

DDE Introduction

Slide 1 - of 47 - DDE Introduction (Screen Overview)

The slide features a dark blue background with a teal circle and a white circle overlapping on the right side. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main text is centered and reads: "MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation". Below this is "Direct Data Entry Screen Overview (DDE Introduction)". At the bottom left, it says "Version 7.2, 10/02/2023" and includes a note: "Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <https://go.cms.gov/mlrnhp>."

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

Direct Data Entry Screen Overview (DDE Introduction)

Version 7.2, 10/02/2023
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <https://go.cms.gov/mlrnhp>.

Slide notes

Welcome to the Direct Data Entry (DDE) Screens Overview course.

Slide 2 - of 47 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link: <https://go.cms.gov/mirnghp>.

Slide notes

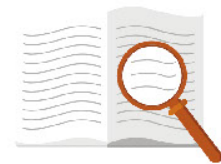
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All affected entities are responsible for following the instructions found at the following site: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 3 - of 47 - Course Overview

Course Overview

- Overview
 - Section 111 COBSW Login
 - Transactions Remaining Count
 - New Claim screens
- DDE Claim Listing screen
 - Fields
 - Actions

**Slide notes**

This module provides an overview on how to login to the Section 111 Coordination of Benefits Secure Website (COBSW), clarifies what affects the Transactions Remaining Count and provides an overview on the screens used to enter a DDE claim report.

The second part of this course focuses on the DDE Claim Listing screen. It will explain the fields displayed and includes a discussion on the actions that can be performed from this screen.

Slide 4 - of 47 - 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 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.



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 47 - Section 111 URL/Login Warning Page

Login Warning

Print this page

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.
- *The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- *Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1105 of the Social Security Act [42 U.S.C. § 1308], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395kk(b)], Section 1882(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information; and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

I Accept

Decline

Users login to the Section 111 COBSW at <https://www.cob.cms.hhs.gov/Section111/>

Slide notes

In order to access the DDE application, users will login to the Section 111 COBSW at [CMS NGHP Website](#).

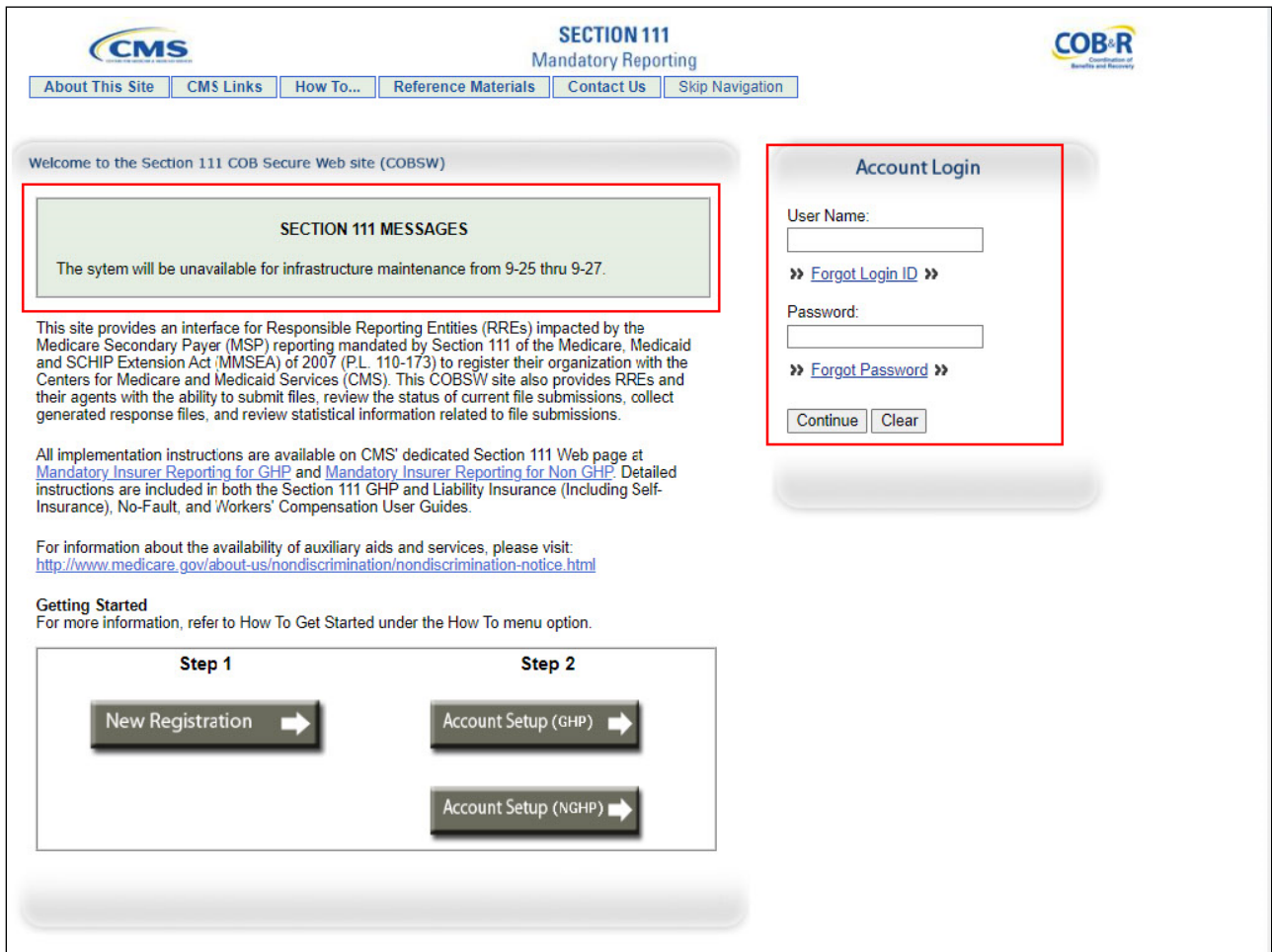
The Login Warning page will display detailing the Data Use Agreement (DUA).

You may print this page by clicking the Print this page link in the upper right-hand corner of the page.

Review the Data Use Agreement and click I Accept at the bottom of the page to proceed to the Login page.

For assistance using the Section 111 COBSW, please download a copy of the Section 111 COBSW User Guide from the Reference Materials menu option.

Slide 6 - of 47 - Welcome to the Section 111 COB Secure Website/Login Page



Slide notes

The Welcome to the Section 111 COB Secure Website/Login page will display.

The Section 111 Messages area of the Login page may contain important system messages so you should pay close attention to this section each time you access the system.

Enter your Login ID in the Username field and your Password in the Password field, and then click Continue.

Slide 7 - of 47 - RRE Listing Page

RRE Listing

This page lists all the Responsible Reporting Identification (RRE) IDs associated with you. You can select from the Actions available in the Actions column on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID

items found, displaying all items. 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select Go
77777	AAAAAAAAAAAAA	Production	Recertified	01	Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select Go
75555	AAAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select Go
98765	AAAAAAAAAAAAA	Production	Not Due	0	DDE	Susan Su	202-606-0842	susan@susan.com	Please Select Go

Export options: [Text](#) | [Spreadsheet](#)

SECURE AREA

RRE Listing Page

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logoff](#)

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Slide notes

Once the Username and Password are validated, the Responsible Reporting Entity (RRE) Listing Page will appear. This page displays all active RRE IDs associated to the user.

A user may be associated with RRE IDs that have file submission and DDE Reporting Options.

Slide 8 - of 47 - RRE Listing Page - Actions

RRE Listing Page - Actions

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID: Search Refresh RRE Listing

items found, displaying all items. 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select Go
77777	AAAAAAAAAAAA	Production	Recertified	01	Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select Go
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select Go
98765	AAAAAAAAAAAA	Production	Not Due	0	DDE	Susan Su	202-606-0842	susan@susan.com	Claim Listing Please Select RRE Information New Claim Claim Listing Designee Maintenance View Account Activity RRE Information File Processing Results Test File Results Beneficiary Lookup Remove RRE

Export options: [Text](#) [Spreadsheet](#)

SECURE AREA

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Slide notes

Each RRE ID has a drop-down list of actions that may be performed for that RRE. RREs that have chosen the DDE submission method will have the following actions available to them:

New Claim (to Add a new claim report via DDE), Claim Listing (to View, Update or Delete a previously submitted DDE claim report),

Designee Maintenance (to View, Update, Delete or Add an Account Designee), and View Account Activity (to view all activity performed for the selected RRE ID).

