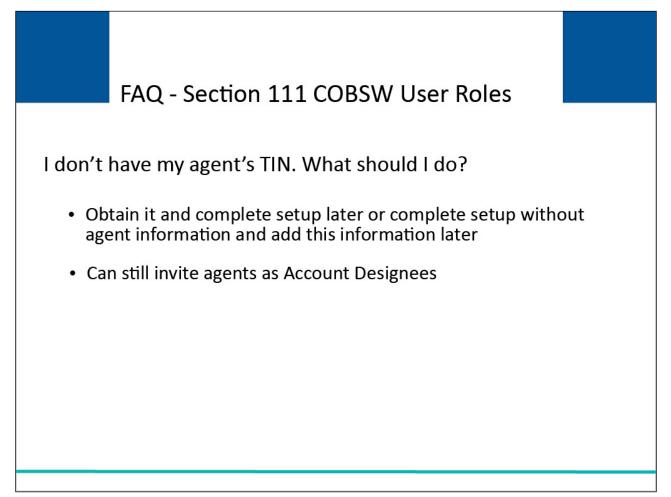


Slide notes

How do I invite my agent as an Account Designee? How does my agent get a Section 111 COBSW Login ID? See "How to Invite Designees" and the Help page. Only the Account Manager can invite a Designee.

The Account Manager will go to the Login page, log in, see the RRE Listing page, select Designee Maintenance action next to the RRE ID - and must invite to each RRE ID. The Agent will receive an email.

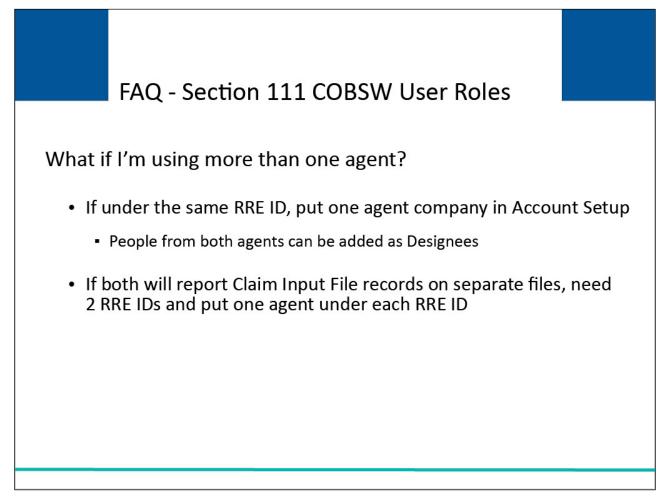
Slide 24 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

I don't have my agent's TIN. What should I do? You can obtain it and complete the setup later or complete the setup without the agent information and add this information later. You can still invite agents as Account Designees.

Slide 25 of 39 - FAQ - Section 111 COBSW User Roles



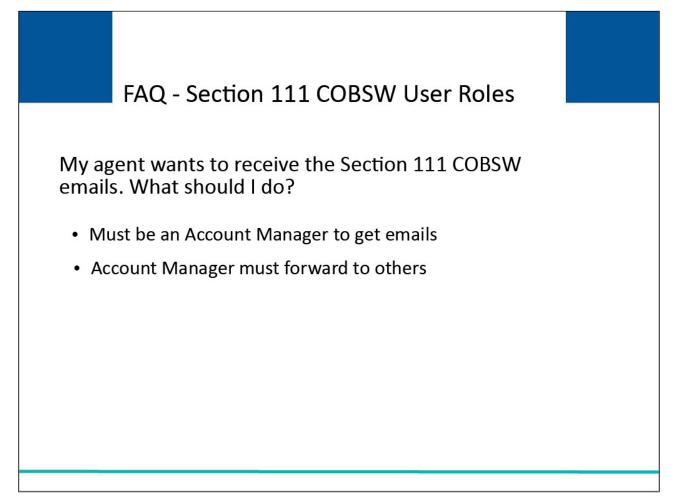
Slide notes

What if I'm using more than one agent? If the agents are under the same RRE ID, put one agent company in the Account Setup. People from both agent companies can be added as Designees.

If both agents will report Claim Input File records on separate files, you will need two RRE IDs and put one agent under each RRE ID.

Note: The policy number (field 54) is now a key field, RREs must submit a delete Claim Input File record that matches the previously accepted add record, followed by a new add record with the changed information (i.e., delete/add process).

