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FFM Plan Management Copy & Paste in Templates Guide

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1 Copying and Pasting in Plan Management Templates

Copy/Paste is permitted in all Plan Management templates required as part of the Qualified Health Plan (QHP) submission process. To ensure that users do not run into issues while preparing data for templates, there are a few key points to keep in mind when pasting data into macro-enabled templates.

1.1 General Copy/Paste Recommendations

Excel Pasting and Cell Validation: In Excel, pasting into templates causes cell-level validations to be overwritten, which could lead to validation errors. The **Data Traceability Matrix** of each QHP module documents the formats, allowable values, and required elements for all of the templates.

Recommendation: Ensure that the data you are pasting is the **correct** type of data for the cell. For example, if the template only accepts a text value, ensure the source data is text and not numeric. Errors that normally would be caught on manual entry will be checked when the template is validated. If possible, use the **Paste/Paste Special**, and select the **Values** radio button.

Note: If you have a numerical identifier with a leading zero, it is permissible to copy it as text and paste it into a numerical field. Excel automatically drops leading zeroes unless a field is specifically formatted. For example, if you have a TIN that starts with a zero, you may copy the number (formatted as text to keep the leading zero) and paste it into the template. Leading zeroes will not create validation errors.

1.2 Whole Template Copy/Paste Recommendations

Column headers of all the templates are locked: You cannot select an entire template, with headers, and paste into a new one. In some templates, there may be hidden columns that block you from pasting an entire row as in the Ratings template.

Recommendations: Select only the fields with user-entered data to copy and paste. If you receive an Excel error that you are trying to paste into a protected cell, look at the specific template guidelines in this document.

1.2.1 Column Level Copy/Paste Recommendations

Only copy user-entered data, and **do not include** the header columns or any gray-filled cells. There are new drop downs for all benefits, and users must confirm that the values being pasted are correct. Columns may **not** be deleted, but you can adjust the width of a column to better view data.

1.2.2 Row Level Copy/Paste Recommendations

Only copy user-entered data, and **do not include** any green label fields from a row. Entire rows can be deleted in most templates, but you cannot delete a row that has a locked cell or header.

1.2.3 Cell Level Copy/Paste Recommendations

In most templates, locked cells are gray, and users cannot paste into green header cells.

Recommendation: For all unlocked cells, use the Paste Special > Values button.

2 Administrative Data Template

The Administrative Data template resembles a paper form; therefore, a large portion of this template **has locked cells**. You can paste into individual cells requiring input, preferably using the **Paste Values** option, which can be accessed from the right click menu or from the Excel ribbon as shown in Figure 1 below.

