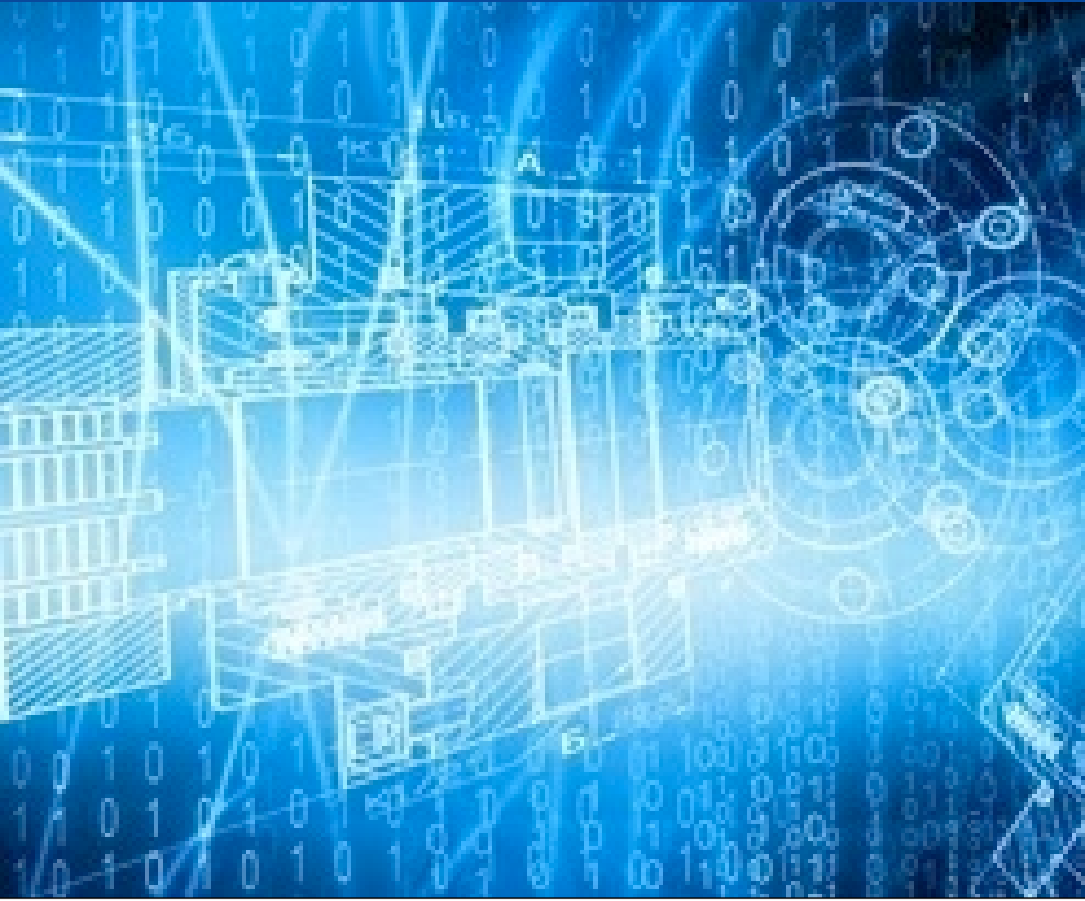




HIOS Non-Federal Governmental Health Plan Module Training

June 16, 2016



Agenda

- Policy Background for the Non-Federal Governmental Health Plan Module (Non-Fed)
- Overview of CMS Enterprise Portal Registration
- Overview of HIOS Access
 - ✓ Accessing HIOS
 - ✓ Registering Organization(s)
 - ✓ Requesting User Roles
- Walkthrough of the Non-Fed Governmental Health Plan Module
 - ✓ Enter in health plan information
 - ✓ Submit HIPAA-Opt Out Information
 - ✓ Edit HIPAA-Opt Out Information
- Reference Documents
- Questions & Answers

Non-Fed Policy Background



What is a Non-Federal Governmental Plan?

- The Public Health Service Act section 2791(d)(8)(B) defines the term “Non-Federal governmental plan” as a governmental plan that is not a Federal governmental plan.
- Examples include, but are not limited to, plans that are sponsored by:
 - States
 - Counties
 - School districts
 - Municipalities

Who Regulates?

- Framework for enforcement of non-Federal governmental plans:
 - Part A of title XXVII of the Public Health Service Act (PHS Act) through enactment of Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Reorganized under The Patient Protection and Affordable Care Act (ACA), enacted on March 23, 2010, and the Health Care and Education Reconciliation Act of 2010, enacted on March 30, 2010.

CMS Enforcement

- The provisions of title XXVII of the PHS Act that apply to group health plans that are Non-Fed plans are enforced by the Centers for Medicare & Medicaid Services (CMS) under PHS Act section 2723(b)(1)(B) using the procedures described in § 150.301 et seq.

HIPAA Opt-Outs

- Currently, self-funded, non-Federal governmental plans may opt-out of the following:
 - Women's Health and Cancer Rights Act of 1998 (WHCRA)
 - Mental Health Parity and Addiction Equity Act (MHPAEA)
 - Newborns' and Mothers' Health Protection Act (NMHPA)
 - Michelle's Law

Submitting HIPAA Opt-Outs

- HIPAA opt-outs previously were accepted via U.S. mail, fax, and email.

Electronic Submission of Opt-Outs

- On May 27, 2014, CMS published the final regulation addressing the Health Insurance Portability and Accountability Act (HIPAA) opt-out election process (79 FR 30240).
- One of the changes made as a result was that hard copy election documents via U.S. mail or facsimile were only accepted through December 31, 2014, after which only elections submitted through electronic submission will be accepted.

Submission of Opt-Outs Through HIOS

- On July 21, 2014, CMS issued sub-regulatory guidance titled “CCIIO Sub-Regulatory Guidance: Updated Procedures and Requirements for HIPAA Exemption Election through the Health Insurance Oversight System (HIOS).”

CMS Enterprise Portal Registration



Process of Gaining HIOS Access

HIOS can be accessed through the CMS Enterprise Portal at <http://portal.cms.gov>

To be able to access the HIOS application, new users will need to complete the EIDM registration process.

Once users have completed the EIDM registration, they can request access to the HIOS application where they are prompted to fill in the HIOS account information.

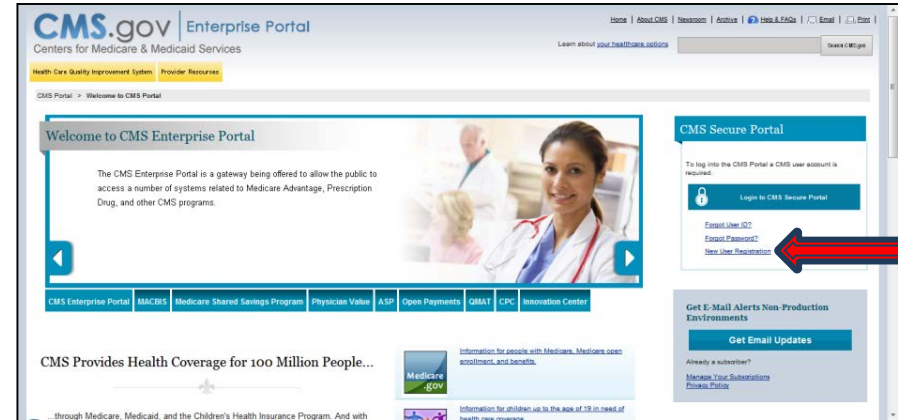
Upon completion, users will receive an authorization code which they will need to enter on the Request HIOS access page to complete the process. Please note, beginning June 19th new HIOS users will be required to go through Remote Identity Proofing [RIDP] as part of the identity verification process.

Once completed, users can now access the HIOS application and its functionalities based on what user roles they have within the system.

