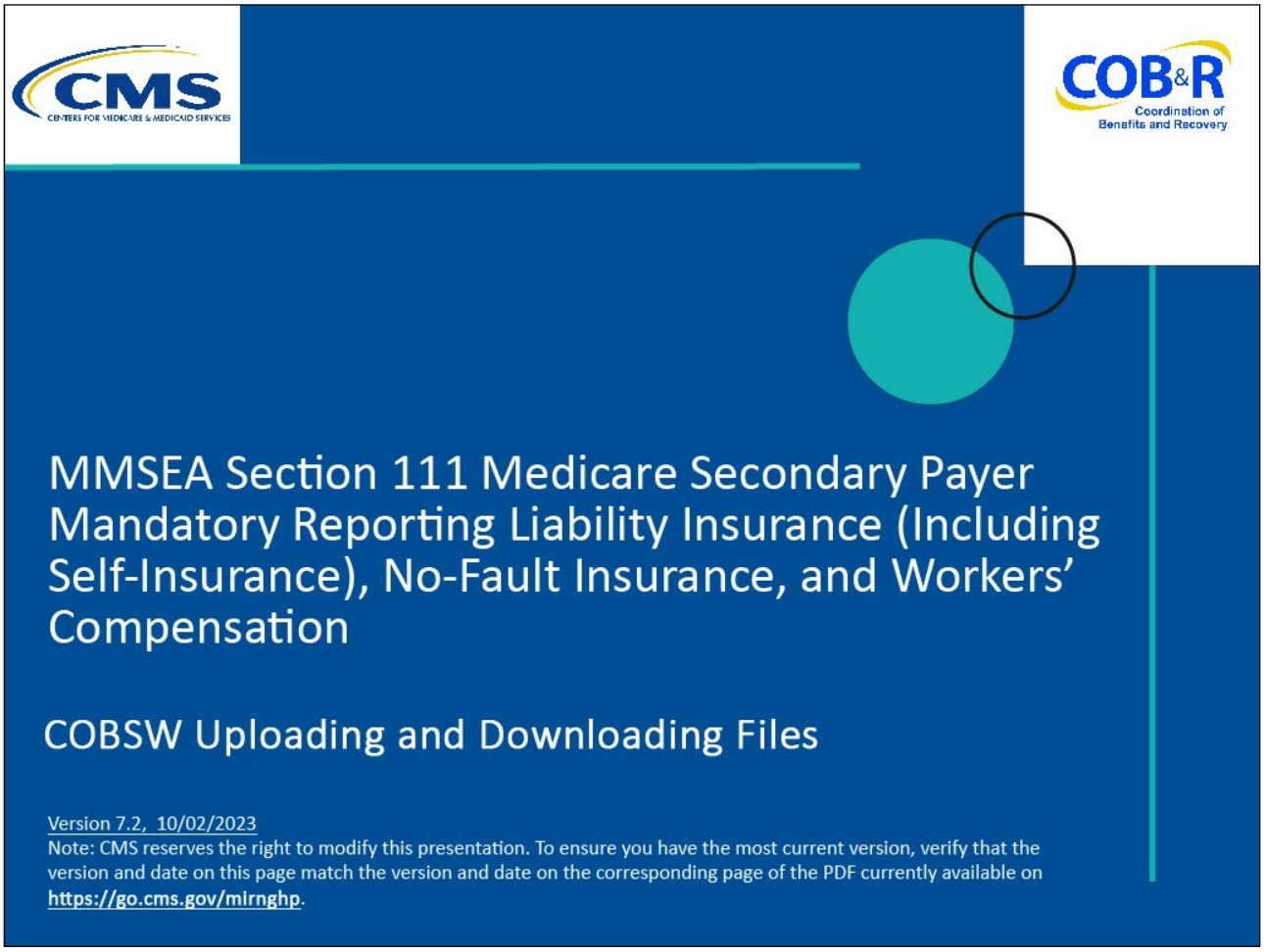
Uploading and Downloading Files

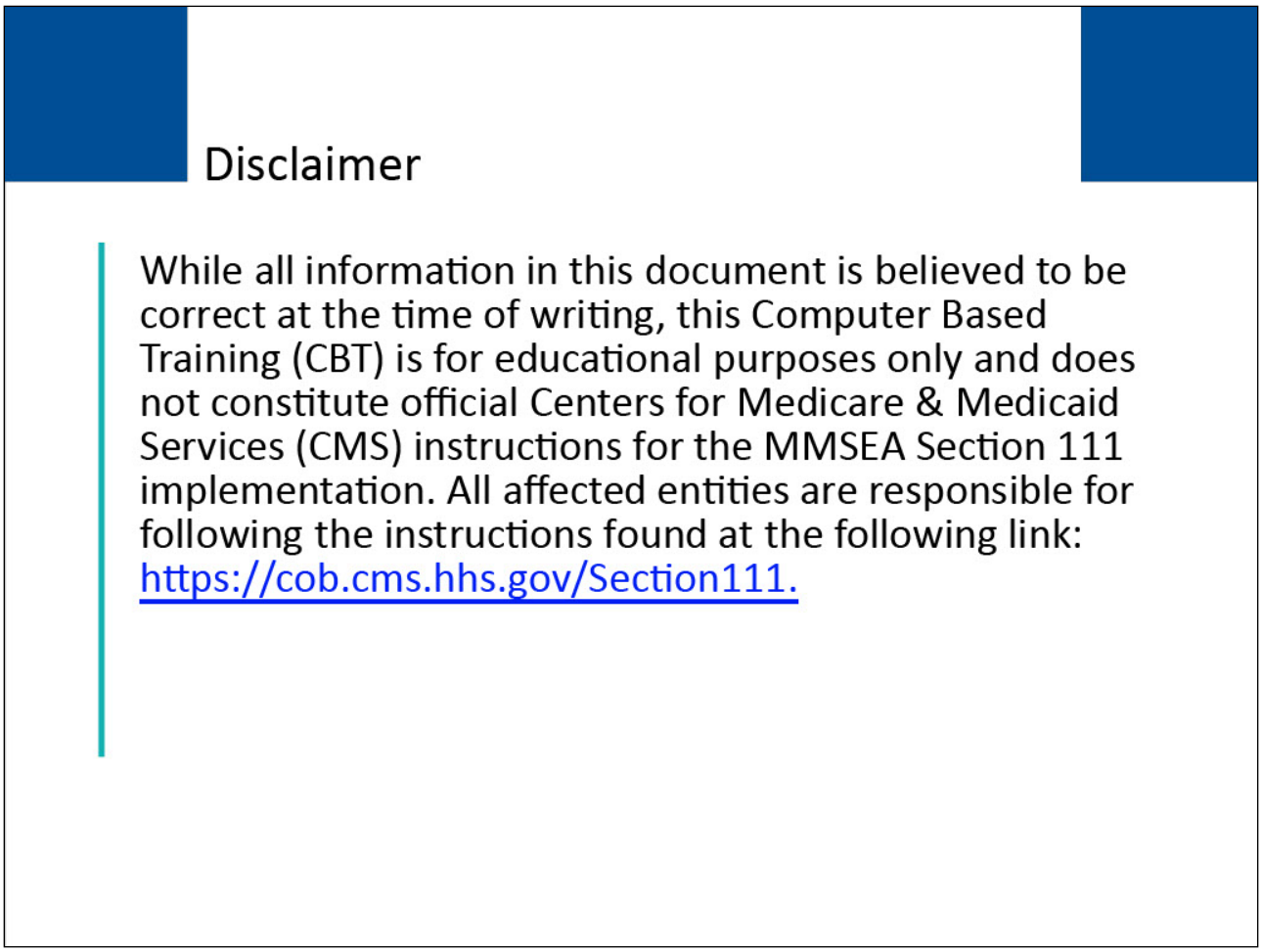
Slide 1 of 32 - Uploading and Downloading Files



Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website Uploading and Downloading Files Course.

Slide 2 of 32 - Disclaimer

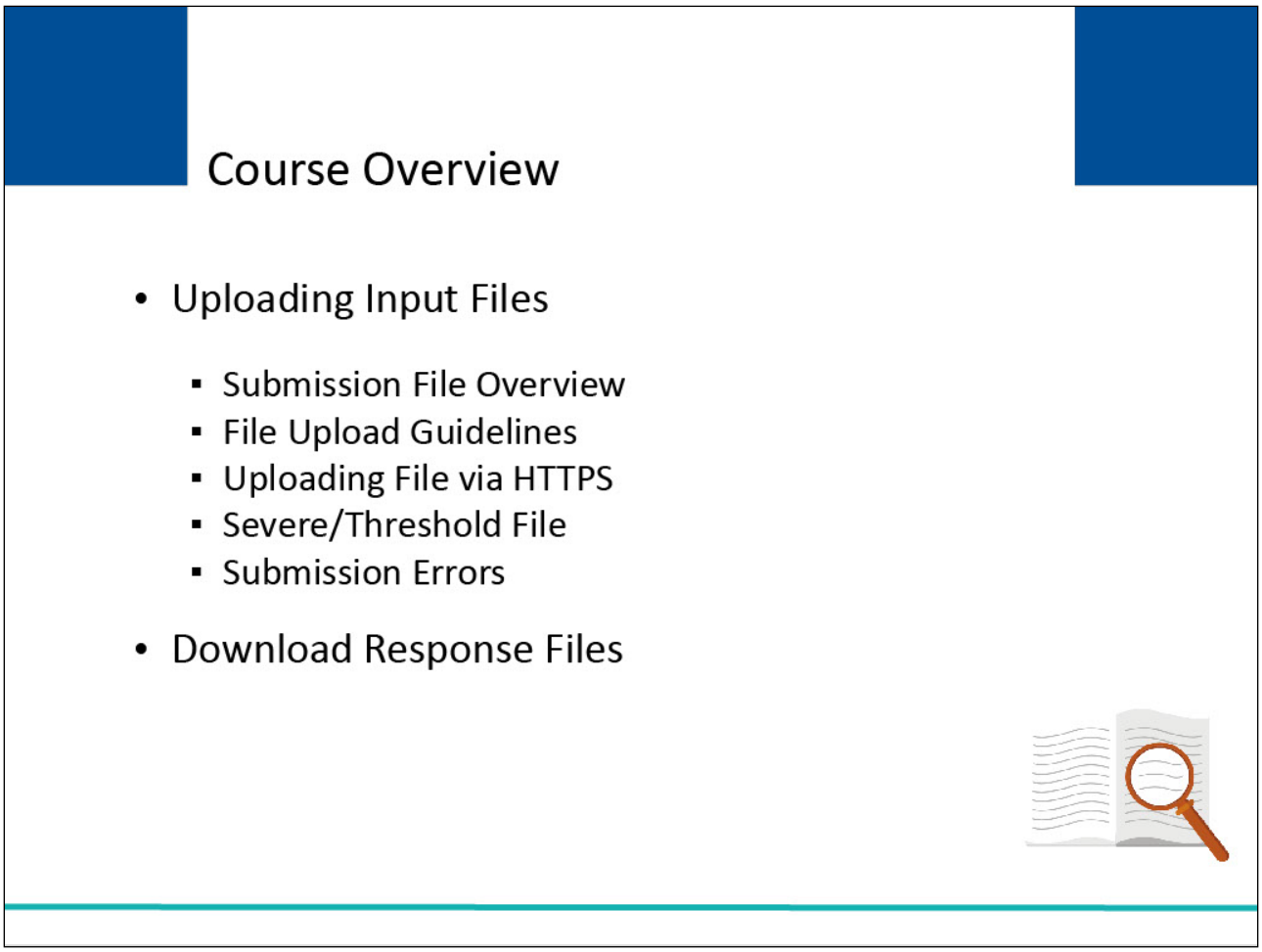


Slide notes

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 and Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link https://cob.cms.hhs.gov/Section111/.

Slide 3 of 32 - Course Overview



Slide notes

By the end of this course, you will be able to Upload Input Files, which includes Input Submission File Overview, File Upload Guidelines, Uploading Files via Hypertext Transfer Protocol (HTTPS), and Severe/Threshold File Submission Errors, and Downloading Response Files.

NOTE: Liability insurance (including Self-insurance), No-Fault insurance, and Workers' Compensation are sometimes collectively referred to as "Non-Group Health Plan" or "NGHP."

Slide 4 of 34 - PAID Act

PAID Act

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

This information will be provided both online, in the BCRS application, and COBSW S111/MRA 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.

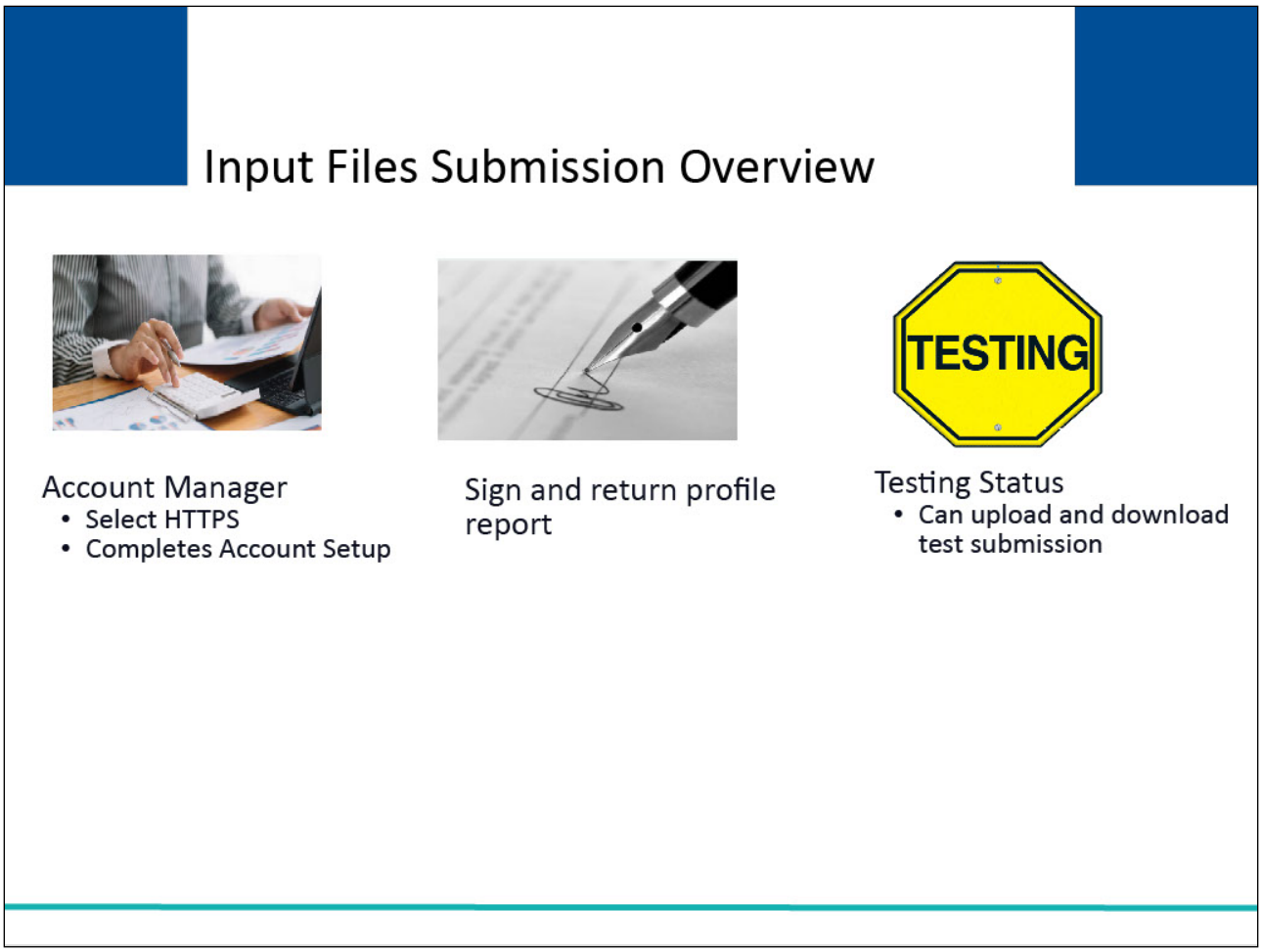
Slide notes

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, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

