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The slide features a light blue background with a white box in the top left containing the CMS logo (Centers for Medicare & Medicaid Services) and another white box in the top right containing the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in a large, black, sans-serif font. At the bottom left, there is a small text block with version information and a disclaimer.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

Commercial Repayment Center Portal (CRCP) Primary Payment Notice

Version 1.7, 10/10/2016
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: <http://go.cms.gov/cobro>.

Slide notes

Welcome to the Commercial Repayment Center Portal (CRCP) Primary Payment Notice (PPN) course. As a reminder, you may view the slide number you are on by clicking the moving cursor. Additionally, you can view the narration by clicking the CC button in the lower right hand corner of the screen.

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Disclaimer

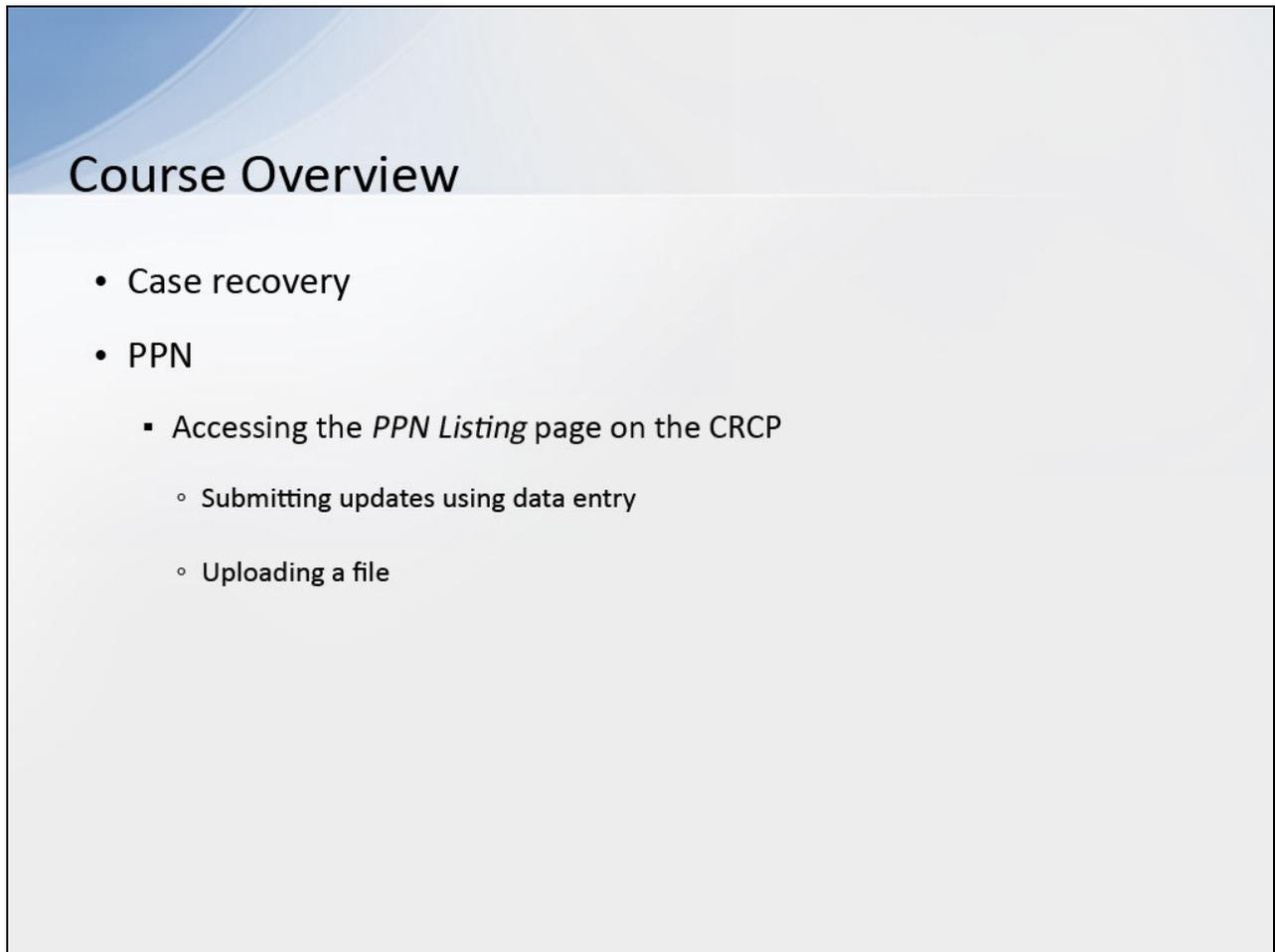
While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions. All affected entities are responsible for following the instructions in the CRCP User Guide found under the *Reference Materials* menu at the following link: <https://www.cob.cms.hhs.gov/CRCP/>.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions.

All affected entities are responsible for following the instructions in the CRCP User Guide found under the Reference Materials menu at the following link: <https://www.cob.cms.hhs.gov/CRCP/>.

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The slide features a blue and white gradient header with the title "Course Overview". Below the header, there is a bulleted list of topics. The first two are "Case recovery" and "PPN". The "PPN" item is further detailed with a sub-bulleted list containing "Accessing the PPN Listing page on the CRCP", "Submitting updates using data entry", and "Uploading a file".