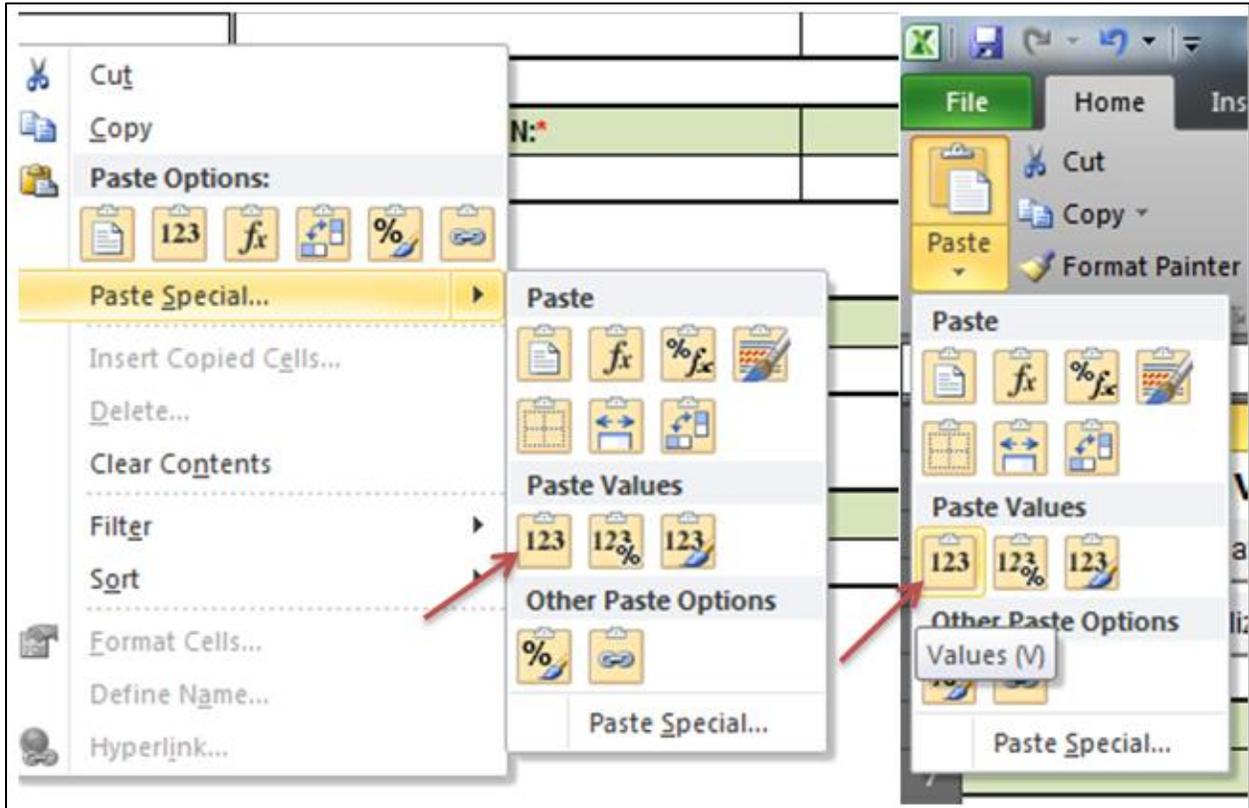


Figure 1: Paste Special Menus

If you have an older version template from which you want to copy, you can select any adjacent cells with user-entered data and copy into the latest version using **Paste Special** or **Match Destination Formatting** if Paste Special is not available. As long as you do not include a locked cell, the data will paste correctly. The column headers and title fields that have a green fill, as shown in Figure 2, are always locked.

5. Issuer Individual Market Contact				
First Name:	Last Name:	E-mail Address:	Phone Number:	Phone Extension:
6. Issuer SHOP (Small Group) Contact				
First Name:	Last Name:	E-mail Address:	Phone Number:	Phone Extension:

Figure 2: Locked Column Headers and Title Fields

3 Essential Community Providers (ECP), NCQA, URAC, Network ID Templates

These four templates are simple tables and **have no locked cells**. You may copy/paste into any of these cells, but be sure to paste the correct type of data. Check the **Data Traceability Matrix** for specific data formats. For any cells that are drop-downs, make sure you are pasting one of the options listed in the drop-down; otherwise, validation errors will occur. The **Validate** macro of all templates is not case sensitive in regards to the drop-down values. However, some templates have automated functions that will not trigger if you paste values, or will not trigger properly if the wrong case is used. For example, in the Service Area template, if you paste “yes” instead of “Yes” into Partial County, it will not trigger the macro that un-hides the Partial County Zip Codes column. For best results, use the case that is given in the templates or Data Traceability Matrix.

Network and **Essential Community Providers** both use the **Network ID** field. The recommended approach is to create your **Network IDs** (based on your state) with the *Create Network IDs* button in the **Network ID** template **prior** to filling out data in the **ECP Template**, shown in Figure 3, to ensure the enumeration of the Network IDs on both templates match.

Copying/Pasting in the ECP Template: If multiple providers are in the same networks, you may use the one time pop-up to select Network IDs and then copy/paste to all other providers that use those networks.

When updating the **Administrative Data Template**, if you have older versions of the templates filled in, you may paste the data directly into the latest version.

NOTE: Make sure to select information starting from the row under the headers. Otherwise, you will be pasting into locked cells and will receive an Excel error. (Copy from the place of the highlighted cells in Figure 3.)