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

Slide 5 of 32 - Testing Process

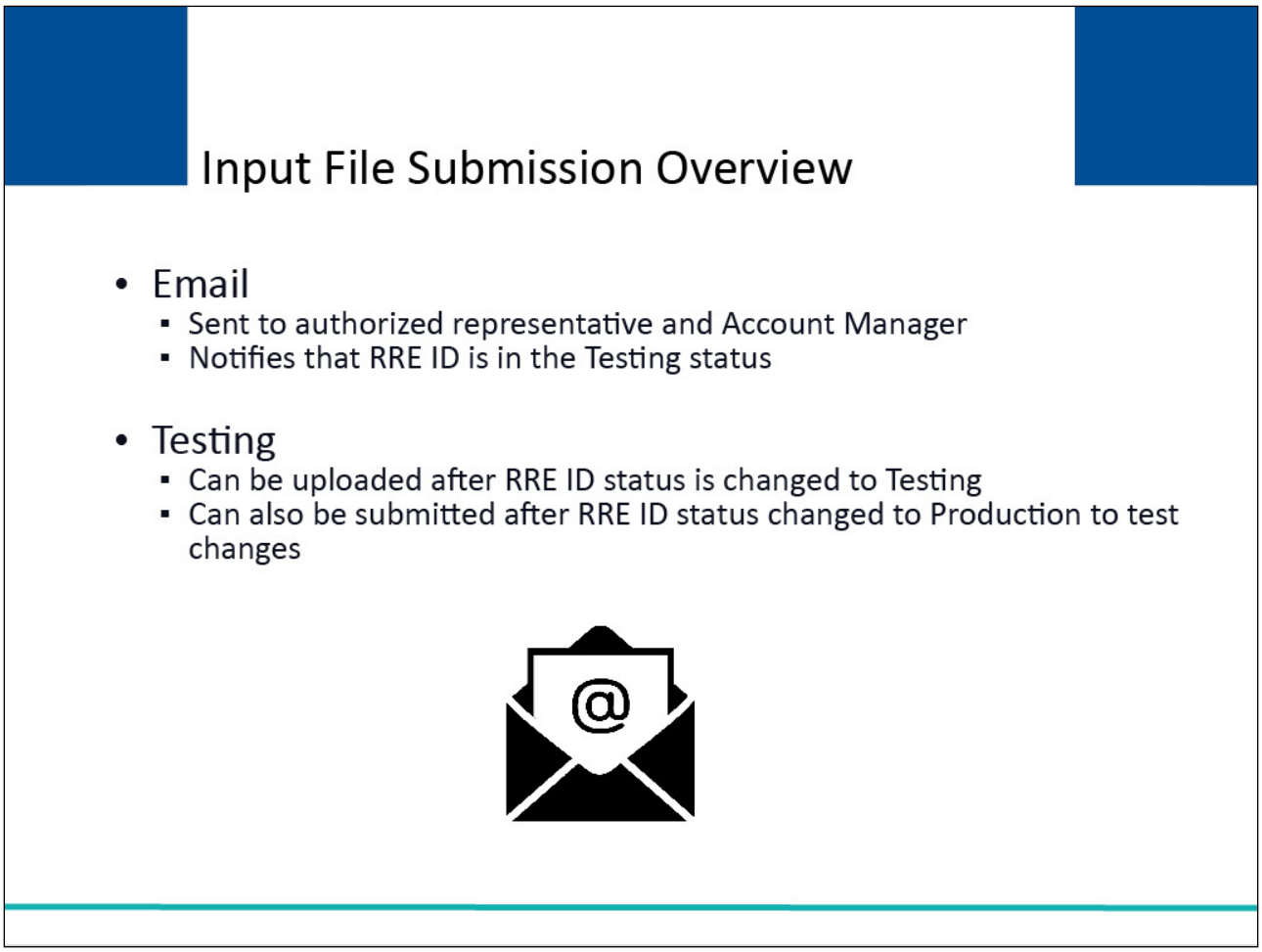


Slide notes

In order for a Responsible Reporting Entity (RRE) to upload or download files via HTTPS on the Section 111 COBSW, the Account Manager must select HTTPS as the file transmission method during Account Setup.

After Account Setup has been completed and the signed profile report has been returned to the Benefits Coordination & Recovery Center (BCRC), the RRE ID will be in a Testing status and they can begin uploading/downloading test file submissions.

Slide 6 of 25 - Input File Submission Overview



Slide notes

An email is sent to the Authorized Representative and Account Manager to notify them that the RRE ID is in a Testing status.

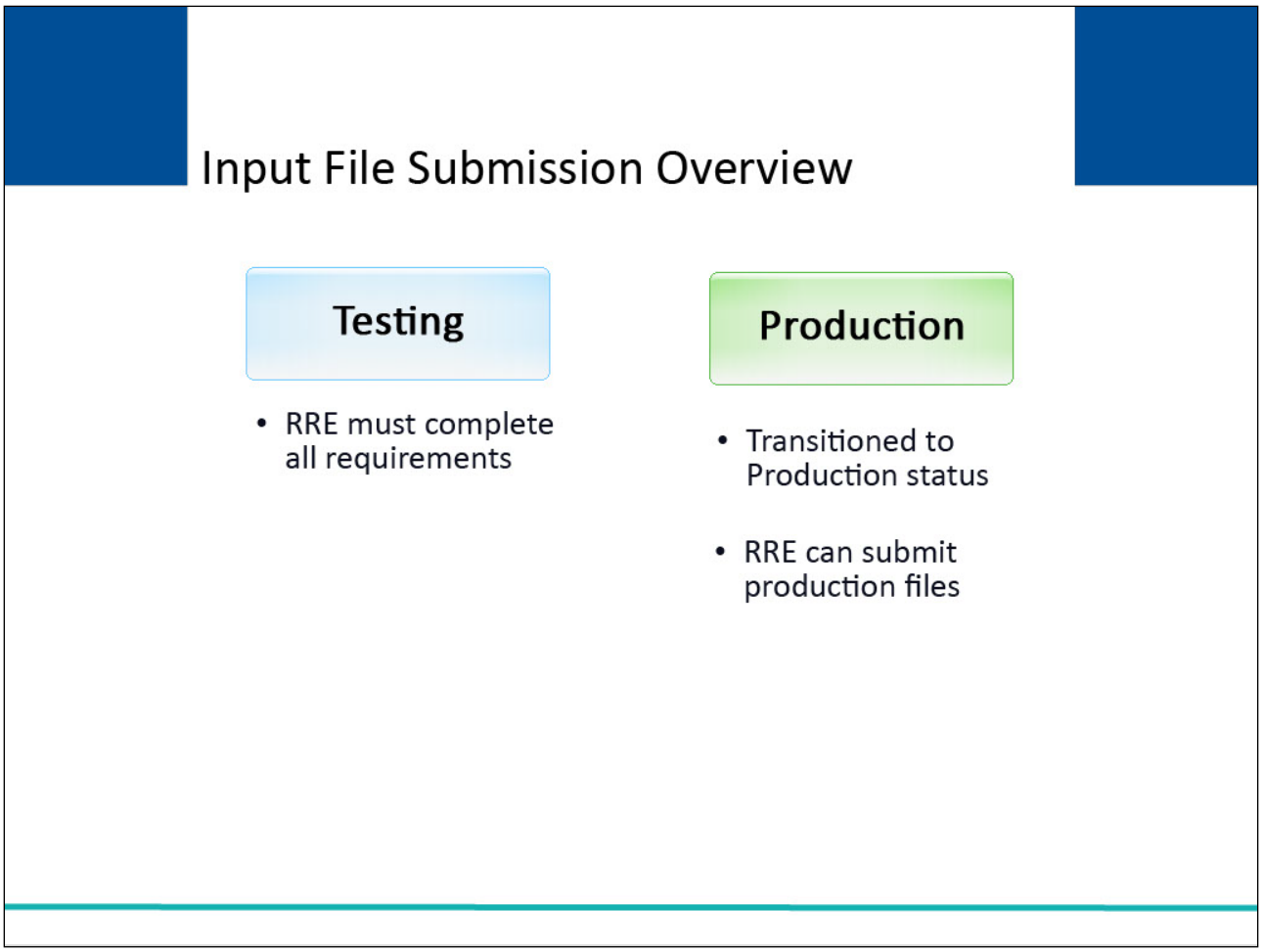
At this point the RRE may begin sending test file submissions.

Test files can only be uploaded after the RRE ID status has been changed to Testing status.

Test files can still be submitted after the RRE ID status has been changed to Production status if they need to test internal changes.

Refer to the Section 111 COBSW Monitor Test File Processing course for more information about test file processing.

Slide 7 of 32 - Input File Submission Overview



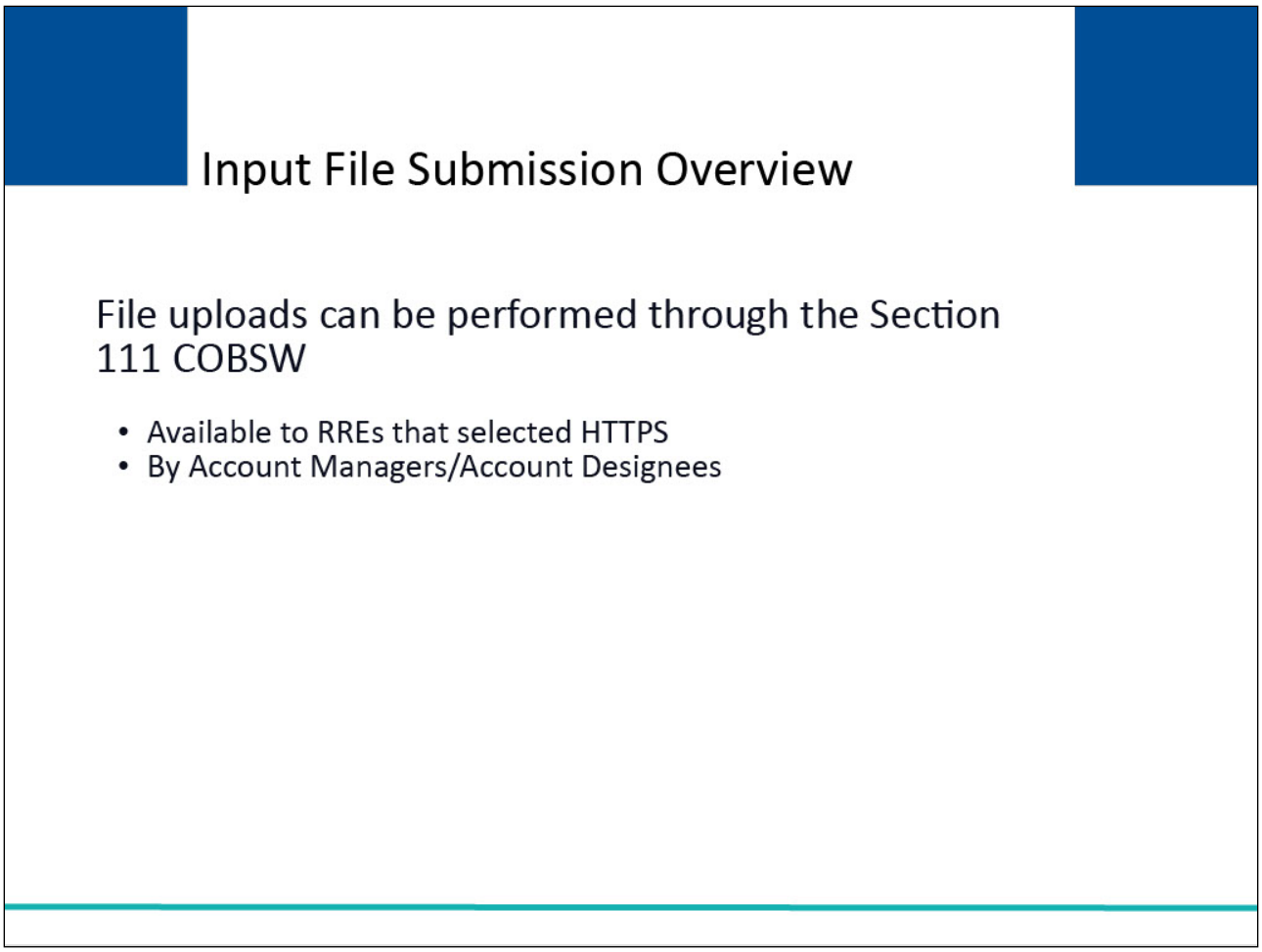
Slide notes

The RRE ID will remain in a Testing status until all Testing requirements have been completed.

Please review the Testing requirements documented in the Section 111 NGHP User Guide.

Once testing has been satisfactorily completed, the RRE ID will be transitioned from a Testing to a Production status and the RRE can begin submitting production files.