Course Overview

- Case recovery
- PPN
 - Accessing the *PPN Listing* page on the CRCP
 - Submitting updates using data entry
 - Uploading a file

Slide notes

This course provides a brief overview of the case recovery process. It explains how to view PPNs by accessing the PPN Listing page. It reviews how to provide a response to the PPN on the CRCP using either a data entry or file upload method.

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Case Recovery

- BCRC notified of coverage primary to Medicare
- CRC
 - Identifies claims that Medicare mistakenly paid as primary
 - Issues PPN for verification of coverage
 - If PPN response is received within 45 days
 - Corrects Medicare records per PPN response and issues demand letter
 - If PPN response is not received within 45 days
 - Issues demand for all claims associated with beneficiaries listing on the PPN

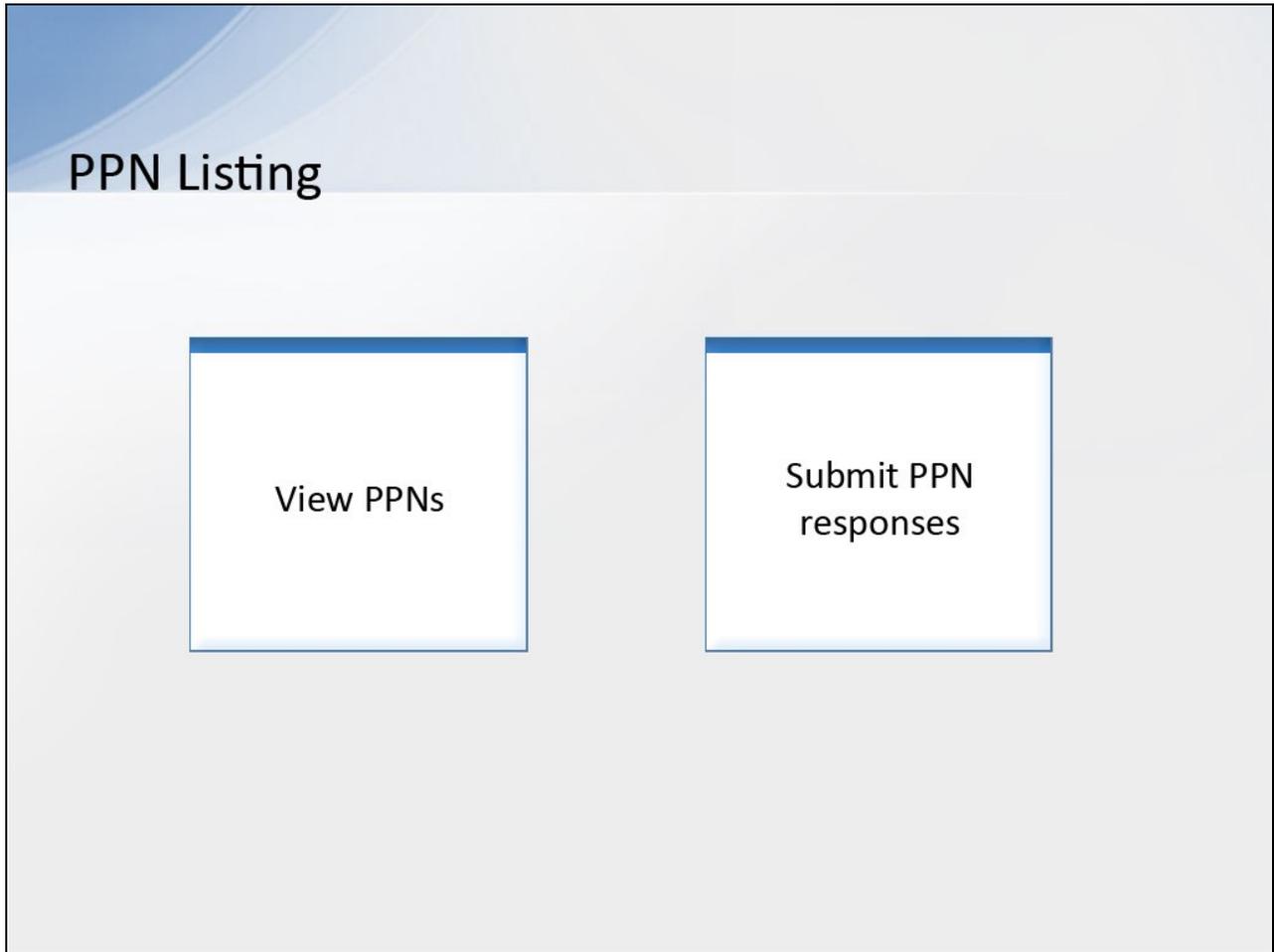
Slide notes

When the Benefits Coordination & Recovery Center (BCRC) is notified of coverage primary to Medicare, the Commercial Repayment Center (CRC) searches for and identifies claims that Medicare mistakenly paid as primary.

After the CRC identifies these claims, it issues a PPN to request verification of the coverage information submitted to the BCRC. If the employer or other plan sponsor, or the insurer or claims processing Third Party Administrator responds to the PPN within 45 days,

appropriate corrections to the Medicare records are made and the demand is issued. If a response is not received within 45 days, a demand is issued for all claims associated with the beneficiaries listed on the PPN.