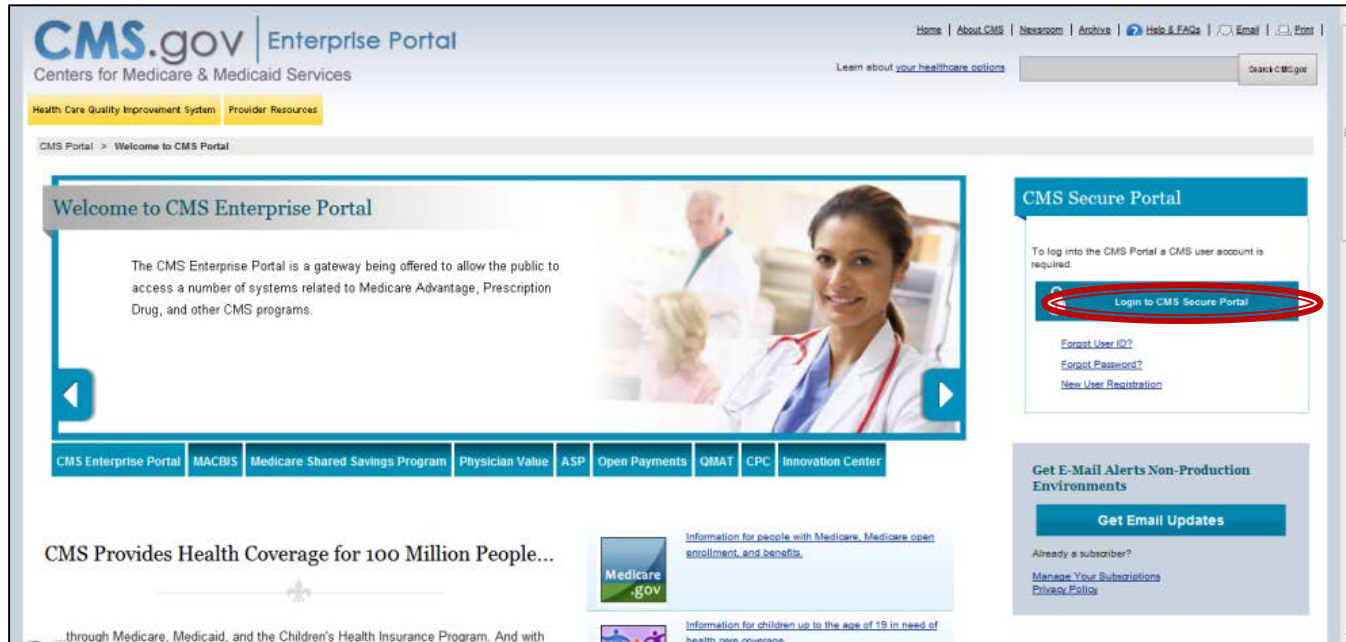
New Users – EIDM Registration

New users will navigate to the CMS Enterprise Portal,
<https://portal.cms.gov>

- Select the “New User Registration” link
- Agree to the Terms and Conditions
- Enter the required information on the New User Registration Page
- Create User ID and Password
- Select Challenge Questions and Answers
- Submit account request
- Receive email with EIDM User ID and Password



HIOS Account Registration



New users will navigate to the CMS Enterprise Portal,
<https://portal.cms.gov>

- Select the “Login to CMS Secure Portal” link
- Agree to the Terms and Conditions
- Enter the EIDM User ID and Password

HIOS Account Registration

- Select the “Request Access Now” button
- From the Access Catalog Page, click the “Request Access” button for HIOS
- Select “Request New System Access” link
- Select “Request New System Access” link
- Select “HIOS-HIOS Application” from the System Description drop-down menu
- Select “HIOS Issuer” for the Role
- New users will need to click the URL provided on the page

Portal Help & FAQs Print

CMS .GOV Enterprise Portal

My Portal

CMS Portal > EIDM user menu page > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New System Access](#)

[View and Manage My Access](#)

Request New System Access

Select a System and then a role to request access.

Depending on your current Level of Assurance and the role that you request access for, you may be subjected to [Identity Verification](#) and [Multi-factor authentication](#) credentials setup. Due to which, you may be required to input additional information at the end of the role request process. Please note your role request is not complete until you have successfully completed Identity Proofing and Multi-factor credential setup if applicable.

* System Description:

* Role:

Enter validation data

Please enter a valid HIOS Authorization Code (i.e. HIOS Issuer ID or Company FEIN) to continue with the role request. If you are an existing HIOS user and do not have access to a valid HIOS Authorization Code, please contact the HIOS helpdesk:

Phone: 855-267-1515
Email: CMS_FEPS@CMS.HHS.GOV
Hours of Operation: 9am-6pm

If you are not an existing HIOS user and are requesting for access to HIOS:

<https://rbsval.cms.gov/HIOS-MAIN-UI/FrontController?op=requestHIOSAccount>

* HIOS Authorization Code:

Cancel Submit

HIOS Account Registration

- New users will navigate to the “Request HIOS Account” Page
- Complete the request form and click the “Submit” button
- Once the account request has been approved, users shall receive an email with a HIOS Authorization Code

Health Insurance Oversight System

Request HIOS Account

Please note that you are applying for access to the Health Insurance Oversight System (HIOS). If you have any questions, please contact the Exchange Operations Support Center (XOSC) at Phone: 1-855-267-1515 or Email: CMS_FEPS@cms.hhs.gov.

(*) Indicates a required field

To initialize the request for a HIOS user account, please select if the base address for the requesting user is located in the United States by selecting "US User" or "Non-US User".

Title (Name):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
*Job Title:	<input type="text"/>
*Organization Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Organization Address:	US Address <input type="text"/>
US based Address Information	
Address Type:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
ZIP code:	<input type="text"/> - <input type="text"/>
*Telephone Number:	<input type="text"/>
Phone Ext:	<input type="text"/>

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

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HIOS Account Registration

- Users will need to log back in to the CMS Enterprise Portal
- Select “Request New System Access” link
- Select “HIOS-HIOS Application” for the System Description
- Select “HIOS Issuer” for the role
- Enter the HIOS Authorization Code
- Click the “Submit” button and log out of the CMS Enterprise Portal

Portal Help & FAQs | Print

CMS .GOV Enterprise Portal

My Portal

CMS Portal > EIDM user menu page > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New System Access](#)
[View and Manage My Access](#)

Request New System Access

Select a System and then a role to request access.

Depending on your current Level of Assurance and the role that you request access for, you may be subjected to [Identity Verification](#) and [Multi-factor authentication](#) credentials setup. Due to which, you may be required to input additional information at the end of the role request process. Please note your role request is not complete until you have successfully completed Identity Proofing and Multi-factor credential setup if applicable.

* System Description:

* Role:

Enter validation data

Please enter a valid HIOS Authorization Code (i.e. HIOS Issuer ID or Company FEIN) to continue with the role request. If you are an existing HIOS user and do not have access to a valid HIOS Authorization Code, please contact the HIOS helpdesk:

Phone: 855-267-1515
Email: CMS_FEPS@CMS.HHS.GOV
Hours of Operation: 9am-6pm

If you are not an existing HIOS user, please select the hyperlink below to register for access to HIOS:
<https://rhseval.cms.gov/HIOS-MAIN-UI/FrontController?op=requestHIOSAccount>

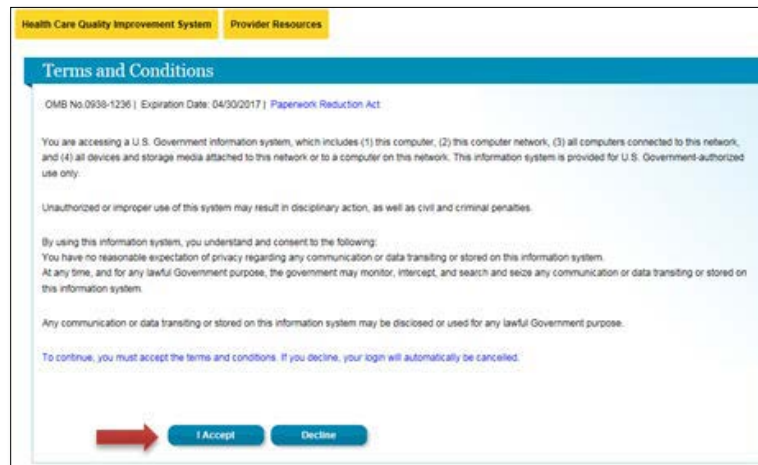
* HIOS Authorization Code:

Cancel Submit

Access HIOS through CMS Enterprise Portal

Go to <https://portal.cms.gov/> and select “Login to CMS Secure Portal” on the CMS Enterprise Portal.

Read the Terms and Conditions and Select “I Accept” to continue



Health Care Quality Improvement System | Provider Resources

Terms and Conditions

OMB No.0938-1236 | Expiration Date: 04/30/2017 | Paperwork Reduction Act:

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:
You have no reasonable expectation of privacy regarding any communication or data transmitted or stored on this information system.
At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transmitted or stored on this information system.

Any communication or data transmitted or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

[I Accept](#) [Decline](#)



CMS.gov Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | Help & FAQs | Email | Print

Learn about [your healthcare options](#) Search CMS.gov

Health Care Quality Improvement System | Provider Resources

CMS Portal > Welcome to CMS Portal

Welcome to CMS Enterprise Portal

The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.

CMS Secure Portal

To log into the CMS Portal a CMS user account is required.

[Login to CMS Secure Portal](#)

