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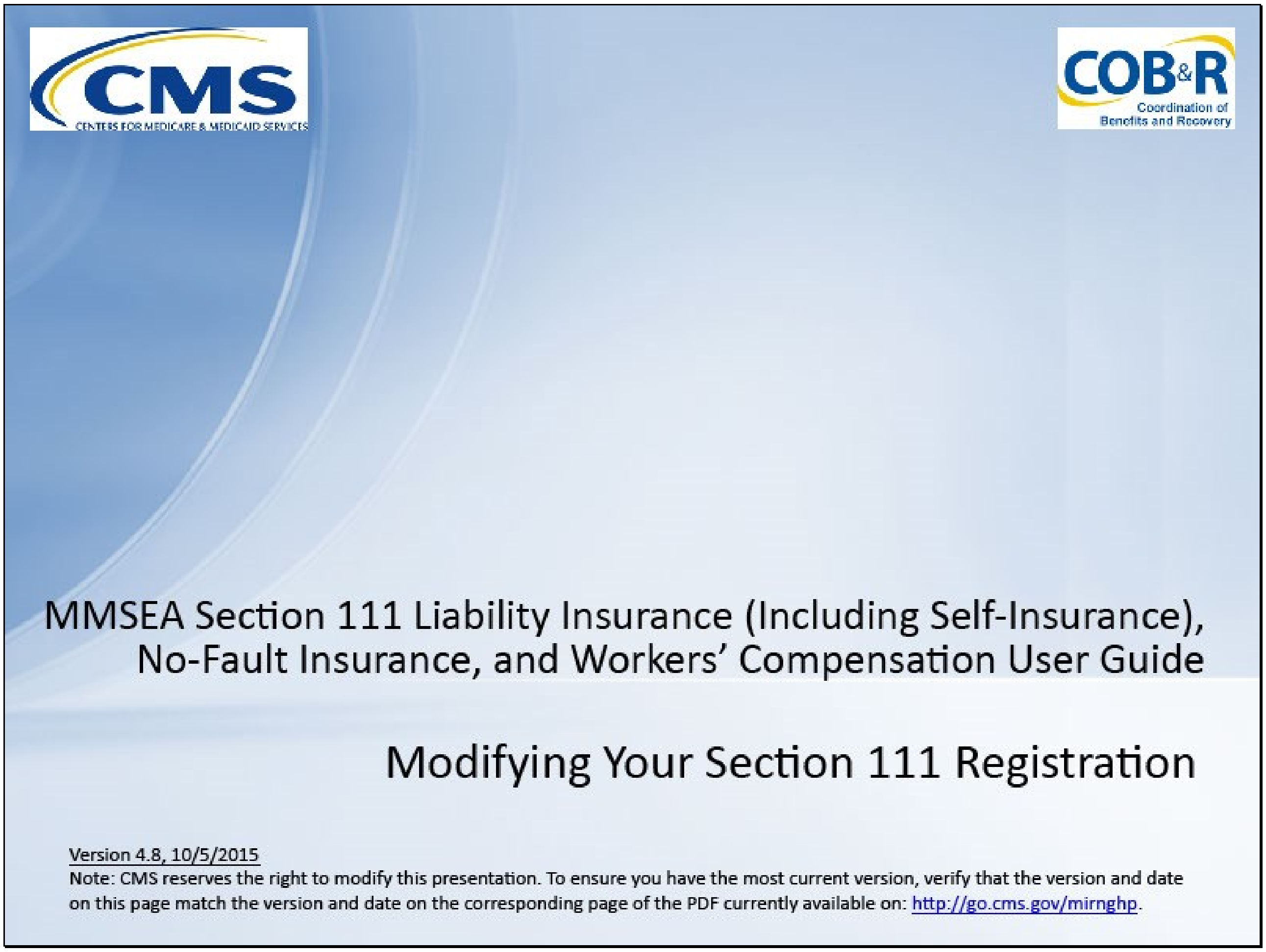

Slide notes

Welcome to the Modifying Your Section 111 Registration course.

This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via Direct Data Entry (DDE).

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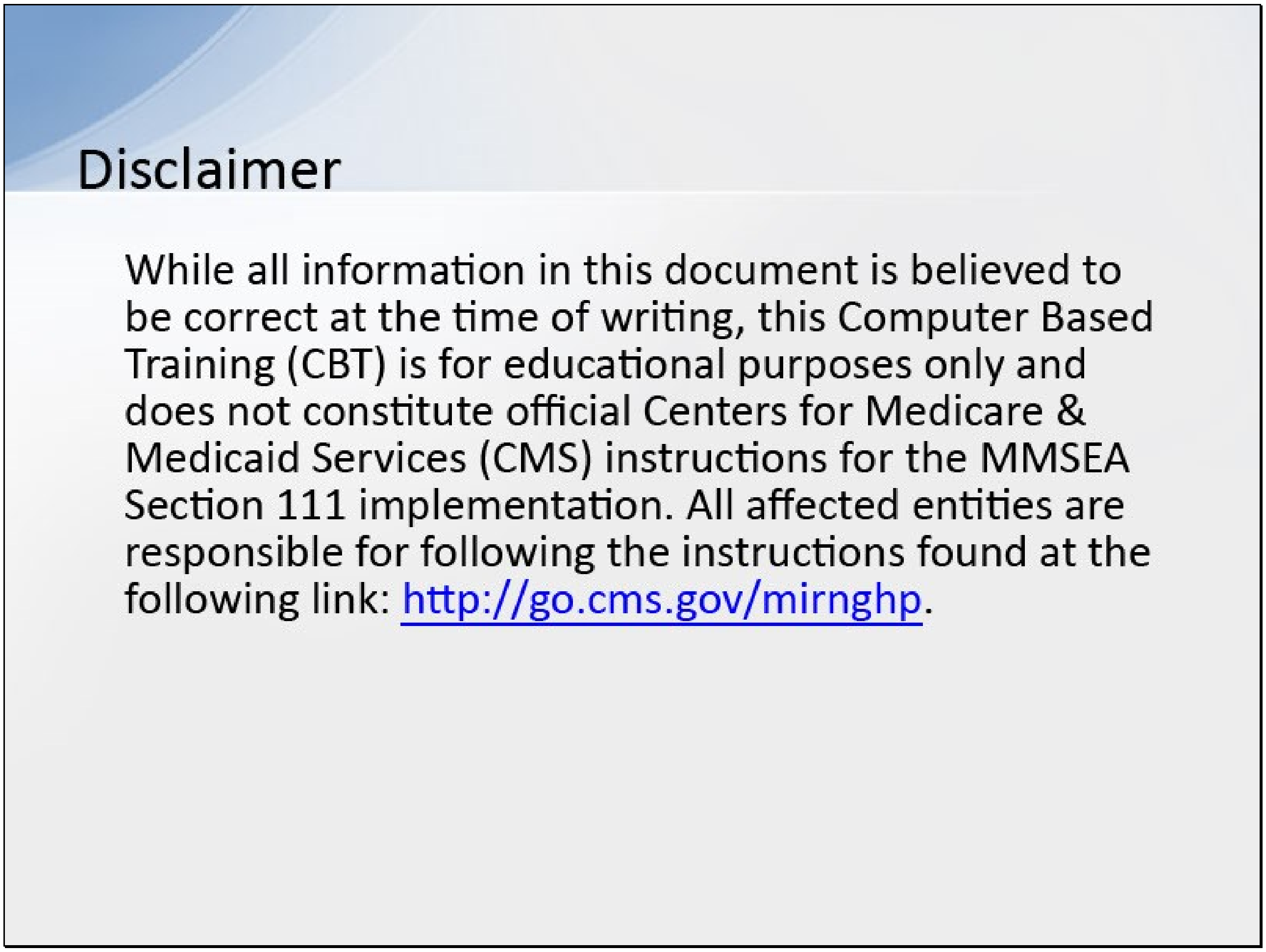