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Slide notes

You will be able to view cases included in PPNs and submit PPN responses on the CRCP. To access PPN information, you will go to the PPN Listing page.

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The screenshot shows the 'Account Listing' page of the Commercial Repayment Center Portal. At the top, there are logos for CMS (Centers for Medicare & Medicaid Services) and COB&R (Coordination of Benefits and Recovery). Below the logos is a navigation menu with links for Home, User Options, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Log Off. The main content area is titled 'Account Listing' and includes a 'Quick Help' link. A text block explains that the page lists Account IDs associated with the user's Login ID and provides instructions on how to select an account and view its associated TINs. Below this text is a table with three columns: 'Account ID', 'Company Name', and 'Associated TINs'. The table contains one row with a blue link for the Account ID and a 'View TINs Listing' link under the Associated TINs column. At the bottom of the page, there are links for 'Privacy Policy' and 'User Agreement'.

Account ID	Company Name	Associated TINs
[Account ID]	[Company Name]	View TINs Listing

Slide notes

To go to the PPN Listing page, log into the CRCP at the following link: <https://www.cob.cms.hhs.gov/CRCP/>. After a successful login, the Account Listing page displays. This page lists the accounts associated to your Login ID. Select the Account ID link for the account you want to access.

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The screenshot shows the 'Account Detail' page of the Commercial Repayment Center Portal. At the top, there are logos for CMS (Centers for Medicare & Medicaid Services) and COB&R (Coordination of Benefits and Recovery). A navigation bar includes links for Home, User Options, Account Settings, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Log Off. The main content area is titled 'Account Detail' and includes a 'Quick Help' icon. It states that the user has selected an Account ID and provides instructions on how to access information associated with that ID. Below this, there is a section for 'Available Actions' with three buttons: 'Demand Listing', 'PPN Listing', and 'Request Letter Access'. A 'Previous' button is also visible. At the bottom, there are links for 'Privacy Policy' and 'User Agreement'.

Slide notes

When the Account Detail page displays, click the PPN Listing link.

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PPN Listing

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status: Please Select ▾

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Expired			
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted File	View Response		
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted Data Entry	View Response		
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	File Pending Submission			
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Open			
	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Primary Payment Notice (PPN)			

Slide notes

The PPN Listing page displays. By default, this page lists all PPNs that the CRC has issued to companies associated with this Account ID where the PPN Status is Open, Work-In-Progress, or File Pending Submission.

Note: A Viewed column was added to this page to help identify when new PPN letters have been added to the account. "No" initially displays when new PPN Letter IDs have been added to the account and changes to "Yes" when the File Upload or Data Entry hyperlink is clicked.

A blank in this column identifies PPNs that were added to the account prior to this functionality being added to the CRCP. To return to the Account Detail page, click Previous. Click Demand Listing to transfer to the Demand Listing page.

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PPN Status

- **Open** – PPN issued, no response on the CRCP and PPN Response Due Date has not passed
- **Expired** – PPN Response Due Date has passed and no response was submitted
- **Data Entry**
 - **Work-In-Progress** – Updates to on-line spreadsheet entered, but not yet submitted
 - **Submitted Data Entry** – Updates to on-line spreadsheet entered and submitted
- **File Uploads**
 - **File Pending Submission** – File uploaded, but not yet submitted
 - **Submitted Worksheet** – File uploaded and submitted

Slide notes

The status of the PPN on the CRCP may be: Open, Expired, Closed, Work-In-Progress, Submitted Data Entry, File Pending Submission or Submitted Worksheet.

A status of Open means the PPN has been issued, but you have not entered, uploaded or submitted a PPN response on the CRCP and the PPN Due date has not passed.

A status of Expired means that the PPN Response Due Date has passed and no response has been submitted. Note: A Closed status means that the PPN was submitted or expired prior to the CRCP being implemented.

Once you have selected the data entry method for the PPN response, one of two statuses will display: Work-In-Progress or Submitted Data Entry.

The Work-In-Progress status means you have entered and saved coverage updates to the on-line spreadsheet, but not yet submitted the entries. The Submitted Data Entry status means you have entered and submitted updates to the on-line worksheet.

Once you have selected the File Upload method for the PPN response, you will see a File Pending Submission status or a Submitted Worksheet status.

The File Pending Submission status means you have uploaded a completed PPN Worksheet file with coverage updates, but not yet submitted the file. The Submitted Worksheet status means you have uploaded and submitted a file with coverage updates.

Note: If you mailed a PPN response to the CRC instead of submitting a response on the CRCP, the PPN Status will not reflect that a PPN response was received.

If you have questions regarding the status of a mailed PPN response, please contact the CRC at 1-855-798-2627.

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PPN Listing

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status: Please Select ▾

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes		File Upload	Data Entry			Expired			
Yes		File Upload	Data Entry			Submitted File			
Yes		File Upload	Data Entry			Submitted Data Entry	View Response		
No		File Upload	Data Entry			File Pending Submission			
No		File Upload	Data Entry			Open			
		File Upload	Data Entry			Primary Payment Notice (PPN)			

Slide notes

To locate a specific PPN associated to your Account ID, enter the PPN Letter ID, PPN Status or the PPN Response Due Date and then click Search. The PPN letter or letters that met the search criteria display at the bottom of the page. The Total PPNs Returned is also displayed.