	A	B	C	D	E	F	G
1	2016 Essential Community Providers v5.06		All fields marked with an asterik (*) are required. To validate the template, press the validate button or Ctrl + Shift + I. To finalize the template, press the				
2	Validate		If the contracted provider does not have an NPI, please leave the field blank.				
3	Finalize		Provider Name must be unique.				
4			If you do not qualify for the alternate standard, select from ECP Category and select NA for Provider Type.				
5			If you qualify for the alternate standard, select from Provider Type and select NA for ECP Category.				
6	Company Legal Name*		Click the Create Network IDs button (or press Ctrl + Shift + N) to generate the networks based on your state. Network IDs will populate in the drop-down				
7	HIOS Issuer ID*						
8	Issuer State*						
9	Create Network IDs						
10							
11							
12	National Provider Number (NPI)	Provider Name*	Provider Type*	ECP Category*	Street Address*	Street Address 2	City*
13	Optional: Enter the 10-digit National Provider Number	Required: Enter the Provider Name	Required: Select all the Provider Types that apply, else select NA	Required: Select all the ECP Categories that apply, else select NA	Required: Enter the Street Address for the provider	Optional: Enter the provider's Street Address 2 if applicable	Required: Enter the City for the provider
14							
15							
16							
17							
18							
19							
20							
21							
22							

Figure 3: ECP Template- Copy/Paste Area

4 Prescription Drug Template

The Prescription Drug Template has two types of worksheets: the **Formulary Sheet** and the **Drug List Sheet**.

4.1 Formulary Tiers Worksheet

In the Formulary Tiers worksheet (see Figure 4), each formulary is designed to always take up 7 rows. Unused tiers in the formulary are gray-filled and locked based on the **“Number of Tiers”** column. It is recommended to first create Formulary IDs; then select a Formulary ID from the drop-down list; and then enter the URL and select the drug list and number of tiers from the drop-down. This will lock the remaining cells for which input is not required. You can paste data into any cells that are **not** gray.

NOTE: DO NOT copy and paste column F.

NOTE: It is highly **UNADVISABLE** to copy columns G-Q due to the removal of the Cost Share Type columns.

NOTE: **“Not Applicable”** has been included as a drop down option version 5+ of the Prescription Drug Template. This is different from **“No Charge.”** It is highly recommended that you review your data to verify that you have accurately chosen between **“No Charge”** and **“Not Applicable.”**

Formulary ID*	Formulary URL*	Drug List ID*	Number of Tiers*	Drug Tier ID*	Drug Tier Type*	1 Month In Network Retail Pharmacy Copayment*	1 Month In Network Retail Pharmacy Coinsurance*	1 Month Out of Network Retail Pharmacy Benefit Offered?*	1 Month Out of Network Retail Pharmacy Copayment*	1 Month Out of Network Retail Pharmacy Coinsurance*	3 Months Out of Network Retail Pharmacy Copayment*	3 Months Out of Network Retail Pharmacy Coinsurance*
Required: Select the Formulary ID	Required: Enter the Formulary URL	Required: Select the Drug List ID (from Drug Lists sheet)	Required: Select the number of Tiers	Required: The template will populate a Drug Tier ID 1- Select all the Drug Types included in this tier	Required: Select all the Drug Types included in this tier	Required: Enter a copayment amount	Required: Enter a coinsurance amount	Required: Does this tier offer 1 Month Out of Network Mail Order Pharmacy benefits?	Required if Offered: Enter a copayment amount	Required if Offered: Enter a coinsurance amount		
KSF001	www.amazon.com	1	3		1 Preferred Generic	No Charge	20.00% No		No Charge	20.00% No		
					2 Preferred Brand	No Charge	25.00% No		No Charge	25.00% No		
					3 Non-Preferred Brand	\$10.00	No Charge	No	\$10.00	No Charge	No	No

Figure 4: Prescription Drug Template – Formulary Tiers Worksheet

4.2 Drug List Worksheet

When working with the Drug List worksheet, you may paste a list of RxCUIs into column A from your previous template. You may also paste the **Prior Authorization Required** Field (column C) and **Step Therapy Required** field (column D).