Slide notes

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.

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Course Overview

- Abandoned RRE IDs
- Ceasing Use of an RRE ID
- Transition of Reporting
- Changing Reporting Agents
- Changing RRE Information

Slide notes

This course provides information regarding steps RREs must take if changes occur after their initial Section 111 registration is completed including abandoned RRE IDs,

ceasing use of an RRE ID, transition of reporting, changing reporting agents, and changing RRE information.

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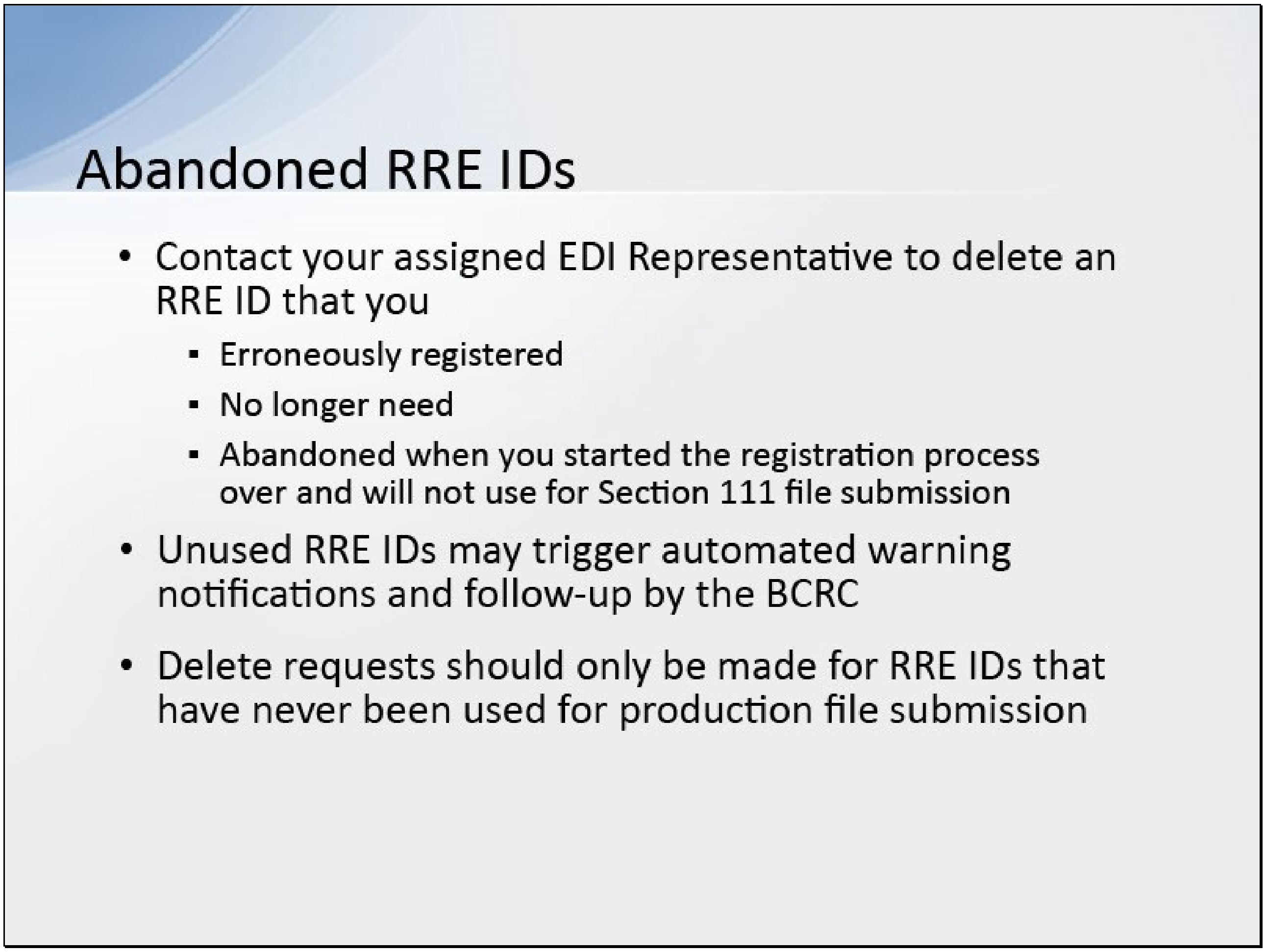

Slide notes

RREs will contact their assigned Electronic Data Interchange (EDI) Representative to delete an RRE ID that they erroneously registered, no longer need,

or have abandoned when they started the registration process over and will not use for Section 111 file submission.