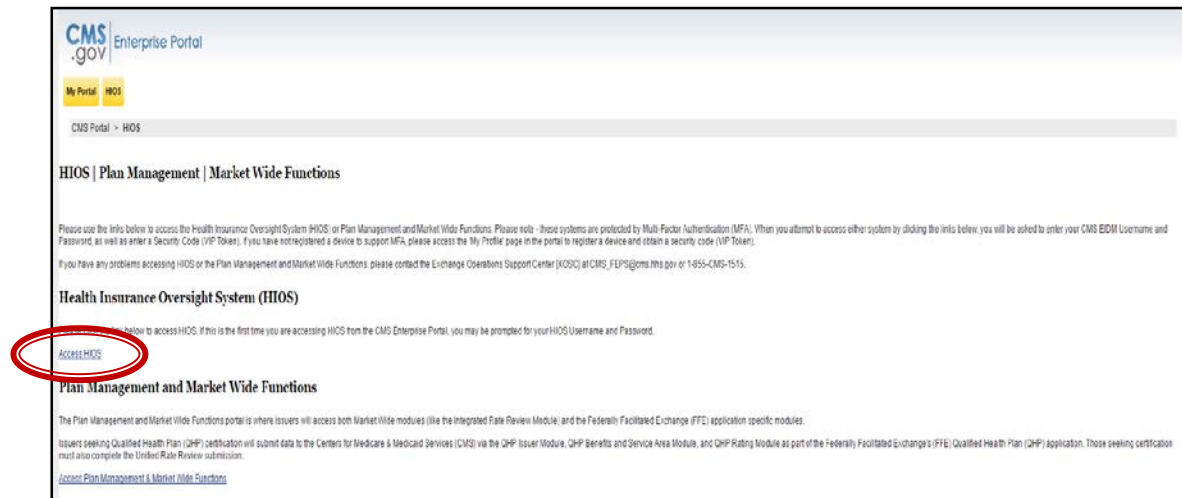
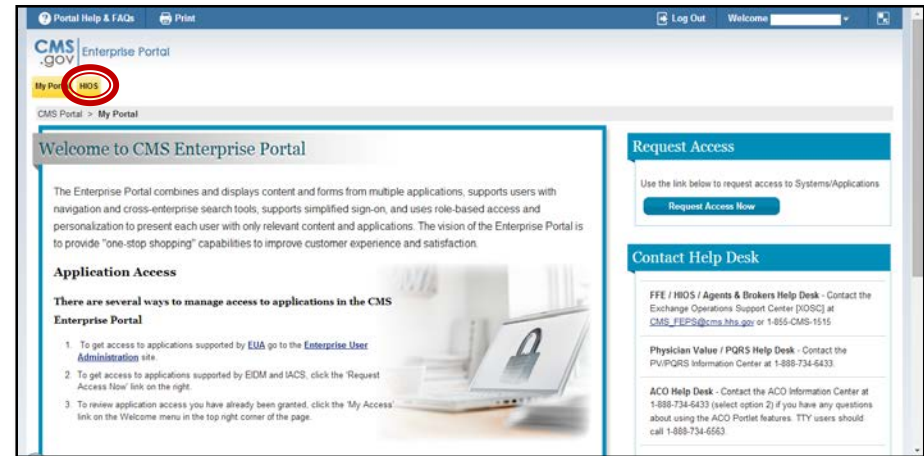
[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)

CMS Enterprise Portal | MACSES | Medicare Shared Savings Program | Physician Value | ASP | Open Payments | OIG | CPC
Innovation Center | ILEMS | ICU | PECO | Quality Reporting | CMC

Access HIOS through CMS Enterprise Portal

Users that have registered in EIDM and HIOS will now see a yellow “HIOS” button displayed on the dashboard.

Clicking the “HIOS” button will open the HIOS landing page. On the HIOS | Plan Management | Market Wide Functions landing page, click the “Access HIOS” hyperlink.



Access HIOS through CMS Enterprise Portal

When users click on the Access HIOS link, the HIOS Home Page will open in a new tab.

Health Insurance Oversight System

ACCESS PM HOME FAQ CONTACT US SIGN OUT

Welcome

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization
- Role Management

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html) or a [text form](http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html) at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Overview of New Multi-Factor Authentication (MFA) Process



Dates of MFA Implementation

- Multi-factor authentication is currently optional for HIOS users.
- Starting on June 19, 2016, all existing and new HIOS users will be required to register an MFA device.

MFA Registration

Users will login to the CMS Enterprise Portal and be prompted to enter their EIDM user ID.

The Password and MFA Device type prompt will be displayed. New users will need to select the Register MFA Device link at the bottom to begin the registration process.

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services
Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

User ID:

[Next](#) [Cancel](#)

[Forgot User ID?](#)
Need an account? Click the link - [New User Registration](#)

Welcome to CMS Enterprise Portal

Enter Security Code
A security code is required to complete your login.
To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication (MFA) device when you originally requested access, from the MFA Device Type dropdown menu below.
When entering the Security Code please enter it promptly as the code will expire in a short period of time.

Unable to Access Security Code?
If you are unable to access a Security Code, you may use the 'Unable To Access Security Code?' link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The security code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code.
You may also call your Application Helpdesk to obtain a Security Code.
After you receive the Security Code using this link or from your Help Desk, you must select 'One Time Security Code' option from the MFA Device Type dropdown menu.

Need to Register an MFA Device?
If you have not registered an MFA device and would like to do so now, you may use the 'Register MFA Device' link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device.

Password:

MFA Device Type:

Security Code:

[Log In](#) [Cancel](#)

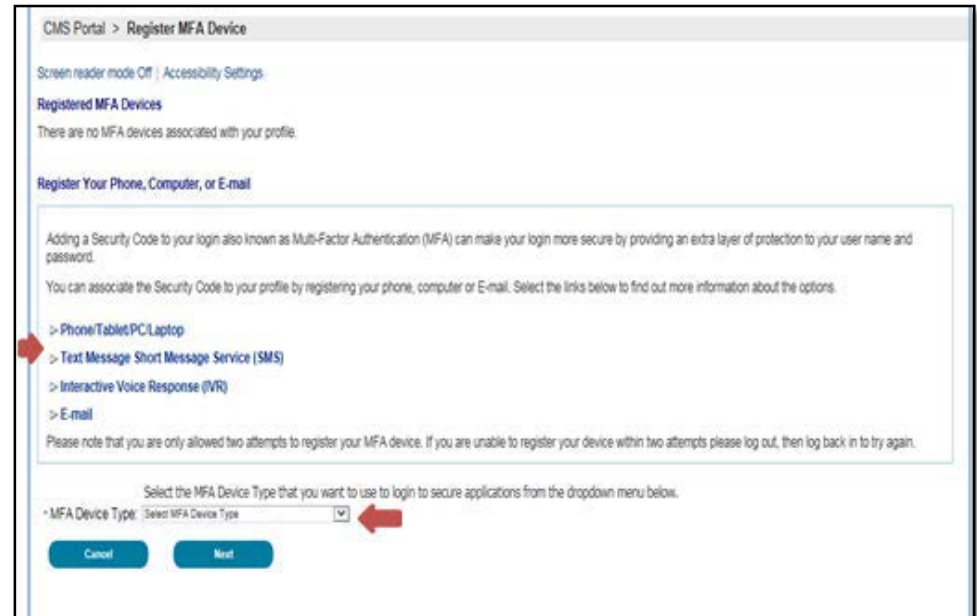
[Forgot Password?](#)
[Unable to Access Security Code?](#)
[Register MFA Device](#)

MFA Registration

The user will be prompted to enter their EIDM credentials and a set of challenge questions. Once users complete this process, they will be directed to register an MFA device.

Users have the option to select the MFA Device Type:

- Text Message
- E-mail
- Phone/Tablet/PC/Laptop
- Voice Message



The screenshot shows the 'Register MFA Device' page in the CMS Portal. The page title is 'CMS Portal > Register MFA Device'. It includes a link for 'Screen reader mode Off | Accessibility Settings'. Under the heading 'Registered MFA Devices', it states 'There are no MFA devices associated with your profile.' The main section is 'Register Your Phone, Computer, or E-mail', which contains an explanatory paragraph and a list of options: '> Phone/Tablet/PC/Laptop', '> Text Message Short Message Service (SMS)', '> Interactive Voice Response (IVR)', and '> E-mail'. A red arrow points to the 'Text Message Short Message Service (SMS)' option. Below the list, a note states: 'Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.' At the bottom, there is a dropdown menu labeled 'MFA Device Type' with the text 'Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.' and a red arrow pointing to the dropdown. The dropdown menu is currently set to 'Select MFA Device Type'. There are 'Cancel' and 'Next' buttons at the bottom of the form.

MFA Device Options

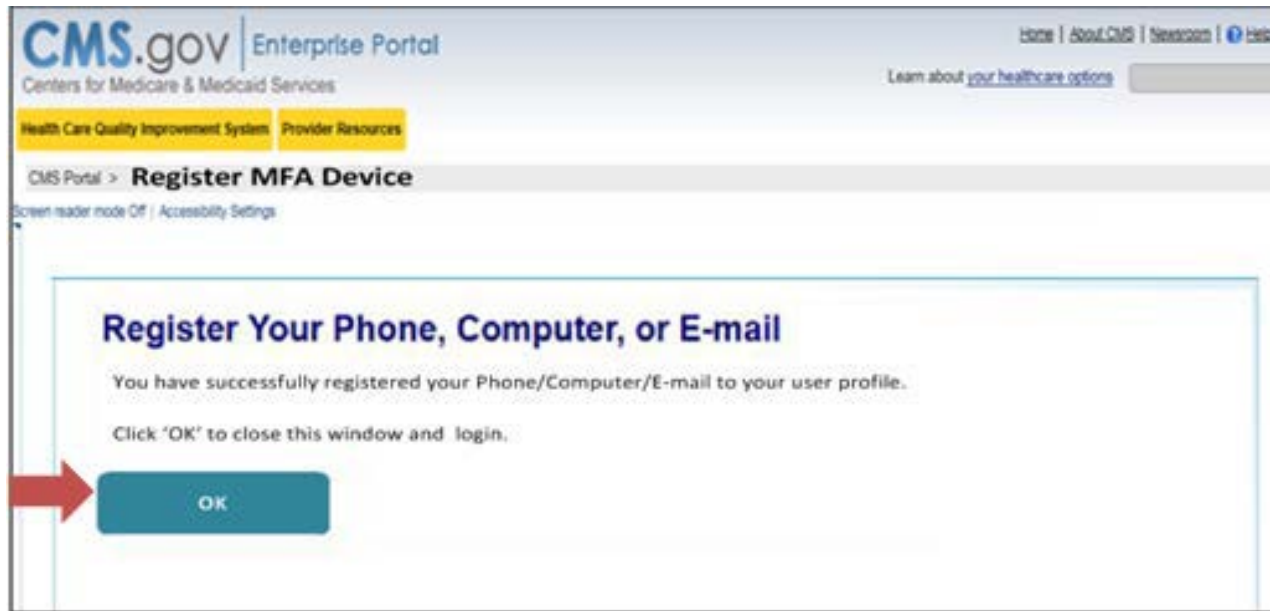
- Text Message – Short Message Service (SMS)
 - User provides a phone number to obtain a security code
- E-mail
 - User provides a valid, accessible e-mail address to receive a security code
- Phone/Tablet/PC/Laptop
 - User downloads the Symantec Verification and Identity Protection (VIP) Access software on their device to generate a security code
- Voice Message – Interactive Voice Response (IVR)
 - User provides a phone number to receive a voice message containing the security code

Note: Users may register up to four (4) MFA devices for their account

MFA Registration

Once users have registered a device, the Multi-Factor Authentication is complete. Users will select the “OK” button to continue to login with MFA.