There can be no duplicate RxCUIs: Duplicate RxCUIs will cause an error message announcing the cell location of the duplicate. Validation will check that the tier you have selected for a drug exists in the formularies that reference the drug.

For example, if your first formulary uses Drug List 1 and has 5 tiers, you cannot mark any RxCUIs in that drug list as tier 6 or 7. You can select them as **“NA”** if those drugs are used in a different Drug List.

In order to avoid producing a validation error when pasting **Tier Levels** (column B) from an older template, paste the Tier Levels using **Match Destination Formatting**. This is done by copying the Tier Level cells and then selecting the **Match Destination Formatting** under Paste Options, or by manually selecting the correct level from the dropdown for each row.

5 Service Area Template

The Service Area template, shown in Figure 5, will lock and gray-fill cells based on options selected in the columns. There also are hidden columns that only display if you have a service area that covers a partial county.

If a cell is gray, you will not be able to paste into it. Please make sure, if you are pasting in a long list of Zip Codes for the Service Area Zip Code(s) column, that they are **separated by a comma and a space**. You only need to list Zip Codes if the service area covers a partial county (Partial County = YES). If Partial County = NO, the Service Area Zip Code(s) column is gray and locked, so nothing can be pasted because Zip Codes are not needed for service areas covering entire counties.

Note: Zip & FIPS commonly change throughout the year. **Please confirm that your Zip-codes & FIPS-codes are accurate and have not changed from previous years.**

Note: Due to data validation settings, when copying/pasting Yes/No values from the State and/or Partial County columns from an old template, the appropriate columns, including the Service Area Zip Code(s) column, will not automatically gray out. Other hidden columns may also appear. For the worksheet to function correctly, manually select Yes/No from the dropdown. If desired, paste the values in, for reference, and then go through and manually re-select the correct options in each dropdown.

State*	County Name	Partial County	Service Area Zip Code(s)	Partial County Justification
Required: Does this Service Area cover the entire state?	Required if State is "No": Select the County - FIPS this Service Area covers	Required if State is "No": Does this Service Area include a partial county?	Required if Partial County is "Yes": Enter the zip codes in this county that are covered by this Service Area	Required if Partial County is "Yes": Enter a Justification of why all of the zip codes are not included in this service area.
Yes				
No	Alleghany - 37005	No		
No	Alleghany - 37005	Yes		

Figure 5: Service Area Template

6 Rate Tables Template

The Rate Tables template is designed to support issuers submitting for both Individual Rated and Family Tiering States.

6.1 Issuers in Individual Rated States

Rate information may be copied and pasted into Rate Tables using the recommendations previously mentioned.

Note: The Rate Tables template is designed with significant automation to help users fill in valid information. For example, the macros automatically create all Age Bands required for a plan when the 0-20 option is selected under the **Age** header in Column D. Selecting the 0-20 option will gray and lock a large portion of the cells below the first three columns. There are a few different scenarios to keep in mind.

Scenario 1: If you use “**No Preference**” for Tobacco and select the 0-20 age band, the template will auto populate all the required age bands as well as the Plan ID, Rating Area ID, and Tobacco (see Figure 6). In this scenario, the only cells that can be pasted into are the **Individual Rate** column cells. While the **Age** column is not grayed or locked, the **age bands are auto-populated and should not be edited**.