To make your search more effective, you can search for variations of the PPN Letter ID using the percent sign (%) as a wildcard symbol.

The wildcard symbol can only be used in this field. When used, the percent sign replaces one (or more than one) character(s) at the end of the PPN Letter ID.

Only one percent sign can be used and a minimum of 5 characters must be entered (4 characters plus the percent sign). Note: If you cannot find a PPN using the Search function, remember that the CRCP only displays PPNs where the PPN Response Due Date is within the past 6 months.

If the PPN Response Due Date was within the last 6 months, check to be sure you are in the right account by returning to the Account Listing page where you can verify the company name and or Tax Identification Number (TIN) information.

If you are in the right account and the PPN Response Due Date was in the last 6 months, you can request access to the letter and its information by using the Request Letter Access feature. See the "Request Letter Access" CBT for more information on this function

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PPN Listing [Quick Help](#)

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: [redacted] where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status:

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Expired			
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted File	[redacted]	[redacted]	[redacted]
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted Data Entry	View Response		
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	File Pending Submission			
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Open			
	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Primary Payment Notice (PPN)			

Slide notes

The bottom half of the PPN Listing page displays the PPN Letter ID, Letter Date, PPN Response Due date and PPN Status. If a response has been submitted via the CRCP for the PPN Letter ID, the Submission Information, Submitted By and Submitted Date will be provided.

The Submission Information field shows the name of the file for submitted worksheets or a View Response link to view the on-line spreadsheets that were submitted. The Login ID of the user that submitted the PPN Response is shown in the Submitted By field.

The Submitted Date includes the date the PPN Response was submitted.

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PPN Listing

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status: Please Select ▾

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	 	File Upload	Data Entry	 	 	Expired			
Yes	 	File Upload	Data Entry	 	 	Submitted File	View Response		
Yes	 	File Upload	Data Entry	 	 	Submitted Data Entry	View Response		
No	 	File Upload	Data Entry	 	 	File Pending Submission			
No	 	File Upload	Data Entry	 	 	Open			
	 	File Upload	Data Entry	 	 	Primary Payment Notice (PPN)			

Slide notes

To submit a response to a PPN, you may choose one of two options: data entry or file upload. Either submission method may be selected until the PPN Status changes to Expired, or you have submitted a response on the CRCP.

If you need information regarding a PPN that has Expired or Closed, contact the CRC at 1-855-798-2627.

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PPN Listing

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status: Please Select ▾

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Expired			
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted File	View Response	10/01/2016	10/01/2016
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted Data Entry	View Response		
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	File Pending Submission			
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Open			
	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Primary Payment Notice (PPN)			

Slide notes

To view and respond to a PPN via data entry, locate the PPN Letter ID and click the Data Entry link. Note: This link will only be enabled if the PPN Status is not Expired or Closed and you have not already submitted a response.

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CMS Commercial Repayment Center Portal **COB&R**
CENTERS FOR MEDICARE & MEDICAID SERVICES Coordination of Benefits and Recovery

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PPN Data Entry Response [Quick Help](#)

You have selected PPN Letter ID: [REDACTED] All Medicare beneficiaries and related coverage information included with this letter are listed on this page.

PPN Status:	[REDACTED]	PPN Response Due Date:	[REDACTED]
Employer Name :	[REDACTED]	Insurer Name:	[REDACTED]
Employer TIN:	[REDACTED]	Insurer TIN	[REDACTED]

To search for a specific Medicare beneficiary record, enter your criteria and then click Search.

HICN: [Search Hint](#)

Beneficiary Last Name: [Search Hint](#)

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Make any necessary corrections to coverage information and then click Save to store your updates. When your corrections are complete, click Continue to confirm them.

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Relationship to Subscriber	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Slide notes

The PPN Data Entry Response page displays. The PPN Letter ID and details are noted at the top of the page: PPN Status, PPN Response Due Date, Employer Name and TIN, and Insurer Name and TIN.

You may search for a specific Medicare beneficiary by entering the Health Insurance Claim Number (HICN) or last name and clicking Search.

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PPN Status: PPN Response Due Date:

Employer Name: Insurer Name:

Employer TIN: Insurer TIN:

To search for a specific Medicare beneficiary record, enter your criteria and then click Search.

HICN: Search Hint

Beneficiary Last Name: Search Hint Search

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Make any necessary corrections to coverage information and then click Save to store your updates. When your corrections are complete, click Continue to confirm them.

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Relationship to Subscriber	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	12/31/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JANE	SMITH	JANE	SMITH	SMITH	123456789	Spouse	01/01/2010	12/31/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	12/31/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	12/31/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	12/31/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[Privacy Policy | User Agreement](#)

Slide notes

Once Search is clicked, the beneficiary that met the search criteria will display at the bottom of the page. The Total # of Beneficiary Records is also displayed.

The bottom half of the page lists the information on file for the beneficiaries included in the PPN: subscriber name, beneficiary information (name, policy/group, HICN and relationship to subscriber) and coverage dates.