Slide 8 of 32 - Input File Submission Overview



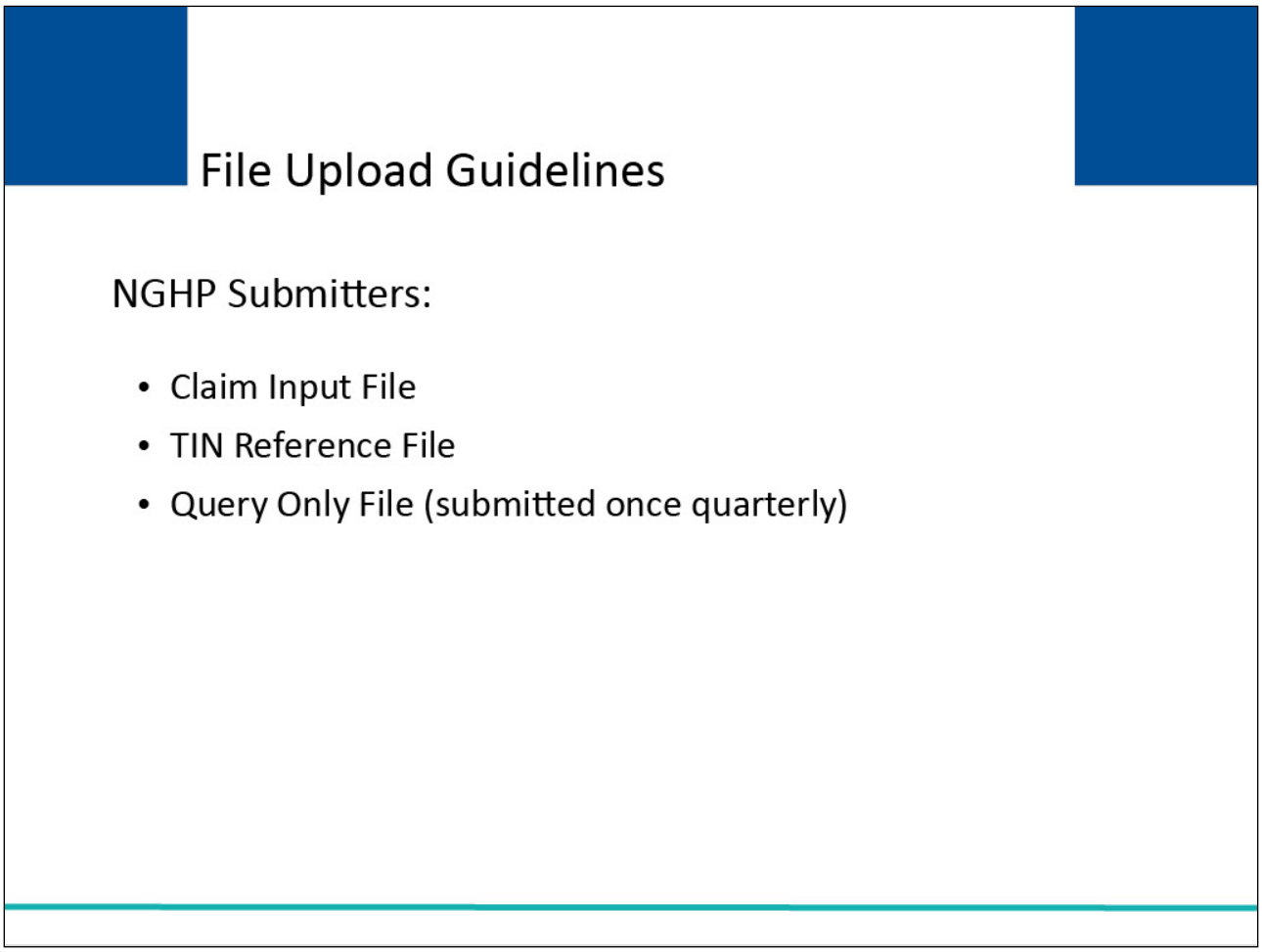
Slide notes

File uploads can be performed directly through the Section 111 COBSW using HTTPS protocol.

This option is only available to RREs that selected HTTPS during registration.

Both Account Managers and Account Designees can upload submission files.

Slide 9 of 32 - File Upload Guidelines



Slide notes

NGHP submitters who have chosen HTTPS as their file submission method can upload the following Test and Production files:

the Claim Input File,

the TIN Reference File, and

the Query Only File.

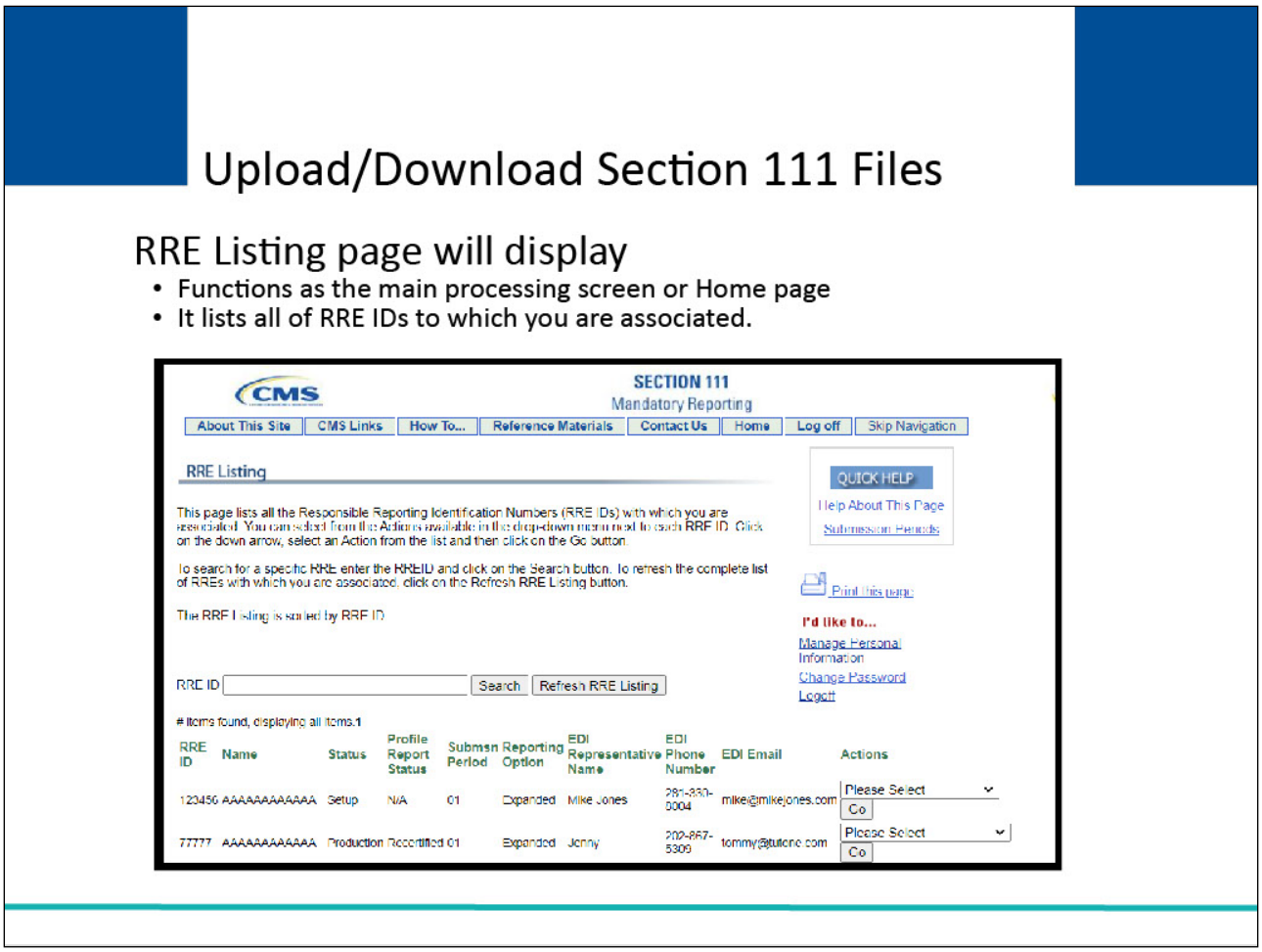
Note: The Query Only File can only be submitted once per quarter.

Slide 10 of 32- Upload/Download Section 111 Files

Slide notes

Users associated with the RRE's account will login to the NHGP Section 111 application on the COBSW at https://www.cob.cms.hhs.gov/Section111.

Slide 11 of 32 - Upload/Download Section 111 Files



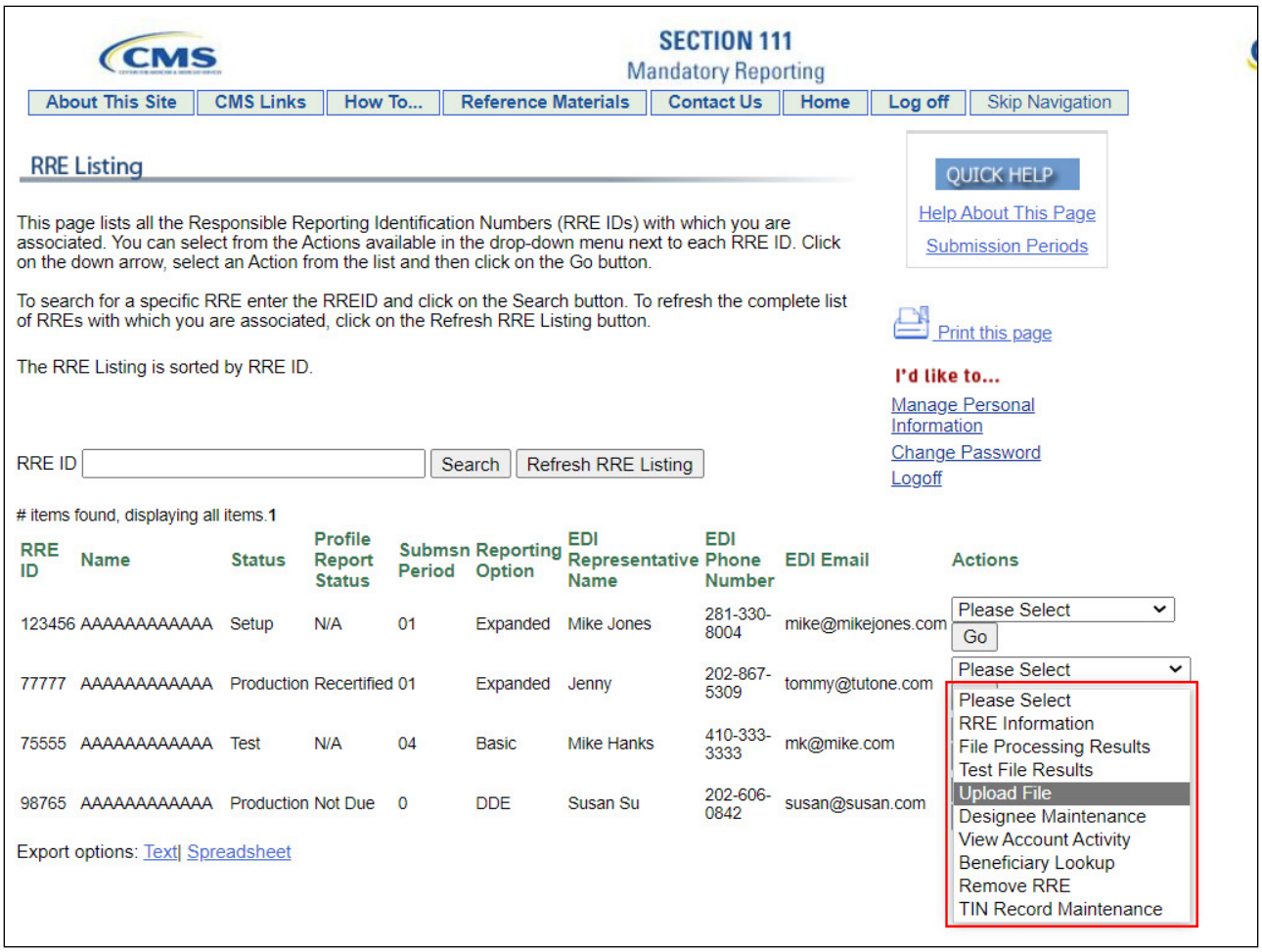
Slide notes

After a successful login, the RRE Listing page will display.

This page functions as the main processing screen, or Home page, to initiate any of the Section 111 COBSW processes.

It lists all of the RRE IDs to which you are associated.

Slide 12 of 32 - File Status



Slide notes

File status is displayed on the File Listing page under the associated RRE ID.

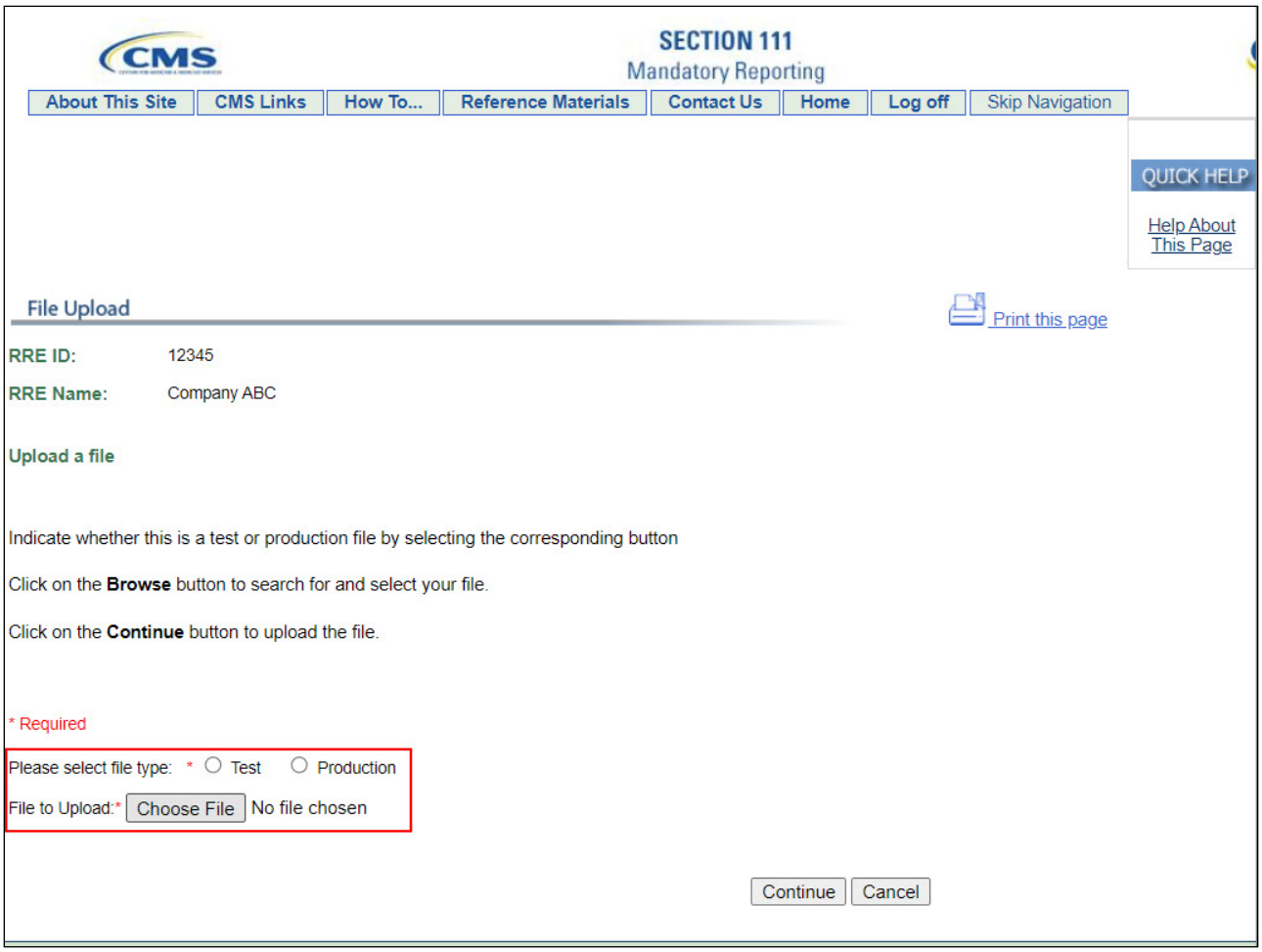
As files are received by the application, file information is saved and stored on a database and a status code is used to track the file as it processes through the system.

If there are errors in the file, it will have to be corrected and resubmitted as soon as possible.

RREs with questions about file status should contact their assigned Electronic Data Interchange (EDI) Representative.

From this page select Upload File from the Actions dropdown box for the applicable RRE ID and click Go.