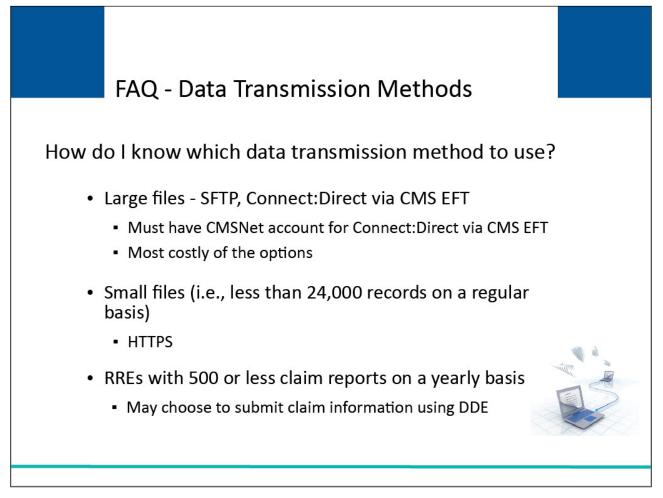
Slide 26 of 39 - FAQ - Section 111 COBSW User Roles



Slide notes

My agent wants to receive the Section 111 COB Secure Website emails. What should I do? You must be an Account Manager to get emails. The Account Manager must forward the emails to others.

Slide 27 of 39 - FAQ - Data Transmission Methods



Slide notes

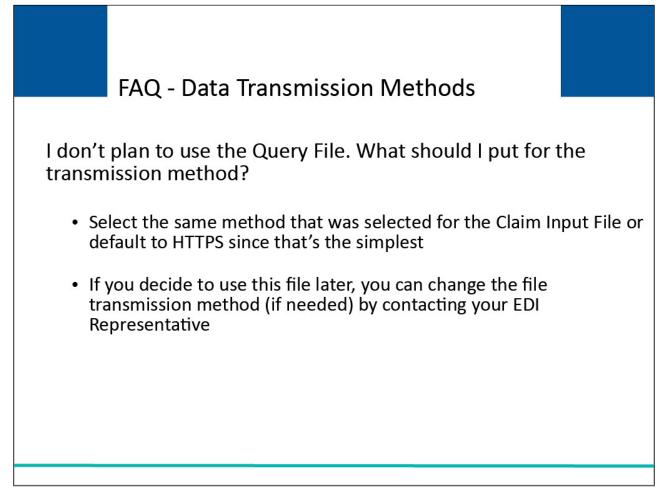
How do I know which data transmission method to use? For large files, you may want to select SFTP or Connect:Direct via CMS EFT. You must have a CMSNet account for Connect:Direct via CMS EFT. This is the costliest of the options.

For small files (i.e., less than 24,000 records on a regular basis), you may want to use HTTPS.

RREs with very few claim reports (i.e., 500 or less claim reports on a yearly basis) may choose to submit claim information using DDE method on the Section 111 COBSW.

See the NGHP User Guide for more information.

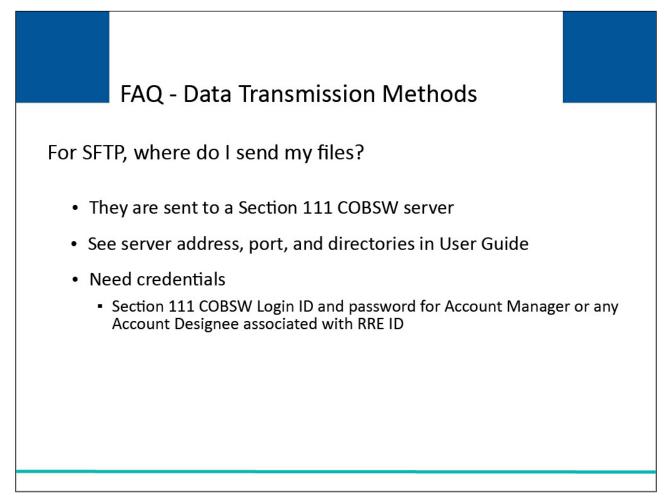
Slide 28 of 39 - FAQ - Data Transmission Methods



Slide notes

I don't plan to use the Query File. What should I put for the transmission method? Select the same method that was selected for the Claim Input File or default to HTTPS since that's the simplest. If you decide to use this file later, you can change the file transmission method (if needed) by contacting your EDI Representative.