Review the information and update, as applicable. Correct coverage start and/or end dates, add subscriber retirement date or check the No Record box, if the beneficiary was not covered.

If the coverage end date should be changed to be open-ended, check the No Coverage End Date Checkbox.

To clear any new entries and return to the previously saved version of the PPN Data Entry Response page, click Cancel.

When your corrections are complete, click Save to store your changes. Click Continue to confirm and submit them.

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Commercial Repayment Center Portal



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Review and Submit PPN Data Entry Response Quick Help

The information you provided on the PPN Data Entry Response page is listed here. Please review this information for accuracy. If additional changes are required, click Cancel.

If the information is correct, select an answer to the employer certification question and select the applicable Attestation option. Click Continue to submit the PPN Data Entry Response. Once submitted, no further updates will be allowed.

PPN Status:	Open	PPN Response Due Date:	11/08/2016
Employer Name :	XXXXXXXXXXXXXXXXXX INC.	Insurer Name:	COBRA
Employer TIN:	00-0000000	Insurer TIN	00-0000000

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Beneficiary Relationship on File	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
BOB	BOBSON	BOBSON	BOBSON	XXXXXXXXXX COBRA	XXXXXXXXXX	Spouse	01/01/2000	01/01/2000			<input type="checkbox"/>		<input type="checkbox"/>
ROBERTO	COLE	ROBERTO	COLE	XXXXXXXXXX COBRA	XXXXXXXXXX	Spouse	01/01/2000	01/01/2000			<input type="checkbox"/>		<input type="checkbox"/>
WALTER	WALTERS	WALTERS	WALTERS	XXXXXXXXXX COBRA	XXXXXXXXXX	Spouse	01/01/2000	01/01/2000			<input type="checkbox"/>		<input type="checkbox"/>
THOMAS	COB	THOMAS	COB	XXXXXXXXXX COBRA	XXXXXXXXXX	Spouse	01/01/2000	01/01/2000			<input checked="" type="checkbox"/>		<input type="checkbox"/>
BOBSON	BOBSON	BOBSON	BOBSON	XXXXXXXXXX COBRA	XXXXXXXXXX	Spouse	01/01/2000	01/01/2000			<input type="checkbox"/>		<input checked="" type="checkbox"/>

* Have you received employer certification for the changes being submitted on this PPN Worksheet ? Yes No N/A

ATTESTATION REQUIRED: What is this?
Please select the applicable attestation. The PPN Data Entry Response cannot be submitted until an attestation option is selected.

* I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.

* I attest, to the best of my knowledge, that the eligibility data provided by Medicare's Commercial Repayment Center concerning coverage/eligibility is correct. I am not submitting any changes to the coverage information provided on the PPN Letter.

Cancel
Continue

Slide notes

When Continue is selected on the PPN Data Entry Response page, the Review and Submit PPN Data Entry Response page displays.

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The information you provided on the PPN Data Entry Response page is listed here. Please review this information for accuracy. If additional changes are required, click Cancel.

If the information is correct, select an answer to the employer certification question and select the applicable Attestation option. Click Continue to submit the PPN Data Entry Response. Once submitted, no further updates will be allowed.

PPN Status:	Open	PPN Response Due Date:	11/30/2016
Employer Name :	XXXXXXXXXXXXXXXXXXXX INC.	Insurer Name:	XXXX
Employer TIN:	XXXXXX	Insurer TIN	XXXXXX

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Beneficiary Relationship on File	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
XXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX	Spouse	XXXXXX	XXXXXX			<input type="checkbox"/>		<input type="checkbox"/>
XXXXXXXXXX	XXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX	Spouse	XXXXXX	XXXXXX			<input type="checkbox"/>		<input type="checkbox"/>
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX	Spouse	XXXXXX	XXXXXX			<input type="checkbox"/>		<input type="checkbox"/>
XXXXXXXXXX	XXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX	Spouse	XXXXXX	XXXXXX			<input checked="" type="checkbox"/>		<input type="checkbox"/>
XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXX	XXXXXXXXXX XXXXXX	XXXXXXXXXX	Spouse	XXXXXX	XXXXXX			<input type="checkbox"/>		<input checked="" type="checkbox"/>

* Have you received employer certification for the changes being submitted on this PPN Worksheet ? Yes No N/A

ATTESTATION REQUIRED: What is this?
Please select the applicable attestation. The PPN Data Entry Response cannot be submitted until an attestation option is selected.

* I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.

* I attest, to the best of my knowledge, that the eligibility data provided by Medicare's Commercial Repayment Center concerning coverage/eligibility is correct. I am not submitting any changes to the coverage information provided on the PPN Letter.

Cancel

[Privacy Policy](#) | [User Agreement](#)

Slide notes

Review the information for accuracy. If additional changes are required, click Cancel to return to the PPN Data Entry Response page.

If the information is correct, select an answer to the employer certification question and select the applicable Attestation option. Click Continue to submit your changes. Note: Once submitted, no further updates to the PPN are allowed.

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Commercial Repayment Center Portal



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PPN Data Entry Response Submission Confirmation

The PPN Data Entry Response for PPN Letter ID [REDACTED] has been successfully submitted. No further updates will be allowed. Click OK to return to the PPN Listing page.