Slide 13 of 32 - File Upload



Slide notes

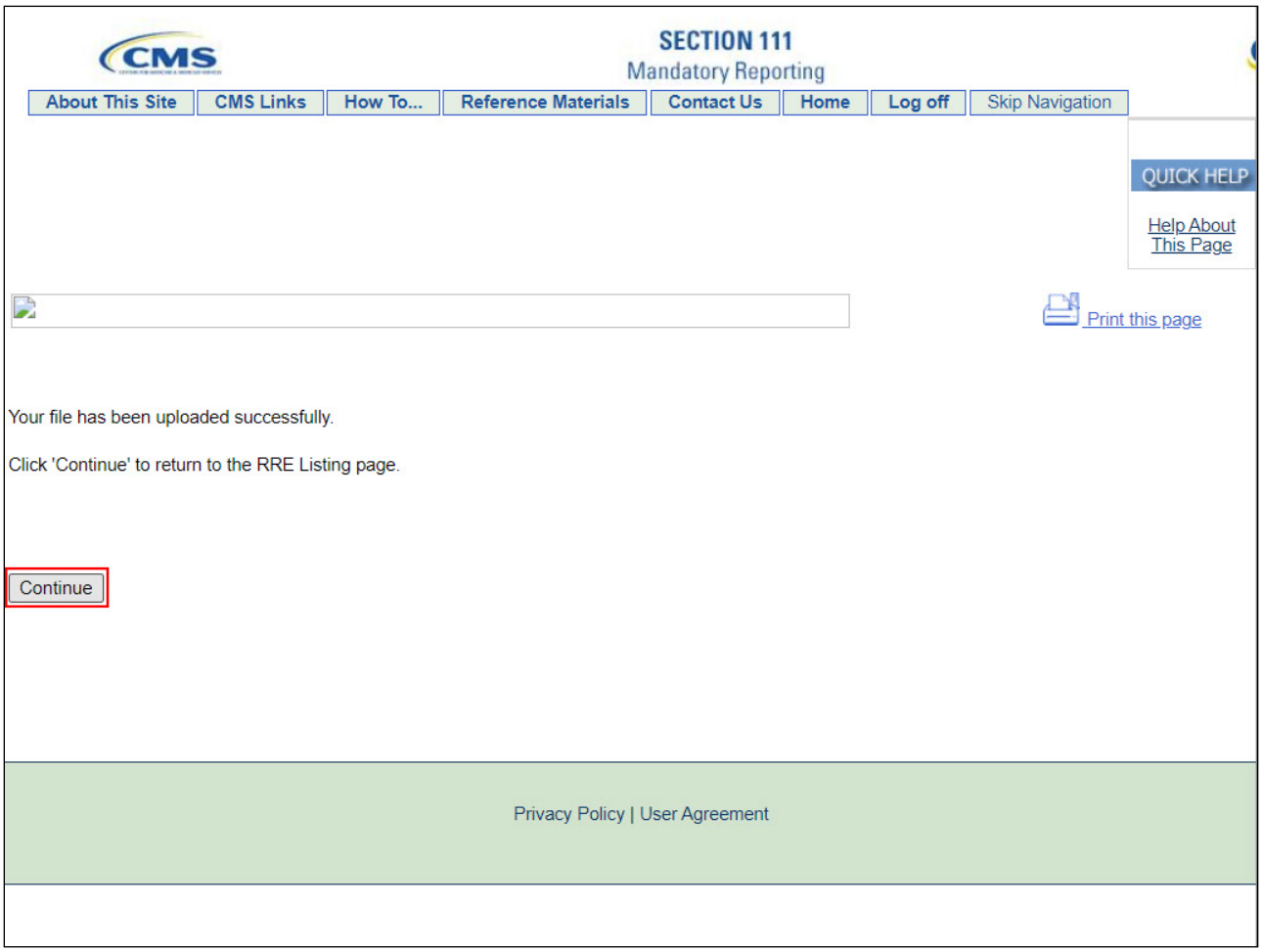
The File Upload page displays for the selected RRE.

1. Specify the type of file to be uploaded, Test or Production.

2. Click 'Choose File' to specify the file location and file name to be uploaded, or type in the file path and name if you know it.

3. Click Continue. Do not logoff of the Section 111 COBSW or close any associated browser window until the file upload is complete.

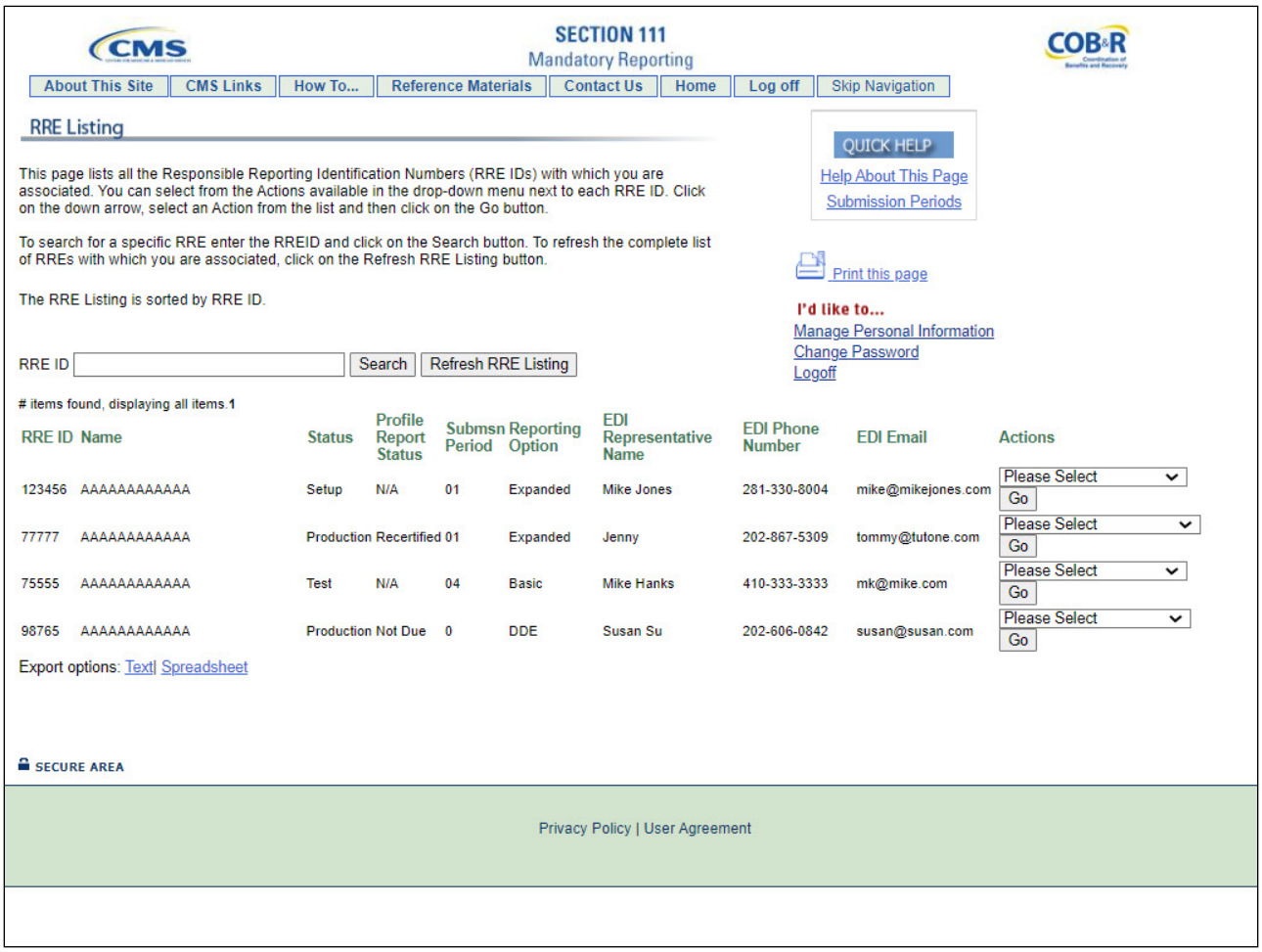
Slide 14 of 32 - File Upload Success



Slide notes

If the file has been uploaded successfully, the Upload Successful page displays. Click continue.

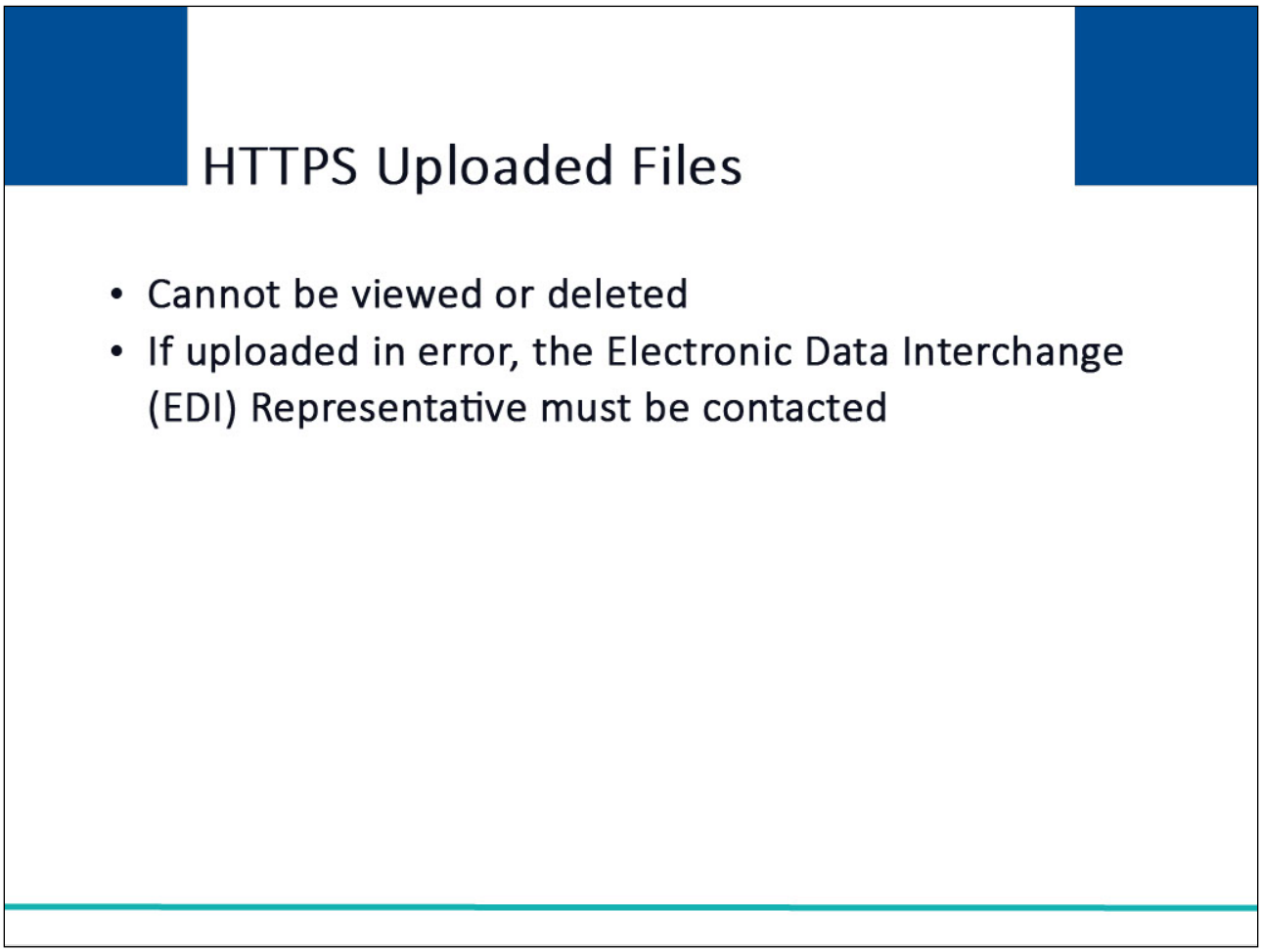
Slide 15 of 32 - RRE Listing



Slide notes

The RRE Listing page displays.

Slide 16 of 32 - HTTPS Uploaded Files



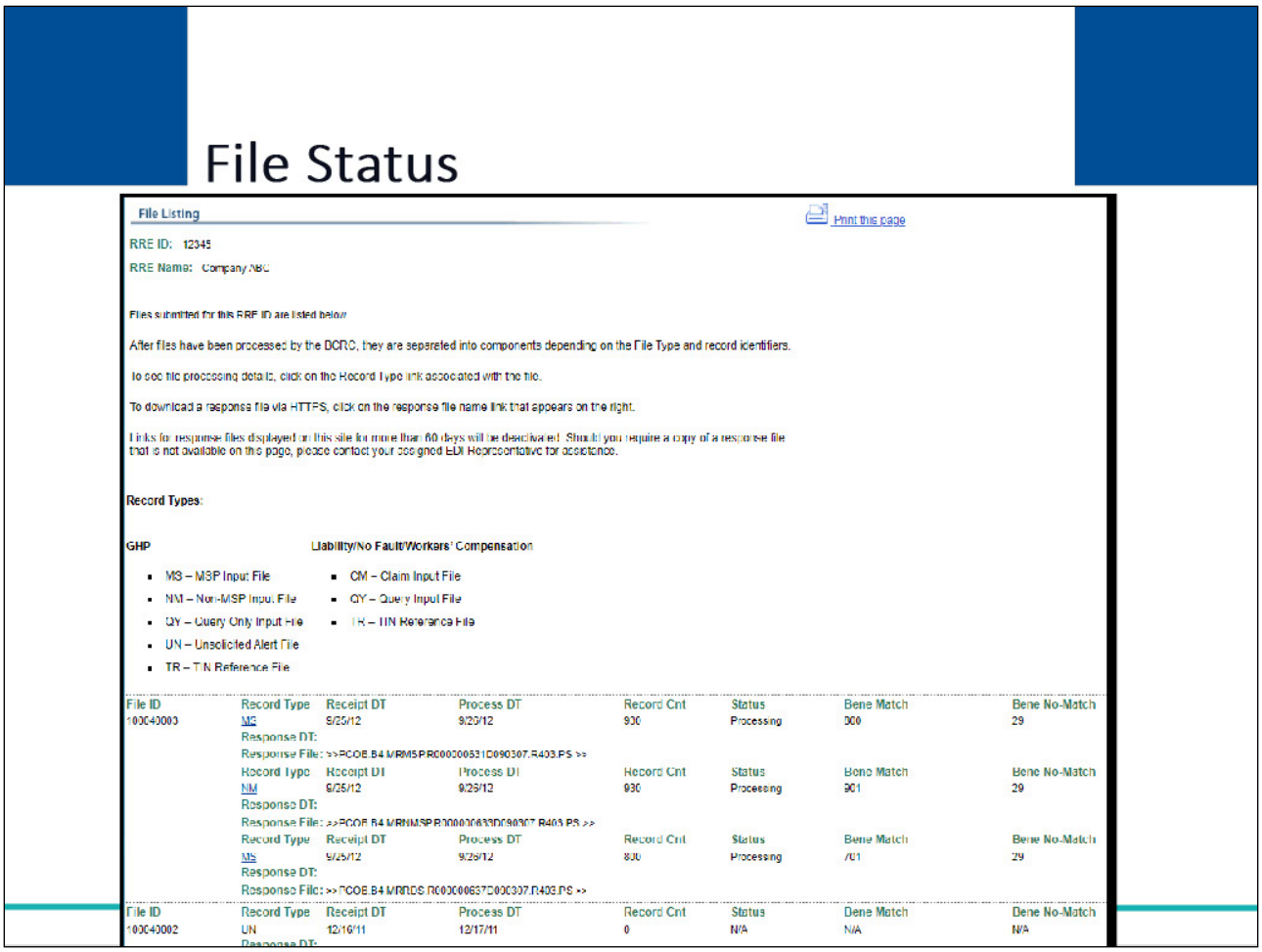
Slide notes

Once a file has been successfully uploaded to the Section 111 COBSW, it cannot be viewed or deleted.

