

Slide 1 - of 17



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

Direct Data Entry (DDE)  
Using the Section 111 COBSW

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/mirnghp>.

**Slide notes**

Welcome to the Direct Data Entry (DDE) Using the Section 111 COBSW course.

Slide 2 - of 17

## 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 link: <http://go.cms.gov/mirnghp>.

### 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 for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link:  
<http://go.cms.gov/mirnghp>.

Slide 3 - of 17

## Course Overview

- NGHP DDE Overview
- NGHP DDE Reporting Requirements
- How NGHP RREs can get started



### Slide notes

This module provides an overview on NGHP Direct Data Entry (DDE), explains the NGHP DDE reporting requirements and provides information on how an NGHP Responsible Reporting Entity (RRE) can get started with this reporting method.

NOTE: Liability insurance (including self-insurance), no-fault insurance and Workers' Compensation are sometimes collectively referred to as "non-group health plan" or "NGHP."

The term NGHP will be used in this CBT for ease of reference.

## Slide 4 - of 17

## Direct Data Entry Overview

- DDE option permits certain NGHP RREs to add, update or delete claim information using an application on the Section 111 COBSW at <https://www.cob.cms.hhs.gov/Section111>

[About This Site](#) | [CMS Links](#) | [How To...](#) | [Relationship Maintenance](#) | [Contact Us](#) | [Site Navigation](#)

**Welcome to the Section 111 COB Secure Web site (COBSW)**  
 This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and State-Dependent Extension Act (MMSEA) of 2007 (P.L. 110-475) to register their organization with the Centers for Medicare and Medicaid Services (CMS). The COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

All implementation instructions are available on CMS' dedicated Section 111 Web page at [Mandatory Annual Reporting to CMS and Medicare Claims Reporting for RREs](#). Detailed instructions are included in both the Section 111 GIP and Liability Insurance (including Self-Insurance), No-Fault, and Workers' Compensation User Guide.

**Section 111 Messages**  
**Getting Started**  
 For more information, refer to [How To Get Started](#) under the [How To](#) menu option.

Step 1: [New Registration](#) →      Step 2: [Account Setup](#) →

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

### Slide notes

The DDE option for reporting required information relevant to settlements, judgments, awards and other payments permits certain NGHP RREs to add, update or delete claim information using an interactive application that will be accessed directly from the Section 111 COB Secure Web site (COBSW) found at the following link: <https://www.cob.cms.hhs.gov/Section111>.

The screen displayed here is provided to show you a sample of one of the DDE screens that DDE submitters will complete.

Slide 5 - of 17

## Direct Data Entry Overview

- RRE must be a Small Reporter

May only submit 500 or fewer claim reports per year

- Each add, update, and delete transaction is counted toward the 500 claim report limit

### Slide notes

To qualify for the DDE method, the RRE must be a Small Reporter which is defined as an RRE that intends to submit 500 or fewer claim reports per year.

Each add, update and delete transaction is counted toward the 500 claim report limit.

Slide 6 - of 17

## Direct Data Entry Overview

- Query function will not be available
- DDE application will determine Medicare status when injured party information (HICN or SSN, first name, last name, date of birth and gender) is entered on-line
- DDE application will attempt to match the injured party information to a Medicare beneficiary
  - When a match is found, you will continue to enter claim information
  - When a match is unsuccessful, no further data entry will be required
- Transactions where the injured party is not identified as a Medicare beneficiary count toward the 500 transaction limit

### Slide notes

With DDE, the query function will not be available. Instead, the DDE application will determine whether an injured party is a Medicare beneficiary real-time when the injured party information (i.e., HICN or SSN, first name, last name, date of birth and gender) is entered on-line on the DDE Injured Party Information screen.

Note: RREs may enter a partial SSN on the DDE page. To do this, enter the last 5 digits of the SSN. Leading spaces are not required.

The DDE application will attempt to match the injured party information to a Medicare beneficiary.

When a match is found, you will continue to enter the claim information.

When a match is unsuccessful, and the user confirms that the information they entered was complete and accurate, no further data entry will be required.

Transactions where the injured party is not identified as a Medicare beneficiary still count toward your 500 transaction limit.

If you plan to or need to use the query function, you should select a submission method other than DDE when you register.