	Plan ID*	Rating Area ID*	Tobacco*	Age*	Individual Rate*
12					
13	Required: Enter the 14-character Plan ID	Required: Select the Rating Area ID	Require: Select if Tobacco use of subscriber is used to determine if a person is eligible for a rate from a plan	Required: Select the age of a subscriber eligible for the rate	Required: Enter the rate of an Individual Non- Tobacco or No Preference enrollee on a plan
14	12345NC0012222	Rating Area 1	No Preference	0-20	
15	12345NC0012222	Rating Area 1	No Preference	21	
16	12345NC0012222	Rating Area 1	No Preference	22	
17	12345NC0012222	Rating Area 1	No Preference	23	
18	12345NC0012222	Rating Area 1	No Preference	24	
19	12345NC0012222	Rating Area 1	No Preference	25	
20	12345NC0012222	Rating Area 1	No Preference	26	
21	12345NC0012222	Rating Area 1	No Preference	27	
22	12345NC0012222	Rating Area 1	No Preference	28	
23	12345NC0012222	Rating Area 1	No Preference	29	
24	12345NC0012222	Rating Area 1	No Preference	30	
25	12345NC0012222	Rating Area 1	No Preference	31	
26	12345NC0012222	Rating Area 1	No Preference	32	
27	12345NC0012222	Rating Area 1	No Preference	33	
28	12345NC0012222	Rating Area 1	No Preference	34	

Figure 6: Rate Tables Template with Age Bands and No Preference Tobacco Option

Scenario 2: If you select “**Tobacco Use/Non-Tobacco Use,**” the **Individual Tobacco Rate** column will unhide and show the Rate Tables template with separate rates for non-tobacco and tobacco users. In this instance, the cells you will be able to paste into are the Individual Rate and Individual Tobacco Rate.

Plan ID*	Rating Area ID*	Tobacco*	Age*	Individual Rate*	Individual Tobacco Rate*
Required: Enter the 14-character Plan ID	Required: Select the Rating Area ID	Required: Select if Tobacco use of subscriber is used to determine if a person is eligible for a rate from a plan	Required: Select the age of a subscriber eligible for the rate	Required: Enter the rate of an Individual Non-Tobacco or No Preference enrollee on a plan	Required: Enter the rate of an Individual Tobacco enrollee on a plan
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	0-20		
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	Required: Select Age from List		
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User			
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	23		
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	24		
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	25		
12345NC0012222	Rating Area 1	Tobacco User/Non-Tobacco User	26		

Figure 7: Rate Tables Template with Age Bands and Tobacco/Non-Tobacco Option

You may copy into selected cells for plans in states with Family Tiering. If you select **“Family Option”** from the dropdown in the Age column, the template will unhide the family tiers column. Tobacco **must** be **“No Preference”** in this case, so the Individual Tobacco Rate column will be hidden. Figure 8 shows the Rate Tables template with Family Tiering columns displayed.

Plan ID*	Rating Area ID*	Tobacco*	Age*	Individual Rate*	Couple*	Primary Subscriber and One Dependent*	Primary Subscriber and Two Dependents*	Family Tier and Three or More Dependents*
Required: Enter the 14-character Plan ID	Required: Select the Rating Area ID	Required: Select if Tobacco use of subscriber is used to determine if a person is eligible for a rate from a plan	Required: Select the age of a subscriber eligible for the rate	Required: Enter the rate of an Individual Non-Tobacco or No Preference enrollee on a plan	Required: Enter the rate of a couple based on the pairing of a primary enrollee and a secondary subscriber (e.g. husband and spouse)	Required: Enter the rate of a family based on a single parent with one dependent	Required: Enter the rate of a family based on a single parent with two dependents	Required: Enter the rate of a family based on a single parent with three or more dependents
2345NC0012222	Rating Area 1	No Preference	Family Option					

Figure 8: Rate Tables Template – Family Tiering Columns

In this scenario, because there is a hidden column, you **will not be able to paste into the whole row all at once**. You can still paste rates into the **Individual Rate** column (Column E) and in all the family tier columns (Columns G-M), but not in these two adjacent cells at once (see Figure 9).

Age*	Individual Rate*	Couple*	Primary S and One D
Required: Enter the age of a subscriber eligible for the rate	Required: Enter the rate of an Individual Non-Tobacco or No Preference enrollee on a plan	Required: Enter the rate of a couple based on the pairing of a primary enrollee and a secondary subscriber (e.g. husband and spouse)	Required: Enter the rate based on a single parent with one de
Family Option			

Figure 9: Rate Tables Template – Individual Rate and Couple Fields

7 Rating Business Rules Template

The Rating Business Rules template is a simple table. The first row is considered the **Issuer** rule, and the **Plan** and **Product ID** columns are therefore grayed and locked. Data must be entered in every column in the first row (except for Plan/Product ID). For subsequent rows, you may paste in the Plan **OR** Product IDs and any columns that have different rules from the first **Issuer** rule.