Slide 29 of 39 - FAQ - Data Transmission Methods

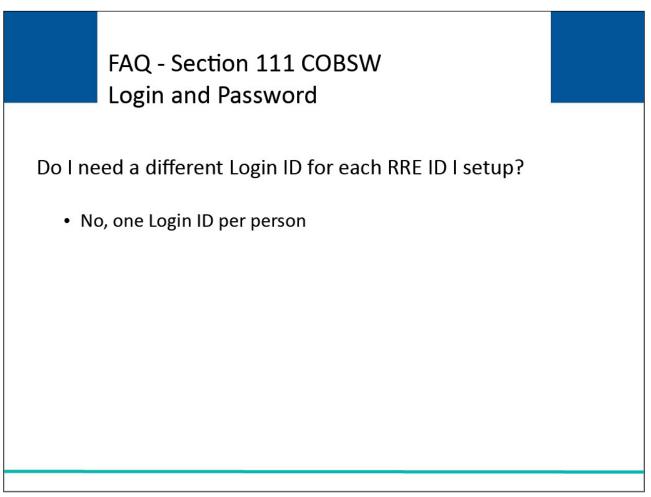


Slide notes

For SFTP, where do I send my files? The files are sent to a Section 111 COBSW server. See server address, port, and directories in the User Guide.

You will need certain credentials, such as a Section 111 COBSW Login ID and password for the Account Manager or any Account Designee associated with the RRE ID.

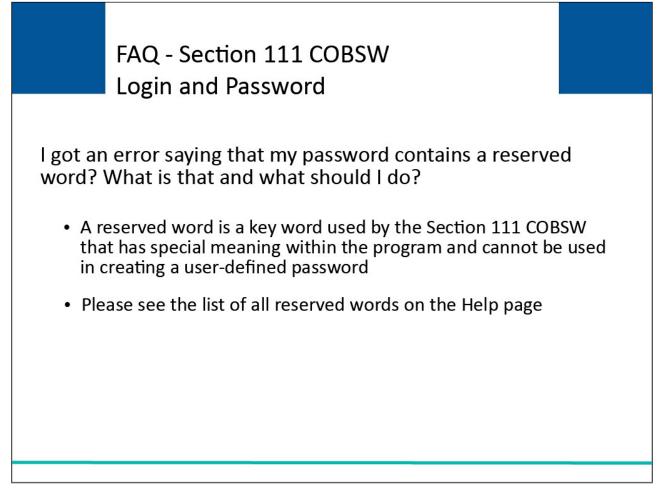
Slide 30 of 39 - FAQ - Section 111 COBSW Login and Password



Slide notes

Do I need a different Login ID for each RRE ID I setup? No, you will only need one Login ID per person.

Slide 31 of 39 - FAQ - Section 111 COBSW Login and Password

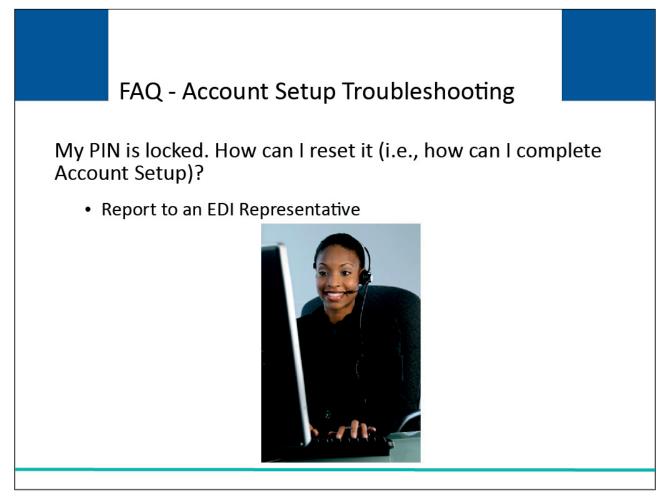


Slide notes

I got an error saying that my password contains a reserved word? What is that and what should I do? A reserved word is a key word used by the Section 111 COBSW that has special meaning within the program and cannot be used in creating a user-defined password.

Please see the list of all reserved words on the Help page link on the Log In information screen.

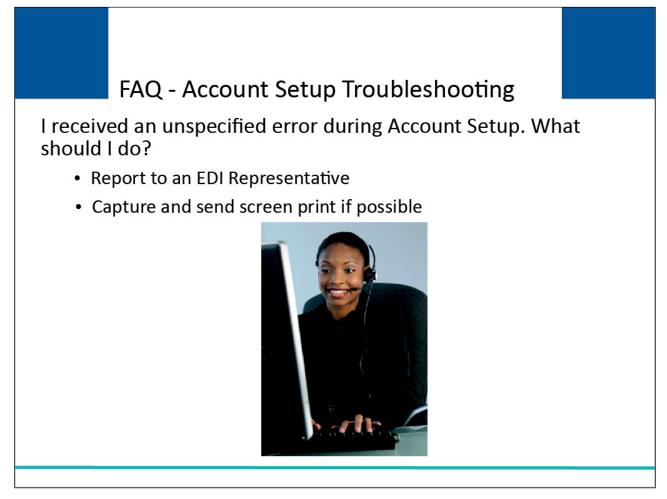
Slide 32 of 39 - FAQ - Account Setup Troubleshooting



Slide notes

My PIN is locked. How can I reset it (that is, how can I complete Account Setup)? Report the problem to your EDI Representative.

