

Slide 1 - of 46



MMSEA Section 111 Liability Insurance (Including Self-Insurance),
No-Fault Insurance, and Workers' Compensation User Guide

Direct Data Entry (DDE)
Screens Overview

Version 5.0, 7/11/2016
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/mirngph>.

Slide notes

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

Slide 2 - of 46

Disclaimer

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

Slide notes

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Slide 3 - of 46

Course Overview

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

**Slide notes**

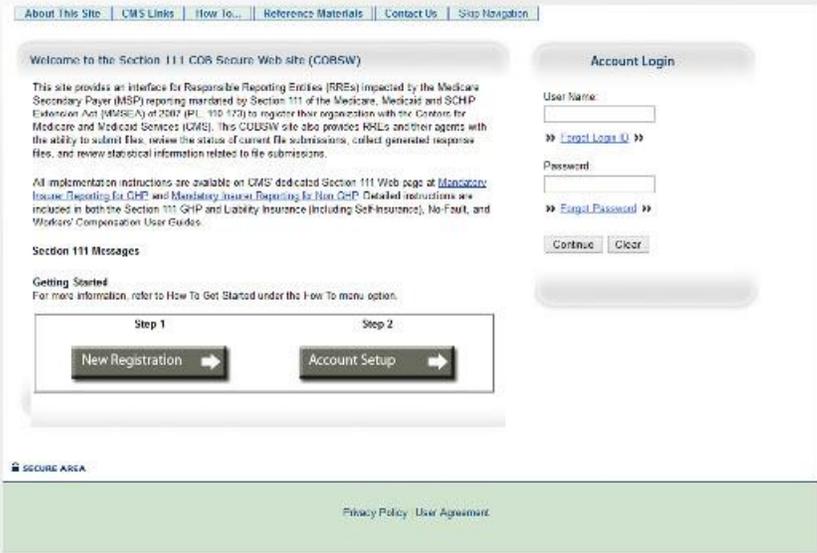
This module provides an overview on how to login to the Section 111 Coordination of Benefits Secure Web site (COBSW), clarifies what affects the Transactions Remaining Count and provides an overview on the screens used to enter a DDE claim report.

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

Slide 4 - of 46

DDE Application

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



The screenshot displays the user interface of the Section 111 COBSW web application. At the top, there is a navigation menu with links for 'About This Site', 'CMS Links', 'How to...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. The main content area is divided into several sections: a welcome message, an 'Account Login' form, and a 'Getting Started' section. The 'Account Login' form includes fields for 'User Name' and 'Password', with 'Forgot Login ID' and 'Forgot Password' links. Below the login form, there are two buttons: 'Continue' and 'Clear'. The 'Getting Started' section features a 'Step 1' button labeled 'New Registration' and a 'Step 2' button labeled 'Account Setup'. At the bottom of the page, there is a 'SECURE AREA' indicator and links for 'Privacy Policy' and 'User Agreement'.

Slide notes

In order to access the DDE application, users will login to the Section 111 COBSW at <https://www.cob.cms.hhs.gov/Section111/> by entering their User Name and Password.

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

Slide 5 - of 46

RRE Listing Page

RRE Listing

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

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

The RRE Listing is sorted by RRE ID.

RRE ID:

One item found: 1

RRE ID	Name	Status	Subman Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	lastname@domain.com	Please Select <input type="button" value="Go"/>

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

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logout](#)

Slide notes

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

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

Slide 6 - of 46

RRE Listing

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

The RRE Listing is sorted by RRE ID.

RRE ID: Search

One item found: 1

RRF ID	Name	Status	Subman Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Fmail	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	testname@domain.com	Please Select <input type="button" value="Go"/>

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

QUICK HELP
[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...
[Manage Personal Information](#)
[Change Password](#)
[Logout](#)

Slide notes

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

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

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

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

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

Slide 7 - of 46



DDE New Claim

Slide notes

Slide 8 - of 46

New Claim Overview

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

Slide notes

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

When this action is selected, users will be presented with 6 DDE New Claim data-entry screens to capture all necessary information for Section 111 reporting.

These screens are: Injured Party Information, Injury Information, Ongoing Responsibilities for Medicals (ORM) and Total Payment Obligation to Claimant (TPOC) Information, Insurance Information, Representative Information, and Claimant and Claimant Representative Information.