PPN Status:	[REDACTED]	PPN Response Due Date:	[REDACTED]
Employer Name :	[REDACTED]	Insurer Name:	[REDACTED]
Employer TIN:	[REDACTED]	Insurer TIN	[REDACTED]

PPN Beneficiaries and Related Coverage Information

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Beneficiary Relationship on File	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Spouse	[REDACTED]	[REDACTED]			<input type="checkbox"/>		<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Spouse	[REDACTED]	[REDACTED]			<input type="checkbox"/>		<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Spouse	[REDACTED]	[REDACTED]			<input type="checkbox"/>		<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Spouse	[REDACTED]	[REDACTED]			<input checked="" type="checkbox"/>		<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Spouse	[REDACTED]	[REDACTED]			<input type="checkbox"/>		<input checked="" type="checkbox"/>

* Have you received employer certification for the changes being submitted on this PPN Worksheet: Yes No N/A

Slide notes

When Continue is selected, the PPN Data Entry Response Submission Confirmation page displays, confirming that your response has been submitted.

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The PPN Data Entry Response for PPN Letter ID [redacted] has been successfully submitted. No further updates will be allowed. Click OK to return to the PPN Listing page.

PPN Status:	[redacted]	PPN Response Due Date:	[redacted]
Employer Name :	[redacted]	Insurer Name:	[redacted]
Employer TIN:	[redacted]	Insurer TIN:	[redacted]

PPN Beneficiaries and Related Coverage Information

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Beneficiary Relationship on File	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Spouse	[redacted]	[redacted]			<input type="checkbox"/>		<input type="checkbox"/>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Spouse	[redacted]	[redacted]			<input type="checkbox"/>		<input type="checkbox"/>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Spouse	[redacted]	[redacted]			<input type="checkbox"/>		<input type="checkbox"/>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Spouse	[redacted]	[redacted]			<input checked="" type="checkbox"/>		<input type="checkbox"/>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Spouse	[redacted]	[redacted]			<input type="checkbox"/>		<input checked="" type="checkbox"/>

* Have you received employer certification for the changes being submitted on this PPN Worksheet: Yes No N/A

ATTESTATION REQUIRED: What is this?
 I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.
 I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.
 I attest, to the best of my knowledge, that the eligibility data provided by Medicare's Commercial Repayment Center concerning coverage/eligibility is correct. I am not submitting any changes to the coverage information provided on the PPN Letter.

[Privacy Policy | User Agreement](#)

Slide notes

Click OK to return to the PPN Listing page. The PPN Status will be changed to: Submitted Data Entry.

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PPN Listing [Quick Help](#)

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: [redacted] where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status:

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Expired			
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted File	View Response		
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted Data Entry	View Response		
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	File Pending Submission			
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Work-in-Progress			
	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Primary Payment Notice (PPN)			

Slide notes

If a data entry response has been entered and saved, but not submitted, the PPN Status will show "Work-in-Progress". To view and complete a "Work-in-Progress" entry, click the Data Entry link.

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CMS Commercial Repayment Center Portal **COB&R**
CENTERS FOR MEDICARE & MEDICAID SERVICES Coordination of Benefits and Recovery

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PPN Data Entry Response [Quick Help](#)

You have selected PPN Letter ID: [REDACTED]. All Medicare beneficiaries and related coverage information included with this letter are listed on this page.

PPN Status:	[REDACTED]	PPN Response Due Date:	[REDACTED]
Employer Name :	[REDACTED]	Insurer Name:	[REDACTED]
Employer TIN:	[REDACTED]	Insurer TIN	[REDACTED]

To search for a specific Medicare beneficiary record, enter your criteria and then click Search.

HICN: [Search Hint](#)

Beneficiary Last Name: [Search Hint](#)

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Make any necessary corrections to coverage information and then click Save to store your updates. When your corrections are complete, click Continue to confirm them.

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Relationship to Subscriber	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Slide notes

The PPN Data Entry Response page displays. Review the information.

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PPN Status: PPN Response Due Date:

Employer Name: Insurer Name:

Employer TIN: Insurer TIN:

To search for a specific Medicare beneficiary record, enter your criteria and then click Search.

HICN: Search Hint

Beneficiary Last Name: Search Hint Search

PPN Beneficiaries and Related Coverage Information Results Returned : 5

Make any necessary corrections to coverage information and then click Save to store your updates. When your corrections are complete, click Continue to confirm them.

Subscriber First Name on File	Subscriber Last Name on File	Beneficiary First Name on File	Beneficiary Last Name on File	Beneficiary Policy /Group on File	Beneficiary HICN on File	Relationship to Subscriber	Beneficiary Coverage Start Date on File	Beneficiary Coverage End Date on File	Updates to Coverage Start Date	Updates to Coverage End Date	No Coverage End Date	Updates to Retirement Date	No Record
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	01/01/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JANE	SMITH	JANE	SMITH	SMITH	123456789	Spouse	01/01/2010	01/01/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JANE	SMITH	SMITH	123456789	Spouse	01/01/2010	01/01/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	01/01/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
JOHN	SMITH	JOHN	SMITH	SMITH	123456789	Spouse	01/01/2010	01/01/2015	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[Privacy Policy | User Agreement](#)

Slide notes

To delete entries that have been saved previously, click Delete. After viewing a warning message and confirming that you want to delete your updates, you will be returned to the PPN Listing page.