If the RRE using the DDE submission method changed their file submission method from a file submission AREA method to the DDE submission method and has existing file submissions, their action list will also include: Production File Listing and Test File Listing.

These two actions give the RREs the ability to continue to view file processing results for their previously submitted test and production files. Users will make their selection from the Actions drop down box and will click [Go] to perform that action.

Slide 9 - of 47 - DDE New Claim



Slide notes

DDE New Claim

Slide 10 - of 47 - New Claim Overview

New Claim Overview

- New Claim action
 - Used to directly enter new claim information into the Section 111 COBSW
- New Claim screens
 - Injured Party Information
 - Injury Information
 - ORM and TPOC Information
 - Insurance Information
 - Representative Information
 - Claimant and Claimant Representative Information

Slide notes

The New Claim action will be used to directly enter new claim information into the Section 111 COBSW.

When this action is selected, users will be presented with six DDE New Claim data-entry screens to capture all necessary information for Section 111 reporting.

The screens are as follows:

- Injured Party Information
- Injury Information
- Ongoing Responsibilities for Medicals (ORM)
- Total Payment Obligation to Claimant (TPOC) Information
- Insurance Information
- Representative Information
- Claimant and Claimant Representative Information

Slide 11 - of 47 - Screen Titles, Page Counters, and Quick Help

The screenshot shows a web application interface for entering injury information. At the top left, a red box highlights the title "Injury Information". At the top right, a red box highlights "Step 2 of 6". On the right side, a red box highlights a "QUICK HELP" link with the text "Help About This Page".

Two blue callout boxes provide instructions:

- Left callout: "Screen title identifies the data elements included on the page"
- Right callout: "Page counter lets user know where they are in the New Claim process"

The main form includes:

- Industry Date of Injury: 01 / 02 / 2011 (MM/DD/YYYY)
- State of Venue*: ALASKA
- Diagnosis Code Indicator*: ICD-09 ICD-10
- Alleged Cause of Injury Diagnosis Code*: E8694
- Code Lookup Tool: E [E8694] [Apply Code] Search
- Keyword Lookup Tool: [] Search

Below the form is a table of diagnosis codes:

	Code	Description	Delete
Diagnosis Codes (up to 19)*	01550	TB of limb bones-unspec	X
	75559	Upper limb anomaly NEC	X
	75560	Lower limb anomaly NOS	X

At the bottom of the form are buttons: Save, Save & Exit, Cancel, Next.

On the right sidebar, a "Claim:" section lists details:

- Reporter ID: 321
- Claim ID: 0
- Claim Add Dt: 02/11/2011
- Status Cd: Saved Not Submitted
- Medicare ID: #####A
- Inj Last Name: LAST
- Inj First Name: FIRST
- Inj MI: M
- Inj Gndr Cd: Female
- Inj DOB: #####
- Cms Inj Dt: 01/01/2011
- Inc Inj Dt: 01/02/2011
- Co Diag Cd: E8694
- Venue State: AA
- InsType Cd: Not Defined

Slide notes

Each New Claim screen will include a screen title that identifies the set of data elements included on the page and a page counter to identify where the user is in the New Claim process. Access to help will always be available on each page.

The Quick Help link will provide users with immediate access to information for the screen they are currently viewing.

Slide 12 - of 47 - Transactions Remaining Count

Injury Information Step 2 of 6

Enter injury information below:

Required*

Insurance Type*

CMS Date of Injury* 01 / 01 / 2011 (MM/DD/YYYY)

Industry Date of Injury 01 / 02 / 2011 (MM/DD/YYYY)

State of Venue* ALASKA

Diagnosis Code Indicator* ICD-09 ICD-10

Alleged Cause of Injury Diagnosis Code* E8694

Code Lookup Tool E E8694 Apply Code Search

Keyword Lookup Tool Search

Diagnosis Codes (up to 19)*

Code	Description	Delete
01550	TB of limb bones-unspec	X
75559	Upper limb anomaly NEC	X
75560	Lower limb anomaly NOS	X

Code Lookup Tool Add Diagnosis Search

Keyword Lookup Tool Search

Save Save & Exit Cancel Next

QUICK HELP
Help About This Page

Transactions Remaining
92

Claim:

Reporter ID 321
Claim ID 0
Claim Add Dt 02/11/2011
Status Cd Saved Not Submitted
Medicare ID #####A
Inj Last Name LAST
Inj First Name FIRST
Inj MI M
Inj Gndr Cd Female
Inj DOB #####
Cms Inj Dt 01/01/2011
Inc Inj Dt 01/02/2011
Co Diag Cd E8694
Venue State AA
Ins Type Cd Not Defined

Slide notes

The Transactions Remaining Count will be displayed on various pages in the DDE application to let the users know how many DDE transactions are left for the RRE ID.

RREs are limited to Adding, Updating, or Deleting 500 potential transactions (claim reports) during their annual reporting period.

After the 499th claim transaction has been used, a message will be displayed indicating that only one transaction remains.

When an RRE enters their 500th transaction, a message will display indicating that the RRE has reached their maximum submission of claim transactions and they should contact their EDI Representative.

After 500 claim transactions have been used, adds, updates, and deletes will not be allowed.

Note: DDE RREs accessing certain pages in the COBSW Section 111 will not see the "Transaction Remaining" field as the lookup is not limited for those RREs.

Slide 13 - of 48 - Transactions Remaining Count

Transactions Remaining Count

- Annual reporting period begins on the date the RRE selects DDE
- Transactions Remaining Count set to 500
 - Will decrease by one each time a transaction is used
- Transactions Remaining Count reset to 500 on the anniversary date of the RRE's selection of DDE

- Example: RRE selects DDE on 8/1/2011
 - Annual reporting period begins on 8/1/2011
 - Transactions Remaining Count reset to 500 on 8/1/2012

Note: The anniversary date for the RREs that registered for the DDE prior to the DDE implementation date is 7/11/2011

- Check with EDI Representative to determine anniversary date

Slide notes

RREs that use DDE will be assigned an annual reporting period that will begin on the date the RRE selects DDE.

At the start of the first annual reporting period, the Transactions Remaining Count will be set to 500 and will decrease by one each time a transaction is used.

The Transactions Remaining Count will be reset to 500 automatically on the anniversary date of the RRE's selection of DDE.

For example, if an RRE selects DDE on August 1, 2011, their reporting period will begin on August 1, 2011. Their transaction limit will be reset to 500 on August 1, 2012.

Note: For RREs that registered for DDE prior to the DDE implementation date, their annual reporting period is July 11th, 2011. RREs may check with their EDI Representative to determine their anniversary date.

Slide 14 - of 48 - Transactions Remaining Count

Transactions Remaining Count

Decreases when	Not affected when
<ul style="list-style-type: none">• System attempts to match the Injured Party to a Medicare beneficiary• Previously submitted and accepted claim report is subsequently updated• Previously submitted and returned with a 03 disposition code is subsequently resubmitted• Previously submitted and accepted claim report is deleted	<ul style="list-style-type: none">• Previously submitted claim report that received an SP disposition code is corrected and resubmitted• User saves a claim report• Updates a previously saved (not submitted) claim report• Submits a completed claim report

Slide notes

The Transactions Remaining for an RRE will be decreased in the following situations:

When the system attempts to match the Injured Party to a Medicare beneficiary i.e., a user clicks [Next] on the Injured Party Information page during new claim entry, even if the Injured Party is not identified as a Medicare beneficiary;

When a previously submitted and accepted claim report is subsequently updated i.e., a new claim was submitted and returned as accepted with a 01 or 02 disposition code and subsequently the RRE submits an update to apply a change to the original report;

When a previously submitted claim report that was returned with a 03 disposition code is subsequently resubmitted i.e., the RRE resubmits to check on the injured party’s Medicare status due to continued ORM or a subsequent TPOC; and

When a previously submitted and accepted claim report is subsequently deleted.

Note: If a claim report is returned to you with an SP disposition code and associated error and subsequently you update and resubmit this report to correct the error, the Transaction Remaining count is not decreased.