Slide 9 - of 46

Injured Party Information Step 1 of 6

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

Required*

Injured Party*

HICN	<input type="text"/>	(12 characters max.)
OR		
SSN	<input type="text"/>	(Full 9-digit SSN or last 5-digits of SSN)
First Name*, Middle Initial, Last Name*	<input type="text"/> <input type="text"/> <input type="text"/>	
Gender*	<input type="radio"/> Female <input type="radio"/> Male	
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/>	(MM/DD/YYYY)

Slide notes

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

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

Slide 10 - of 46

Injured Party Information
Step 1 of 6

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

Required*

Injured Party*

HICN	<input type="text"/>	(12 characters max.)
OR		
SSN	<input type="text"/>	(Full 9-digit SSN or last 5-digits of SSN)
First Name*, Middle Initial, Last Name*	<input type="text"/> <input type="text"/> <input type="text"/>	
Gender*	<input type="radio"/> Female <input type="radio"/> Male	
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/>	(MM/DD/YYYY)

Slide notes

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

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

After the 499th claim transaction has been used, a message will be displayed indicating that only 1 transaction remains.

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

After 500 claim transactions have been used, Adds, Updates, and Deletes will not be allowed.

Slide 11 - of 46

Transactions Remaining Count

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

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

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

- Check with EDI Representative to determine anniversary date

Slide notes

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

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

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

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

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

Slide 12 - of 46

Transactions Remaining Count

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

Slide notes

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

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

When a previously submitted and accepted claim report is subsequently updated i.e., a new claim was submitted and returned as accepted with a 01 or 02 disposition code

and subsequently the RRE submits an update to apply a change to the original report;

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

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

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

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

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

Slide 13 - of 46

Injured Party Information
Step 1 of 6

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

Required*

Injured Party*

HICN	<input type="text"/>	(12 characters max.)
OR		
SSN	<input type="text"/>	(Full 9-digit SSN or last 5-digits of SSN)
First Name*, Middle Initial, Last Name*	<input type="text"/> <input type="text"/> <input type="text"/>	
Gender*	<input type="radio"/> Female <input type="radio"/> Male	
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/>	(MM/DD/YYYY)

Slide notes

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

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

Slide 14 - of 46

Injury Information
Step 2 of 6

Enter injury information below.

Required*

Insurance Type* (MM/DD/YYYY)

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

Industry Date of Injury / / (MM/DD/YYYY)

State of Venue* (MM/DD/YYYY)

Diagnosis Code Indicator ICD-9 ICD-10

Alleged Cause of Injury ICD-9 Cause-of-injury codes begin with "E".
ICD-10 Cause-of-injury codes begin with "V", "W", "X", or "Y".

Code Lookup Tool Search

Keyword Lookup Tool Search

To specify the diagnosis, enter a known code and click "Apply Code" or you can search for a code using a lookup tool. Code searches match leading characters and keyword searches match embedded text.

	Code	Description	Delete
Diagnosis Codes (up to 19)*	71984	Joint dis NEC-hand	✕
	9140	Abrasion hand	✕

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

Code Lookup Tool Search

Keyword Lookup Tool Search

Slide notes

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

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

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

Slide 15 - of 46

ORM and TPOC InformationStep 3 of 6

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

Required*

ORM Indicator* Yes No

Is the ORM terminated?* Yes No

ORM Termination Date / / (MM/DD/YYYY)

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

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

Slide notes

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

Slide 16 - of 46

Insurance Information
Step 4 of 6

Enter insurance information below.

Required*

Does the reportable event involve self-insurance? Yes No

Self-Insured Type:

Policyholder First Name, Last Name:

DBA (Do Business As) Name:

Legal Name:

RRE TIN*: (9 characters max.)

Policy Number*: (30 characters max.)

Claim Number*: (30 characters max.)