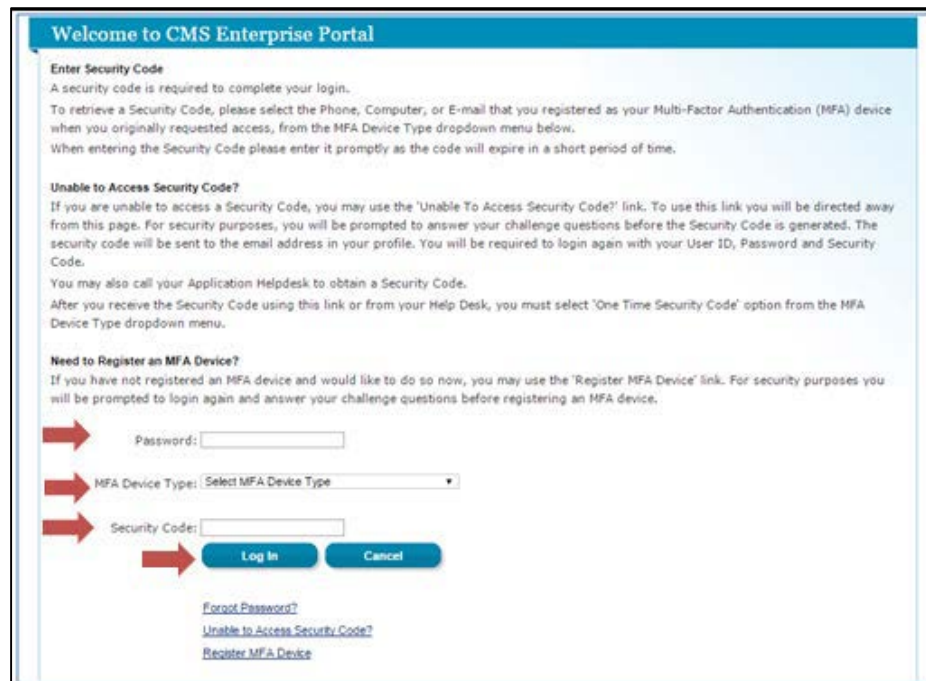
Note: Users will receive an e-mail notification for successfully registering an MFA device.



MFA Registration

The next time a user tries to login, they will be prompted to enter the security code which shall be sent to the user via the chosen MFA type. Once logged in, users can access HIOS.

Note: This security code will expire in 30 minutes or after it is used successfully for the first time



Welcome to CMS Enterprise Portal

Enter Security Code
A security code is required to complete your login.
To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication (MFA) device when you originally requested access, from the MFA Device Type dropdown menu below.
When entering the Security Code please enter it promptly as the code will expire in a short period of time.

Unable to Access Security Code?
If you are unable to access a Security Code, you may use the 'Unable To Access Security Code?' link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The security code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code.
You may also call your Application Helpdesk to obtain a Security Code.
After you receive the Security Code using this link or from your Help Desk, you must select 'One Time Security Code' option from the MFA Device Type dropdown menu.

Need to Register an MFA Device?
If you have not registered an MFA device and would like to do so now, you may use the 'Register MFA Device' link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device.

→ Password:

→ MFA Device Type:

→ Security Code:

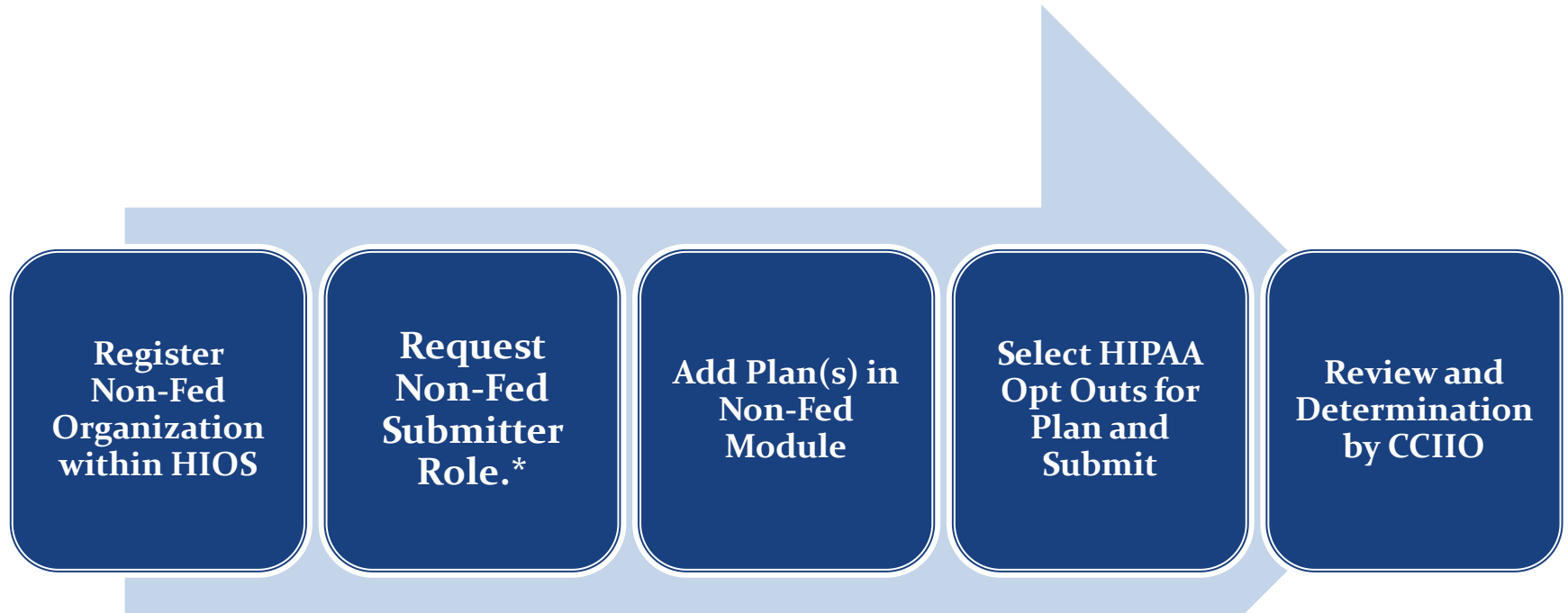
→

[Forgot Password?](#)
[Unable to Access Security Code?](#)
[Register MFA Device](#)

Overview of Non-Fed Workflow



Overview of Non-Fed Workflow



*Role request must be approved by a Role Approver Administrator for the organization.

Registering the Organization within HIOS



HIOS Organization Registration Process

On the HIOS Home page, select the “Manage an Organization” button.

Health Insurance Oversight System

ACCESS PM HOME FAQ CONTACT US SIGN OUT

Welcome

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization**
- Role Management

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html) or a [text form](http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html) at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS Organization Registration Process

1. Select “Create new organization” from the first drop-down
2. Select “Non-Federal Governmental Plans” from the organization type drop-down
3. Enter the organization Federal EIN in the textbox and click on the search button

The screenshot shows the HIOS web interface. At the top, the title "Health Insurance Oversight System" is displayed in a green banner. Below the banner is a navigation bar with buttons for "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is visible on the right side of the navigation bar. The main content area features three tabs: "Manage an Organization" (highlighted in green), "Manage Organization Relationships", and "Manage Data Changes". Under the "Manage an Organization" tab, the heading "Manage an Organization" is shown. The form includes a dropdown menu for "Please specify the primary purpose of your visit:" with "Create new organization" selected. Below this is a link to "Organization Types (PDF - 160KB)". Another dropdown menu for "Please select the type of organization:" has "Non-Federal Governmental Plans" selected. The form also contains a text input field for "Federal EIN/TIN" and a "FEIN/TIN Search" button. A final instruction reads: "Please enter your organization's 9 digit Federal EIN /TIN below and select 'FEIN/TIN Search' to determine if your organization currently exists in HIOS."

HIOS Organization Registration Process

4. If the organization's Federal EIN is not registered in HIOS, the following message will be displayed:
 - “No Organization Found”
5. Click on the “Create Organization” button

Health Insurance Oversight System

HOME FAQ CONTACT US SIGN OUT

Welcome

Manage an Organization Manage Organization Relationships Manage Data Changes

Manage an Organization

Please specify the primary purpose of your visit:

Please click [Organization Types \(PDF - 160KB\)](#) for a list of organization types and their definitions.