Unused RRE IDs may trigger automated warning notifications and follow-up by the Benefits Coordination & Recovery Center (BCRC) to the associated Authorized Representative and/or Account Manager.

Delete requests should only be made for RRE IDs that have never been used for production file submission.

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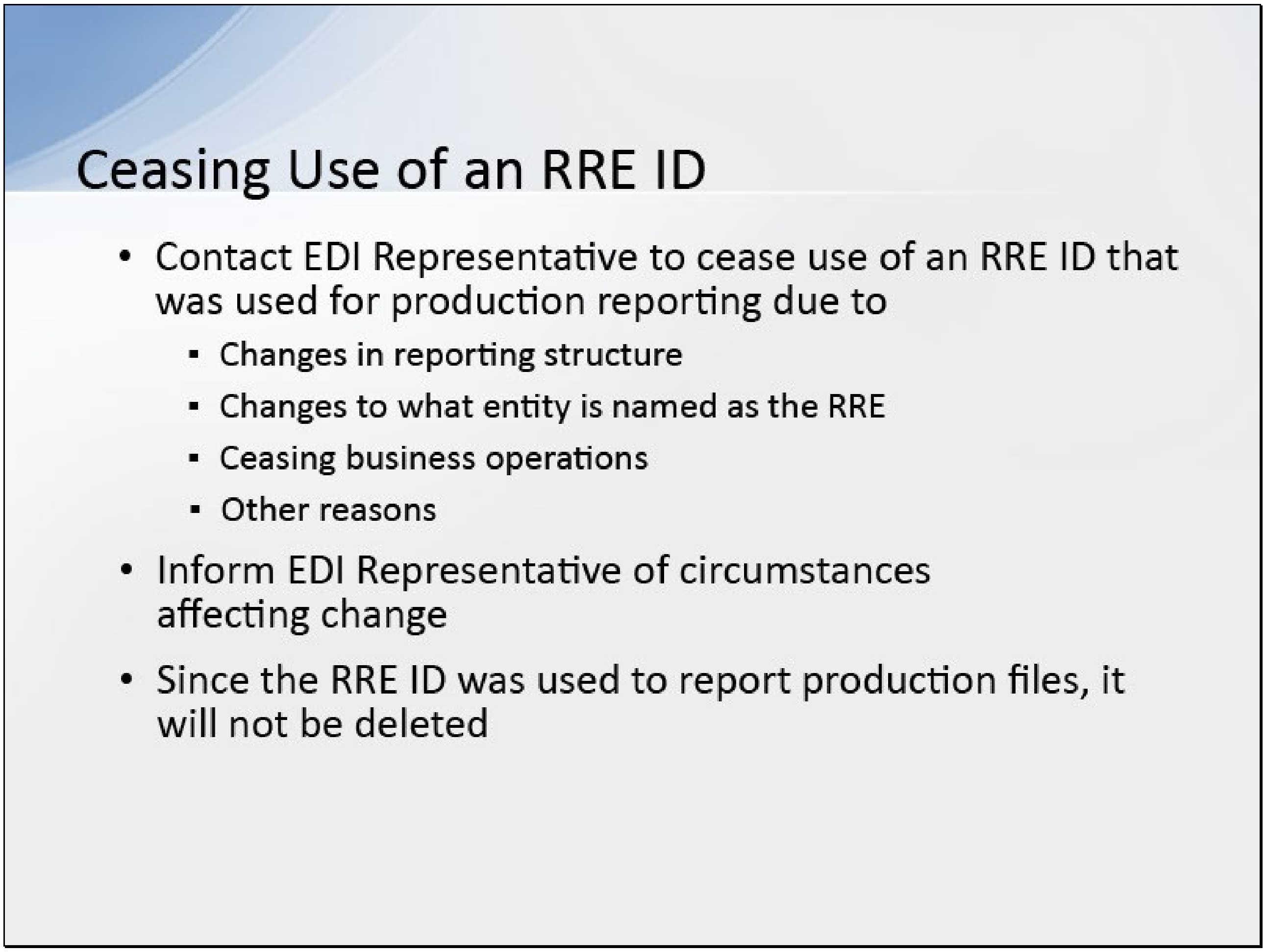

Slide notes

RREs will contact their assigned EDI Representative when they have been reporting production Section 111 files under an RRE ID,

but will cease reporting under that RRE ID in the future due to changes in their reporting structure, changes to what entity is named as the RRE, ceasing business operations or other reasons.

RREs will inform their EDI Representative of circumstances affecting the change. Note: since the RRE ID was used to report production files, it will not be deleted.