Slide 7 - of 17

## Direct Data Entry Overview

- Claim information entered one claim report at a time
- RRE may save entered claim information by clicking the *Save & Exit* button
  - Allows for partial information for a claim report to be saved if all information is not readily available
  - Claim reports saved with the *Save* option are available for editing for 30 calendar days
  - After 15 calendar days, an e-mail notification will be sent to remind you about saved claims that have not been submitted
  - After 30 days, claim report will be deleted
  - Entered information will not be saved
  - Transaction consumed will not be recovered



### Slide notes

Claim information will be entered one claim report at a time as soon as the conditions related to the claim require reporting under Section 111.

At any point during the entry of claim information (except from the Injured Party Information screen), an RRE may save the information they have entered by clicking the *Save & Exit* button.

This option allows an RRE to provide and save partial claim information if they do not have all of the information readily available to submit the claim report.

Claim reports saved with this option 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.

After 30 days, the claim report will be deleted. The entered information will not be saved and the transaction consumed as part of claim report creation will not be recovered.

Slide 8 - of 17

## Direct Data Entry Overview

- DDE submitters can track submitted claim reports on-line in a real-time basis via Section 111 COBSW
  - Data validation editing and beneficiary matching are done real-time
- Only users with login IDs associated to RRE ID may
  - Enter a claim report
  - Edit a saved claim report and
  - Monitor status of submitted claim information

### Slide notes

DDE submitters can track their submitted claim reports on-line in a real-time basis, via the Section 111 COBSW.

Since data validation editing and beneficiary matching are done real-time, submitters will be able to see actual errors before the claim report is submitted.

Only users with login IDs associated to the RRE ID may enter a claim report, edit a saved claim report and monitor the status of submitted claim information on the Section 111 COBSW.

Slide 9 - of 17

## Direct Data Entry Overview

Complete instructions and documentation for DDE can be found in the Section 111 COBSW User Guide

Each data entry screen will have an associated Help page

- Data entry screens include tips so submitters know how to enter the required data

Fields are automatically formatted by the system

On-line edits prevent RREs from submitting data that would otherwise be rejected

- Reduce number of RRE submitted errors
- RRE is responsible for accuracy of the data

### Slide notes

Complete instructions and documentation for DDE can be found in the Section 111 COBSW User Guide available on the COBSW site.

Each data entry screen will have an associated Help page with complete instructions regarding the data reporting requirements for that page.

Data entry screens include helpful tips for most of the field descriptions to assist the submitter in correctly entering the required data. Fields are automatically formatted by the system.

On-line edits, including required field edits, data validity checks, and cross-field edits will help prevent an RRE from submitting data that would otherwise be rejected.

This will reduce the number of RRE submitted errors. However, the RRE is still ultimately responsible for the accuracy of the data entered via DDE.

Slide 10 - of 17

## Data Reporting Requirements

- DDE submitters will have the same responsibility and accountability as any other RRE

Required to report the same data elements listed in NGHP User Guide Appendices Chapter

- Claim Input File (Appendix A)
  - TIN Reference File (Appendix B)
- DDE submitters must adhere to all of the NGHP User Guide requirements except for specific requirements that relate to file submissions

### Slide notes

Small Reporters that use the DDE option will have the same responsibility and accountability as any other RRE.

They must report the same required data elements listed in the NGHP User Guide Appendices Chapter (Appendix A (Claim Input File) and Appendix B (TIN Reference File)).

DDE submitters must adhere to all of the requirements in the NGHP User Guide except for the specific requirements that relate to “file” submissions (i.e., file submission timeframes, physical file formats, etc.).

Slide 11 - of 17

## Data Reporting Requirements

- DDE submitters will not have an assigned window for reporting claim reports
- Since retroactive reporting is required, DDE submitters are required to report
  - Assumptions of ORM on or after 1/1/2010 as well as
  - No-fault or workers' compensation claims where the settlement, judgment, award or other payment date is 10/1/2010 or subsequent
  - Liability insurance (including self-insurance) claims must be reported where the settlement, judgment, award or other payment date, is 10/1/2011 or subsequent
- RREs who are considering the DDE submission method should consider how many retroactive reports they have

### Slide notes

Although DDE submitters will not have an assigned window for reporting claim reports, claim information must still be submitted within 45 calendar days of the TPOC or assumption or termination of ORM.

Since retroactive reporting is required, DDE submitters are required to report all liability insurance (including self-insurance), no-fault insurance, and workers' compensation claims involving a Medicare beneficiary as the injured party where ORM payments exist as of January 1, 2010 and subsequent, regardless of the date of an initial acceptance of payment responsibility.