If a file is uploaded in error, the RRE does not have the ability to delete it.

They must contact their Electronic Data Interchange (EDI) Representative for assistance.

Slide 17 of 32 - File Status



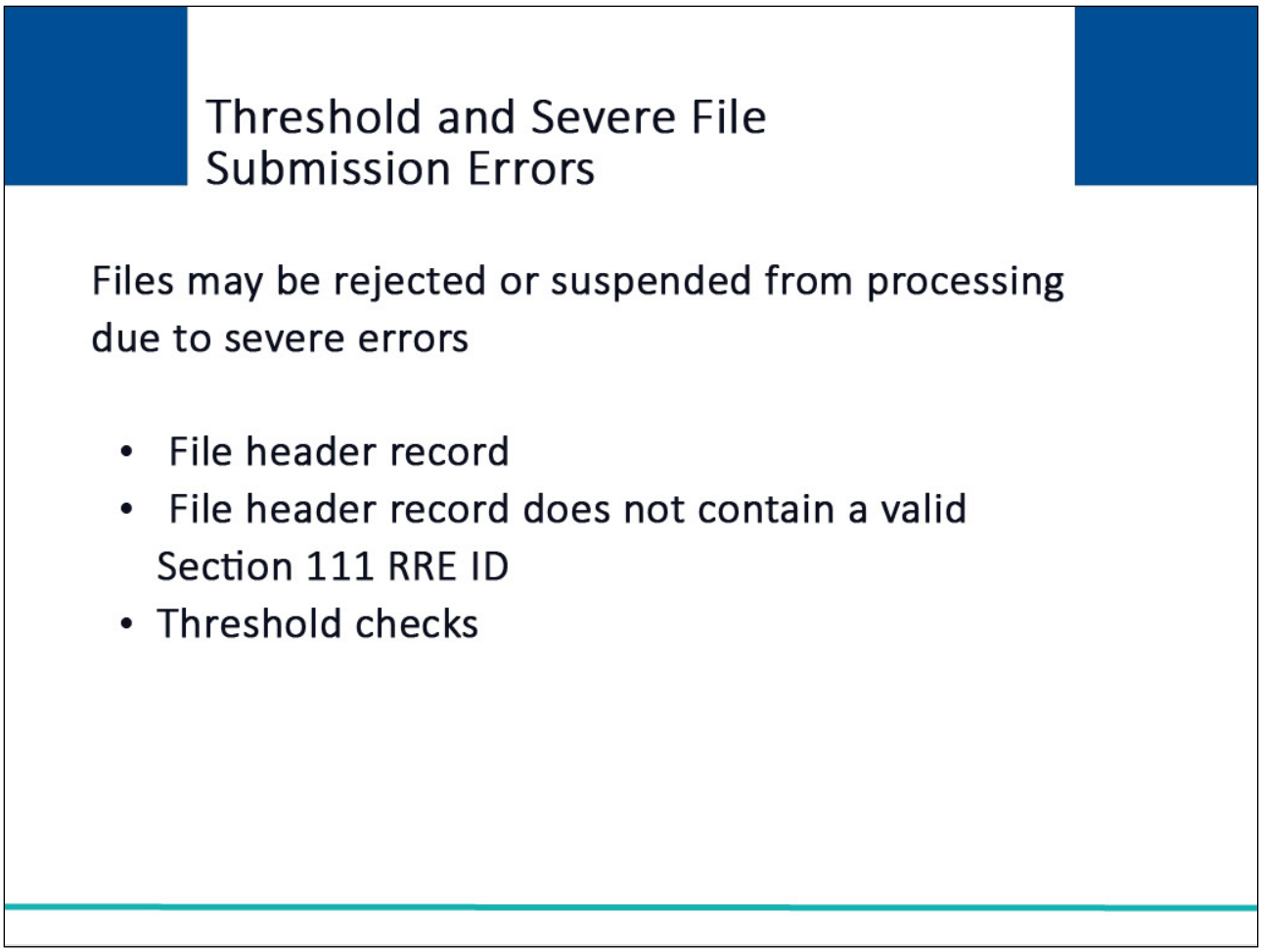
Slide notes

As files are received by the application, file information is saved and stored on a database, and a status code is used to track the file as it processes through the system.

This file status is displayed on the File Listing page under the associated RRE ID.

For more information on how to monitor file processing results, please view the NGHP User Guide and COBSW Monitor Test File Processing.

Slide 18 of 32 - Severe File Submission Errors

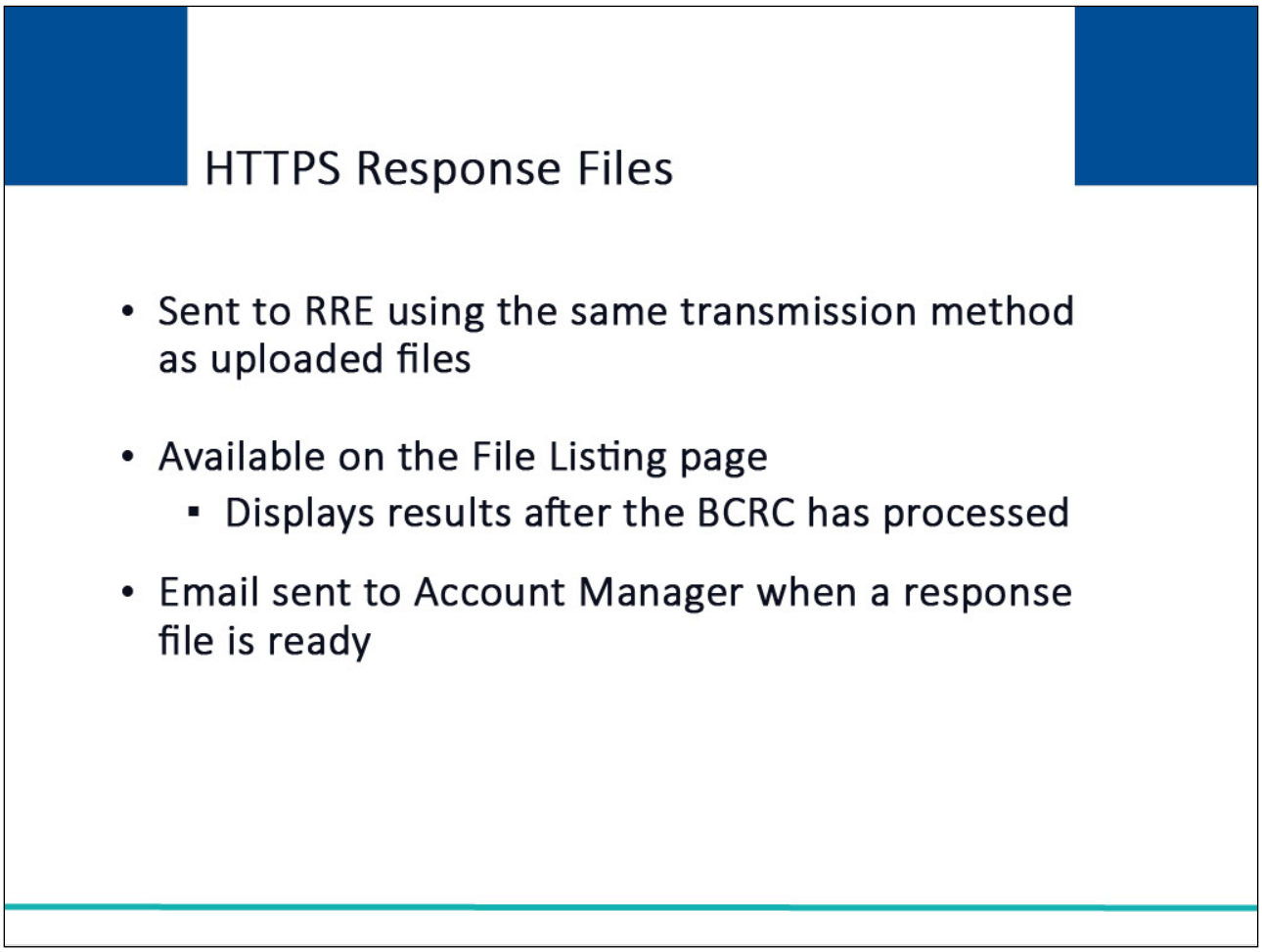


Slide notes

Submitted files may be rejected or suspended from processing due to severe errors (such as, file received without header record or file header record does not contain a valid Section 111 RRE ID) or if they meet certain threshold checks.

Please refer to the NGHP User Guide and the COBSW Monitor Test File Processing and COBSW Monitor File Processing CBTs for more information on these edits.

Slide 19 of 32 - HTTPS Response Files



Slide notes

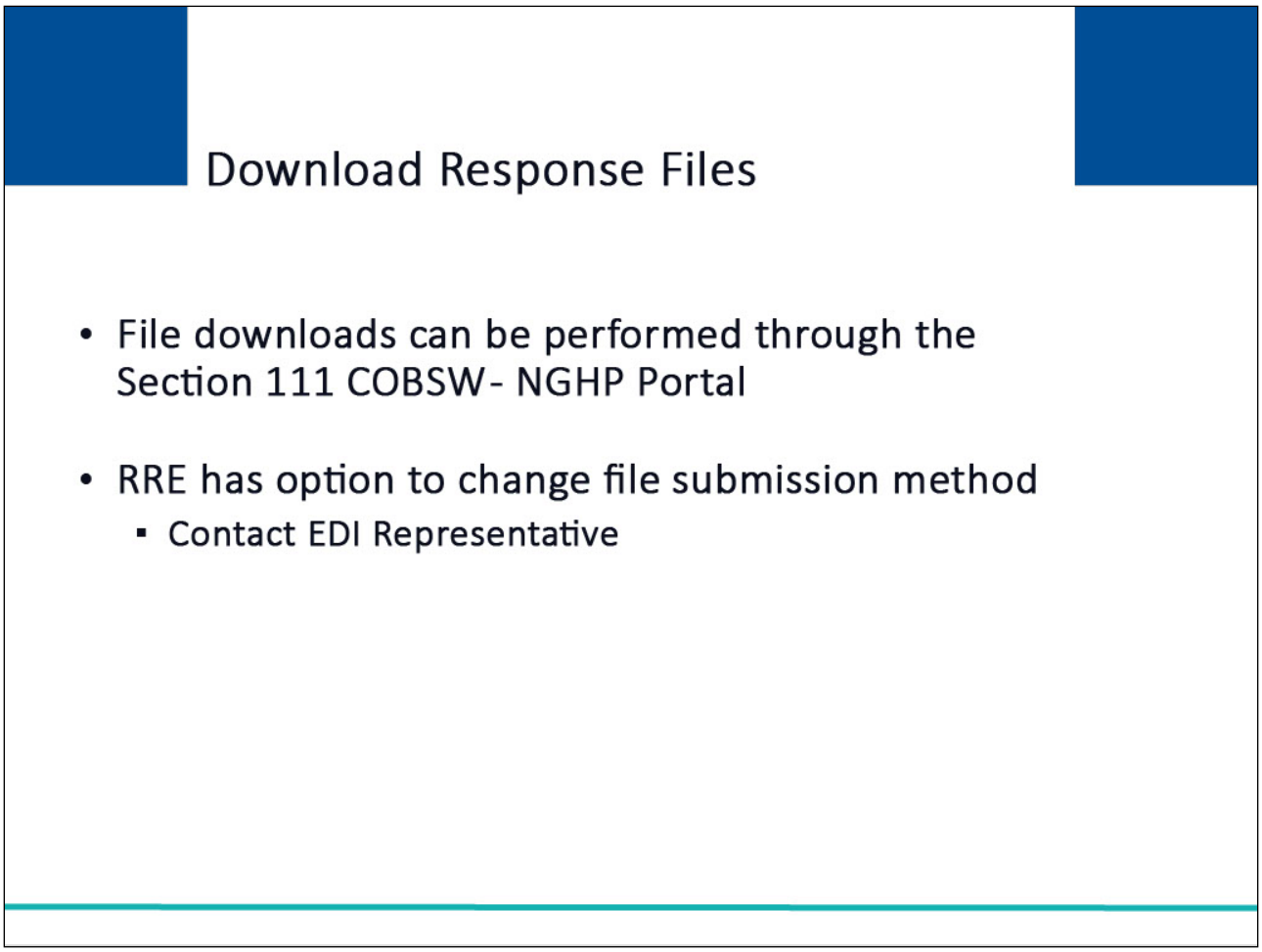
Response files are sent to the RRE using the same transmission method that was selected for input files.

Files transmitted using the HTTPS method will have response files available for download on the File Listing page.

This page displays the results after the BCRC has processed your input files.

The system will send an email to the Account Manager assigned to the RRE ID when a response file is ready on the Section 111 COBSW.

Slide 20 of 32 - Download Response Files



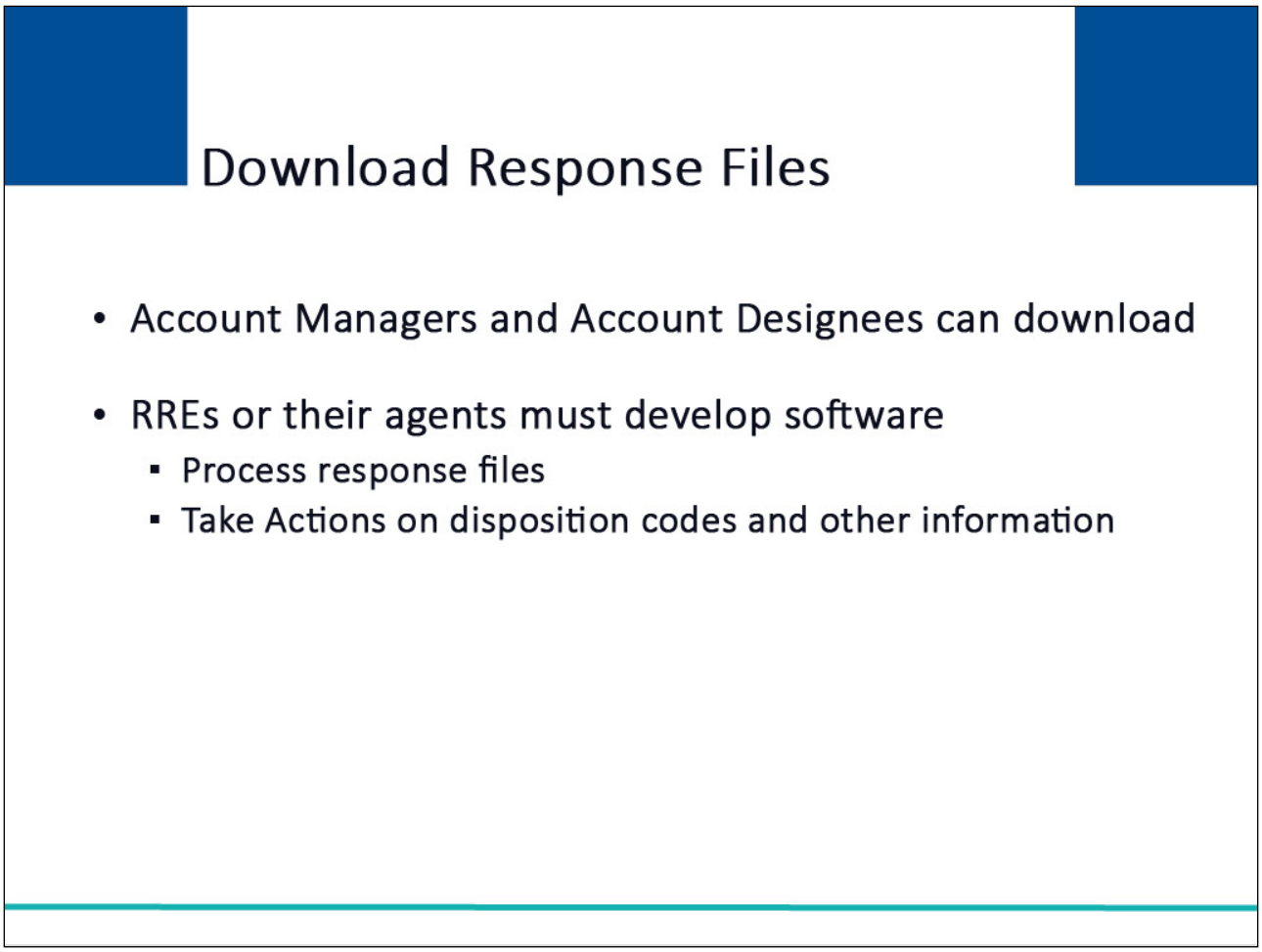
Slide notes

Test and Production Response file downloads can be performed directly through the https://www.cob.cms.hhs.gov/Section111/LoginWarning.action.

