

Chapter 8: Instructions for the Network Identification Application Section

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1. Overview

In this section of the Qualified Health Plan (QHP) Application, issuers must cross reference their networks—groups of providers providing services in an area—with Network IDs and provide the Network URL.

2. Purpose

This chapter guides issuers through completing the Network ID section of their QHP Application.

3. Data Requirements

To complete this section, you need your Health Insurance Oversight System (HIOS) Issuer ID.

4. Application Instructions

The Network ID section of the QHP Application uses an Excel template to collect issuer network information. Figure 8-1 shows key items in these instructions for completing the Network ID section.

Figure 8-1. Network Identification Section Highlights

- Download the latest version of the Network Template from <http://cciio.cms.gov/programs/exchanges/qhp.html>.
- Using the correct template version is critical. The current and correct version of template includes 2015 in the banner.
- To initiate the template to allow data entry, enable template macros using the **Options** button on the Security Warning toolbar, and select **Enable this content**.
- All header fields in the template marked with an asterisk (*) are required.
- The URL to the provider directory is the only network identification information made public.
- Dual product issuers offering QHPs and dental plans must use the word “dental” in the network name for their dental network to distinguish the QHP network from the dental network.
- Dual product issuers offering QHPs and dental plans must create separate Network IDs for their QHP and dental networks using the Network Template.

4.1 Template Instructions

Using the template downloaded from the Benefits and Service Area Module QHP Application system, follow the instructions below to complete the Network Template (Figure 8-2), providing information for the state in which you are applying.

Figure 8-2. Network Template

	A	B	C
1	2015 Network Template v4.0	<i>All fields with an asterisk (*) are required.</i>	
2	Validate	<i>To validate the template, press Validate button or Ctrl + Shift + V. To finalize, press Finalize button or Ctrl + Shift + F.</i>	
3		<i>Click Create Network IDs button (or Ctrl + Shift + N) to create network ids based on your state.</i>	
4	Finalize	<i>Network IDs will populate in the drop-down box in Network ID column.</i>	
5		<i>Use each Network ID only once.</i>	
6	HIOS Issuer ID*		
7	Issuer State*		
8			
9	Create Network IDs		
10			
11	Network Name*	Network ID*	Network URL*
12	Required: Enter the Network Name	Required: Select the Network ID	Required: Enter the Network URL
13			
14			

Take the following steps to complete the template:

1. Enable template macros using the **Options** button on the Security Warning toolbar, and select **Enable this content**. If you do not enable macros before entering data, the template does not recognize these data and you have to reenter them.
2. *HIOS Issuer ID* (required): Enter your five-digit HIOS-generated Issuer ID.
3. *Issuer State* (required): Using the drop-down menu, select the state in which your proposed plan will be offered.

4. Click the **Create Network IDs** button. This button generates the Network IDs you use in step 6. When asked how many networks you have, enter the number of networks and select “OK.” The Network IDs are automatically generated for you on the basis of the number of networks you specified. The Network IDs are visible in the form of a drop-down menu in the *Network ID* (required) column used in step 6.
5. *Network Name* (required): Enter a network name. Dual product issuers must use the word “dental” in the network name for their dental network to distinguish the QHP network from the dental network.
6. *Network ID* (required): Select a Network ID using the drop-down menu. The Network IDs consist of the state abbreviation plus an “N” and then a sequenced number (such as MDN001 or MDN002). Dual product issuers offering QHPs and dental plans must create separate Network IDs for their QHP and dental networks.
7. *Network URL* (required): Enter the Network URL (website). The network URL is the web address on the issuer website that consumers use to view the providers in the issuer’s network associated with the specific identified network.
8. Repeat steps 5–7 for each Network ID.
9. Click the **Validate** button in the template. The template identifies any data issues that require attention. Resolve any identified errors and click **Validate** again. Repeat until all errors are resolved.
10. Click the **Finalize** button in the template to create the template document to be uploaded. This function creates an XML file. It is also recommended to save the template to your hard drive as an XLSM.
11. Save the XML using your default drive or store the file where you will be able to find it to upload to the Benefits and Service Area Module of the QHP Application system.
12. Follow the HIOS instructions to upload your completed template into HIOS, if applicable.