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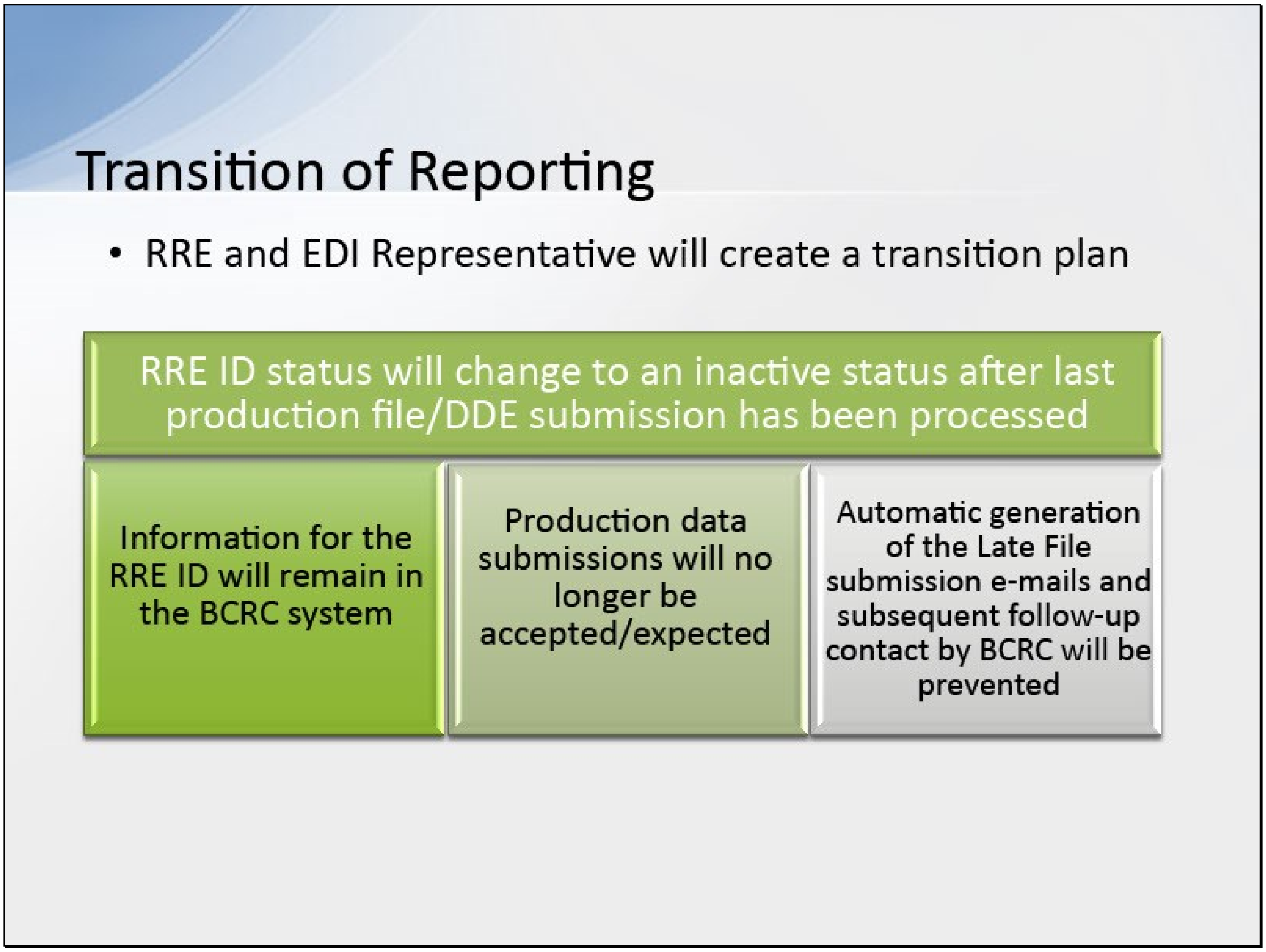

Slide notes

You and your EDI Representative will create a transition plan and your EDI Representative will change the status of your RRE ID to an inactive status after your last production file/DDE submission has been processed.

Once this is completed, information for the RRE ID will remain in the BCRC Section 111 system. However, production data submissions will no longer be accepted or expected.

This change in RRE ID status will prevent the automatic generation of the Late File Submission e-mails and subsequent follow-up contact by the BCRC to your Authorized Representative and Account Manager related to Section 111 reporting compliance.

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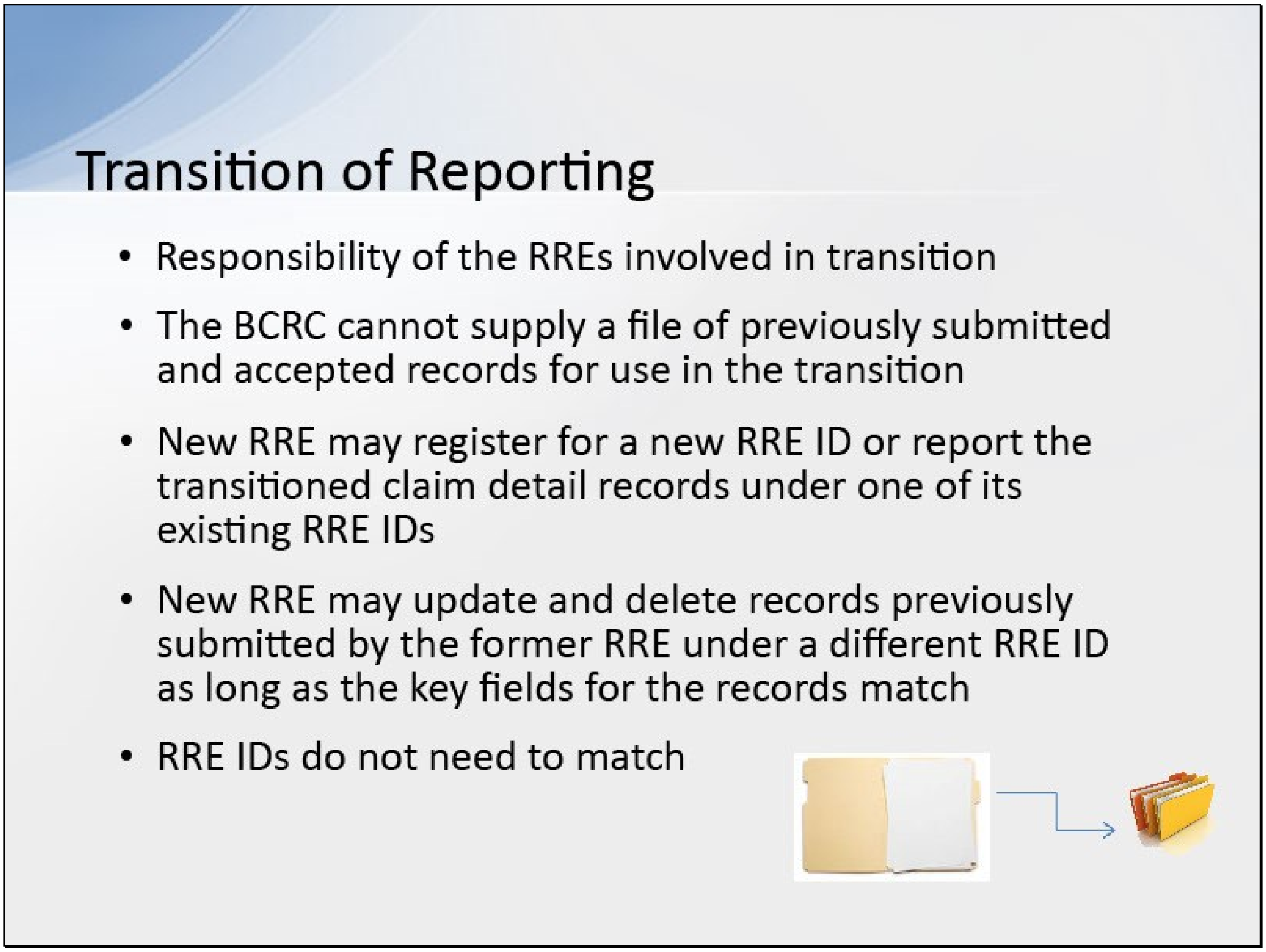