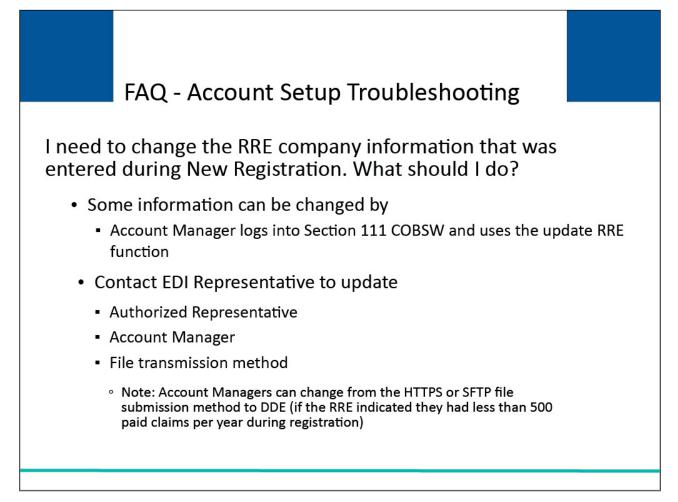
Slide 33 of 39 - FAQ - Account Setup Troubleshooting



Slide notes

I received an unspecified error during Account Setup. What should I do? Report the error to your EDI Representative. Capture and send a screen print if possible.

Slide 34 of 39 - FAQ - Account Setup Troubleshooting



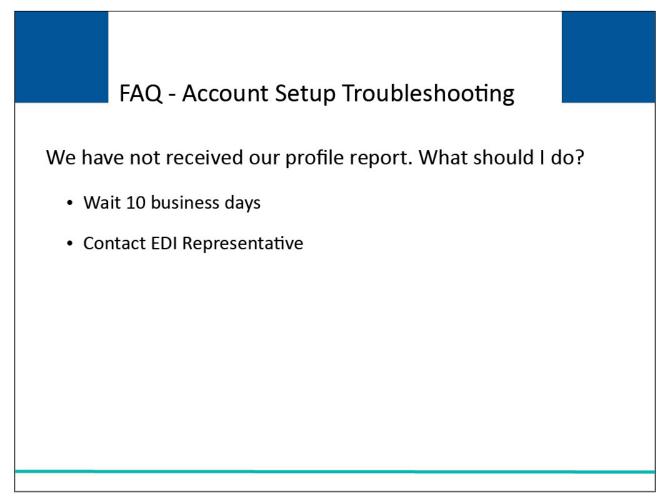
Slide notes

I need to change the RRE company information that was entered during New Registration. What should I do? You can change some information later after the Account Setup. The Account Manager can log into the Section 111 COBSW and use the update RRE function.

However, you cannot change the Authorized Representative, the Account Manager, or the file transmission method. You will need to contact your EDI Representative to change these.

Note: Account Managers can change from the HTTPS or SFTP file submission method to DDE (if the RRE indicated they had less than 500 paid claims per year during registration).

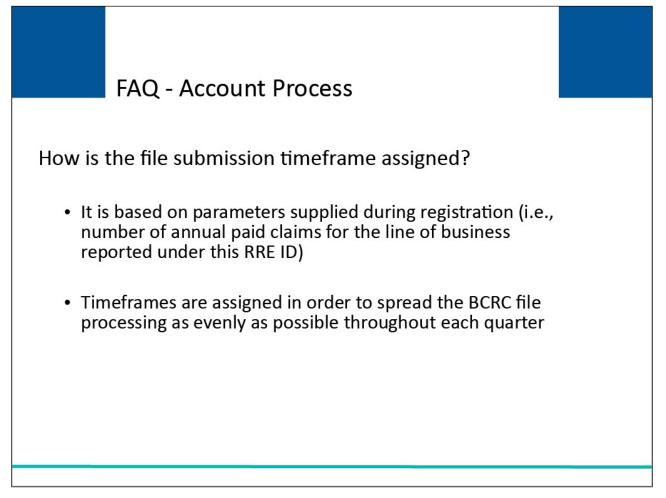
Slide 35 of 39 - FAQ - Account Setup Troubleshooting



Slide notes

We have not received our profile report. What should I do? Wait 10 business days from the completion of account setup to receive the report. If you have not received it, contact your EDI Representative.