In other words, a claim matched to a Medicare beneficiary is only counted once during the process to submit the initial report.

The Transactions Remaining for an RRE will also not be affected (i.e., will not decrease) when a user saves a claim report, updates a previously saved (not submitted) claim report, or submits a completed claim report.

Slide 15 - of 47 - Injured Party Information Page

**New Claim Overview
Injured Party Information**

Step 1 of 6

Enter injured party information below. When you click the Next button, a query transaction will be created to determine if this injured party is a Medicare beneficiary. Your transactions remaining will be reduced by one whether or not the beneficiary is found. Please carefully check your information before clicking the Next button.

Required*

Injured Party*

Medicare ID (12 characters max.)

OR

SSN (9 digits)

First Name*, Middle Initial, Last Name*

Gender* Female Male

Date of Birth* / / (MM/DD/YYYY)

QUICK HELP
[Help About This Page](#)

Transactions Remaining
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Developer Note: Please click [here](#) to view the No Transactions Remaining page that displays when the user selects the New Claim action and clicks the Go button on the RRE Listing page, and the transactions remaining are zero.

Claim:
Reporter ID 321
Claim ID 0
Claim Add Dt 02/11/2011
Status Cd Saved Not Submitted

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Slide notes

The first New Claim screen that users will see is the Injured Party Information screen where information for the Injured Party will be entered. Information entered on this screen will be used to determine whether the Injured Party is/is not a Medicare beneficiary.

Once information has been entered on this screen and the user clicks [Next], the transaction count will be decreased by 1. All required data fields on the New Claim screens will be denoted by asterisks.

Note: CMS now accepts records with MSP dates up to three months in the future; these records will no longer be held and submitted when the beneficiary’s eligibility comes into effect.

Slide 16 - of 47 - Injury Information Page

Injury Information

2 of 6

New Claim Overview Injury Information

Enter injury information below.

Required*

Insurance Type* Not Defined

CMS Date of Injury* 01 / 01 / 2011 (MM/DD/YYYY)

Industry Date of Injury 01 / 02 / 2011 (MM/DD/YYYY)

State of Venue* ALASKA

Diagnosis Code Indicator* ICD-09 ICD-10

Alleged Cause of Injury
Diagnosis Code* E8694

Code Lookup Tool E E8694 Apply Code Search

Keyword Lookup Tool Search

	Code	Description	Delete
Diagnosis Codes (up to 19)*	01550	TB of limb bones-unspec	✕
	75559	Upper limb anomaly NEC	✕
	75560	Lower limb anomaly NOS	✕

Code Lookup Tool Add Diagnosis Search

Keyword Lookup Tool Search

Save
Save & Exit
Cancel
Next

Cause-of-injury codes begin with "E." To specify the diagnosis, enter a known E-code and click "Apply Code." Or you can search for a code using a lookup tool. Code searches match leading characters and keyword searches match embedded ones.

Please enter as few as one or as many as 19 diagnoses. To specify the diagnosis, enter a known diag code and click "Add Diagnosis." Or you can search for a code using a lookup tool. Code searches match leading characters and keyword searches match embedded ones.

QUICK HELP

[Help About This Page](#)

Transactions Remaining

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Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj MI	M
Inj Gndr Cd	Female
Inj DOB	#####
Cms Inj Dt	01/01/2011
Inc Inj Dt	01/02/2011
Co Diag Cd	E8694
Venue State	AA
Ins Type Cd	Not Defined

As you progresses through the New Claim screens, all information will be displayed here

Slide notes

The second screen in the New Claim process is the Injury Information screen where information regarding the injury will be entered.

Beginning on this screen, the Claim box will provide a summary of the information that has been entered and saved thus far.

As the user progresses through the New Claim screens, all claim information that has been entered and saved will be displayed here.

Note: For Liability claims, there is now an option to report a non-injury claim or "NONINJ" (Section 6.2.5.2 of the NGHP User Guide)

Slide 17 - of 47 - ORM and TPOC Information Page

ORM and TPOC Information

New Claim Overview

ORM and TPOC Information

of 6

Enter ORM (Ongoing Responsibility for Medicals) and TPOC (Total Payment Obligation of Claimant) information below.

Required*

ORM Indicator*

There are strict requirements on the types of information that can be entered in the TPOC fields. Please click [here](#) for help.

	TPOC Date:	TPOC Amount:	Funding Delayed Beyond TPOC Start Date:
	MM / DD / YYYY		MM / DD / YYYY
1.	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2.	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3.	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
4.	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
5.	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

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QUICK HELP

[Help About This Page](#)

Transactions Remaining

92

Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj Mi	M
Inj Gndr Cd	Female
Inj DOB	#####
Cms Inj Dt	01/01/2011
Ind Inj Dt	01/02/2011
CoI Diag Cd	E8694
Venue State	AA
ORM Ind	No
Ins Type Cd	Liability

Slide notes

The third screen in the New Claim process is the ORM and TPOC Information screen where information regarding ORM and TPOC(s) will be entered.

Slide 18 - of 47 - Insurance Information Page

SECTION 111

New Claim Overview Insurance Information

Navigation

Insurance Information 4 of 6

Enter insurance information below.

Required*

Does the reportable event involve self-insurance? Yes No

Self-Insured Type: Not Defined

Policyholder First Name, Last Name: [Text Box]

DBA (Do Business As) Name: [Text Box]

Legal Name: [Text Box]

TIN*: [Text Box] (9 characters max.)

Policy Number*: [Text Box] (30 characters max.)

Claim Number*: [Text Box] (30 characters max.)

Insurer Name*: [Text Box]

Insurer Address 1*: [Text Box] (Street number and street name)

Insurer Address 2: [Text Box] (Suite number, apt. number, "Attn. To:", etc.)

Insurer City*, State*, Zip*: [Text Box] | Not Defined | [Text Box]

If the Insurer has a foreign address

Foreign Address 1: [Text Box]

Foreign Address 2: [Text Box]

Foreign Address 3: [Text Box]

Foreign Address 4: [Text Box]

If the Insurer is submitting Recovery Agent Information

Recovery Agent Mailing Name: [Text Box]

QUICK HELP
Help About This Page

Transactions Remaining
92

Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj MI	M
Inj Gndr Cd	Female
Inj DOB	##/##/####
Crs Inj Dt	01/01/2011
Ind Inj Dt	01/02/2011
Co Diag Cd	E8694
Venue State	AA
OFM Ind	No
Ins Type Cd	Liability

Slide notes

The fourth screen in the New Claim process is the Insurance Information screen. A portion of this screen is displayed. When using the DDE application, users will scroll down to enter all required data elements.

This screen is where users will enter all insurance information including the RRE’s Federal Tax Identification Number (TIN).

Throughout the New Claim process, certain fields will include guidelines to assist the user in understanding what and/or how information should be entered in a data field.

Slide 19 - of 47 - Representative Information Page

SECTION 111

New Claim Overview Representative Information

Representative Information

Representative information is required only if the injured party has a representative. If you choose to enter Representative information below, those fields marked with a red asterisk (*) are required. If there is no Representative, set Type to "None".

Required*

Type* (9 characters max.)

TIN

Representative*

First, Last Name

AND / OR

Firm Name

Address 1* (Street number and street name)

Address 2 (Suite number, apt. number, "Attn. To:", etc.)

City*, State*, Zip*

Phone* and Extension - Ext

Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj MI	M
Inj Gndr Cd	Female
Inj DOB	#####
Cms Inj Dt	01/01/2011
Ind Inj Dt	01/02/2011
Co Diag Cd	E8694
Venue State	AA
OPM Ind	No
SI ind	No
SI Type Cd	Not Defined
PH Last Name	
PH First Name	
Dbx Name	
Legal Name	
Ins Type Cd	Liability
Ins TIN	#####
Policy Number	345345
Claim Number	456456
Ins Name	AAAAAAAAAAAA
Ins Addr1	AAAAAAAAAAAA
Ins Addr2	
Ins City	AAAAAAAAAAAA
Ins State	AA
Ins Zip5	#####
Ins Fa1	
Ins Fa2	
Ins Fa3	
Ins Fa4	
Ins Zip4	####
Ins Zip4	####

Buttons:

Slide notes

The fifth screen in the New Claim process is the Representative Information screen where users will enter information for the injured party or claimant’s representative.