RRE Mailing Name*:

RRE Mailing Address 1*: (Street number and street name)

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

RRE Mailing City*, State*, Zip*: -

If the Insurer has a foreign address

Foreign Address 1:

Foreign Address 2:

Foreign Address 3:

Foreign Address 4:

If the Insurer is submitting Recovery Agent Information

Recovery Agent Mailing Name:

Recovery Agent Mailing Address 1: (Street number and street name)

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

Recovery Agent Mailing City, State, Zip: -

Plan Contact Department Name:

Plan Contact First Name, Last Name:

Plan Contact Phone: () - Ext

No-Fault Insurance Limit:

No Fault Limit Exhaust Date: / / (Enter 99999999.99 if unlimited. (MM/DD/YYYY))

Slide notes

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

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

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

Slide 17 - of 46

Representative Information Step 5 of 6

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

Required*

Type*	<input type="text" value="Not Defined"/>	
TIN	<input type="text" value="0"/>	(9 characters max.)
Representative*		
First, Last Name	<input type="text"/>	<input type="text"/>
<i>AND / OR</i>		
Firm Name	<input type="text"/>	
Address 1*	<input type="text"/>	(Street number and street name)
Address 2	<input type="text"/>	(Suite number, apt. number, *Attn. To:*, etc.)
City*, State*, Zip*	<input type="text"/>	<input type="text" value="Not Defined"/> <input type="text"/>
Phone* and Extension	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext <input type="text"/>	

Slide notes

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

Slide 18 - of 46

New Claim Overview
Claimant and Claimant Representative Listing

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

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

Nothing found to display.

Slide notes

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

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

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

Slide 19 - of 46

New Claim Overview
Prev

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

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

Nothing found to display.

Slide notes

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

Slide 20 - of 46

New Claim Overview
Save

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

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

Nothing found to display.

Slide notes

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

Note: The DCN is the Claim ID.

Slide 21 - of 46

New Claim Overview
Save & Exit

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

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

Nothing found to display.

Slide notes

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

A user may save the information they have entered by clicking the [Save & Exit] button at any point after the first screen in the DDE New Claim process (i.e., the Injured Party Information screen).

Once [Save & Exit] is clicked, the system will assign a DCN to the claim report and bring the user to the Claim Listing page.

Note: Saved claims will be available for editing for 30 calendar days. After 15 calendar days, an e-mail notification will be sent to you, reminding you about claims that have been saved but not submitted.

These claims must be submitted within 30 calendar days from the date the claim was saved, otherwise the claim will be automatically marked as deleted.

Slide 22 - of 46

New Claim Overview
Cancel

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

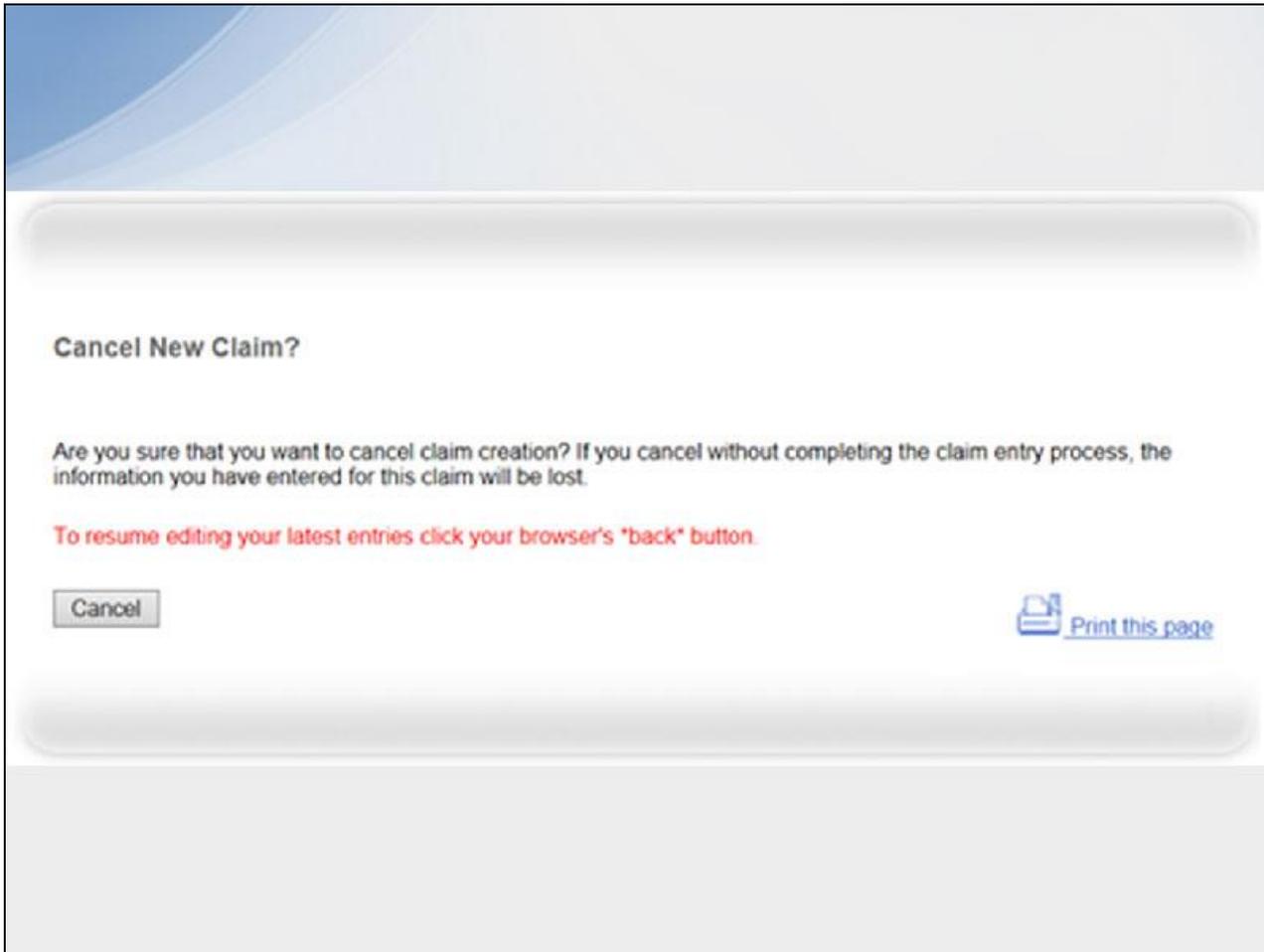
Enter claimants other than the injured party/Medicare beneficiary such as the beneficiary's estate, or other claimant in the case of wrongful death or survivor action. **This page is not used when the injured party/Medicare beneficiary is alive and an individual is pursuing a claim on behalf of the beneficiary.**