Slide notes

The transition of reporting responsibility from one RRE to another is the responsibility of the RREs involved.

The BCRC cannot supply a file of previously submitted and accepted records for use in the transition by the new or former RRE or their reporting agents.

The new RRE may register for a new RRE ID or report the transitioned claim detail records under one of its existing RRE IDs.

The new RRE may update and delete records previously submitted by the former RRE under a different RRE ID as long as the key fields for the records match. The RRE IDs do not need to match.

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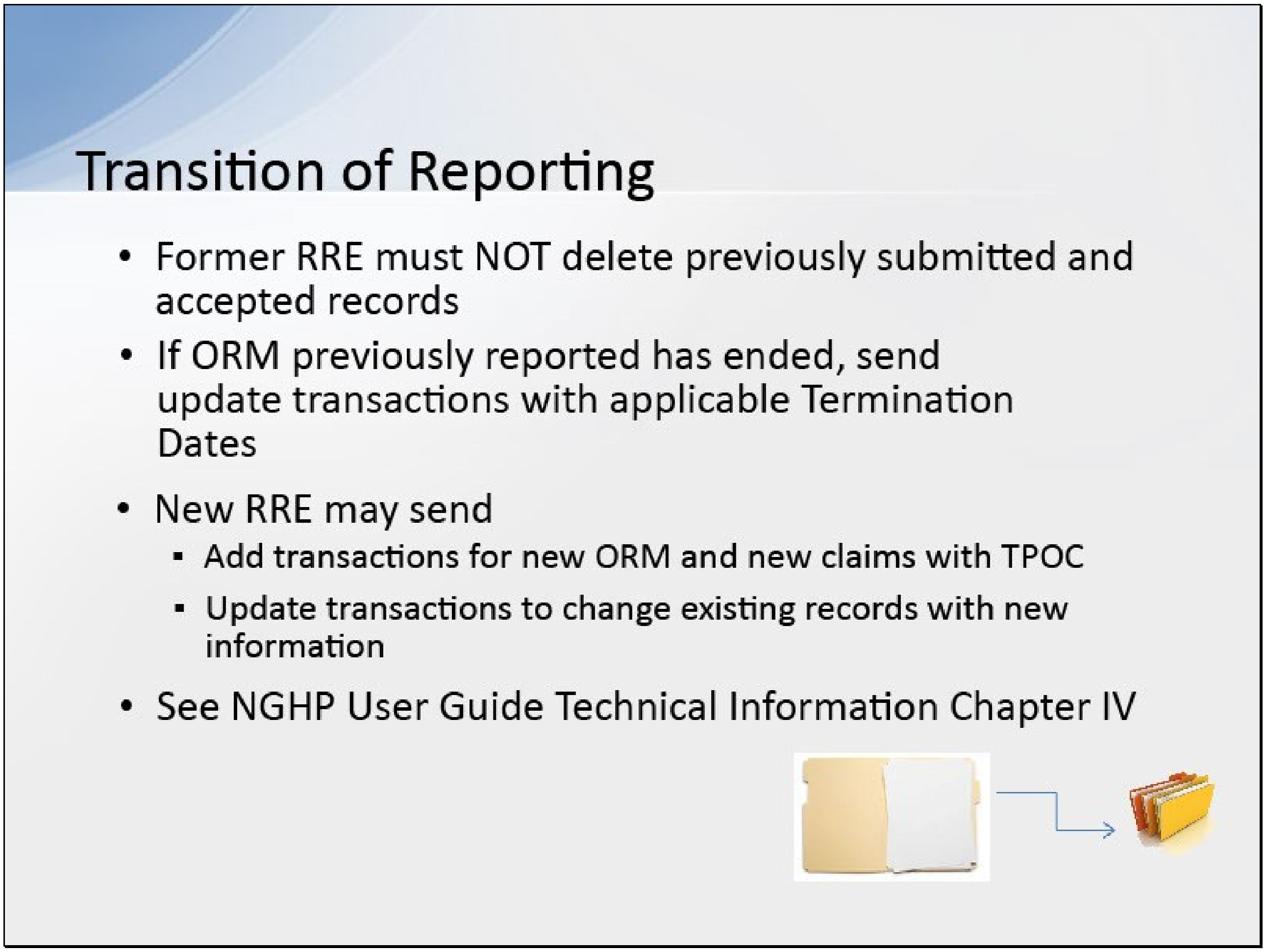

Slide notes

The former RRE must NOT delete previously submitted and accepted records. If the Ongoing Responsibility for Medicals (ORM) previously reported has ended, then update transactions will be sent with applicable Termination Dates.