Slide 20 - of 47 - Claimant and Claimant Representative Listing Page

Claimant and Claimant Representative Listing

Step 6 of 6

Enter up to four claimants with optional claimant representative.

Enter claimants other than the injured party/Medicare beneficiary such as the beneficiary's estate, or other claimant in the case of wrongful death or survivor action. **This page is not used when the injured party/Medicare beneficiary is alive and an individual is pursuing a claim on behalf of the beneficiary.**

Claimant Claimant Representative Actions

New Claim Overview

Claimant and Claimant Representative Listing

QUICK HELP

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Transactions Remaining

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Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####
Inj Last Name	LAST
Inj First Name	FIRST
Inj Mi	M
Inj Gndr Cd	Female
Inj DOB	08/31/1919
Cms Inj Dt	01/01/2011
Ind Inj Dt	#####
Coi Diag Cd	E8694
Venue State	AA
ORM Ind	No
Si Ind	No
Si Type Cd	Not Defined
PH Last Name	
PH First Name	
Oba Name	
Legal Name	
Ins Type Cd	Liability
Ins TIN	#####
Policy Number	345345
Claim Number	456456
Ins Name	AAAAAAAAAAAA
Ins Addr1	AAAAAAAAAAAA
Ins Addr2	
Ins City	A AAAAAAAAAA
Ins State	AA
Ins Zip5	#####

Slide notes

The last data entry screen in the New Claim process is for the Claimant and Claimant Representative Listing.

Data will only be entered on this screen if the injured party/Medicare beneficiary is deceased, and the claimant is the beneficiary's estate or another individual/entity.

If you are submitting a claim on behalf of a living Medicare beneficiary, do NOT enter information on this page.

Slide 21 - of 47 - New Claim Overview Buttons

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

Enter claimants other than the injured party/Medicare beneficiary such as the beneficiary's estate, or other claimant in the case of wrongful death or survivor action. **This page is not used when the injured party/Medicare beneficiary is alive and an individual is pursuing a claim on behalf of the beneficiary.**

Claimant **Claimant Representative** **Actions**

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Transactions Remaining
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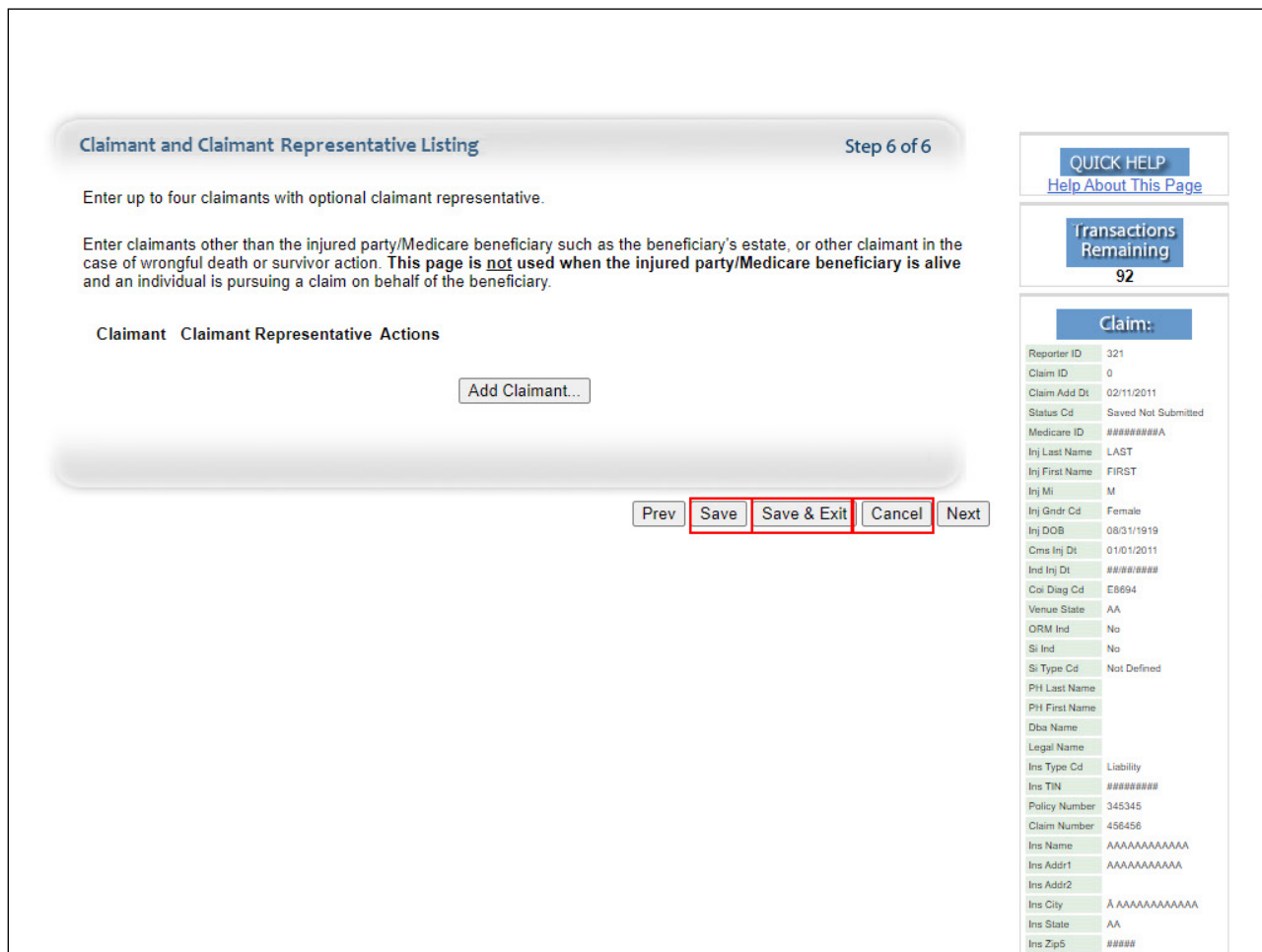
Claim:

Reporter ID	321
Claim ID	0
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####
Inj Last Name	LAST
Inj First Name	FIRST
Inj Mi	M
Inj Gndr Cd	Female
Inj DOB	08/31/1919
Cms Inj Dt	01/01/2011
Ind Inj Dt	#####
Coi Diag Cd	E8694
Venue State	AA
ORM Ind	No
Si Ind	No
Si Type Cd	Not Defined
PH Last Name	
PH First Name	
Oba Name	
Legal Name	
Ins Type Cd	Liability
Ins TIN	#####
Policy Number	345345
Claim Number	456456
Ins Name	AAAAAAAAAAAA
Ins Addr1	AAAAAAAAAAAA
Ins Addr2	
Ins City	A AAAAAAAAAA
Ins State	AA
Ins Zip5	#####

Slide notes

Unless otherwise noted, all pages presented during the New Claim process will include the following buttons: [Prev] (Previous), [Save], [Save & Exit], [Cancel], and [Next]. The [Prev] button will return the user to the previous screen.