Nothing found to display.

Slide notes

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

Slide 23 - of 46

**Slide notes**

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

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

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

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

Slide 24 - of 46

New Claim Overview
Next

Claimant and Claimant Representative Listing Step 6 of 6

Enter up to four claimants with optional claimant representative.

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

Nothing found to display.

Slide notes

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

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

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

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

Slide 25 - of 46

New Claim Overview Claim Confirmation

Claim Confirmation [Print this page](#)

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

Injured Party		Injury <input type="button" value="Edit"/>	
HICN		Insurance Type	No-Fault
First Name		CMS Date of Injury	01/01/2010
Middle Initial		Industry Date of Injury	
Last Name		State of Venue	ALASKA
Gender		Diagnosis Code Indicator	ICD-09
DOB		Alleged Cause of Injury Diagnosis	E8910
		Diagnosis 1	94111
		Diagnosis 2	94112
		Diagnosis 3	94113
		Diagnosis 4	94114
		Diagnosis 5	94232
		Diagnosis 6	94234

QUICK HELP
[Help About This Page](#)

Transactions Remaining
449

Claim:
Unstored changes! Click Save to protect your work.

Reporter ID: [REDACTED]
Claim ID: [REDACTED]
Claim Add Dt: 06-06-2011
Status Cd: Saved Not Submitted
HICN: [REDACTED]
Inj Last Name: [REDACTED]
Inj First Name: [REDACTED]
Inj MI: [REDACTED]
Inj Gender Cd: Female
Inj DOB: 10/12/1940

Slide notes

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

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

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

Slide 26 - of 46

Plan Contact Last Name

Bottom of Claim Confirmation page

No Fault Limit Exhaust Date

No-Fault Insurance Limit \$0.00

Representative

Type	Attorney
TIN	
Rep First Name	John
Rep Last Name	Smith
Firm Name	
Address 1	219 Main St
Address 2	
City	Mount Airy
State	MARYLAND
Zip5	21771
Zip4	
Phone	3015555555
Extension	