The last column, “What relationships between primary and dependent are allowed, and is the dependent required to live in the same household as the primary subscriber?” is a large pop-up. It is **advisable to always use the pop-up** for this column because of the complexity of the data elements. It is not necessary to enter the same rules repeatedly; for example, if Plans and Products have the same answer to this column as the **C** rule, they can be left blank. If you are copying data from an older version of the template, you may copy and paste this cell.

Figure 10: Rating Business Rules Template – Relationship to Primary Pop-up

8 Plans & Benefits Template

In the Plans & Benefits template, shown in Figure 11, the top table in the Benefits Package sheet contains high-level plan information. You will find the Cost Share Variance for each plan on the second tab.

8.1 Benefits Package Sheet

The top table in the Benefits Package Tab allows any information to be pasted including the header rows (Rows A-Q). Please **do not copy rows R-T in the 2015 template, as they are now found in the Plan Variant Level**. Similarly, Column R has been changed to the **Composite Rating** column and **requires** new data.

Plan Identifiers															
HIOS Plan ID* (Standard Coverage)	Plan Marketing Name*	HIOS Product ID*	HPID	Network ID*	Service Area ID*	Formulary ID*	New/Existing Plan*	Plan Type*	Level of Coverage*	Unique Plan Design*	GHP/Non-GHP*	Notice Required for Pregnancy*	is a Referral Required for Specialist?	Specialist Requiring Referral	
12345NC001333	A Silver Plan	12345NC001		NCN001	NCS001	NCF001	New	HMO	Silver	No	Both	No	No		
12345NC001334	A Gold Plan	12345NC001		NCN002	NCS002	NCF002	New	HMO	Gold	No	Both	No	No		

Figure 11: Plan & Benefits Template – Plan Level Data

The bottom table in the Benefits Package sheet contains benefit information and EHB data. The benefits and the EHB/State Mandate columns are locked cells. It is **NOT possible to paste information into these columns**. The **Add Benefit Macro** will assist you in adding extra benefits, but you will be unable to paste over any listed benefits. From column E onward, it is possible to paste data **based on the table found at the end of the section**. The Limit Unit column is a pop-up with two drop-down fields that allow you to select various units of limitation. **Be aware that if you paste a limit unit that is not in the pop-up, you will receive a validation error**.

Benefit Information			General Information										
Benefits	EHB	State Mandate	Is this Benefit Covered?	Quantitative Limit on Service	Limit Quantity	Limit Unit	Minimum Stay	Exclusions	Explanation (text field)	EHB Variance Reason	Subject to Deductible (Tier 1)	Deductible and Out-of-Pocket (Tier 2)	Excl. Ntw.
Primary Care Visit to Treat an Injury or Illness	Yes		Covered								Yes	Yes	No
Specialist's Visit	Yes		Covered	Required if Covered: Select Yes if this benefit is Covered.							Yes	Yes	No
Other Practitioner Office Visit (Nurse, Physician Assistant)	Yes		Covered								Yes	Yes	No
Outpatient Facility Fee (e.g., Ambulatory Surgery Center)	Yes	Yes	Covered								Yes	Yes	No
Outpatient Surgery Physician/Surgical Services	Yes		Covered								Yes	Yes	No
Hospice Services	Yes		Covered								Yes	Yes	No
Non-Emergency Care When Traveling Outside the U.S.	Yes		Covered								Yes	Yes	No
Routine Dental Services (Adult)	Yes		Covered								Yes	Yes	No
Fertility Treatment	Yes		Covered	Yes	5000 Dollars per lifetime						Yes	Yes	No
Long-Term/Custodial Nursing Home Care	Yes		Covered								Yes	Yes	No

Figure 12: Plan & Benefits Template – Bottom EHB Table

Table 1 describes some changes made to the Benefits Package sheet that affect copy & paste functionality.