Slide 22 - of 47 - Save, Save & Exit, and Cancel Buttons



Slide notes

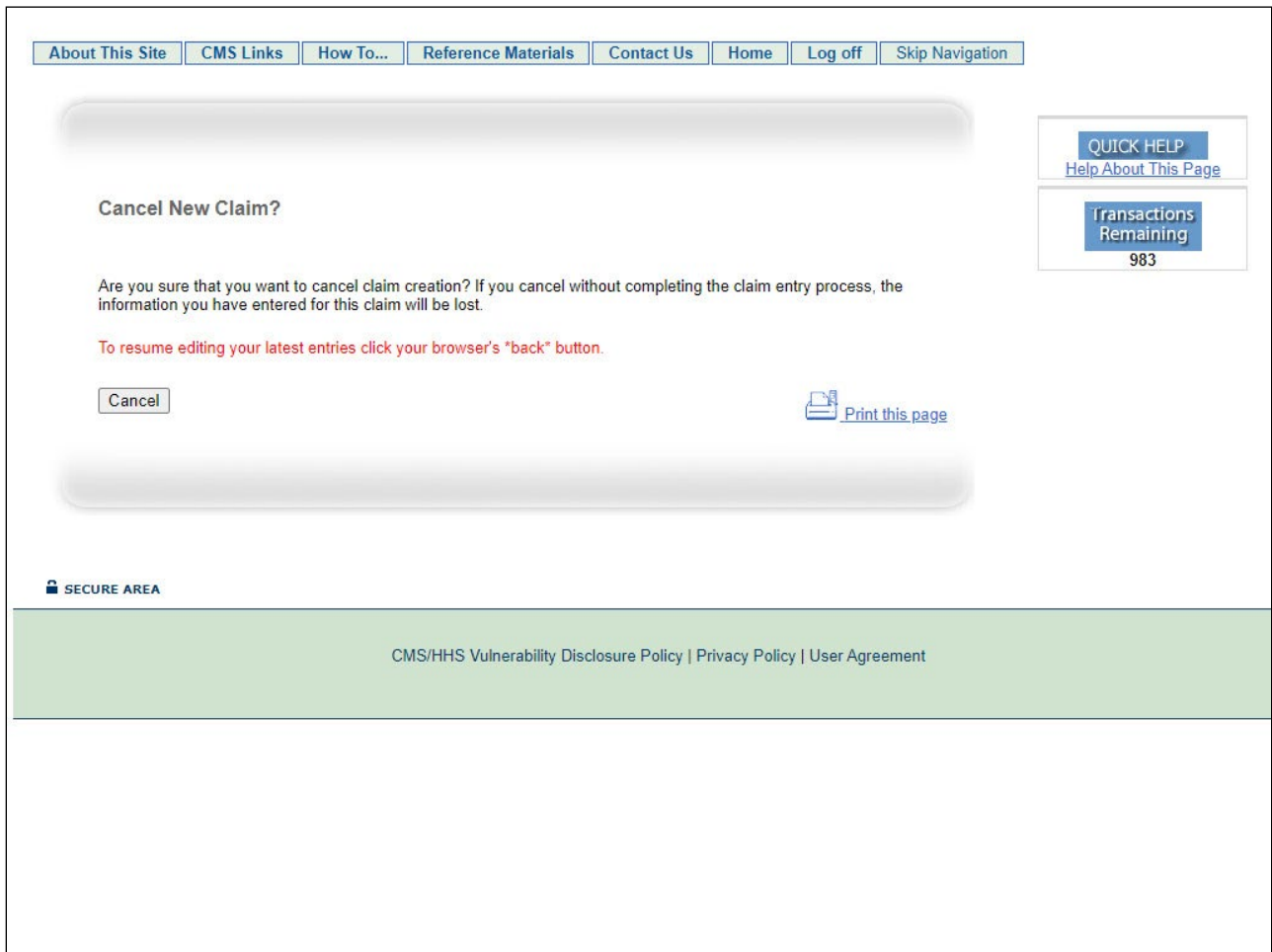
The [Save] button allows you to save the claim information that has been entered on the current page before progressing to the next page. The first time [Save] is used, the system will assign a Document Control Number (DCN) to the claim report.

Note: The DCN is the Claim ID.

The [Save & Exit] button allows a user to provide and save partial information for a claim report if they do not have all of the information readily available to complete and submit the claim.

During the New Claim creation process, the user will click [Cancel] when they do not want to continue with the New Claim submission.

Slide 23 - of 47 - Cancel New Claim Page



Slide notes

When the [Cancel] button is clicked during the New Claim creation process, you will be taken to the Cancel New Claim page. If you clicked [Cancel] by mistake, click your browser’s “Back” button to return to the claim entry pages to save your changes.

However, if you click [Cancel] on this page, any unsaved information entered for the claim will be deleted.

Note: If you did not save the new claim at any time during the data entry function, the claim entry will not display on the Claim Listing page.

If you did save the claim during the claim entry process, only the data that was entered prior to the save will be retained.

Slide 24 - of 47 - Advancing to the Next Page

Mandatory Reporting

Continuation of Benefits and Recovery

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Claim Confirmation [Print this page](#)

Please review your claim information. If you need to change something, click the 'Edit' button in the applicable section. You might wish to print this page for your records.

Injured Party

Medicare ID	#####A
First Name	FIRST
Middle Initial	M
Last Name	LAST
Gender	Female
DOB	#####

Injury [Edit...](#)

Insurance Type	Liability
CMS Date of Injury	01/01/2011
Industry Date of Injury	01/02/2011
State of Venue	AA
Alleged Cause of Injury Diagnosis	E8694
Diagnosis 1	01550
Diagnosis 2	75559
Diagnosis 3	75560

QUICK HELP

[Help About This Page](#)

Transactions Remaining

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Claim:

Reporter ID	321
Claim ID	10600
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj Mi	M
Inj Gndr Cd	Female
Inj DOB	#####
Cms Inj Dt	01/01/2011
Ind Inj Dt	01/02/2011
Coi Diag Cd	E8694
Venue State	ALASKA
ORM Ind	No
Si Ind	No
Si Type Cd	Not Defined
PH Last Name	
PH First Name	
Dbn Name	
Legal Name	
Ins Type Cd	Liability
Ins TIN	#####A
Policy Number	345345
Claim Number	456456
Ins Name	AAAAAAAAAAAA
Ins Addr1	AAAAAAAAAAAA
Ins Addr2	
Ins City	Orangeville
Ins State	ALASKA

ORM TPOC

ORM Indicator	No
ORM Termination Date	
TPOC 1 Date	02/01/2011
TPOC 1 Amount	\$5000.00
TPOC 1 Delay Date	
TPOC 2 Date	02/10/2011
TPOC 2 Amount	\$500.00
TPOC 2 Delay Date	

Insurance

Does the reportable event involve self-insurance?	No
Self Insured Type	Not Defined
Policyholder First Name	
Policyholder Last Name	
DBA Name	
Legal Name	
TIN	#####
Policy Number	345345
Claim Number	456456
RRE Mailing Name	AAAAAAAAAAAA

Slide notes

The [Next] button will advance the user to the next page in the New Claim process if there are no errors on the current screen.

When [Next] is pressed, the DDE system will ensure that all entered data conforms to Section 111 reporting requirements.

If errors are found, the system will display applicable error messages and the cursor shall be placed on the first field that generates an error.

This will either be a required field that is missing data or a field that contains a data error. Errors must be corrected before the system will advance the user to the next page.

Slide 25 - of 47 - Claim Confirmation Page

Mandatory Reporting

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Claim Confirmation

Please review your claim information. If you need to change something, click the 'Edit' button in the applicable section. You might wish to print this page for your records.

Injured Party

Medicare ID	#####A
First Name	FIRST
Middle Initial	M
Last Name	LAST
Gender	Female
DOB	#####

Injury

Edit...

Insurance Type	Liability
CMS Date of Injury	01/01/2011
Industry Date of Injury	01/02/2011
State of Venue	AA
Alleged Cause of Injury Diagnosis	E8694
Diagnosis 1	01550
Diagnosis 2	75559
Diagnosis 3	75560

Insurance

Does the reportable event involve self-insurance?	No
Self Insured Type	Not Defined
Policyholder First Name	
Policyholder Last Name	
DBA Name	
Legal Name	
TIN	#####
Policy Number	345345
Claim Number	456456
RRE Mailing Name	AAAAAAAAAAAA

QUICK HELP

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Transactions Remaining

91

Claim:

Reporter ID	321
Claim ID	10600
Claim Add Dt	02/11/2011
Status Cd	Saved Not Submitted
Medicare ID	#####A
Inj Last Name	LAST
Inj First Name	FIRST
Inj Mi	M
Inj Gndr Cd	Female
Inj DOB	#####
Cms Inj Dt	01/01/2011
Ind Inj Dt	01/02/2011
Coi Diag Cd	E8694
Venue State	ALASKA
ORM Ind	No
Si Ind	No
Si Type Cd	Not Defined
PH Last Name	
PH First Name	
Dbn Name	
Legal Name	
Ins Type Cd	Liability
Ins TIN	#####A
Policy Number	345345
Claim Number	456456
Ins Name	AAAAAAAAAAAA
Ins Addr1	AAAAAAAAAAAA
Ins Addr2	
Ins City	Orangeville
Ins State	ALASKA

ORM TPOC

ORM Indicator	No
ORM Termination Date	

New Claim Overview

Claim Confirmation

TPOC 2 Amount	\$500.00
TPOC 2 Delay Date	

Slide notes

When all of the mandatory data elements have been entered on screens 1-6, a Claim Confirmation page will be presented to the user.