The new RRE may send add transactions for new ORM and new claims with Total Payment Obligation to Claimant (TPOC)

or update transactions to change existing records with new information such as the new RRE Tax Identification Number (TIN).

Please see the NGHP User Guide Technical Information Chapter IV for more information on submitting claims with ORM and submitting add, delete and update transactions.

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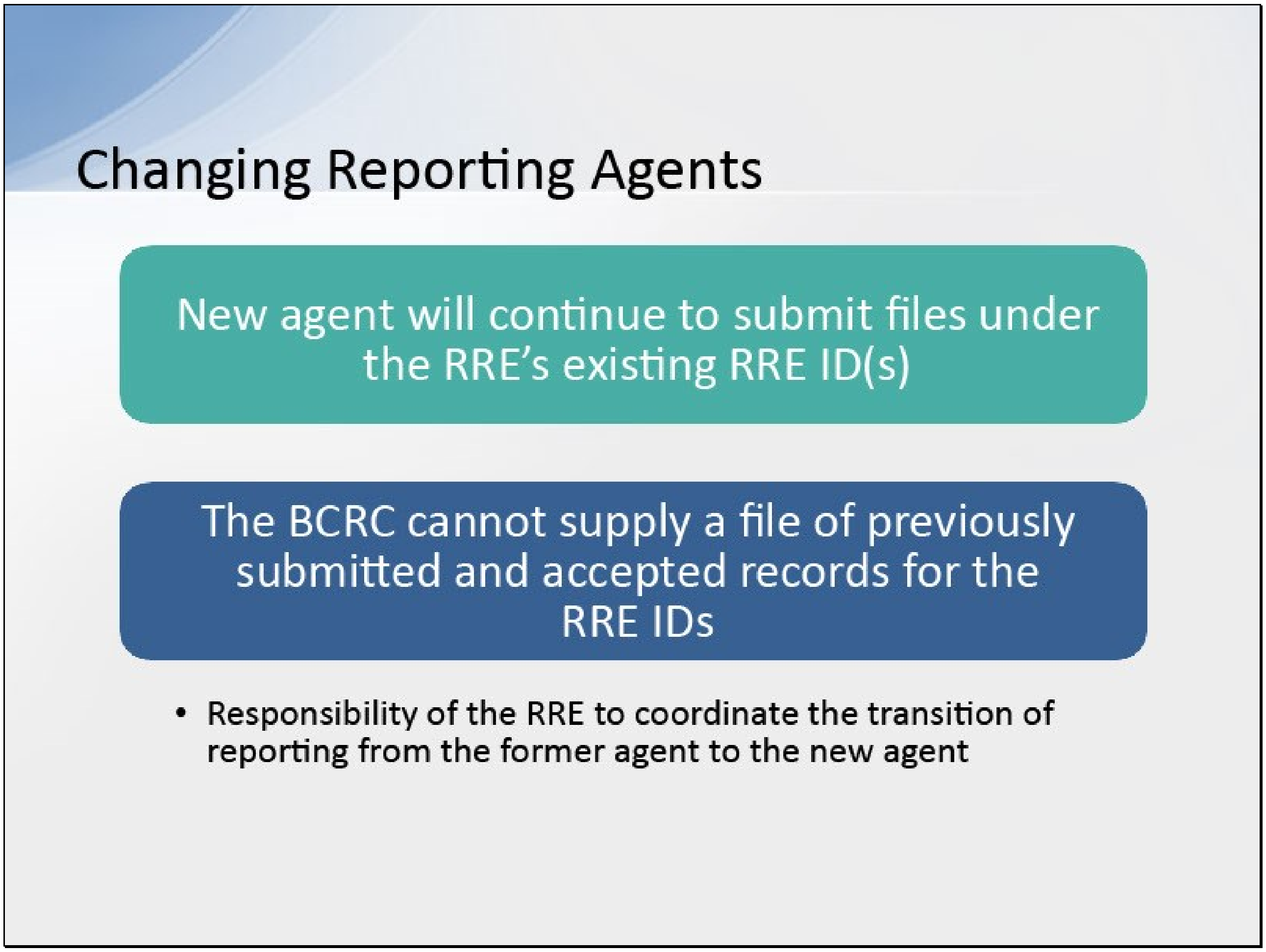

Slide notes

If an RRE is changing reporting agents, the new agent will continue to submit files under the RRE's existing RRE ID(s). Again, the BCRC cannot supply a file of previously submitted and accepted records for the RRE IDs.

It is the RRE's responsibility to coordinate the transition of reporting from the former agent to the new agent.