Please select the type of organization:

Please enter your organization's 9 digit Federal EIN /TIN below and select 'FEIN/TIN Search' to determine if your organization currently exists in HIOS.

Federal EIN/TIN

Organization

No Organization Found

You may register your organization in HIOS by selecting the 'Create Organization' button below to enter your organization's information.

HIOS Organization Registration Process

6. Fill in the required information to register a new Non-Fed organization. An asterisk (*) indicates a required field.
7. Select the “Continue” button to continue entering other organization attributes

The screenshot shows the 'Health Insurance Oversight System' registration page. At the top, there is a green header with the system name. Below the header is a navigation bar with buttons for 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed. The main heading is 'Register New Organization'. Below this, a note states: 'Please fill in the form below with your Organization's information.' and 'Note: (*) Indicates a required field.' The form fields are as follows:

Organization Type:	Non-Federal Governmental Plans
*Organization Legal Name:	<input type="text"/>
Federal EIN/TIN:	768712638
Domiciliary Address	
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*ZIP code:	<input type="text"/>
ZIP Plus 4:	<input type="text"/>

At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

HIOS Organization Registration Process

8. Select the Non-Fed Plan Type by checking the appropriate boxes.*
9. Select the “Review/Continue” button



The screenshot shows the 'Health Insurance Oversight System' registration page. At the top, there is a green header with the system name. Below the header is a navigation bar with buttons for 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed on the right side. The main heading is 'Register Attributes For New Organization'. Below this, there is a prompt: 'Please select the attributes that apply to your organization.' A note states: 'Note: (*) Indicates a required field.' The form contains a field for 'Non-Fed Plan Type' with two radio button options: 'Self Funded' and 'Fully Insured'. At the bottom of the form, there are two buttons: 'Back' and 'Review/Continue'.

*Please note, only Self Funded Non-Fed Plans will be able to complete their HIPAA Opt Out Information in the Non-Fed Module. An organization can have both Self Funded and Fully Insured attributes selected.

HIOS Organization Registration Process

10. Review the organization information and click on the “Submit” button to request to register the organization.

A confirmation message will appear once the request has been submitted.

The screenshot shows the 'Review Organization Information' page in the Health Insurance Oversight System. The page has a green header with the system name and a navigation bar with buttons for HOME, FAQ, CONTACT US, and SIGN OUT. A 'Welcome' message is visible. The main content area displays the following information:

Organization Type:	Non-Federal Governmental Plans
Organization Legal Name:	Township of ABC
Non-Fed Plan Type:	Self Funded
Federal EIN/TIN:	768712638
Domiciliary Address	
Address Line 1:	123 Training Street
Address Line 2:	
City:	Oakton
State:	VA
ZIP code:	22124
ZIP Plus 4:	
Are you a TPA?	No

At the bottom of the form, there are 'Back' and 'Submit' buttons.

The screenshot shows the 'Confirmation' page in the Health Insurance Oversight System. The page has a green header with the system name and a navigation bar with buttons for HOME, FAQ, CONTACT US, and SIGN OUT. A 'Welcome' message is visible. The main content area displays the following information:

Your request to register the organization below has been submitted for approval. Please log back in within 1 to 2 business days to check the status of your request.

Once your request has been approved, you shall receive a notification email containing instructions on how to gain access to the ERE module and complete the review election process. This message is subject to the Self-Funded attribute being selected.

Organization

Organization Type:	Non-Federal Governmental Plans
Organization Legal Name:	Township of ABC

User Role Management

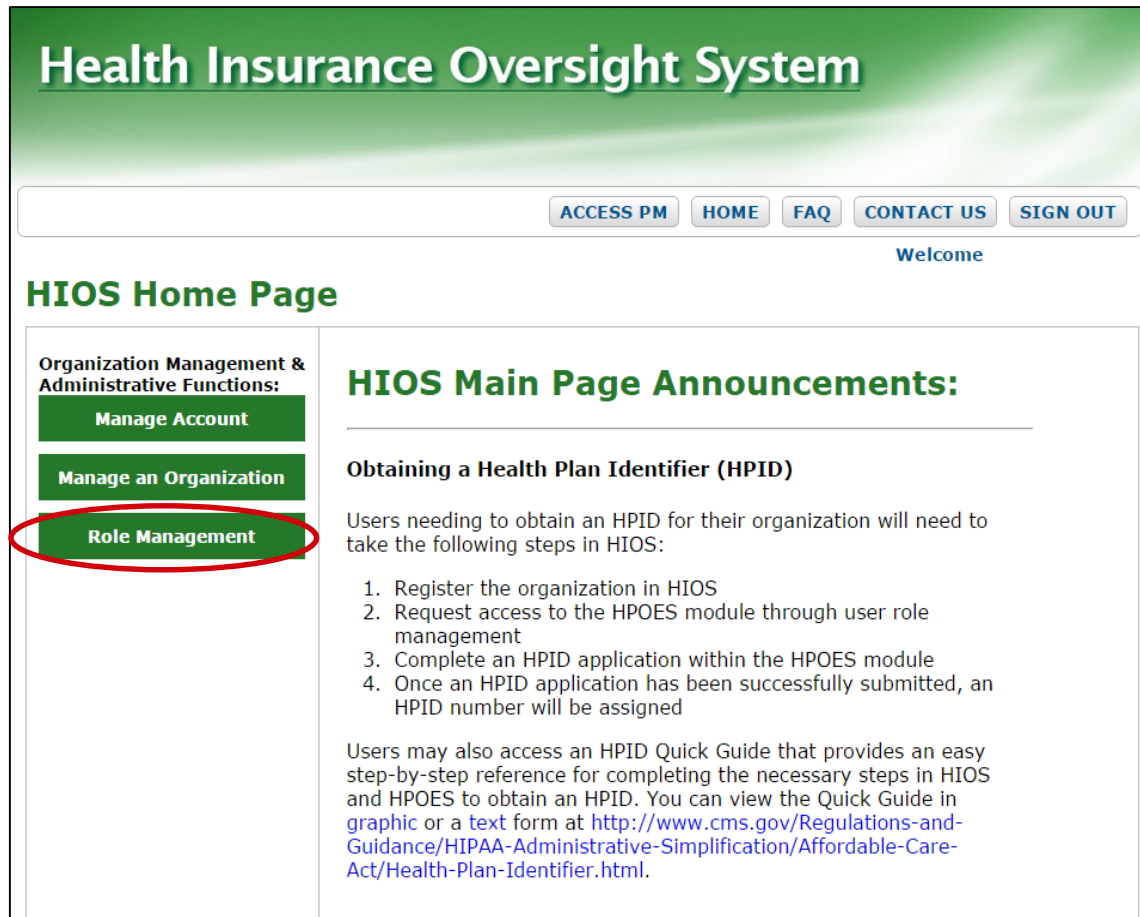


HIOS User Role Request Process

- After the organization has been approved, users will be allowed to request user roles associated to that organization.
- In order to gain access to the Non-Fed module, an organization must have a Role Approver Administrator associated before a user may request the Submitter role.
- The Role Approver Administrator will be responsible for reviewing and approving all Submitter role requests for that organization.

HIOS User Role Request Process

On the HIOS Home page, select the “Role Management” button.



The screenshot displays the HIOS Home Page interface. At the top, the title "Health Insurance Oversight System" is centered. Below the title is a navigation bar with buttons for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is positioned below the navigation bar. The main content area is titled "HIOS Home Page" and is divided into two columns. The left column, titled "Organization Management & Administrative Functions:", contains three green buttons: "Manage Account", "Manage an Organization", and "Role Management". The "Role Management" button is circled in red. The right column, titled "HIOS Main Page Announcements:", features a section for "Obtaining a Health Plan Identifier (HPID)". This section includes a paragraph explaining that users need to follow specific steps to obtain an HPID, followed by a numbered list of four steps: 1. Register the organization in HIOS; 2. Request access to the HPOES module through user role management; 3. Complete an HPID application within the HPOES module; 4. Once an HPID application has been successfully submitted, an HPID number will be assigned. Below the list, there is a paragraph mentioning an HPID Quick Guide and providing a URL: <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS User Role Request Process

1. Select “Request Role” tab at the top
2. Select “HIOS Portal” from the Module dropdown
3. Select “Role Approver Administrator” from the Request Role dropdown
4. Select “Organization with FEIN” from the Association dropdown

The screenshot shows the 'Request Role' form in the Health Insurance Oversight System. The page has a green header with the title 'Health Insurance Oversight System'. Below the header is a navigation bar with buttons for 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed below the navigation bar. The main content area has two tabs: 'View Existing Role' and 'Request Role', with the latter being the active tab. The 'Request Role' section contains the following fields and instructions:

- Request Role** (Section Header)
- All fields are required.**
- Instructions: "Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - SMB\)](#)"
- Module:** HIOS Portal (dropdown menu)
- Requested Role:** Role Approver Administrator (dropdown menu)
- Association:** Organization with FEIN (dropdown menu)
- Instructions: "Please enter the Organization Federal EIN/TIN below"
- Federal EIN/TIN:** [text input field] Search (button)

HIOS User Role Request Process

5. Enter the organization's Federal EIN and click on the "Search" button. If the organization's Federal EIN is not registered in HIOS, users will first need to register the organization.
6. Once the organization has been found, click on the "Review/Continue" button

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System. The page has a green header with the title 'Health Insurance Oversight System'. Below the header is a navigation bar with buttons for 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed below the navigation bar. The main content area has two tabs: 'View Existing Role' and 'Request Role', with 'Request Role' being the active tab. The 'Request Role' section contains the following information:

- Request Role**
- All fields are required.**
- Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)
- Module:** HIOS Portal
- Requested Role:** Role Approver Administrator
- Association:** Organization with FEIN
- Please enter the Organization Federal EIN/TIN below
- Federal EIN/TIN:** 768712638
- Search Result:** Township of ABC
-

HIOS User Role Request Process

7. Review the role request information and click on the “Submit” button

A confirmation message will appear once the request has been submitted.