The confirmation page will list all of the information that has been entered for the claim report. Users may edit the information prior to submitting the claim report by clicking the [Edit] button next to the Injury section.

This will return you to the Injury Information page. Once you are on this page, you can advance to any page that needs corrections.

Slide 26 - of 47 - Submit Claim Button

First Name	FIRST	First Name	
Middle Initial	M	Last Name	
Last Name	LAST	Organization Name	AAAAAAAAAAAA
Organization Name		Address 1	AAAAAAAAAAAA
Address 1	AAAAAAAAAAAA	Address 2	
Address 2		City	AAAAAAAAAAAA
City	AAAAAAAAAAAA	State	AA
State	AA	Zip5	####
Zip5	####	Zip4	4564
Zip4	####	Phone	#####
Phone	#####	Extension	###
Extension	###		

Claimant 2 <input type="button" value="Edit..."/>		Claimant Representative 2 <input type="button" value="Edit..."/>	
Relationship	Estate, Individual Name Provided	Type	None
TIN	#####	TIN	
First Name	FIRST	First Name	
Middle Initial	M	Last Name	
Last Name	LAST	Organization Name	
Organization Name		Address 1	
Address 1	AAAAAAAAAAAA	Address 2	
Address 2		City	
City	AAAAAAAAAAAA	State	Not Defined
State	AA	Zip5	####
Zip5	####	Zip4	###
Zip4	####	Phone	#####
Phone	#####	Extension	###
Extension	###		

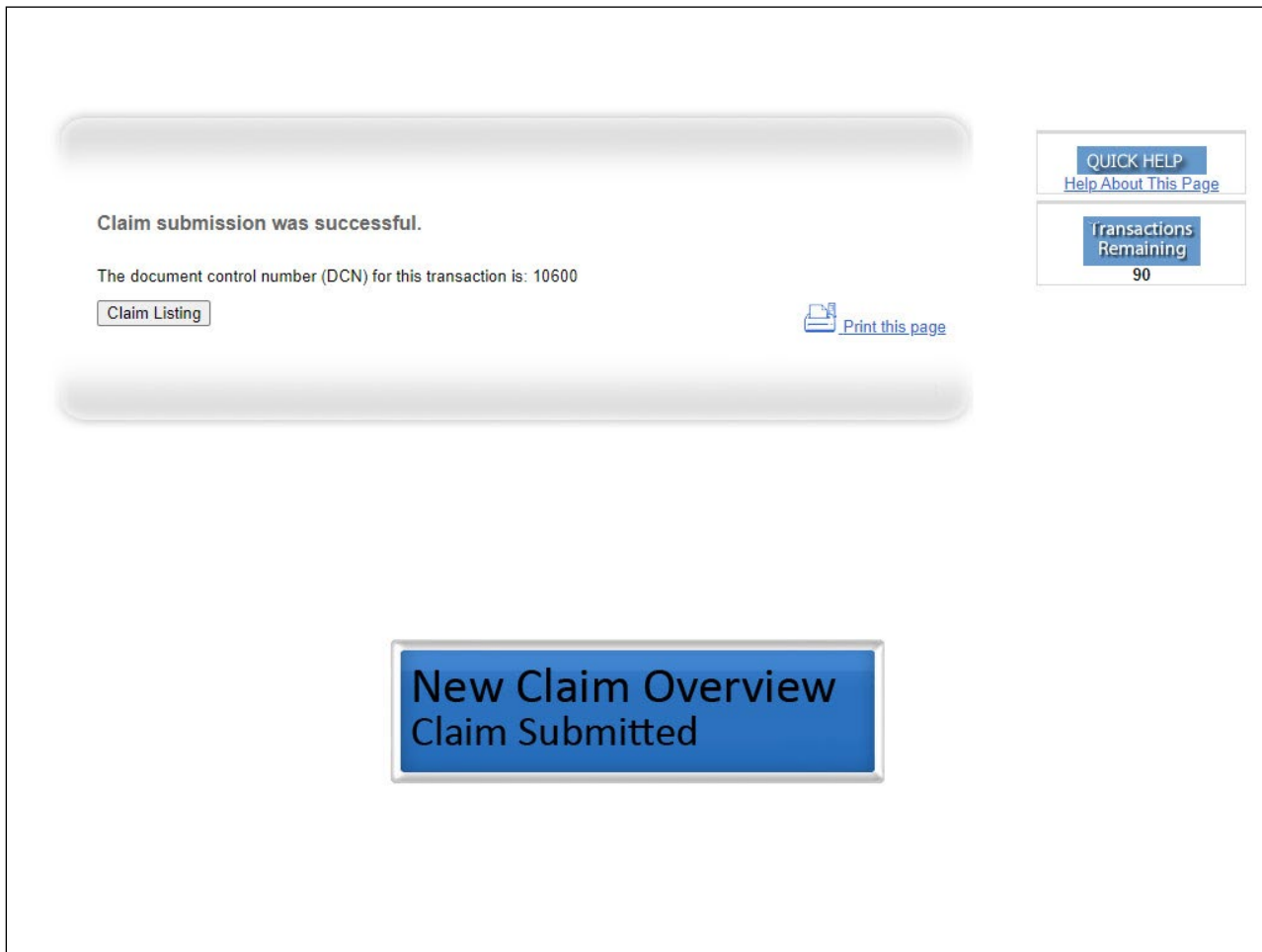
 Tips on the above buttons - (1) Submit will not appear if (a) transactions remaining is zero; (b) status is New; or (c) Status is Deleted. (2) Save will not appear if status is Deleted. (3) Submit Changes replaces Save Updates for existing claims with Status of New.

Slide notes

Once all data has been reviewed for completeness and accuracy, the user can scroll to the bottom of the Claim Confirmation page to submit the claim report. The [Submit Claim] button will only display on the Claim Confirmation page.

Note: From this page, a user may also choose to cancel the creation of the claim report or to save the claim report without submitting it.

Slide 27 - of 47 - Claim Submission Successful Page



Slide notes

When the user selects [Submit Claim], the Claim Submitted acknowledgement page will be presented with the DCN for the claim transaction.

Remember, the DCN can be used to identify the claim for viewing, updating or deleting at a later time.

Please note: The system will retain the same DCN when you update/edit a claim report that is in New status or Saved (Not Submitted) status.

The system will assign a new DCN when you save or submit a new claim report and when you update/edit a claim that is in Completed status. When a new DCN is assigned by the system, the previous DCN will no longer be valid for the claim report.

Slide 28 - of 47 - DDE Claim Listing



Slide notes

DDE Claim Listing

Slide 29 - of 47 - Accessing the Claim Listing Screen

Accessing Claim Listing Screen

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ation

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

items found, displaying all items: 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select <input type="button" value="Go"/>
77777	AAAAAAAAAAAA	Production Recertified		01	Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select <input type="button" value="Go"/>
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select <input type="button" value="Go"/>
98765	AAAAAAAAAAAA	Production Not Due		0	DDE	Susan Su	202-606-0842	susan@susan.com	Claim Listing Please Select RRE Information New Claim Claim Listing Designee Maintenance View Account Activity RRE Information File Processing Results Test File Results Beneficiary Lookup Remove RRE

Export options: [Text!](#) [Spreadsheet](#)

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[Change Password](#)
[Logoff](#)

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Slide notes

In order to access the Claim Listing screen, users will select the Claim Listing action for the Responsible reporting entity on the Responsible reporting entity Listing page and click Go.

In order to access the Claim Listing screen, users will select the Claim Listing action for the RRE on the RRE Listing page and click Go.

Slide 30 - of 47 - Claim Listing Overview

Claim Listing Overview

- Lists all previously submitted or saved (not submitted) DDE claim transactions and other information related to the claim report
- Used by RREs to
 - Update or delete a previously submitted DDE claim report, or
 - Complete or delete a saved (not submitted) DDE claim report

Slide notes

The Claim Listing screen will display a list of all previously submitted or saved (not submitted) DDE claim transactions and other information related to the claim report such as status.