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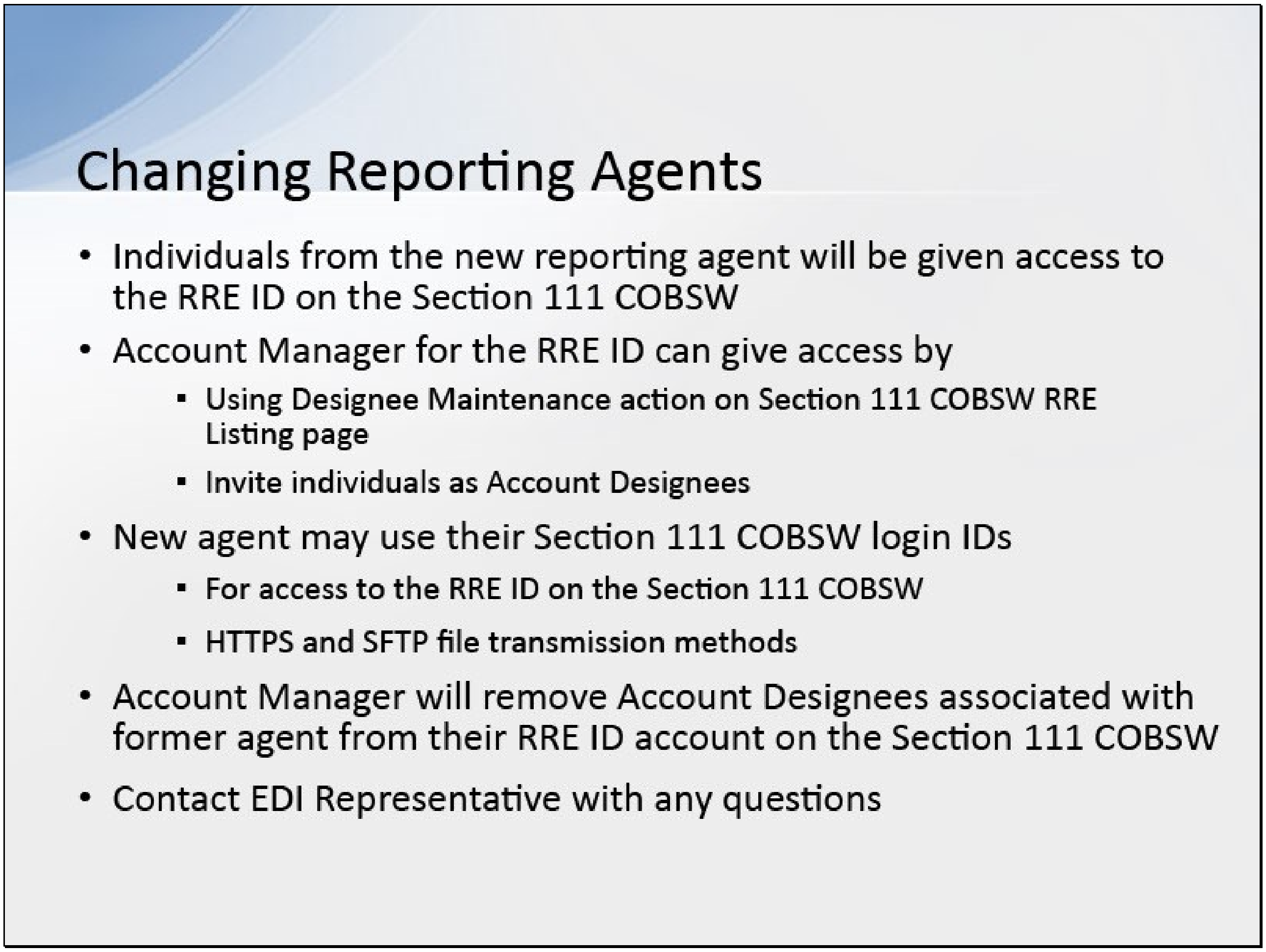

Slide notes

Individuals from the new reporting agent will be given access to the RRE ID on the Section 111 Coordination of Benefits Secure Web site (COBSW).

This can be done by the Account Manager for the RRE ID by using the Designee Maintenance action off the RRE Listing page and inviting these individuals as Account Designees.

The new agent may then use their Section 111 COBSW login IDs for access to the RRE ID on the Section 111 COBSW as well as for the Hypertext Transfer Protocol over Secure Socket Layer (HTTPS)

and Secure File Transfer Protocol (SFTP) file transmission methods.

The Account Manager will remove any Account Designees associated with the former agent from their RRE ID account on the Section 111 COBSW.

If you have questions regarding your specific circumstances related to ceasing or transitioning reporting, please contact your EDI Representative.

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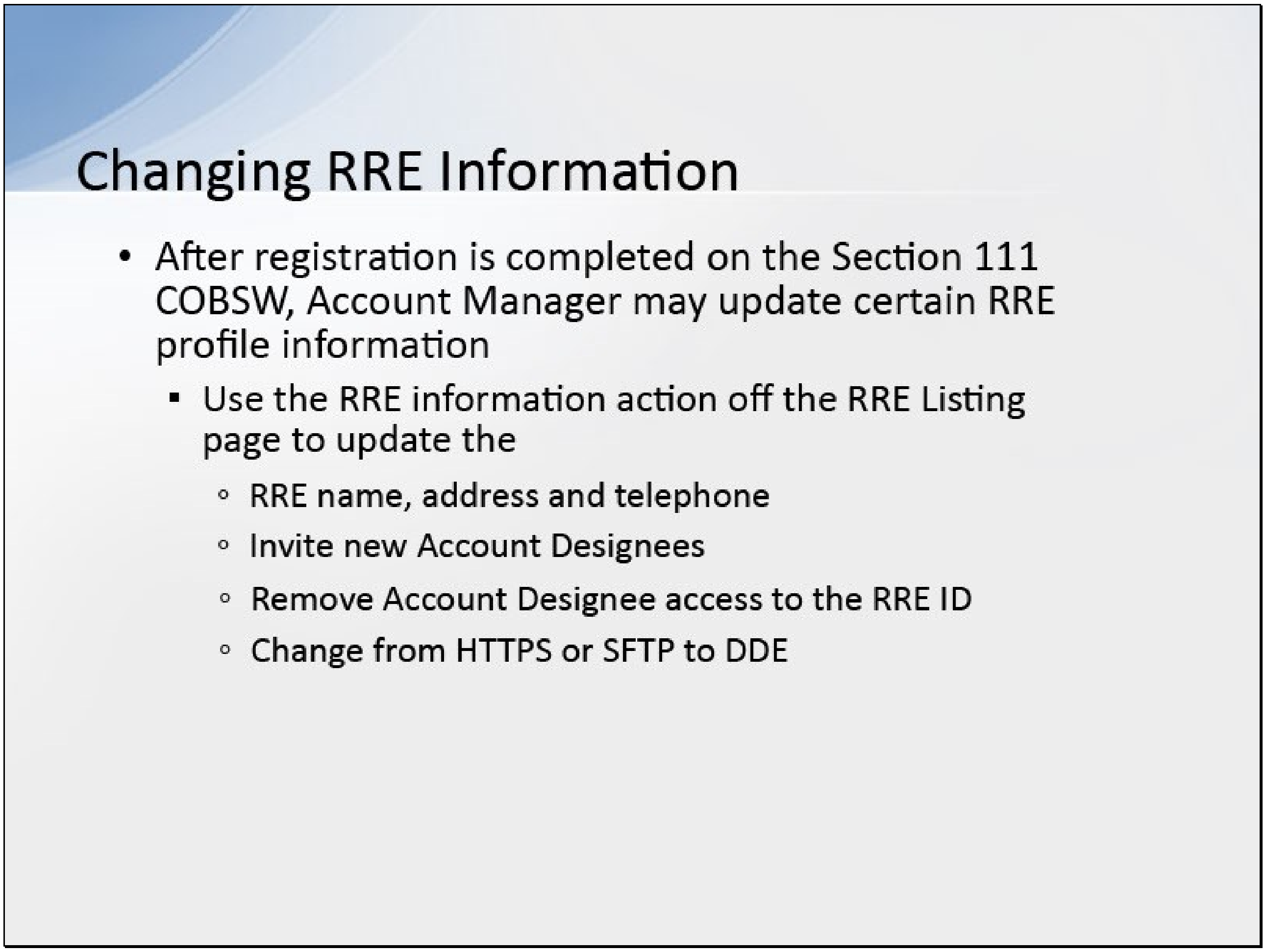