In addition, they must include no-fault insurance or workers' compensation claims where the settlement, judgment, award or other payment date, separate/apart from ORM, is October 1, 2010, or subsequent, and which meet the reporting thresholds for Section 111. Liability insurance (including self-insurance) claims must be reported where the settlement, judgment, award or other payment date, separate/apart from ORM, is October 1, 2011, or subsequent.

RREs who are considering the DDE submission method should consider how many retroactive reports they have.

If you have numerous retroactive reports to enter, the manual data entry will be very time consuming during the first quarter you begin reporting via DDE. In this case, file submission may be a better option for you.

Slide 12 - of 17

## Data Reporting Requirements

### RREs must maintain claim information for ORM

- Must send an update when ORM terminates, data changes, etc.
- See the Claim Input File Events CBT and the NGHP User Guide for more information and specific examples of when and how to submit claim information

#### Slide notes

RREs must maintain claim information, particularly for ORM. They must send an update when ORM terminates, data changes, etc.

Please see the Claim Input File Events CBT and the NGHP User Guide for more information and specific examples of when and how to submit claim information.

Slide 13 - of 17

## Getting Started

- Testing is not required
- RREs that have previously registered
  - Account Manager must log into the Section 111 COBSW and change the reporting method from a file transmission method to DDE
  - Select “Register for DDE” under the Actions dropdown for the RRE ID
  - If assistance is needed, contact your EDI Representative



### Slide notes

Testing is not required for DDE. RREs that are candidates for DDE and are interested in submitting their Section 111 claim information using DDE may select this data transmission method.

RREs that have previously registered under the current file transmission methods and want to change to the DDE option must have their Account Manager log into the Section 111 COBSW and change the reporting method from a file transmission method to DDE.

Once logged in, the Account Manager will select “Register for DDE” under the Actions dropdown for the RRE ID on the RRE Listing page.

If assistance is needed, the RRE can contact their EDI Representative.

## Slide 14 - of 17

## Getting Started

Profile Information

Estimated Number of Claims Per Year:\*

Will an Agent report data on your behalf?\*  Yes  No

Agent Company EIN/TIN:\*

Claim Submission Method

**File Transmission:**  
Transmit your claim information in flat files using one of the following methods:

- Connect:Direct (NDM via the AT&T Global Network System (AGNS))
- Secure File Transfer Protocol (SFTP)
- Hypertext Transfer Protocol over Secure Socket Layer (HTTPS)

This submission method typically requires some programming to format the claim files, and is suitable for RREs that have large claim volumes every year (i.e. greater than 500).

**Direct Data Entry (DDE):**  
Enter information about each claim directly into the website. This option is available only to RREs that anticipate 500 or fewer claims per year. This method is useful to smaller RREs that may not have the technical resources to format claim files.

**Slide notes**

RREs that have not previously registered must have their Account Manager select DDE during the Account Setup step of the registration process.

The RRE's Account Manager will select a data transmission method on the screen displayed here.

RREs that expect to submit 500 or fewer NGHP claim transactions on a yearly basis, may, but are not required to, select the DDE data transmission method.

RREs that will report on a regular basis should select a file transmission method: Connect:Direct, SFTP or HTTPS.

RREs that select DDE may still use agents to perform their DDE for an RRE ID as long as the agent is set up as the Account Manager or Account Designee for the RRE ID.

To learn more about the Account Setup process, view the COBSW-Step2-Account Setup CBT.

Slide 15 - of 17

## Things to Consider

DDE submitters have the same responsibility and accountability as any other RRE

DDE option is not an appropriate choice for RREs that may submit more than 500 claim reports per year and plan to rely upon the query capability for Section 111 reporting

Query function is not available with DDE

RREs that will have claim information to report on a frequent and on-going basis are advised to use the file submission methods instead of the DDE option

RREs that select the DDE option are permitted to change to a file submission method if their circumstances change

### Slide notes

Small Reporters that use the DDE option have the same responsibility and accountability as any other RRE. The DDE New Claim screens were designed to capture all of the required Section 111 data elements.

The DDE option is not an appropriate choice for RREs that may submit more than 500 claim reports per year and plan to rely upon the query capability for Section 111 reporting.