This screen will be accessed when the user needs to update or delete a previously submitted DDE claim report, or to complete or delete a saved (not submitted) DDE claim report.

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Claim Listing for DDE Overview

ion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

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Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	<input type="text"/>	<input type="text"/>	01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

The Claim Listing screen includes some of the same functionality that is included on the New Claim screens. This screen has the Quick Help link, the Transactions Remaining and the Print this page link.

Slide 32 - of 47 - Claim Listing Search Options

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Claim Listing for DDE Overview

ion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP
[Help About This Page](#)

Transactions Remaining
94

Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Users can search for previously submitted and/or previously saved (not submitted) DDE claim reports using any combination of the following criteria:

- DCN
- Policy Number
- Claim Number
- Medicare ID
- Last Name and First Initial
- Initial Entry Date Range (a 2-month maximum is allowed)
- Status

Users may click [Clear Search Criteria] to erase the search criteria to begin a new search.

Note: Users may also enter a New DDE Claim from this screen by clicking the [New Claim] button.

When the user has entered their search criteria, they will click the [Search] button.

Slide 33 - of 47 - Claim Listing Search Results Table

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Claim Listing for DDE Overview

ion

Claim Listing

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

[Print this page](#)

QUICK HELP

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DCN	<input type="text"/>		
Policy Number	<input type="text"/>		(30 characters max.)
Claim Number	<input type="text"/>		(30 characters max.)
Medicare ID	<input type="text"/>		(12 characters max.)
Last Name, First Initial	<input type="text"/>	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>		A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>		
Status	<input type="text" value="Saved Not Submitted"/> ▼		

Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	<input type="text"/>	<input type="text"/>	01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Once the search button has been clicked, a summarized view of all claim reports that met the search criteria specified by the user, will display in the bottom half of the screen.

The data displayed will include fields that were supplied by the user when they entered the claim information as well as fields that were generated by the system.

The summarized data includes:

- Latest Document Control Number (DCN)
- Trx Cnt (Transaction Count)
- Policy Number
- Claim Number
- Medicare ID
- Beneficiary Name
- CMS Date of Injury
- Initial Entry Date
- Last Action

- Status
- Disposition, and Actions

- Slide 34 - of 47 - Claim Listing Results

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Claim Listing for DDE Overview

on

Claim Listing

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

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QUICK HELP

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DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Claim reports that have been submitted as well as claim reports that have been saved, and not yet submitted, will display on this listing.

Claim reports where the injured party was not matched to a Medicare beneficiary will not display on this listing.

Slide 35 - of 47- Claim Listing Results

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Claim Listing for DDE Overview

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Claim Listing

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

[Help About This Page](#)

Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

The Latest DCN is the DCN assigned by the Benefits Coordination & Recovery Center (BCRC) to the current version of the claim report (i.e., when it was last saved or submitted).

A user will only be able to view, update or delete the current version of the claim report.

Transaction Count is the total number of transactions used for the claim. Remember, each update to a previously submitted and accepted claim report as well as each add and delete transaction is counted toward the 500 claim report limit.

Slide 36 - of 47 - Claim Listing Results

[About This Site](#)
[CMS Links](#)

Claim Listing for DDE Overview

[Print this page](#)

Claim Listing

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

[Help About This Page](#)

Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

The first claim report listed on this screen has used a total of 1 transactions. The first transaction was used when this claim report was initially submitted as a New Claim.

Once the claim report is processed and accepted by the BCRC, the second transaction will be used when the user updates information on the claim and resubmits it.

Slide 37 - of 47 - Claim Listing Results

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Claim Listing for DDE Overview

ion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/> , <input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP
[Help About This Page](#)

Transactions Remaining
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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	<input type="text"/>	<input type="text"/>	01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

The Policy Number should be submitted with a consistent format. When sending updates, enter the policy number exactly as it was entered on the original submission, whether zeros or a full policy number.

The Claim Number is the unique claim identifier by which the primary plan identifies the claim. The Medicare ID is the Injured Party's Medicare Number.

Slide 38 - of 47- Claim Listing Results

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Claim Listing for DDE Overview

tion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/> , <input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

Help About This Page

Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	<input type="text"/>	<input type="text"/>	01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Beneficiary Name includes the Injured Party’s First Name, Middle Initial and Last Name. The CMS Date of Injury is the Date of Incident (DOI) as defined by CMS.

The Initial Entry Date is the date the claim was created during the new claim entry process. Last Action is the action that was last performed on the claim. Valid values for the Last Action field are Add, Update or Delete.

Slide 39 - of 47 - Claim Listing Results

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Claim Listing for DDE Overview

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/> , <input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

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Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Status indicates the current state of the record. The status descriptors used by DDE include New, Completed, Saved (Not Submitted), In Process and Deleted.

New indicates that the claim report was submitted, but not yet processed by the BCRC.

Completed indicates that the BCRC has finished processing the claim report.

This code does not indicate that the claim report has been accepted. The RRE must review the Disposition to determine if the claim report was accepted and what additional steps may be required.

Saved (Not Submitted) indicates that the transaction has been saved on the Section 111 COBSW but not yet submitted by the RRE. RREs must submit saved claims within 30 calendar days from the date the claim was first saved.

If a saved claim is not submitted within 30 days, it will be automatically deleted by the system.

In Process indicates that the claim has been submitted and is being processed by the BCRC

Deleted indicates the claim report was deleted.

Slide 40 - of 47- Claim Listing Results

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Claim Listing for DDE Overview

ion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/> , <input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	Can't find your recent updates? Search again to refresh the listing.

QUICK HELP

[Help About This Page](#)

Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	<input type="text"/>	<input type="text"/>	01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054	<input type="text"/>	<input type="text"/>	01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

Disposition will be used to indicate the results of processing the claim report. If the claim report processed with no errors, the value in this field will be the applicable Disposition Code.

If the claim report processed with errors, a value of 'SP' will be returned in this field. For more information, please see the Response File Disposition Codes Table in the NGHP User Guide Appendices Chapter (Appendix F).

Slide 41 - of 47 - Claim Listing Actions

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Claim Listing for DDE Overview

ion

Claim Listing [Print this page](#)

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the Search button.

DCN	<input type="text"/>	
Policy Number	<input type="text"/>	(30 characters max.)
Claim Number	<input type="text"/>	(30 characters max.)
Medicare ID	<input type="text"/>	(12 characters max.)
Last Name, First Initial	<input type="text"/>	
Initial Entry Dates Between	<input type="text" value="12"/> / <input type="text" value="10"/> / <input type="text" value="2010"/>	A maximum two-month search range applies. Use MM/DD/YYYY date format.
And	<input type="text" value="2"/> / <input type="text" value="10"/> / <input type="text" value="2011"/>	
Status	<input type="text" value="Saved Not Submitted"/>	

QUICK HELP

[Help About This Page](#)

Transactions Remaining

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Showing 50 of 128 matching claims. You may need to refine your search criteria.

Can't find your recent updates? [Search again](#) to refresh the listing.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000			01/01/2010	01/26/2011	Update	Saved Not Submitted		Resume Delete History
10581	1	5678ABC	15678001			01/01/2001	12/28/2010	Update	New		Update Delete History
10577	9	123456C	15678003			01/01/2001	12/28/2010	Update	In Process		Update Delete History
10576	9	914567	15678012			01/01/2001	12/28/2010	Update	Deleted		View History
10575	9	12345678	15678054			01/01/2001	12/28/2010	Update	Completed		Update Delete History

SECURE AREA

Slide notes

The last field displayed on the Claim Listing screen is Actions which provides the user with the ability to Update, Resume, Delete and View History for a claim report. Each Action is a hyperlink.

To perform an Action, click on the link for the desired claim report.

Slide 42 - of 47 - Claim Listing - Update, Resume and Delete Actions

Claim Listing - Update, Resume and Delete Actions

- Update Action
 - Update the current version of a previously submitted DDE claim report
- Resume Action
 - Resume the claims submission process for claims in Saved (Not Submitted) status
- Delete Action
 - Delete the current version of a previously submitted, or Saved (Not Submitted) DDE claim report
- See DDE Resume, Update and Delete Claim Information CBT

Slide notes

The Update action will give users the ability to Update the current version of a previously submitted DDE claim report.