Submit Claim Cancel Save Updates

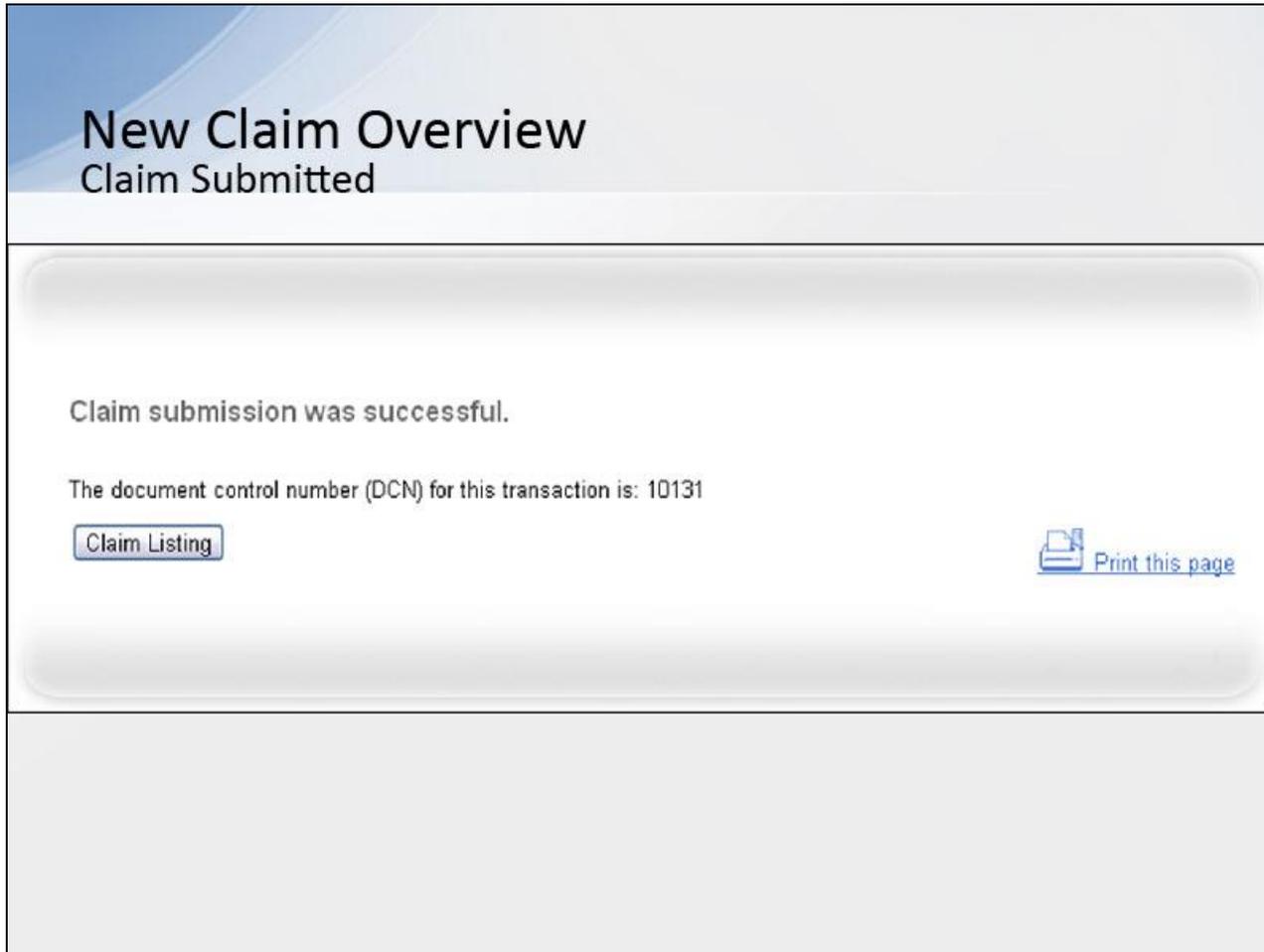
Privacy Policy | User Agreement

Slide notes

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

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

Slide 27 - of 46



New Claim Overview
Claim Submitted

Claim submission was successful.

The document control number (DCN) for this transaction is: 10131

[Claim Listing](#)

 [Print this page](#)

Slide notes

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

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

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

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

Slide 28 - of 46



Slide notes

Slide 29 - of 46

RRE Listing

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

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

The RRE Listing is sorted by RRE ID.