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System. The page has a green header with the system name. Below the header are navigation buttons for HOME, FAQ, CONTACT US, and SIGN OUT. A 'Welcome' message is displayed. The main content area has two tabs: 'View Existing Role' and 'Request Role'. The 'Request Role' tab is active. The page title is 'Request Role'. Below the title, there is a message: 'Please review your selections below, and select 'Submit' to submit the new role request for approval, or select 'Back' to make changes.' The form contains the following information: Module: HIOS Portal, Requested Role: Role Approver Administrator, and Selected Company: Township of ABC. At the bottom of the form are two buttons: 'Back' and 'Submit'.

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System after a request has been submitted. The page layout is identical to the previous screenshot, but the main content area now displays a 'Confirmation' message. The message reads: 'Your role request has been submitted for approval, please log back in within 1 to 2 business days to check the status of your request. All fields are required.' Below the message, there is a prompt: 'Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)'. At the bottom, there is a dropdown menu for 'Module:' with the text '--Select Module--' and a downward arrow.

HIOS User Role Request Process

Once an organization has a Role Approver Administrator, users may request the Submitter role.

1. Select “Request Role” tab
2. Select “Non-Federal Governmental Plans (Non-Fed)” as the Module
3. Select “Non-Fed Submitter” as the Requested Role
4. Users may select either “Primary Contact” or “Secondary Contact” as the User Sub-Type
5. Select “Organization with FEIN” as the Association

The screenshot shows the 'Request Role' form in the Health Insurance Oversight System. The page has a green header with the system name and navigation buttons for HOME, FAQ, CONTACT US, and SIGN OUT. A 'Welcome' message is visible. The form has two tabs: 'View Existing Role' and 'Request Role', with the latter being active. The form title is 'Request Role' and it states 'All fields are required.' Below this, there is a prompt to select a Module from a drop-down list and follow prompts to submit a role request. A link for 'Module Descriptions (PDF - 5MB)' is provided. The form fields are: 'Module' (Non-Federal Governmental Plans (Non-Fed)), 'Requested Role' (Non-Fed Submitter), 'User Sub-Type' (Primary Contact), and 'Association' (Organization with FEIN). At the bottom, there is a field for 'Federal EIN/TIN' with a 'Search' button.

HIOS User Role Request Process

6. Enter the organization's Federal EIN and click on the "Search" button. If the organization's Federal EIN is not registered in HIOS, users will first need to register the organization.
7. Once the organization has been found, click on the "Review/Continue" button

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System. The page has a green header with the title 'Health Insurance Oversight System'. Below the header is a navigation bar with buttons for 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed below the navigation bar. The main content area has two tabs: 'View Existing Role' and 'Request Role', with 'Request Role' being the active tab. The 'Request Role' section contains the following information:

- Request Role**
- All fields are required.**
- Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)
- Module:** Non-Federal Governmental Plans (Non-Fed) (dropdown menu)
- Requested Role:** Non-Fed Submitter (dropdown menu)
- User Sub-Type:** Primary Contact (dropdown menu)
- Association:** Organization with FEIN (dropdown menu)
- Please enter the Organization Federal EIN/TIN below
- Federal EIN/TIN:** 768712638 (text input) Search (button)
- Search Result:** Township of ABC
- [Review/Continue](#) (button)

HIOS User Role Request Process

8. Review the role request information and click on the “Submit” button

A confirmation message will appear once the request has been submitted.

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System. At the top, there is a navigation bar with links for HOME, FAQ, CONTACT US, and SIGN OUT. Below the navigation bar, there is a 'Welcome' message. The main content area has two tabs: 'View Existing Role' and 'Request Role'. The 'Request Role' tab is active. The page title is 'Request Role'. Below the title, there is a message: 'Please review your selections below, and select 'Submit' to submit the new role request for approval, or select 'Back' to make changes.' The form contains the following fields: Module: Non-Federal Governmental Plans (Non-Fed), Requested Role: Non-Fed Submitter, User Sub-Type: Primary Contact, and Selected Company: Township of ABC. At the bottom of the form, there are two buttons: 'Back' and 'Submit'.

The screenshot shows the 'Request Role' page in the Health Insurance Oversight System after the request has been submitted. The navigation bar and 'Welcome' message are the same. The 'Request Role' tab is still active. The page title is 'Request Role'. Below the title, there is a 'Confirmation' section with the message: 'Your role request has been submitted for approval, please log back in within 1 to 2 business days to check the status of your request. All fields are required.' Below this, there is a message: 'Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)'. At the bottom, there is a 'Module:' label and a drop-down menu with the text '--Select Module--'.

HIOS User Role Request Process

The Role Approver Administrator user of the organization will need to review and approve the Submitter user role requests.

On the HIOS Home page, select the “Role Management” button.

Health Insurance Oversight System

ACCESS PM HOME FAQ CONTACT US SIGN OUT

Welcome

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization
- Role Management
- Approvals**

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS User Role Request Process

1. Select the “Organizational User Role Approvals” tab
2. Select “Non-Federal Governmental Plans (Non-Fed)” as the module
3. Select “Pending Approval” as the Request Status
4. Check the box under the Select column in the table for the requests that should be approved and click on the “Approve” button

Health Insurance Oversight System

HOME FAQ CONTACT US SIGN OUT

Welcome

Organizational User Role Approvals

Organizational User Role Request Approvals

Please select a Module from the drop-down list below to view the corresponding requests.

Module: Non-Federal Governmental Plans (Non-Fed) ▼

Request Status: Pending Approval ▼

Please select the checkboxes for the records you wish to approve or deny from the table below. Once the selection has been made, please click the 'Approve' or 'Deny' button under the table to complete the desired action.

Select	Requestor Username	Job Title	Module	Role	Association Type	Association	User Sub-Type	Req. Date
<input type="checkbox"/>		Business Analyst	Non-Federal Governmental Plans (Non-Fed)	Non-Fed Submitter	Non-Federal Governmental Plans	Township of ABC	Primary Contact	05-2011 10:10 AM

Approve Deny

HIOS User Role Request Process

Once the Submitter role request has been approved, the Submitter user will be able to log-in and access the Non-Fed module.

Health Insurance Oversight System

ACCESS PM HOME FAQ CONTACT US SIGN OUT

Welcome .

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization
- Role Management

HIOS Functions

- Non-Federal Governmental Plans (Non-Fed)**

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Non-Fed Module Overview



Non-Fed Module Overview

- The Non-Federal Governmental Health Plan module allows Non-Fed plans to register in HIOS. Both self-funded and fully insured plans will be able to provide their plan information, but only plans that are self-funded will be able to provide their HIPAA Opt Out information.
- The Non-Fed module will allow Submitter users to complete the following actions:
 - Provide Plan Information
 - Submit HIPAA Opt Out Information
 - Edit HIPAA Opt Out Information

Manage Plans Workflow



Non-Fed Module Overview

On the HIOS Home page, select the “Non-Federal Governmental Plans (Non-Fed)” button.

Health Insurance Oversight System

ACCESS PM HOME FAQ CONTACT US SIGN OUT

Welcome .

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization
- Role Management

HIOS Functions

- Non-Federal Governmental Plans (Non-Fed)**

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Non-Fed Module Overview

On the Non-Fed module home page, select the “Manage Plans” tab.

The screenshot shows the homepage of the Health Insurance Oversight System (HIOS) for Non-Federal Governmental Plans. The page has a green header with the title "Health Insurance Oversight System Non-Federal Governmental Plans". Below the header is a navigation bar with buttons for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". On the left side, there are two tabs: "Manage Plans" (which is circled in red) and "HIPAA Opt Out". The main content area is titled "Announcements" and contains several paragraphs of text, including a welcome message, information about the Health Plan Identifier (HPID) requirement, and details about the External Review Election (ERE) Module. On the right side, there is a "Welcome" section and a "Related Links" section with links to the CCTIO Website, FAQ, User Manual (pdf format 7.64 MB), and Regulations.

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Manage Plans HIPAA Opt Out

Announcements

Welcome to the Non-Federal Governmental Plans module. This module allows all Non-Federal Governmental plans to register in the Health Insurance Oversight System (HIOS), and allows self-funded Non-Federal Governmental plans to submit Health Insurance Portability and Accountability Act (HIPAA) opt-out elections electronically. Please click on the links to the FAQs and Regulations for more information about the new electronic submission process for the HIPAA opt-out elections and refer to the User Manual for detailed instructions about the submission process. For additional guidance pertaining to Non-Federal Governmental plans, please also visit the web page for [Self-Funded Non-Federal Governmental Plans](#) on CMS.gov. The list of current HIPAA Opt-Out elections, which is updated as elections are processed, may also be found [here](#).