The Resume action gives users the ability to Resume the claims submission process for claims in Saved (Not Submitted) status.

The Delete action gives users the ability to Delete the current version of the previously submitted, or Saved (Not Submitted), DDE claim report.

For more information on how these Actions will function for DDE, please see the DDE Resume, Update and Delete Claim Information CBT.

Slide 43 - of 47 - Claim History Page

The screenshot shows the 'Claim History' page. At the top, there is a navigation bar with links: About This Site, CMS Links, How To..., Reference Materials, Contact Us, Home, Log off, and Skip Navigation. Below this is the 'Claim History' heading and a sub-heading: 'This page lists the transaction history for a particular claim.' To the right, there is a 'QUICK HELP' section with a link 'Help About This Page' and a 'Transactions Remaining' section showing '90'. The main content area contains claim details: Claim Number: 456456, Beneficiary Name: [redacted], Medicare ID: [redacted], CMS Date of Injury: 01/01/2011, and Industry Date of Injury: 01/02/2011. Below the details is a table with one row highlighted in red. The table has columns: ID, DCN, Transaction Date, Action Update, Status, and Disposition. The row contains: 1, DCN 10600, Transaction Date 02/15/2011, Action Update, Status NW, and Disposition. A 'Cancel' button is located below the table. At the bottom of the page, there is a green bar with links: CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement.

	DCN	Transaction Date	Action Update	Status	Disposition
1	10600	02/15/2011	Update	NW	

Slide notes

The View History action will display the Claim History page showing all transactions for the selected claim report.

Each DCN that was previously generated for the claim report will be included on this screen along with the transaction date, action, status and disposition for the DCN.

Note: If the submitted claim received any error codes or compliance codes, they will be displayed on the bottom of the Claim Confirmation page.

Slide 44 - of 47- Claim History - Cancel

The screenshot displays the 'Claim History' page. At the top, a navigation menu includes 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', 'Home', 'Log off' (highlighted with a red box), and 'Skip Navigation'. Below the navigation, the page title is 'Claim History'. A sub-header states: 'This page lists the transaction history for a particular claim.' To the right, there is a 'QUICK HELP' section with a link 'Help About This Page' and a 'Transactions Remaining' counter showing '90'. The main content area features a large blue button labeled 'Claim Listing View History Action'. Below this, a table displays claim details:

Claim Number:	456456
Beneficiary Name:	[Redacted]
Medicare ID:	[Redacted]
CMS Date of Injury:	01/01/2011
Industry Date of Injury:	01/02/2011

	DCN	Transaction Date	Action Update	Status	Disposition
1	10600	02/15/2011		NW	

Below the table, a 'Cancel' button is highlighted with a red box. At the bottom of the page, a green footer bar contains the text: 'CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement'.

Slide notes


When the user has finished reviewing the Claim History, they can return to the Claim Listing screen by clicking the [Cancel] button.

To log out of the system, users will click the [Log off] menu option on the Section 111 COBSW Main Menu bar.

Slide 45 - of 47 - Course Summary

Course Summary



- Overview
 - Section 111 COBSW Login
 - Transactions Remaining Count
 - New Claim screens
- DDE Claim Listing screen
 - Fields
 - Actions

A circular icon with a black background and white text. The icon depicts a document with a folded corner and the word "SUMMARY" written below it.**Slide notes**

This module provided an overview on how to login to the Section 111 Coordination of Benefits Secure Web site (COBSW), clarified what affects the Transactions Remaining Count and provided an overview on the screens used to enter a DDE claim report.

The second part of this course focused on the DDE Claim Listing screen. It explained the fields displayed and included a discussion on the actions that can be performed from this screen.

Slide 46 - of 47 - Conclusion

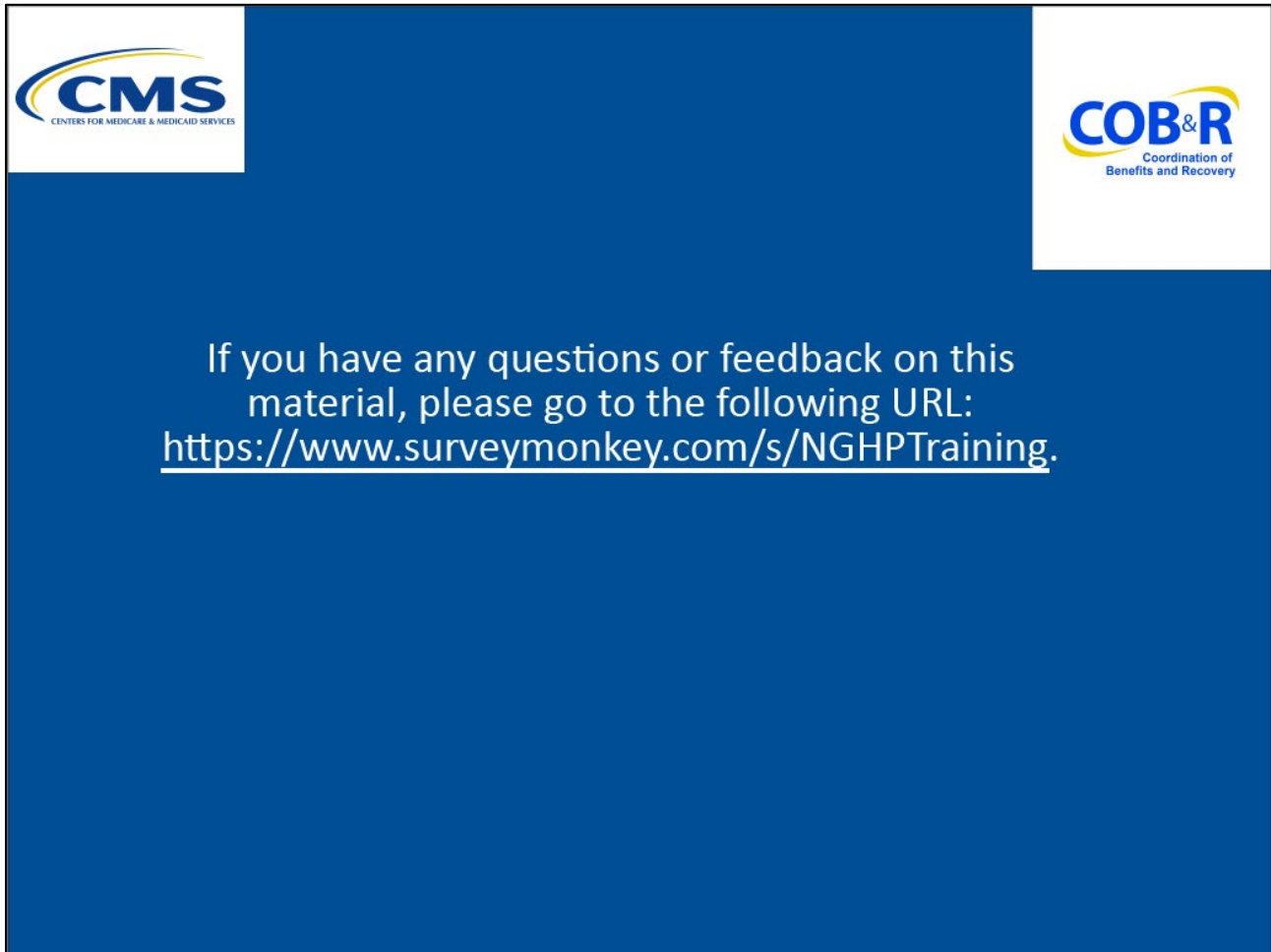


You have completed the DDE Screens Overview course. Detailed information on the DDE option can be found in the Section 111 COBSW User Guide available for download after login at:
<https://go.cms.gov/mirnghp>.

Slide notes

You have completed the DDE Screens Overview course. Detailed information on the DDE option can be found in the Section 111 COBSW User Guide available for download after login at the following link: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 47 - of 47 - NGHP Training Survey



The slide features a dark blue background. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main text in the center reads: "If you have any questions or feedback on this material, please go to the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

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