To continue making updates, correct coverage start and/or end dates, check the No Coverage End Date checkbox (if the coverage is open-ended), add subscriber retirement date, or check the no record box (if the beneficiary was not covered).

When your corrections are complete, click Save to store your changes. Click Continue to confirm and submit them.

As noted previously, you will complete the PPN Data Entry Response page, the PPN Data Entry Response Submission Confirmation page and then be returned to the PPN Listing page.

The PPN Status will be changed to: Submitted Data Entry. You can view the submission, by clicking the View Response link.

The submitted updates may be viewed for 6 months past the PPN Response Due Date. However, no further updates to the PPN are allowed.

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PPN Listing

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status:

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Expired			
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted File	View Response		
Yes	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Submitted Data Entry	View Response		
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	File Pending Submission			
No	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Open			
	PPN-12345	File Upload	Data Entry	10/01/2016	10/01/2016	Primary Payment Notice (PPN)			

Slide notes

To upload a PPN worksheet, you will click File Upload for the PPN Letter ID on the PPN Listing page. Note: This link will only be enabled if the PPN Status is not Expired or Closed and you have not already submitted a response.

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CMS Commercial Repayment Center Portal **COB&R** Coordination of Benefits and Recovery

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Upload PPN Worksheet [Quick Help](#)

You have selected PPN Letter ID: [REDACTED]

PPN Letter Information

PPN Status:	[REDACTED]	PPN Response Due Date:	[REDACTED]
Employer Name :	[REDACTED]	Insurer Name:	[REDACTED]
Employer TIN:	[REDACTED]	Insurer TIN	[REDACTED]

Locate File for Upload

You can upload one PPN Worksheet file for the selected PPN Letter ID. Click the **Browse/Choose File** button to locate the desired file. The selected file must meet the criteria listed on this page. Once the file has been selected, click **Upload** to complete the upload process.

- File is in .PDF or .TIF format.
- File is virus free.
- File size is less than or equal to 40 MB (megabytes) in size.
- Filename only includes the following valid alphanumeric characters: any letter (A-Z, a-z), any number (0-9), and any of the following special characters: hyphen (-), period (.) and underscore (_).
- Filename does not include spaces.
- Filename is less than or equal to 80 characters.

PPN Worksheet Pending Submission

Click **Continue** to confirm the file upload. If you would like to delete the pending file, click the **Delete** link to the right of the filename. Click **Previous** to return to the PPN Listing page without submitting the document at this time.

Filename	Action
Uploaded_File.pdf	Delete

Slide notes

The Upload PPN Worksheet page displays. A summary of the PPN Letter ID information appears at the top of the page: PPN Status, PPN Response Due Date, Employer Name and TIN, and Insurer Name and TIN.

Verify that you have selected the correct PPN before uploading your file. Note: You can only submit one file per PPN Letter ID.

Once a file is submitted, no further updates will be allowed. The CRCP requires that each uploaded file adhere to the guidelines shown on the slide. To begin the upload process, click Browse/Choose File to search your computer for the desired file.

When you click Browse/Choose File, a pop-up box displays.

Locate the file that you want to upload. Once the file is located, click the file name and then click Upload. If the file meets the specified guidelines and is virus-free, the file name will appear under the PPN Worksheet Pending Submission section.

If an incorrect file was uploaded, click Delete. This will remove the file. If the file is correct, click Continue to confirm the file upload.

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The screenshot shows the 'Review and Submit PPN Worksheet' page in the CMS Commercial Repayment Center Portal. The page header includes the CMS logo and the COB&R logo (Coordination of Benefits and Recovery). A navigation menu contains links for Home, User Options, Account Settings, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Log Off. The main content area is titled 'Review and Submit PPN Worksheet' and includes a 'Quick Help' link. The instructions state: 'Please review the filename listed on this page to confirm that this file should be submitted for PPN Letter ID [redacted]. If you need to upload a different file for this PPN Letter ID, click Previous to return to the Upload PPN Worksheet page. When you have confirmed that this file is correct, select an answer to the employer certification question and select the applicable Attestation option. Click Continue to submit your file. Once submitted, no further updates will be allowed for this PPN Letter ID. You may print this page for your records.'

PPN Worksheet Pending Submission

Filename
[redacted]

* Have you received employer certification for the changes being submitted on this PPN Worksheet? Yes No N/A

ATTESTATION REQUIRED: What is this?
Please select the applicable attestation. The PPN Worksheet cannot be submitted until an attestation option is selected.

- I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.
- I attest, to the best of my knowledge, that the eligibility data provided by Medicare's Commercial Repayment Center concerning coverage/eligibility is correct. I am not submitting any changes to the coverage information provided on the PPN Letter.

Buttons: Previous (blue), Continue (green)

Footer: Privacy Policy | User Agreement

Slide notes

The Review and Submit PPN Worksheet page displays. You need to answer the employer certification question and select an appropriate attestation.

To continue with the submission, select Yes, No, or N/A for this question: Have you received employer certification for the changes being submitted on this PPN Worksheet? Note: This typically applies to insurer accounts. If this is not applicable, select N/A.

