



Office of Financial Management/Financial Services Group

July 17, 2009

Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 **(See 42 U.S.C. 1395y(b)(7)&(b)(8))**

Alert - Authorized Representative and Account Manager Determination

A number of RREs have experienced some difficulty when registering for Section 111 reporting. To avoid this, it is important that the RRE determines which individual will be filling the role of Authorized Representative and who will be the Account manager, prior to registering.

Note: The Authorized Representative **cannot** be a user of the Section 111 COBSW for **any** RRE ID, and may not obtain a Login ID. The Authorized Representative and the Account Manager may not be the same individual.

It is absolutely critical to understand that you will provide information on the Section 111 COBSW for your Authorized Representative during the New Registration step, and for the Account Manager during the Account Setup step. The Authorized Representative must decide who will be the Account Manager prior to registration. The Account Manager must personally perform the Account Setup step so that he/she may obtain a Login ID and sign the User Agreement for the Section 111 COBSW. If information for your Account Manager, instead of your Authorized Representative, is mistakenly submitted during the New Registration step, then your Account Manager will not be able to successfully complete the Account Setup step and obtain a Login ID, since these **must** be two different individuals.

If you determine that you entered either incorrect information, or the wrong individual for the RRE's Authorized Representative, during the New Registration step, then contact your assigned Section 111 EDI Representative or the COBC EDI Department at 646-458-6740 before proceeding to the Account Setup step with your PIN.

Please see the Section 111 User Guides and the "How To" documentation on the menu of the home page of the Section 111 COBSW for a description of the registration steps and user roles, particularly the "How to Get Started" document. The Section 111 COBSW website URL is www.section111.cms.hhs.gov. You must click on the "I Accept" link of the Login Warning page in order for the home page to display. You do not need a Login ID to view the information on the home page. The User Guides can be found on the GHP and NGHP pages of www.cms.hhs.gov/MandatoryInsRep. There are also Computer Based Training courses available to all RREs and their agents that cover the registration process. Please see the CBT page of www.cms.hhs.gov/MandatoryInsRep for information on how to enroll.