[Health Plan and Other Entity Enumeration System \(HPOES\)](#)

Certain Non-Federal Governmental plans designated "Controlling Health Plans" (CHPs) are subject to the requirement that they obtain a [Health Plan Identifier](#) or "HPID" for use in standard transactions by November 2016 (Please click on the hyperlink for more information about the Administrative Simplification requirement, codified in regulations at 45 C.F.R. Part 162). Non-Federal Governmental plans subject to this requirement are strongly encouraged to obtain HPIDs by registering via HPOES in HIOS after registering in HIOS.

[External Review Election \(ERE\) Module](#)

Additionally, all self-funded Non-Federal Governmental plans are required to elect a method of external review for appeals. Plans may elect the federally-administered external review process, the private accredited Independent Review Organization process, or the State external review process. Self-funded Non-Federal Governmental plans are encouraged to make their external review elections in HIOS via the ERE module. Access to this module may be obtained after registering in HIOS. Please see the [CMS website](#) for more information.

For general questions about Non-Federal Governmental plans, please send an email to NonFed@cms.hhs.gov. For questions about HIPAA opt-outs, please send an email to HIPAAOptOut@cms.hhs.gov. For questions related to HIOS or technical issues, please send an email to the Exchange Operations Support Center (XOSC) at CMS_FEPS@cms.hhs.gov.

Welcome

Related Links

- [CCTIO Website](#)
- [FAQ](#)
- [User Manual \[opens in .pdf format 7.64 MB\]](#)
- [Regulations](#)

Non-Fed Module Overview

1. Click on the “Add New” button to add a new plan

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans HIPAA Opt Out

Non-Federal Governmental Plans:

Navigation: [Previous] [1] [Next] Page size: 10 0 items in 1 page

Organization Name	Plan Name
No records to display.	

You do not currently have any Plans associated to your Organization; please select 'Add New' to add a new Plan.

Add New

Non-Fed Module Overview

2. Select the appropriate organization from the dropdown. Only organizations that are associated to the Submitter user will appear in the dropdown.
3. Click on the “Continue” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans HIPAA Opt Out

Add New Plan:

(*) Indicates a required field

*Select Organization: Select

Back Continue

Non-Fed Module Overview

4. Enter the name of the plan in the free text box at the bottom of the page
5. Click on the “Submit” button

The screenshot shows the 'Health Insurance Oversight System' interface for 'Non-Federal Governmental Plans'. At the top, there is a navigation bar with buttons for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below this is a 'Welcome' message. The main content area has two tabs: 'Manage Plans' (active) and 'HIPAA Opt Out'. Under 'Manage Plans', there is a section titled 'Add New Plan:' with the instruction: 'In order to create a new plan for the selected organization, please provide the Plan Name below. (*) Indicates a required field'. Below this is a table with three columns: 'Organization Name', 'Federal EIN/TIN', and 'Plan Type'. The table contains one row: 'Township of ABC', '768712638', and 'Self Funded'. Below the table is a pagination control showing 'Page size: 10' and '0 items in 1 page'. A search bar for 'Plan Name' is present, with the text 'No records to display.' below it. At the bottom, there is a text input field with the value '*Enter Plan Name: ABC Employee Health Benef' and two buttons: 'Back' and 'Submit'.

Organization Name	Federal EIN/TIN	Plan Type
Township of ABC	768712638	Self Funded

Non-Fed Module Overview

Users will be directed back to the Non-Federal Governmental Plans page, which will now have a confirmation displayed, and see that the plan has been added to the table.



The screenshot displays the 'Health Insurance Oversight System' interface for 'Non-Federal Governmental Plans'. At the top, there is a navigation bar with buttons for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below this, a 'Welcome' message is visible. The main content area features a 'Manage Plans' tab and a 'HIPAA Opt Out' button. A confirmation message states: 'Confirmation: • New Non-Fed Plan added successfully.' Below the confirmation, there is a table with the following data:

Organization Name	Plan Name
Township of ABC	ABC Employee Health Benefits

At the bottom of the table, there is an 'Add New' button. The page also includes a pagination control showing 'Page size: 10' and '1 item in 1 page'.

HIPAA Opt-Out Workflow



Non-Fed Module Overview

On the Non-Fed module home page, select the “HIPAA Opt Out” tab.

The screenshot shows the homepage of the Health Insurance Oversight System (HIOS) for Non-Federal Governmental Plans. The page has a green header with the title "Health Insurance Oversight System Non-Federal Governmental Plans". Below the header is a navigation bar with buttons for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A secondary navigation bar contains "Manage Plan" and "HIPAA Opt Out", with the latter being circled in red. The main content area is titled "Announcements" and contains a welcome message, a section on the Health Plan and Other Entity Enumeration System (HPOES), and a section on the External Review Election (ERE) Module. A "Related Links" sidebar on the right lists "CCIO Website", "FAQ", "User Manual [opens in .pdf format 7.64 MB]", and "Regulations".

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Manage Plan **HIPAA Opt Out**

Welcome

Related Links

- [CCIO Website](#)
- [FAQ](#)
- [User Manual \[opens in .pdf format 7.64 MB\]](#)
- [Regulations](#)

Announcements

Welcome to the Non-Federal Governmental Plans module. This module allows all Non-Federal Governmental plans to register in the Health Insurance Oversight System (HIOS), and allows self-funded Non-Federal Governmental plans to submit Health Insurance Portability and Accountability Act (HIPAA) opt-out elections electronically. Please click on the links to the FAQs and Regulations for more information about the new electronic submission process for the HIPAA opt-out elections and refer to the User Manual for detailed instructions about the submission process. For additional guidance pertaining to Non-Federal Governmental plans, please also visit the web page for [Self-Funded Non-Federal Governmental Plans](#) on CMS.gov. The list of current HIPAA Opt-Out elections, which is updated as elections are processed, may also be found [here](#).

[Health Plan and Other Entity Enumeration System \(HPOES\)](#)

Certain Non-Federal Governmental plans designated "Controlling Health Plans" (CHPs) are subject to the requirement that they obtain a [Health Plan Identifier](#) or "HPID" for use in standard transactions by November 2016 (Please click on the hyperlink for more information about the Administrative Simplification requirement, codified in regulations at 45 C.F.R. Part 162). Non-Federal Governmental plans subject to this requirement are strongly encouraged to obtain HPIDs by registering via HPOES in HIOS after registering in HIOS.

[External Review Election \(ERE\) Module](#)

Additionally, all self-funded Non-Federal Governmental plans are required to elect a method of external review for appeals. Plans may elect the federally-administered external review process, the private accredited Independent Review Organization process, or the State external review process. Self-funded Non-Federal Governmental plans are encouraged to make their external review elections in HIOS via the ERE module. Access to this module may be obtained after registering in HIOS. Please see the [CMS website](#) for more information.

For general questions about Non-Federal Governmental plans, please send an email to NonFed@cms.hhs.gov. For questions about HIPAA opt-outs, please send an email to HIPAAOptOut@cms.hhs.gov. For questions related to HIOS or technical issues, please send an email to the Exchange Operations Support Center (XOSC) at CMS_FFPS@cms.hhs.gov.

Non-Fed Module Overview

1. Select an organization from the first dropdown. Only organizations that are associated to the Submitter user will appear in the dropdown.
2. Select a plan from the second dropdown. Only plans that are associated to the selected organization will appear in the dropdown.
3. Click on the “Submit” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans **HIPAA Opt Out**

HIPAA Opt Out

(*) Indicates a required field

*Select an Organization: Township of ABC

*Select a Plan: ABC Employee Health Benefits

Submit

Non-Fed Module Overview

4. Select either the “Renew Election” button or the “New Election” button depending on the scenario of the election

The screenshot displays the HIOS Non-Federal Governmental Plans interface. At the top, the title "Health Insurance Oversight System" is followed by "Non-Federal Governmental Plans". A navigation bar includes buttons for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is visible. The main content area features a "Manage Plans" tab and a "HIPAA Opt Out" tab. The "HIPAA Opt Out" section displays the following information:

Organization Name: Township of ABC
Plan Name: ABC Employee Health Benefits

First, select the type of opt-out election you will submit by choosing either "New Election" or "Renew Election" below. Select "New Election" if this is the first time you are submitting an opt-out election OR if you are renewing and opting out of different HIPAA provisions from your previous plan year. Select "Renew Election" if you are renewing and opting out of the same HIPAA provisions.

At the bottom of the form, there are three buttons: "Back", "Renew Election", and "New Election".

If users have already submitted HIPAA Opt Out information in HIOS, the previously collected information will appear below the instructional text.

Non-Fed Module Overview

5. Fill in the required fields on the HIPAA Opt Out Page. An asterisk (*) indicates a required field.
6. Once all of the required information has been provided, users will be able to click on the “Continue” button

The screenshot displays the 'HIPAA Opt Out' page within the Health Insurance Oversight System. The page header includes the system name and navigation links. The main content area is titled 'HIPAA Opt Out' and contains several sections for data entry:

- Organization Information:** Fields for Organization Name (Township of ABC) and Plan Name (ABC Employee Health Benefits).
- Required Fields:** Asterisks indicate required fields for Plan Effective Date, Plan Expiration Date, Plan Administrator Information, Election Point of Contact (POC), and Notification to Enrollees.
- Plan Administrator Information:** Fields for First Name, Middle Name, Last Name, Address Line 1, Address Line 2, City, State, Zip (99999), and Zip Plus 4.
- Election Point of Contact (POC):** Fields for First Name, Middle Name, Last Name, Email Address, Phone, and Phone Ext.
- Notification to Enrollees:** A section for uploading a file and a checkbox to agree to send notifications.