Table 1: Benefits Package Sheet- Column Locations

Copy/Paste	Old Template Location	New Template Location
DO NOT COPY	Column R-T	Plan Variant Level
DO NOT COPY	N/A	Column R – Composite Rating is a new field and requires manual input

Copy/Paste	Old Template Location	New Template Location
Allowable in new location	Columns U-W	Columns S-U
<u>DO NOT COPY</u>	Column X	Column V – Disease Management Programs Offered contains a new dropdown option, so manual input is recommended
<u>DO NOT COPY</u>	N/A	Column W – EHB % of Premium contains a new column, so manual input is required
Allowable in new location	Columns Y-AK	Columns X-AJ

8.2 Cost Share Variances Sheet

The first four columns are protected and read-only. The macros will populate this information, and it is not editable. Based on answers to columns G, H, and I, rows that are not applicable will lock and gray-fill. To verify that the appropriate rows gray out, manually select “No” from the dropdown.

Note: All Family MOOPs and Deductibles now **require** both a Per Person and a Per Group Value (or “Not Applicable” indicator). **Copying from the previous version of the template will cause the Cost Share Variances Sheet to fail validation.**

If you are trying to paste any information into a row that has a gray cell, you will receive the Excel error message, shown in Figure 13.

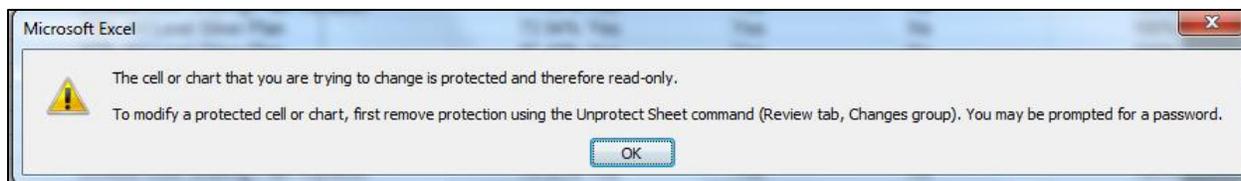


Figure 13: Sample Excel Error Message

You **can** paste values into any adjacent cells that are not gray, but be very careful to paste the right type of data. Each of the benefits listed on this sheet contains a copayment and coinsurance section.

Figure 14 shows Benefits Template Sample columns for Primary Care Visit to Treat an Injury or Illness with Copay and Coinsurance columns.

CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	
Primary Care Visit to Treat an Injury or Illness						Specialist Visit				
Copay			Coinsurance			Copay			Coinsurance	
In Network (Tier 1)	In Network (Tier 2)	Out of Network	In Network (Tier 1)	In Network (Tier 2)	Out of Network	In Network (Tier 1)	In Network (Tier 2)	Out of Network	In Network (Tier 1)	In Network (Tier 2)
0	\$25		\$25	25%		25%	\$25		\$25	25%
0	\$25		\$25	25%		25%	\$25		\$25	25%
0	\$0		\$0	0%		0%	\$0		\$0	0%
0	\$25		\$25	25%		25%	\$25		\$25	25%
0	\$25		\$25	25%		25%	\$25		\$25	25%
0	\$25		\$25	25%		25%	\$25		\$25	25%
0	\$25		\$25	25%		25%	\$25		\$25	25%

Figure 14: Cost Share Variance Sheet – Benefits Template Sample Columns

Be sure to paste the correct data type and format (dollar amount: **\$xx.xx** or percentage: **xx.xx %**) to reduce error messages when you validate.

If you need to paste a large block of data, it is easiest to do before the template locks cells that are not applicable. For example, if you have an older version of the Benefits template from which you want to paste data:

1. On the desired Cost Share Variance sheet, delete values from columns G, H, I and F in each row that you want to paste data into, as shown in Figure 15. This will clear out any locked cells on that row.