Select the Attestation Required option that best describes your submission situation. Click Continue to complete the submission process, or click Previous to retain the uploaded file and return to the Upload PPN Worksheet page.

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CMS Commercial Repayment Center Portal **COB&R**
CENTERS FOR MEDICARE & MEDICAID SERVICES Coordination of Benefits and Recovery

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PPN Worksheet Submission Confirmation [Quick Help](#)

The PPN Worksheet listed on this page has been successfully submitted for PPN Letter ID [REDACTED]. No further updates will be allowed. Click **OK** to return to the PPN Listing page.

Filename	Submitted By	Submitted Date
[REDACTED]	[REDACTED]	[REDACTED]

* Have you received employer certification for the changes being submitted on this PPN Worksheet: Yes No N/A

ATTESTATION REQUIRED: [What is this?](#)

* I attest, to the best of my knowledge, that the changes provided on this PPN Worksheet are complete and accurate.

* I attest, to the best of my knowledge, that the eligibility data provided by Medicare's Commercial Repayment Center concerning coverage/eligibility is correct. I am not submitting any changes to the coverage information provided on the PPN Letter.

OK

[Privacy Policy](#) | [User Agreement](#)

Slide notes

When Continue is selected, the PPN Worksheet Submission Confirmation page displays confirming that the uploaded file has been submitted. Click OK to return to the PPN Listing page. The PPN Status will be changed to: Submitted Worksheet.

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PPN Listing [Quick Help](#)

All Primary Payment Notice (PPN) Letters issued to companies associated with Account ID: [redacted] where the PPN Status is Open, Work-In-Progress, or File Pending Submission are displayed on this page. To return to the Account Detail page, click [Previous](#).

To Search for a PPN Letter ID, enter your criteria and then click **Search**.

PPN Letter ID: Search Hint

PPN Status:

PPN Response Due Date From: / / (MM/DD/YYYY)

PPN Response Due Date To: / / (MM/DD/YYYY) PPN Response Due Date From or To Search Hint

PPNs Results Returned : 6

Submit coverage updates for a PPN Worksheet by selecting either the "File Upload" or "Data Entry" link. For more information on these submission methods, click [here](#).

Please Note: Once you have submitted a response to a PPN Letter ID, you will not be able to make any further updates to coverage information.

Viewed	PPN Letter ID	Submission Method Option 1	Submission Method Option 2	Letter Date	PPN Response Due Date	PPN Status	Submission Information	Submitted By	Submitted Date
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Expired			
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted File	View Response		
Yes	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Submitted Data Entry	View Response		
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	File Pending Submission			
No	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Open			
	[redacted]	File Upload	Data Entry	[redacted]	[redacted]	Primary Payment Notice (PPN)			

Slide notes

If you have previously uploaded a completed PPN Worksheet file with coverage updates, but have not submitted the file, the PPN status will show: File Pending Submission. To complete the submission, click File Upload.

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Upload PPN Worksheet Quick Help

You have selected PPN Letter ID: [REDACTED]

PPN Letter Information

PPN Status:	[REDACTED]	PPN Response Due Date:	[REDACTED]
Employer Name :	[REDACTED]	Insurer Name:	[REDACTED]
Employer TIN:	[REDACTED]	Insurer TIN	[REDACTED]

Locate File for Upload

You can upload one PPN Worksheet file for the selected PPN Letter ID. Click the **Browse/Choose File** button to locate the desired file. The selected file must meet the criteria listed on this page. Once the file has been selected, click **Upload** to complete the upload process.

- File is in .PDF or .TIF format.
- File is virus free.
- File size is less than or equal to 40 MB (megabytes) in size.
- Filename only includes the following valid alphanumeric characters: any letter (A-Z, a-z), any number (0-9), and any of the following special characters: hyphen (-), period (.) and underscore (_).
- Filename does not include spaces.
- Filename is less than or equal to 80 characters.

PPN Worksheet Pending Submission

Click **Continue** to confirm the file upload. If you would like to delete the pending file, click the **Delete** link to the right of the filename. Click **Previous** to return to the PPN Listing page without submitting the document at this time.

Filename	Action
Uploaded_File.pdf	Delete

Slide notes

The Upload PPN Worksheet page displays. The previously uploaded file name and location will appear under the PPN Worksheet Pending Submission section. If an incorrect file was uploaded, click Delete. This will remove the file. If the file is correct, click Continue to confirm the file upload.

As noted previously in this course, you will complete the Review and Submit PPN Worksheet page, the PPN Worksheet Submission Confirmation page and then be returned to the PPN Listing page.

The PPN status will now show: Submitted Worksheet. The file name, submitted by Login ID and submitted date will be listed. The file contents cannot be viewed and no further updates to the PPN are allowed.

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You have completed the CRCP Primary Payment Notice course. Information in this course can be referenced by using the CRCP User Guide found under the *Reference Materials* menu at the following link:

<https://www.cob.cms.hhs.gov/CRCP/>.

Slide notes

You have completed the CRCP Primary Payment Notice course. Information in this course can be referenced by using the CRCP User Guide found under the Reference Materials menu at the following link: <https://www.cob.cms.hhs.gov/CRCP/>.

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

Slide notes

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