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logout](#)

RRE ID:

One item found: 1

RRE ID	Name	Status	Subman Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	lastname@domain.com	Please Select <input type="button" value="Go"/>

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

Slide notes

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

Slide 30 - of 46

Claim Listing Overview

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

Slide notes

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

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

Slide 31 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

[Transactions Remaining](#)
427

Showing 4 claims

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

Slide 32 - of 46

Claim Listing for DDE Overview

Claim Listing Print this page

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

QUICK HELP
Help About This Page

Transactions Remaining
427

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

Showing 4 claims

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

DCN, Policy Number, Claim Number, Health Insurance Claim Number (HICN), Last Name and First Initial, Initial Entry Date Range (a 2-month maximum is allowed), and/or Status.

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

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

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

Slide 33 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Trx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

The summarized data includes: Latest Document Control Number (DCN), Trx Cnt (Transaction Count), Policy Number, Claim Number, HICN, Beneficiary Name, CMS Date of Injury, Initial Entry Date, Last Action, Status, Disposition, and Actions.

Slide 34 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

Slide 35 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

QUICK HELP
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

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

Slide 36 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

The first claim report listed on this screen has used a total of 2 transactions. The first transaction was used when this claim report was initially submitted as a New Claim.

The claim report was processed and accepted by the BCRC. The second transaction was used when the user updated information on the claim and resubmitted it.

Slide 37 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

A maximum two-month search range applies. Use MM/DD/YYYY date format.

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

The Policy Number is the unique identifier for the policy under which the underlying claim was filed.

The Claim Number is the unique claim identifier by which the primary plan identifies the claim. The HICN is the Injured Party’s Health Insurance Claim Number.

Slide 38 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

Slide 39 - of 46

Claim Listing for DDE Overview

Claim Listing Print this page

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

QUICK HELP

[Help About This Page](#)

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

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

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

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

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

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

Deleted indicates the claim report was deleted.

Slide 40 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

Transactions Remaining

427

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

Slide 41 - of 46

Claim Listing for DDE Overview

Claim Listing
 Print this page

[QUICK HELP](#)
[Help About This Page](#)

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

DCN

Policy Number (30 characters max.)

Claim Number (30 characters max.)

HICN (12 characters max.)

Last Name, First Initial ,

Initial Entry Dates Between / /

And / /

Status

[Transactions Remaining](#)
427

A maximum two-month search range applies. Use MM/DD/YYYY date format.

Showing 4 claims.

Latest DCN	Txx Cnt.	Policy Number	Claim Number	HICN	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10132	000000007	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New	02	Update Delete History
10131	000000002	#####	#####	#####A	FIRST M. LAST	#####	#####	Update	New		Update Delete History
DCN10082	000000001	#####	#####	#####A	FIRST M. LAST	#####	#####	Add	Saved Not Submitted		Resume Delete History
10087	000000001	#####		#####A	FIRST M. LAST	#####	#####	Add	Deleted		View History

Slide notes

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

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

Slide 42 - of 46

Claim Listing

Update, Resume and Delete Actions

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

Slide notes

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

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

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

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

Slide 43 - of 46

Claim Listing View History Action

Claim History

This page lists the transaction history for a particular claim.

Claim Number: *****

Beneficiary Name: FIRST M. LAST

HICN: *****A

CMS Date of Injury: *****

Industry Date of Injury: *****

QUICK HELP

[Help About This Page](#)

Transactions Remaining

427

	DCN	Transaction Date	Action	Status	Disposition
1	110050000000001	01/03/2011	Add	Completed	02
2	110050000000002	01/07/2011	Add	Completed	02
3	DCN10091	01/10/2011	Update	In Process	SP
4	DCN10093	01/14/2011	Delete	Deleted	

Slide notes

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

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

Note: If the submitted claim received any Error Codes or Compliance Codes, they will be displayed on the bottom of the Claim Confirmation page.

Slide 44 - of 46

Claim Listing

View History Action

Claim History

This page lists the transaction history for a particular claim.

Claim Number: *****

Beneficiary Name: FIRST M. LAST

HICN: *****A

CMS Date of Injury: *****

Industry Date of Injury: *****

QUICK HELP

[Help About This Page](#)

Transactions Remaining

427

	DCN	Transaction Date	Action	Status	Disposition
1	110050000000001	01/03/2011	Add	Completed	02
2	110050000000002	01/07/2011	Add	Completed	02
3	DCN10091	01/10/2011	Update	In Process	SP
4	DCN10093	01/14/2011	Delete	Deleted	

Slide notes

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

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

Slide 45 - of 46



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

Slide notes

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

Slide 46 - of 46



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 a white box in the top right 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 the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

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