At the bottom of the page, there are 'Back' and 'Continue' buttons.

Non-Fed Module Overview

7. Review the information for accuracy
8. Select the appropriate radio button depending on the election type that was initially selected
9. Provide the Title, First and Last Name in the free text box as an electronic signature
10. Click on the “Submit” button

The screenshot shows the 'HIPAA Opt Out' form within the Health Insurance Oversight System. The form includes the following sections:

- Organization Information:** Organization Name: Township of ABC; Plan Name: ABC Employee Health Benefits; Plan Effective Date: 01/01/2016; Plan Expiration Date: 12/31/2016.
- Election Type:** A radio button is selected for 'Plan is governed by a Collective Bargaining Agreement'. A text box for 'CBA Plan Name(s):' is empty.
- HIPAA Opt Out Provisions:** A text box containing: 'Standards relating to benefits for mothers and newborns; Parity in the application of certain limits to mental health benefits; Required coverage for reconstructive surgery following mastectomies; and Coverage of dependent students on a medically necessary leave of absence.'
- Plan Administrator Information:** First Name: John; Middle Name: ; Last Name: Smith; Address Line 1: 123 Training Street; Address Line 2: ; City: Oakton; State: VA; Zip Code: 22124; Zip Ext: .
- Election Point of Contact (POC):** Information of the person CMS may contact regarding the election. First Name: Jane; Middle Name: ; Last Name: Doe; Email Address: ; Phone: 703-123-4567; Phone Ext: .
- Notification to Enrollees:** A link to 'ABC Employee Health Benefits - Notification to Enrollees'.
- Disclaimer:** This plan is not provided through insurance. The plan sponsor elects under authority of section 2722(a)(2) of the Public Health Service (PHS) Act, and 45 CFR 146.180 of Federal regulations, to exempt the plan from the above selected requirements of title XXVII of the PHS Act.
- Certification:** This election has been made in conformity with all rules of the plan sponsor, including any public hearing, if required. I certify that the undersigned is authorized to submit this election on behalf of the plan.
- Options:** Two radio buttons: 'New Opt-Outs: The notice to plan enrollees has been provided to enrollees before the first day of the plan year, and is provided at the time of enrollment to enrollees who enroll during the plan year. A copy of the notice to plan enrollees is attached.' and 'Renew Opt-Outs: The notice to plan enrollees has been, or will be, provided to plan enrollees at the time of enrollment under the plan, and on an annual basis no later than the last day of each plan year for which there is an election.'
- Signature:** A text box for the electronic signature with the instruction: '*Enter your Electronic Signature (Title, First Name and Last name) to submit your Election.'
- Buttons:** 'Back' and 'Submit' buttons at the bottom.

Non-Fed Module Overview

A confirmation message will appear once the user has submitted their opt-out election.

Users will also have the ability to edit the information as needed before it is reviewed by CCIIO.

The screenshot displays the Health Insurance Oversight System (HIOS) Non-Federal Governmental Plans interface. The page title is "Health Insurance Oversight System Non-Federal Governmental Plans". The navigation bar includes links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is visible. The main content area is titled "HIPAA Opt Out" and shows a confirmation message: "Your election was saved successfully." Below this, the following information is displayed:

- Organization Name:** Township of ABC
- Plan Name:** ABC Employee Health Benefits
- Plan Effective Date:** 01/01/2016
- Plan Expiration Date:** 12/31/2016

There is a checkbox for "Plan is governed by a Collective Bargaining Agreement" which is currently unchecked. Below this is a text input field for "CBA Plan Name(s)".

The "HIPAA Opt Out Provisions" section includes the following items:

- Standards relating to benefits for mothers and newborns;
- Parity in the application of certain limits to mental health benefits;
- Required coverage for reconstructive surgery following mastectomies; and
- Coverage of dependent students on a medically necessary leave of absence.

The "Plan Administrator Information" section includes the following details:

- First Name: John
- Middle Name:
- Last Name: Smith
- Address is same as the Sponsor's
- Address Line 1: 123 Training Street
- Address Line 2:
- City: Oakton
- State: VA
- Zip Code: 22124
- Zip Ext:

The "Election Point of Contact (POC)" section includes the following details:

- Information of the person CMS may contact regarding the election.
- First Name: Jane
- Middle Name:
- Last Name: Doe
- Email Address:
- Phone: 703-123-4567 Phone Ext:
- (Format: 123-456-7890)

The "Notification to Enrollees" section includes a link: [ABC Employee Health Benefits- Notification to Enrollees](#).

At the bottom of the page, there are two buttons: "Back" and "Edit Election".

Non-Fed Module Overview

Users can update their information as needed. Once the updates are complete, the user will click on the “Continue” button.

The screenshot displays the 'Health Insurance Oversight System' interface for 'Non-Federal Governmental Plans'. The page title is 'Health Insurance Oversight System Non-Federal Governmental Plans'. Navigation links include 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is visible. The current page is 'Manage Plans: HIPAA Opt Out'. The main section is 'HIPAA Opt Out - Edit'. The form contains the following fields and sections:

- Organization Name:** Township of ABC
- Plan Name:** ABC Employee Health Benefits
- (*):** Indicates a required field
- *Plan Effective Date: (MM/DD/YYYY)**: 01/01/2016
- *Plan Expiration Date: (MM/DD/YYYY)**: 12/31/2016
- Plan is governed by a Collective Bargaining Agreement
- HIPAA Opt Out Provisions:**
 - Standards relating to benefits for mothers and newborns;
 - Parity in the application of certain limits to mental health benefits;
 - Required coverage for reconstructive surgery following mastectomies; and
 - Coverage of dependent students on a medically necessary leave of absence.
- Plan Administrator Information:**
 - *First Name:** John
 - Middle Name:**
 - *Last Name:** Smith
 - Address is same as the Sponsor's
 - *Address Line 1:** 123 Training Street
 - Address Line 2:**
 - *City:** Oakton
 - *State:** VA
 - *Zip (99999):** 22124
 - Zip Plus 4:**
- Election Point of Contact (POC):**

Information of the person CMS may contact regarding the election.

 - *First Name:** Jane
 - Middle Name:**
 - *Last Name:** Doe
 - Email Address:**
 - *Phone:** 703-123-4567
 - Phone Ext:**

(Format-123-456-7890)
- Notification to Enrollees:**

[ABC Employee Health Benefits - Notification to Enrollees](#)

Please select the 'Browse' button below to select a file (PDF or Word). After selecting a file select 'Continue' to start the submission. Uploading a new file will delete the existing Notification to Enrollees document.

No file chosen

At the bottom of the form, there are 'Back' and 'Continue' buttons.

Non-Fed Module Overview

Users will be required to provide their electronic signature again in order to submit the edits.

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans **HIPAA Opt Out**

HIPAA Opt Out

Organization Name: Township of ABC
Plan Name: ABC Employee Health Benefits
Plan Effective Date: 01/01/2016
Plan Expiration Date: 12/31/2016
 Plan is governed by a Collective Bargaining Agreement

CBA Plan Name(s):

HIPAA Opt Out Provisions:

- Standards relating to benefits for mothers and newborns;
- Parity in the application of certain limits to mental health benefits;
- Required coverage for reconstructive surgery following mastectomies; and
- Coverage of dependent students on a medically necessary leave of absence.

Plan Administrator Information

First Name: John
Middle Name:
Last Name: Smith
 Address is same as the Sponsor's
Address Line 1: 123 Training Street
Address Line 2:
City: Oakton
State: VA
Zip Code: 22124
Zip Ext:

Election Point of Contact (POC)

Information of the person CHS may contact regarding the election.

First Name: Jane
Middle Name:
Last Name: Doe
Email Address:
Phone: 703-123-4567 Phone Ext:
(Format: 123-456-7890)

Notification to Enrollees:
[ABC Employee Health Benefits- Notification to Enrollees](#)

This plan is not provided through insurance. The plan sponsor elects under authority of section 2722(a)(2) of the Public Health Service (PHS) Act, and 45 CFR 146.180 of Federal regulations, to exempt the plan from the above selected requirements of title XXVII of the PHS Act.

This election has been made in conformity with all rules of the plan sponsor, including any public hearing, if required. I certify that the undersigned is authorized to submit this election on behalf of the plan.

- New Opt-Outs:** The notice to plan enrollees has been provided to enrollees before the first day of the plan year, and is provided at the time of enrollment to enrollees who enroll during the plan year. A copy of the notice to plan enrollees is attached.
- Renew Opt-Outs:** The notice to plan enrollees has been, or will be, provided to plan enrollees at the time of enrollment under the plan, and on an annual basis no later than the last day of each plan year for which there is an election.

*Enter your Electronic Signature (Title, First Name and Last name) to submit your Election.

Reference Documents

- Reference materials are available on the CCIO website:
<https://www.cms.gov/CCIO/Resources/Forms-Reports-and-Other-Resources/index.tml#Content>
- For additional questions, please contact the Exchange Operations Support Center (XOSC) at [CMS FEPS@cms.hhs.gov](mailto:CMS_FEPS@cms.hhs.gov) or 1-855-267-1515.

Questions