Medical & Drug Deductibles Integrated?*	Medical & Drug Maximum Out of Pocket Integrated?*	Multiple In Network Tiers?*

Figure 15: Subsection of Benefits Template

2. Select and copy the block of data that you want to paste into the template (see Figure 16). If you are using an older version of the Benefits template, remember that you will not be able to copy the entire row, because the first four columns are locked. Also, remember that columns or data elements may be in different places. **It is permissible to copy gray cells, as long as you paste values only.**

Combined Medical & Drug EHB Deductible										
In Network			In Network (Tier 2)			Out of Network		Combined In/Out Network		
Individual	Family	Default Coinsurance	Individual	Family	Default Coinsurance	Individual	Family	Individual	Family	Ind
\$850	\$800	10%				\$600	\$600	\$600	\$600	
\$850	\$800	10%				\$600	\$600	\$600	\$600	
		0%				\$0	\$0	\$0	\$0	
		10%				\$600	\$600	\$600	\$600	
		10%				\$600	\$600	\$600	\$600	
		10%				\$600	\$600	\$600	\$600	
		10%				\$600	\$600	\$600	\$600	
		30%				\$1,200	\$1,200	\$1,200	\$1,200	
\$1,000	\$1,200	30%				\$1,200	\$1,200	\$1,200	\$1,200	
\$0	\$0	0%				\$0	\$0	\$0	\$0	
\$1,000	\$1,200	30%				\$1,200	\$1,200	\$1,200	\$1,200	

Figure 16: Benefits Template Deductible Columns Selected for Copy

- Paste Special > Values into the destination workbook (either on the Home tab or with the right click). Repeat as many times necessary. (See Figure 17.)

BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU
Combined Medical & Drug EHB Deductible									
In Network			In Network (Tier 2)			Out of Network		Combined In/Out Network	
Individual	Family	Default Coinsurance	Individual	Family	Default Coinsurance	Individual	Family	Individual	Family
\$850	\$800	10%				\$600	\$600	\$600	\$600
\$850	\$800	10%				\$600	\$600	\$600	\$600
		0%	\$0	\$0	0%	\$0	\$0	\$0	\$0
		10%				\$600	\$600	\$600	\$600

Figure 17: Benefits Template Deductible Columns After Paste Values

- When you have finished pasting, go back to columns G, H, and I and make necessary selections from the drop-downs. Cells that are not applicable based on these values will gray and lock.
- It is permissible to have a value in a cell before it is gray/locked.** For example, each of the benefits has an In Network Tier 2 column (see Figure 18.) You may fill out all cells with values. When you select Multiple In Network Tiers = NO, all In Network Tier 2 cells will gray and lock. Any values in them will still be present, but the template ignores any cells with a gray fill for both Validate and Finalize macros.

Other Practitioner Office Visit (Nurse, Physician Assistant)					
Copay			Coinsurance		
In Network (Tier 1)	In Network (Tier 2)	Out of Network	In Network (Tier 1)	In Network (Tier 2)	Out of Network
\$0	\$0	\$0	0%		

Figure 18: Benefits Template Tier 2 Benefit Columns

For best results, **do not** paste your answers into columns G, H or I. If you do, Excel will not lock the columns that do not apply. If a cell is **not** gray, you **must** enter data into it.

For example, if you paste in “Yes” for Medical & Drug Deductibles Integrated, the template will not block out the separate Medical and Drug deductible groups, and you will have to enter “**Not Applicable**” for each column under those groups. **It is very important to double-check all your data after pasting into the Cost Share Variance sheet.**

Please remember that there are new drop downs for all benefits. Check to confirm that pasted values are correct.

Table 2 describes some changes made to the Cost Share Variance sheet that affect copy & paste functionality.

Table 2: Cost Share Variance Sheet - Column Locations

Copy/Paste	Old Template Location	New Template Location
Allowable in new location	Columns G-S	Columns G-S
<u>DO NOT COPY</u>	Columns T-DI	Columns T-DI may have new validations, dropdowns or locations and should be entered manually
Allowable in new location	Columns DJ to end	Columns DJ to end have new copay/coinsurance dropdown options, including “Not Applicable.” Please ensure you enter the correct values for the copay/coinsurance rates.