Chapter 8: Instructions for the Network Identification Application Section

Contents

1. Overview

In the Network Identification (ID) section of the Qualified Health Plan (QHP) Application, issuers must assign each of their provider networks—groups of providers providing services in an area—to Network IDs and provide the Network URL that enrollees will use to access information about the issuer's provider networks.

Both QHP and stand-alone dental plan (SADP) issuers are required to submit the Network ID Template as part of their QHP Application. All of the instructions in this document apply to both QHP and SADP issuers.

2. Purpose

The purpose of the Network ID section of the QHP Application is to collect information on issuers' provider networks that can be used when completing other sections of the QHP Application. This chapter guides issuers through the steps to complete the Network ID section of their QHP Application.

3. Data Requirements

To complete this section, you will need:

- Health Insurance Oversight System (HIOS) Issuer ID

- List of provider networks

- URLs for provider directory

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 that you will need to know for completing the Network ID section.

Figure 8-1. Network Identification Section Highlights

- 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 ID Template.
- Download the latest version of the Network ID Template from http://cciio.cms.gov/programs/exchanges/qhp.html.
- Using the correct template version is critical. The current version of the template includes 2017 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**. Please refer to Appendix C for enabling macros.
- All header fields in the template marked with an asterisk (*) are required.

4.1 HIOS User Interface Instructions

There are no HIOS user interface requirements in this section of the QHP Application.

4.2 Template Instructions

Using the 2017 Network ID Template downloaded from the Benefits and Service Area Module QHP Application System, follow the instructions below to complete the Network ID Template (Figure 8-2), providing information for the state in which you are applying.

Figure 8-2. Network Template

	A	B	C
1	**2017 Network Template v6.0**	All fields with an asterisk (*) are required.	
2	Validate	To validate the template, press Validate button or Ctrl + Shift + I. To finalize, press Finalize button or Ctrl + Shift + F.	
3		Click Create Network IDs button (or Ctrl + Shift + N) to create network ids based on your state.	
4	Finalize	Network IDs will populate in the drop-down box in Network ID column.	
5		Use each Network ID only once.	
6	**HIOS Issuer ID***	12345	
7	**Issuer State***	VA	
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	Network 1	VAN001	www.Network1.com
14			
15			

4.2.1 Entering Data

Perform the following steps to complete the Network ID 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 will 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 additional Network ID.

4.2.2 Finalizing Template

Once you have completed the Network ID Template, follow these steps to finalize your template:

1. Click the **Validate** button in the top left of the template. The validation process identifies any data issues that need to be resolved. If no errors are identified, proceed directly to the third step.

2. If the template has any errors, a Validation Report will appear in a pop-up box showing the data element and cell location of each error. Correct any identified errors and click **Validate** again. Continue this process until all errors are resolved. Once the template is valid, proceed to the next step.

3. Click the **Finalize** button in the template. The **Finalize** function creates an XML file of the template that you need to upload in the applicable QHP Application System.

4. **Save** the XML template. We recommend saving the validated template on your computer as a standard Excel.XLSM file and the finalized.XML file in the same folder.

5. Upload the saved file in the Network ID section of the Benefits and Service Area Module of the QHP Application System.

4.3 Supporting Documentation and Justification Instructions

There are no supporting documents for the Network ID section.