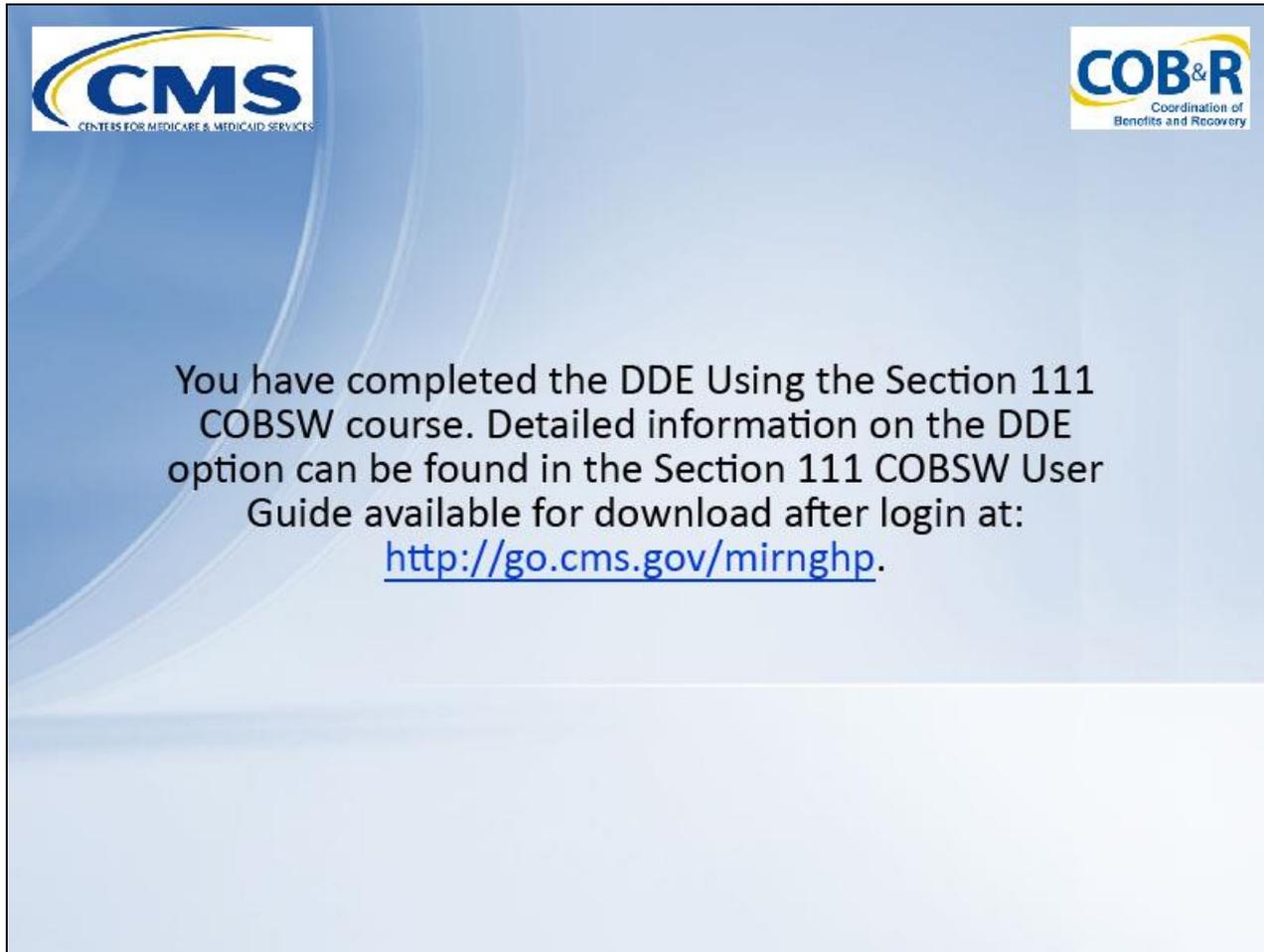
With DDE, the query function will not be available.

RREs that will have claim information to report on a frequent and on-going basis are advised to use the file submission methods instead of the DDE option.

Due to the number of data elements required, the manual data entry for a single claim report may take a considerable amount of time.

And remember, if you select DDE and your circumstances change, you are permitted to change to a file submission method. Please see the Switching to or From Direct Data Entry course for more information.

Slide 16 - of 17



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: "You have completed the DDE Using the Section 111 COBSW 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 Using the Section 111 COBSW 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 17 - of 17



The slide features a light blue background with a white horizontal band at the bottom. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The central text 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>.