This option is only available to RREs that selected HTTPS during Account Setup.

The RRE has the option of changing the electronic file submission methodology; however, you must contact your EDI Representative to make this change for you.

Slide 21 of 32 - Download Response Files



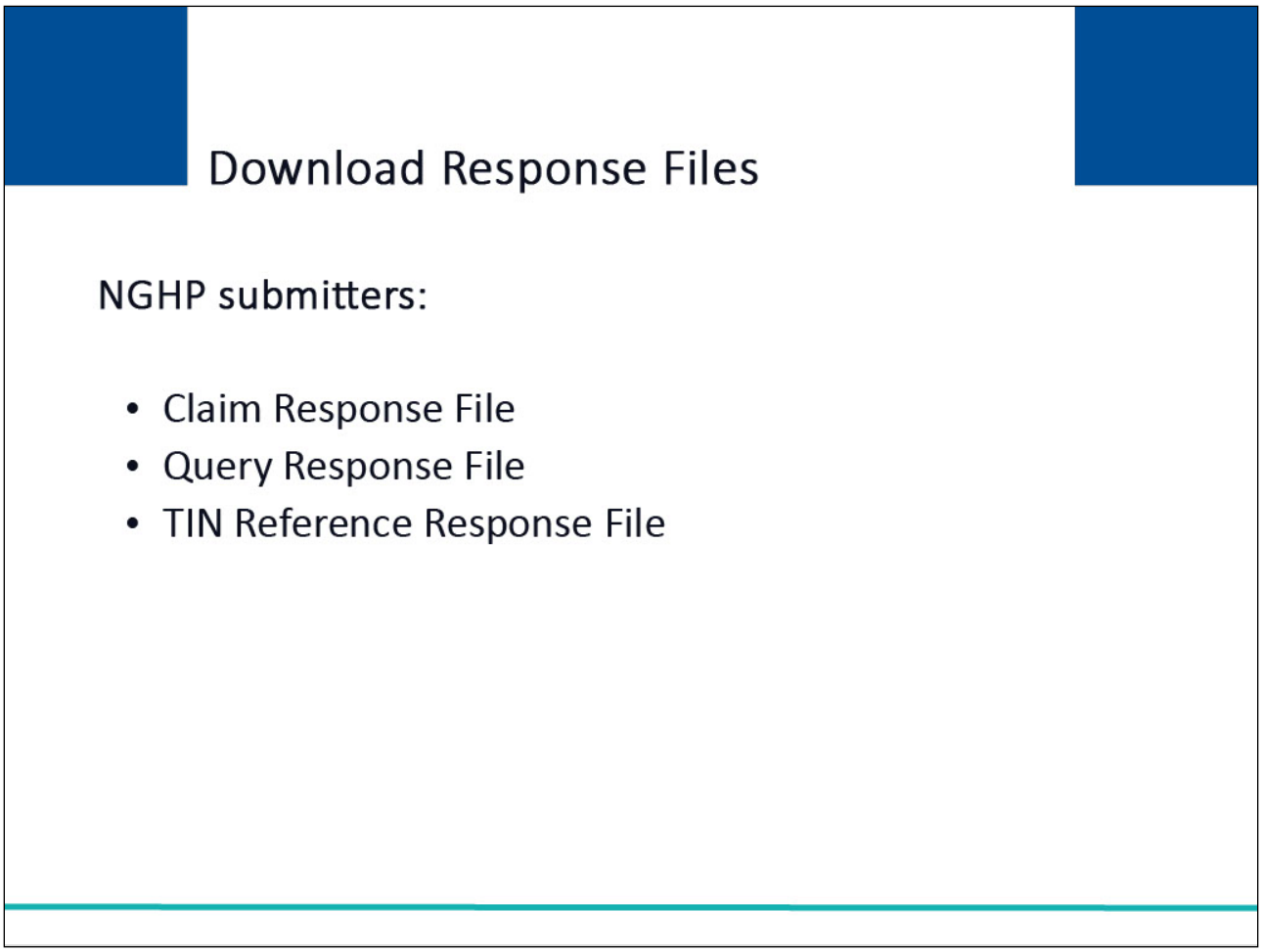
Slide notes

Both Account Managers and Account Designees associated with the RRE ID can download response files.

RREs, or their agents, must develop software to process response files and take actions on the disposition codes and other information provided.

For guidance on interpreting response files, refer to the Section 111 NGHP User Guide.

Slide 22 of 32 - Download Response Files



Slide notes

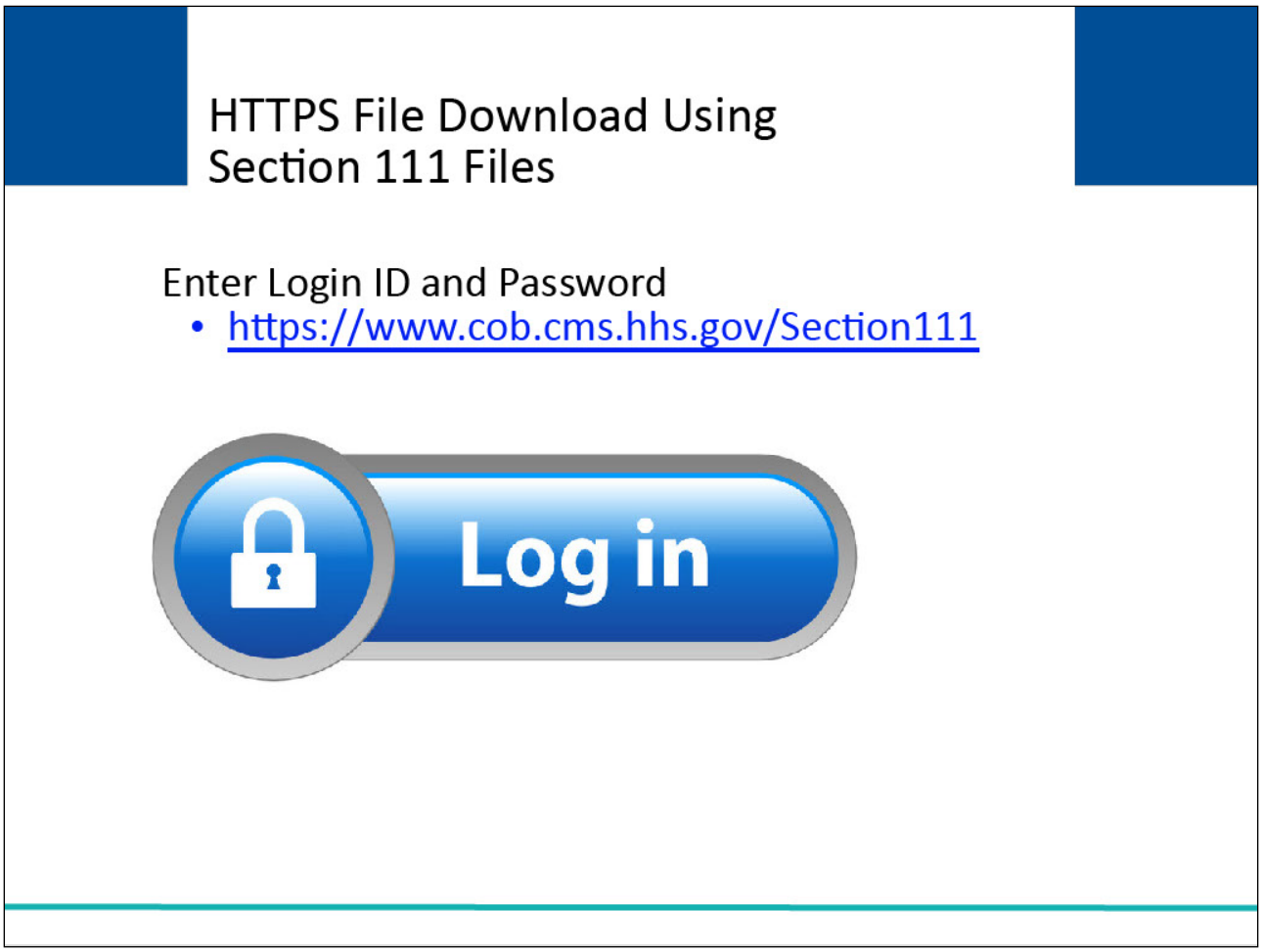
NGHP submitters who have chosen HTTPS as their file submission method can download the following Test and Production files:

Claim Response File

Query Response File

TIN Reference Response File

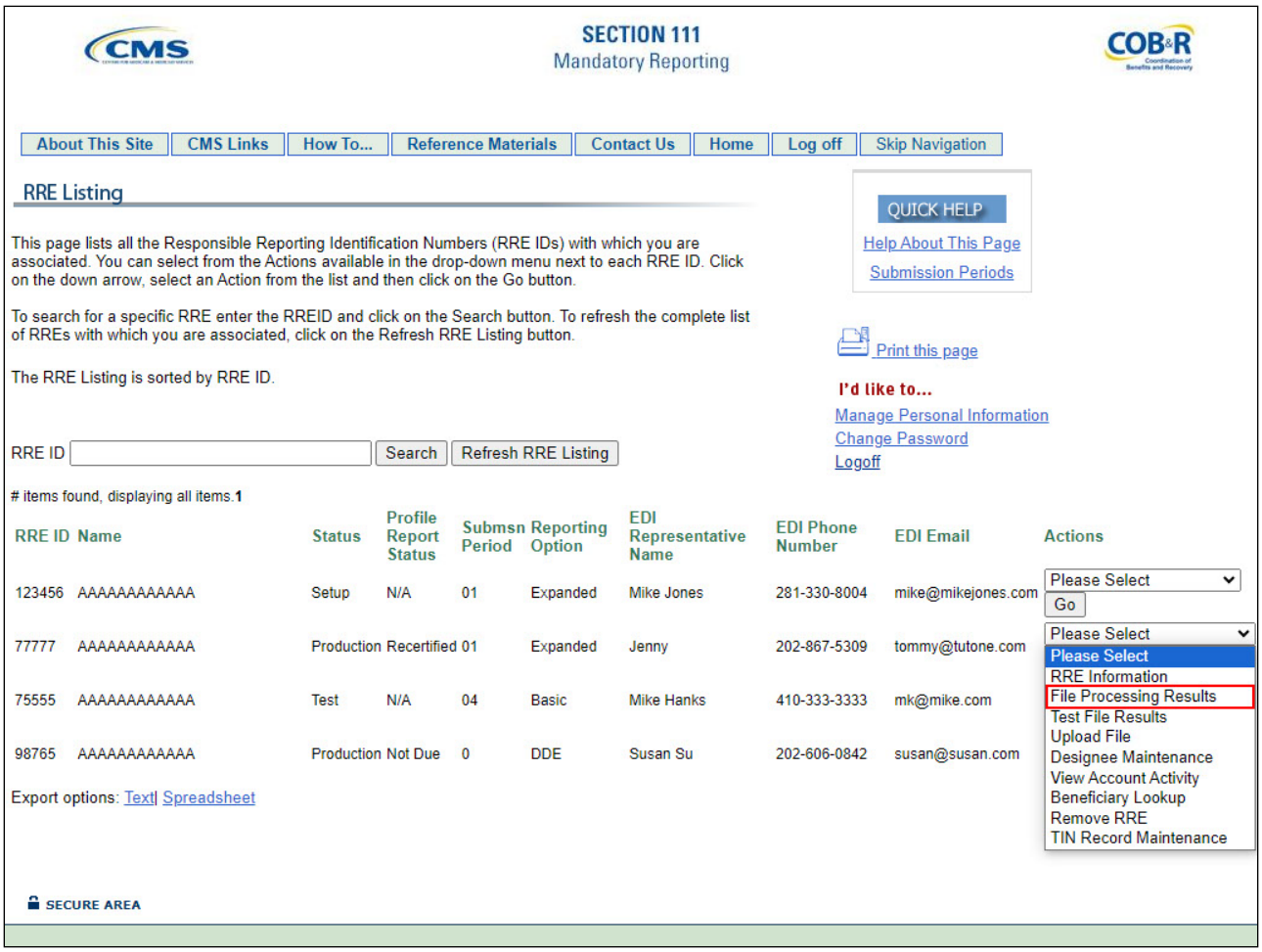
Slide 23 of 32 - Download Section 111 Files



Slide notes

To begin the download process for production files, the RRE must successfully login to the Section 111 application on the COBSW at https://www.cob.cms.hhs.gov/Section111.