Slide 36 of 39 - FAQ - Account Process

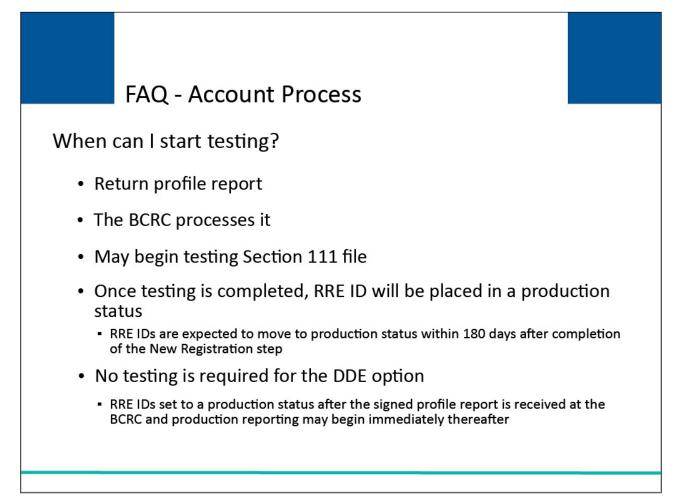


Slide notes

How is the file submission timeframe assigned? The file submission timeframe is based on parameters supplied during registration (i.e., number of annual paid claims for the line of business reported under this RRE ID).

Timeframes are assigned in order to spread the BCRC file processing as evenly as possible throughout each quarter.

Slide 37 of 39 - FAQ - Account Process



Slide notes

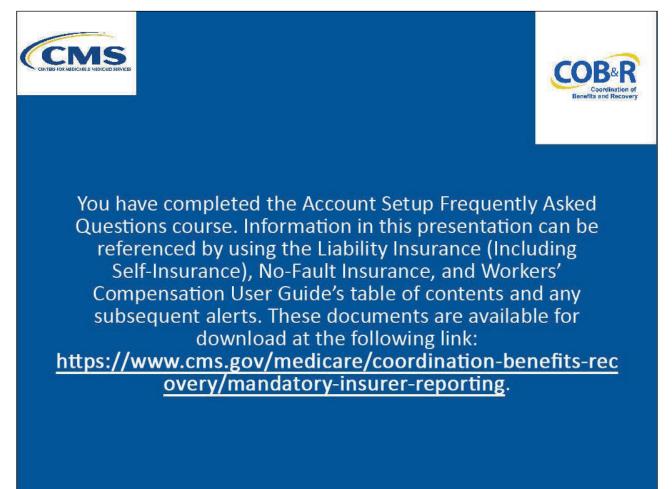
When can I start testing? When you have returned your profile report and the BCRC has processed it, you will be moved into "test status." Once your profile report has been marked as received by the BCRC, you may begin testing your Section 111 files.

The BCRC will send an email to your Account Manager indicating that testing can begin. 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).

Note: No testing is required for the DDE option. RRE IDs for DDE submitters will be set to a production status after the signed profile report is received at the BCRC and production reporting may begin immediately thereafter.

Slide 38 of 39 - Conclusion



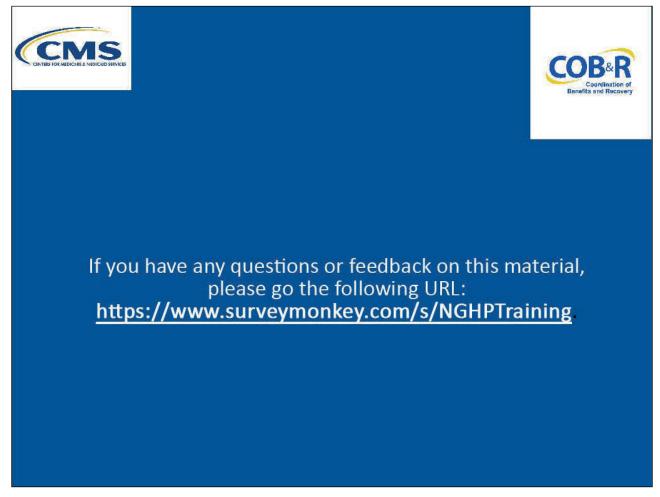
Slide notes

You have completed the Account Setup Frequently Asked Questions course.

Information in this presentation can be referenced by using the Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation User Guide's table of contents and any subsequent alerts.

These documents are available for download at the following link: <u>CMS NGHP Website</u>.

Slide 39 of 39 - NGHP Training Survey



Slide notes

If you have any questions or feedback on this material, please go the following URL: <u>NGHP Training</u> <u>Survey</u>.