Slide 24 of 32 - RRE Listing Page

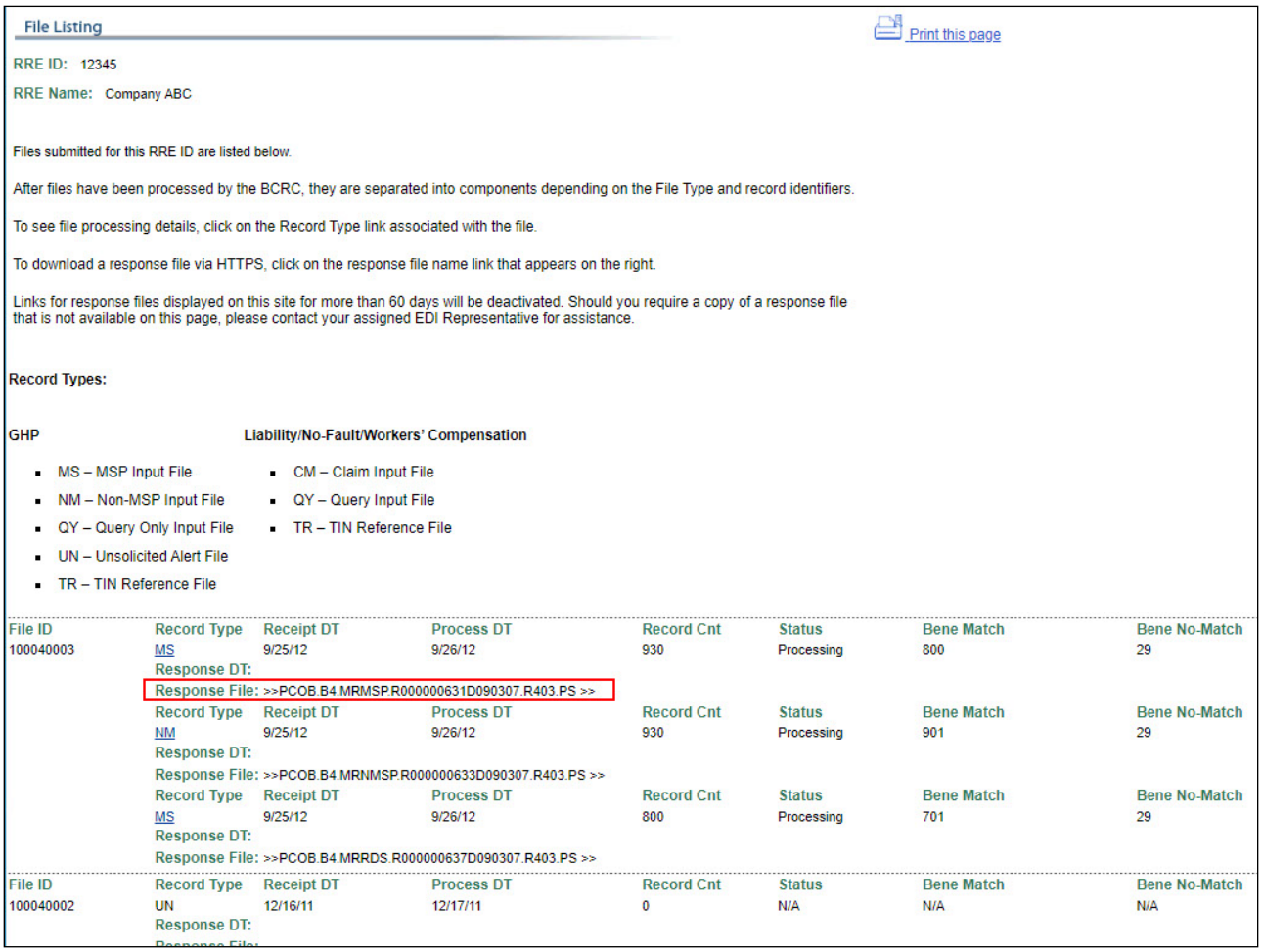


Slide notes

Once the RRE Listing Page displays, select File Processing Results from the Actions dropdown box for the applicable RRE ID and click Go.

If the RRE is downloading test files, select Test File Results from the Actions dropdown box for the applicable RRE ID and click Go.

Slide 25 of 32 - RRE Listing Page



File Listing

Print this page

RRE ID: 12345

RRE Name: Company ABC

Files submitted for this RRE ID are listed below.

After files have been processed by the BCRC, they are separated into components depending on the File Type and record identifiers.

To see file processing details, click on the Record Type link associated with the file.

To download a response file via HTTPS, click on the response file name link that appears on the right.

Links for response files displayed on this site for more than 60 days will be deactivated. Should you require a copy of a response file that is not available on this page, please contact your assigned EDI Representative for assistance.

Record Types:

GHP

- MS – MSP Input File
- NM – Non-MSP Input File
- QY – Query Only Input File
- UN – Unsolicited Alert File
- TR – TIN Reference File

Liability/No-Fault/Workers' Compensation

- CM – Claim Input File
- QY – Query Input File
- TR – TIN Reference File

File ID	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
100040003	MS	9/25/12	9/26/12	930	Processing	800	29
	Response DT:						
	Response File: >>PCOB.B4.MRMSP.R000000631D090307.R403.PS >>						
	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
	NM	9/25/12	9/26/12	930	Processing	901	29
	Response DT:						
	Response File: >>PCOB.B4.MRNMSP.R000000633D090307.R403.PS >>						
	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
	MS	9/25/12	9/26/12	800	Processing	701	29
	Response DT:						
	Response File: >>PCOB.B4.MRRDS.R000000637D090307.R403.PS >>						
File ID	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
100040002	UN	12/16/11	12/17/11	0	N/A	N/A	N/A
	Response DT:						

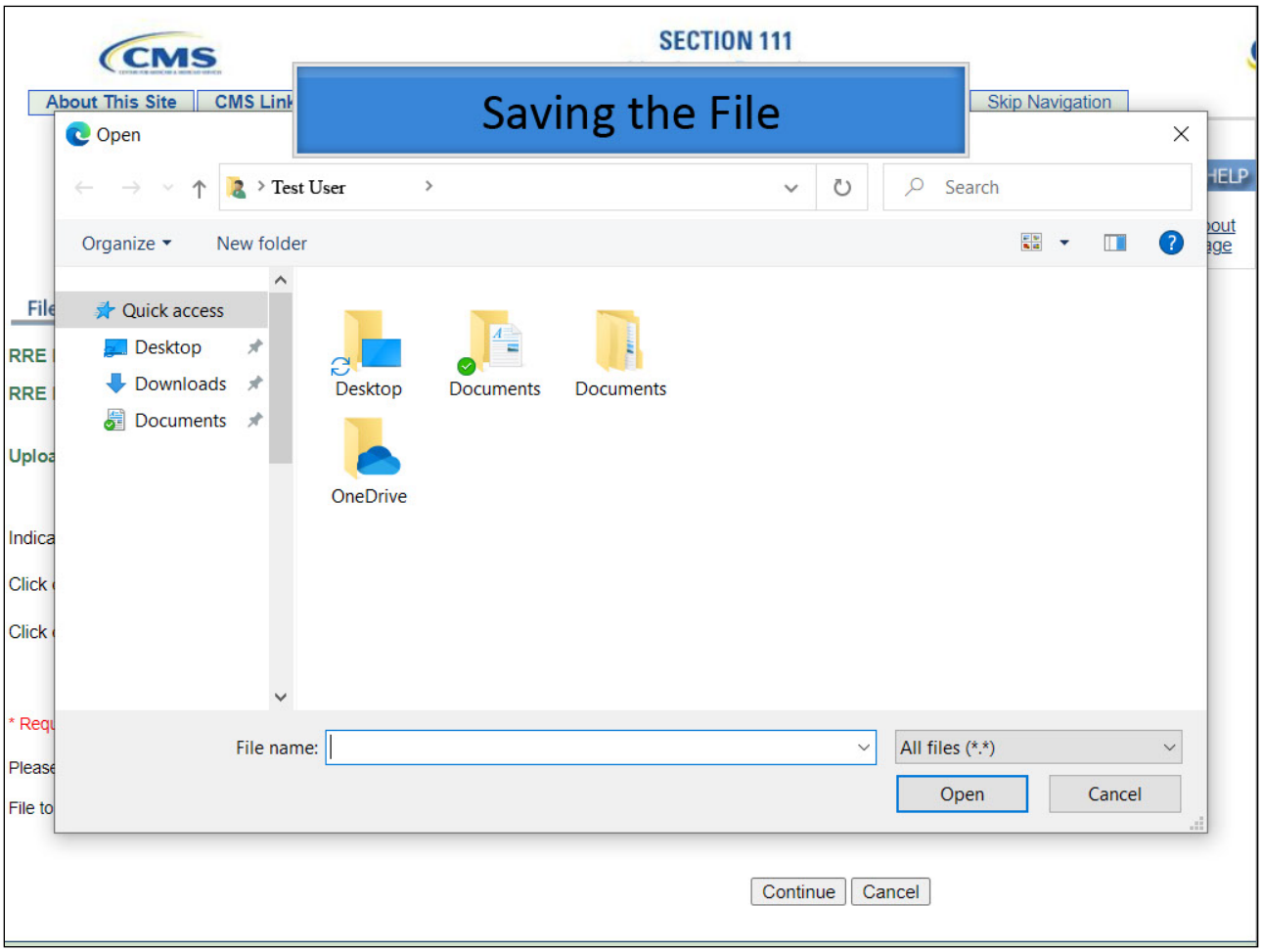
Slide notes

If File Processing Results was selected, the File Listing page of production files previously submitted and their corresponding response files will display for the RRE ID.

If Test File Results was selected, the File Listing page of test files previously submitted and their corresponding response files will display for the RRE ID

Click the link formed by the response file name inside the double arrows (>> >>) associated with the completed file.

Slide 26 of 32 - File Listing Page



Slide notes

The Save dialog box displays.

Select a location on your computer, or network, from the Save In field at the top of the Save dialog box.

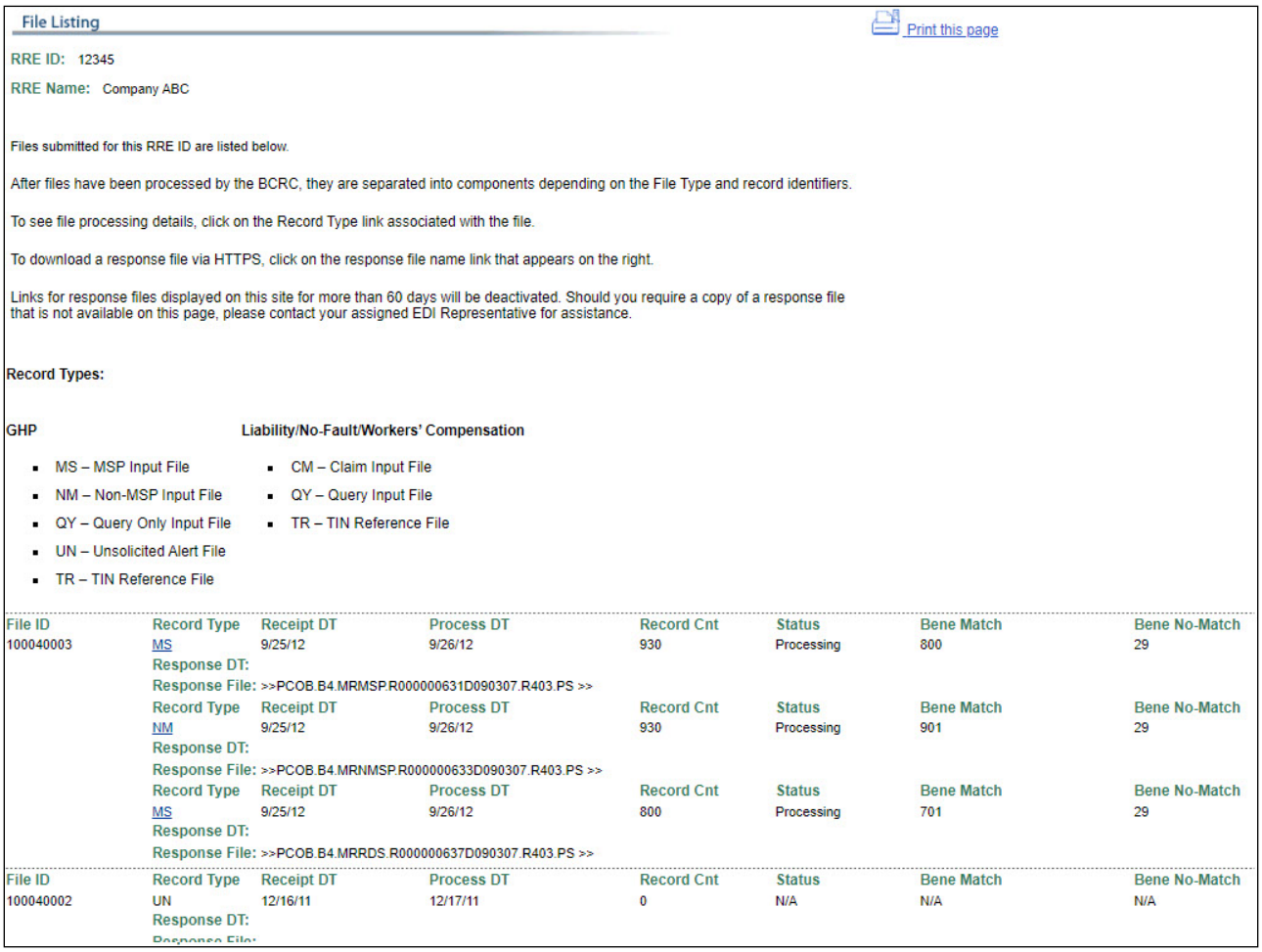
Enter a file name of your choosing in the File Name field.

Note: Leave the File Download dialog box and all browser pages open during the download.

Do not log off, or close, your browser.

You must stay logged on to the Section 111 COBSW with an active session during the download process.

Slide 27 of 32 - File Listing Page



File Listing

Print this page

RRE ID: 12345

RRE Name: Company ABC

Files submitted for this RRE ID are listed below.

After files have been processed by the BCRC, they are separated into components depending on the File Type and record identifiers.

To see file processing details, click on the Record Type link associated with the file.

To download a response file via HTTPS, click on the response file name link that appears on the right.

Links for response files displayed on this site for more than 60 days will be deactivated. Should you require a copy of a response file that is not available on this page, please contact your assigned EDI Representative for assistance.

Record Types:

GHP

- MS – MSP Input File
- NM – Non-MSP Input File
- QY – Query Only Input File
- UN – Unsolicited Alert File
- TR – TIN Reference File

Liability/No-Fault/Workers' Compensation

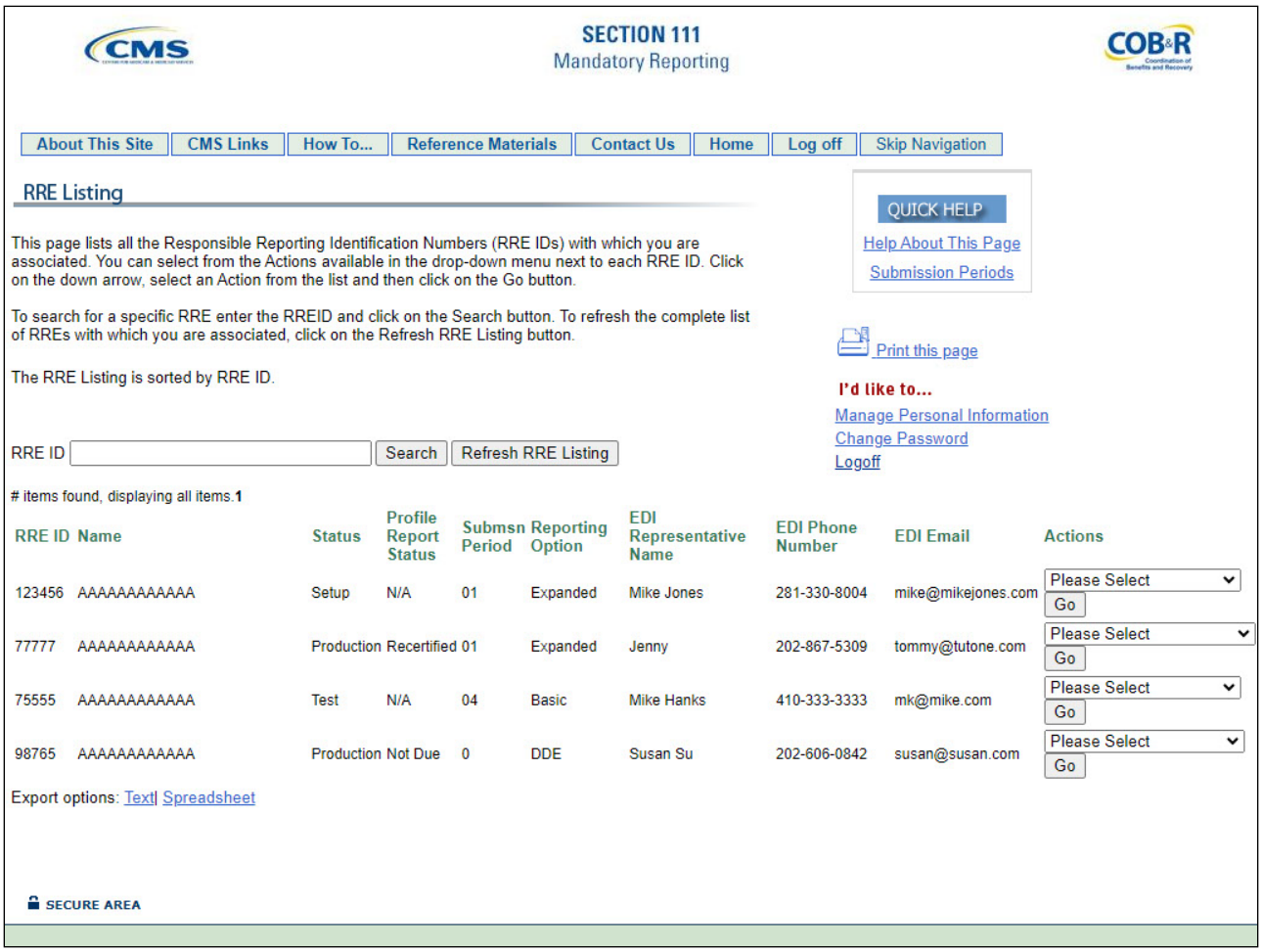
- CM – Claim Input File
- QY – Query Input File
- TR – TIN Reference File

File ID	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
100040003	MS	9/25/12	9/26/12	930	Processing	800	29
	Response DT:						
	Response File: >>PCOB.B4.MRMSP.R000000631D090307.R403.PS >>						
	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
	NM	9/25/12	9/26/12	930	Processing	901	29
	Response DT:						
	Response File: >>PCOB.B4.MRNMSP.R000000633D090307.R403.PS >>						
	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
	MS	9/25/12	9/26/12	800	Processing	701	29
	Response DT:						
	Response File: >>PCOB.B4.MRRDS.R000000637D090307.R403.PS >>						
File ID	Record Type	Receipt DT	Process DT	Record Cnt	Status	Bene Match	Bene No-Match
100040002	UN	12/16/11	12/17/11	0	N/A	N/A	N/A
	Response DT:						
	Response File:						

Slide notes

After completing your download, click the Return to RRE Listing button at the bottom of the page.

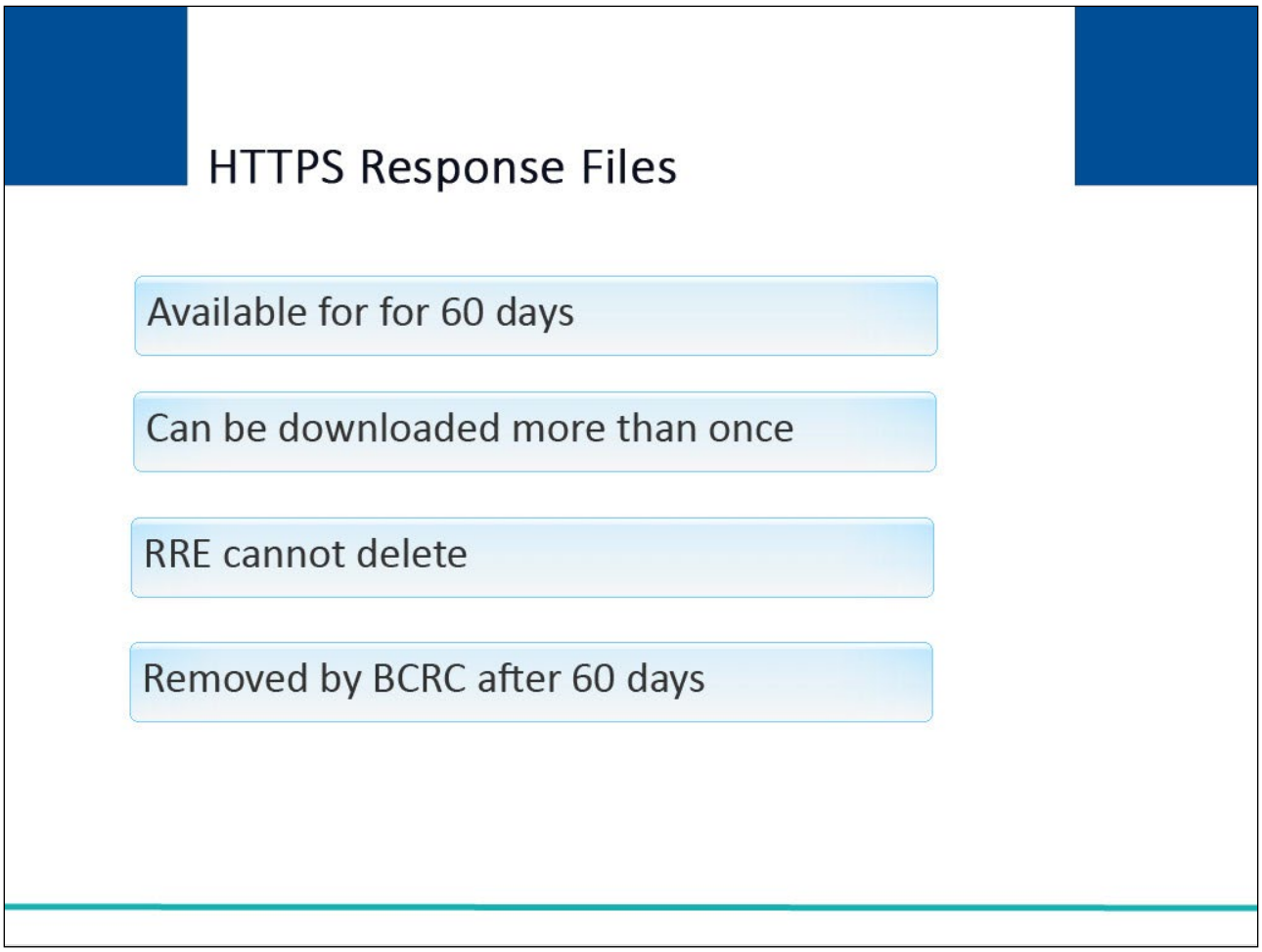
Slide 28 of 32- RRE Listing Page



Slide notes

The system then displays the RRE Listing page.

Slide 29 of 32 - Severe File Submission Errors



Slide notes

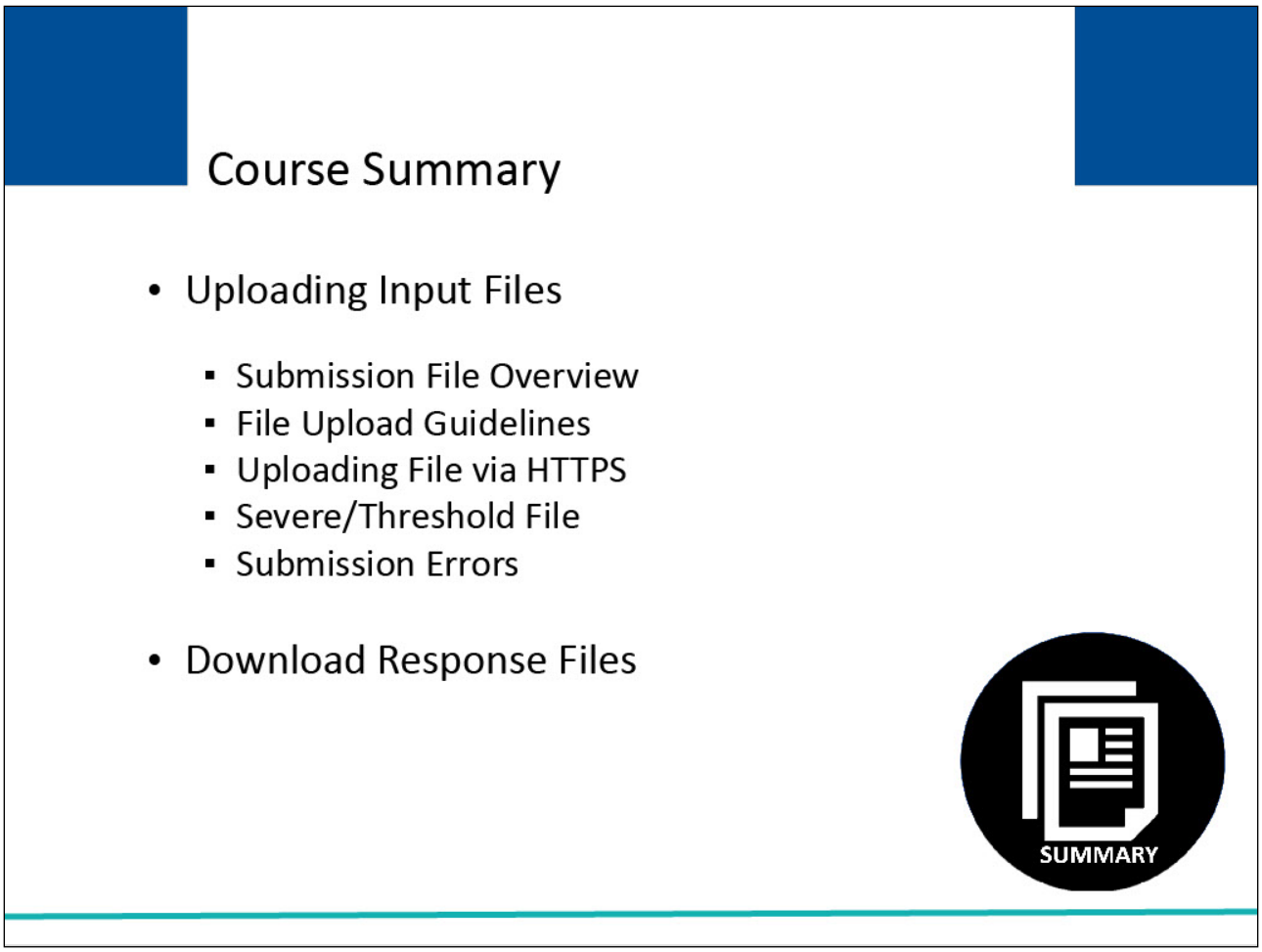
HTTPS Response files will remain available for downloading for 60 days.

There is no limit to the number of times a file can be downloaded in that time.

The RRE cannot delete response files from the Section 111 COBSW.

The BCRC will remove these files automatically after 60 days.

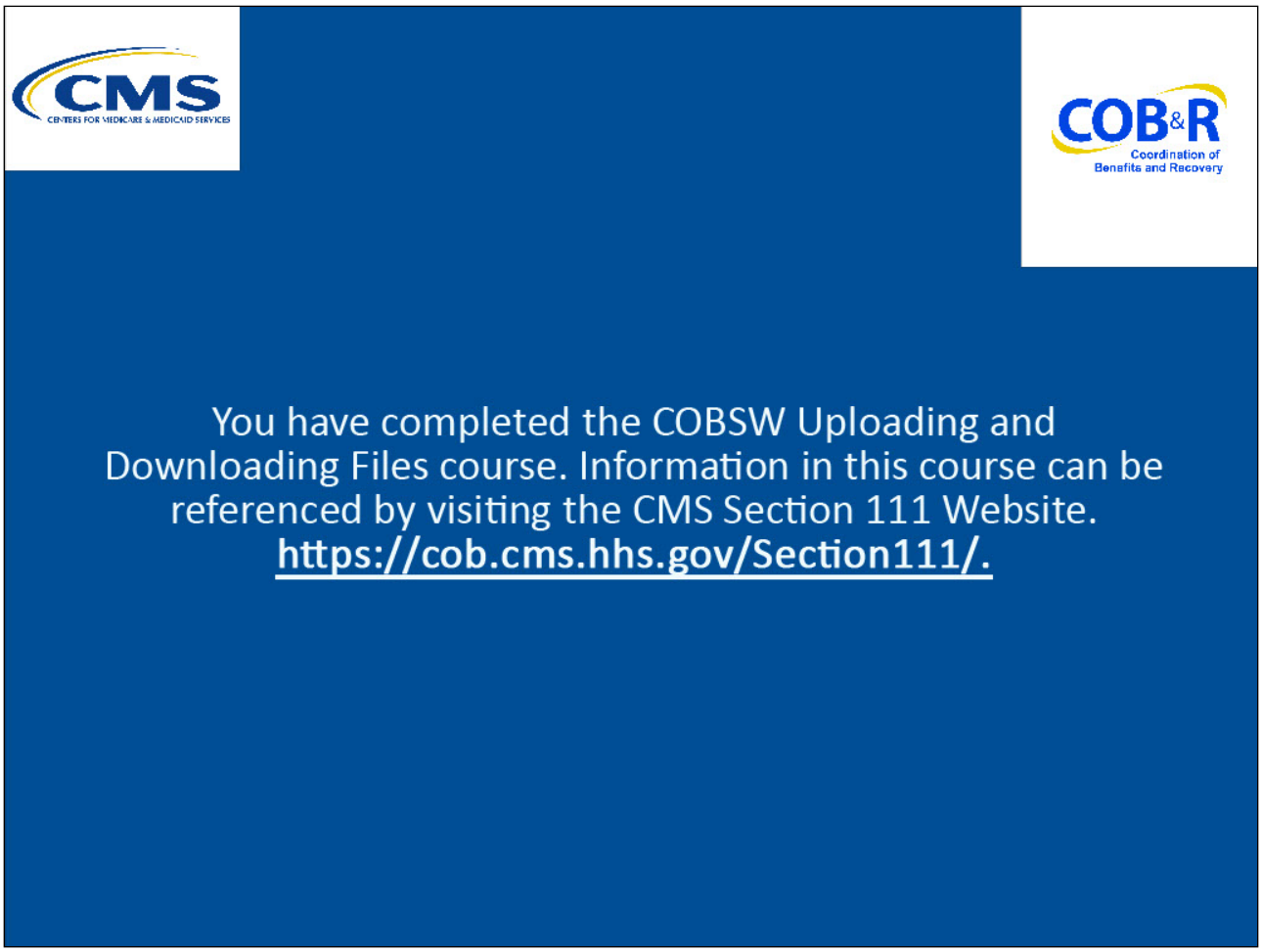
Slide 30 of 32 - Course Summary



Slide notes

This course has provided a high-level overview on the testing process, reporting agent testing, threshold and severe file submission errors, and viewing test results on the Section 111 COBSW.

Slide 31 of 32 - Conclusion



Slide notes

You have completed the COBSW Uploading and Downloading Files in the COBSW Section 111 course. Information in this course can be referenced visiting the https://cob.cms.hhs.gov/Section111/.

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Slide notes

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