Slide notes

After registration is completed on the Section 111 COBSW, your Account Manager may update certain information related to the RRE profile.

After logging on to the Section 111 COBSW, Account Managers may use the RRE Information action off the RRE Listing page to update the RRE name, address and telephone information.

Account Managers may also invite new Account Designees and remove access to the RRE ID as appropriate.

Account Managers may also change the HTTPS or SFTP file submission method to DDE

(if the RRE indicated they had less than 500 paid claims per year during registration as specified in the NGHP User Guide Technical Information Chapter IV).

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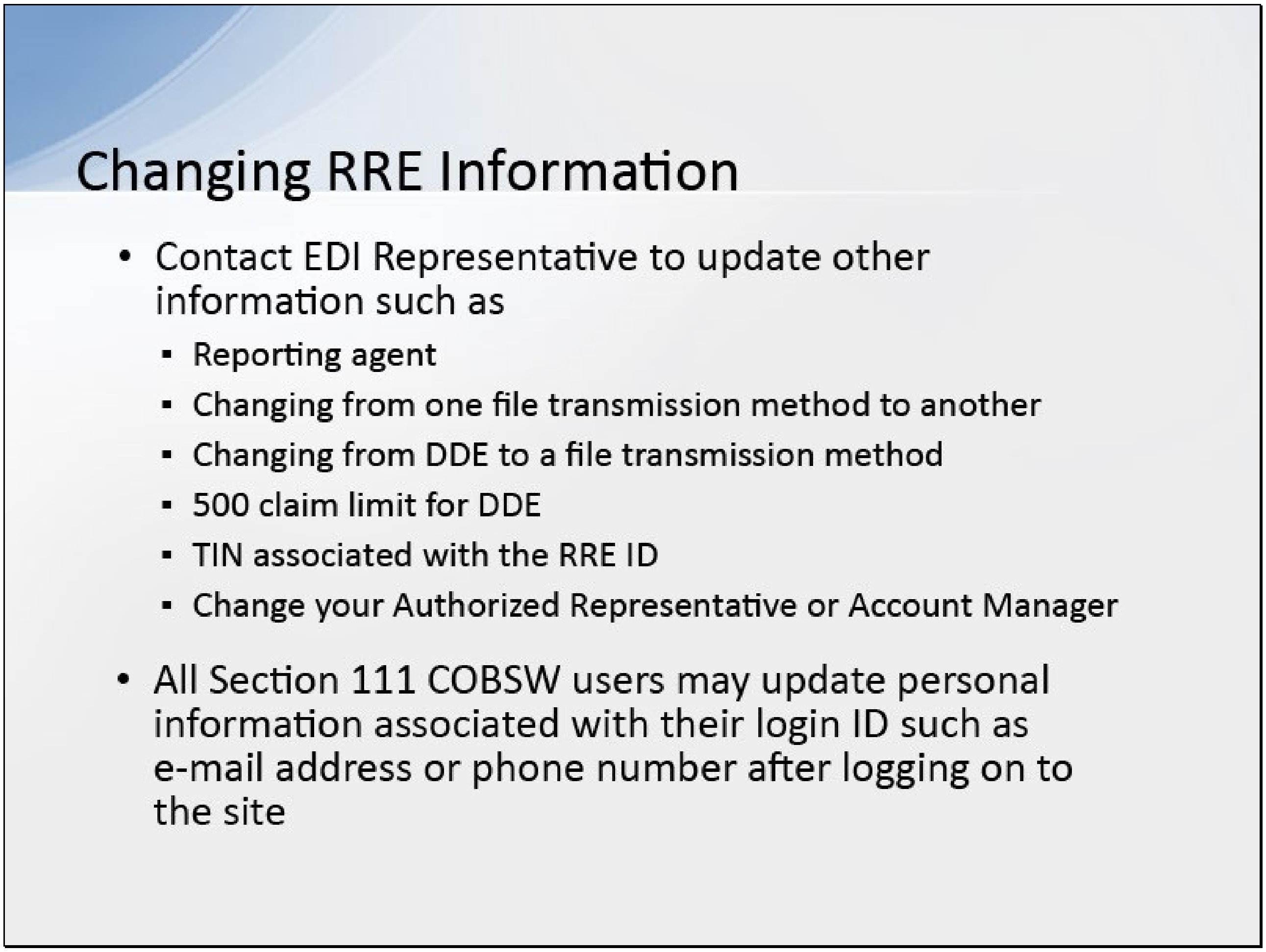

Slide notes

Contact your EDI Representative to update other information such as changing reporting agent, changing from one file transmission method to another,

changing from DDE to a file transmission method, overriding the 500 claim limit for DDE, or changing the TIN associated with the RRE ID.

You must also contact your EDI Representative to change your Authorized Representative or Account Manger to a different individual.

Note that all users of the Section 111 COBSW may update their own personal information associated with their login ID such as e-mail address or phone number after logging on to the site.

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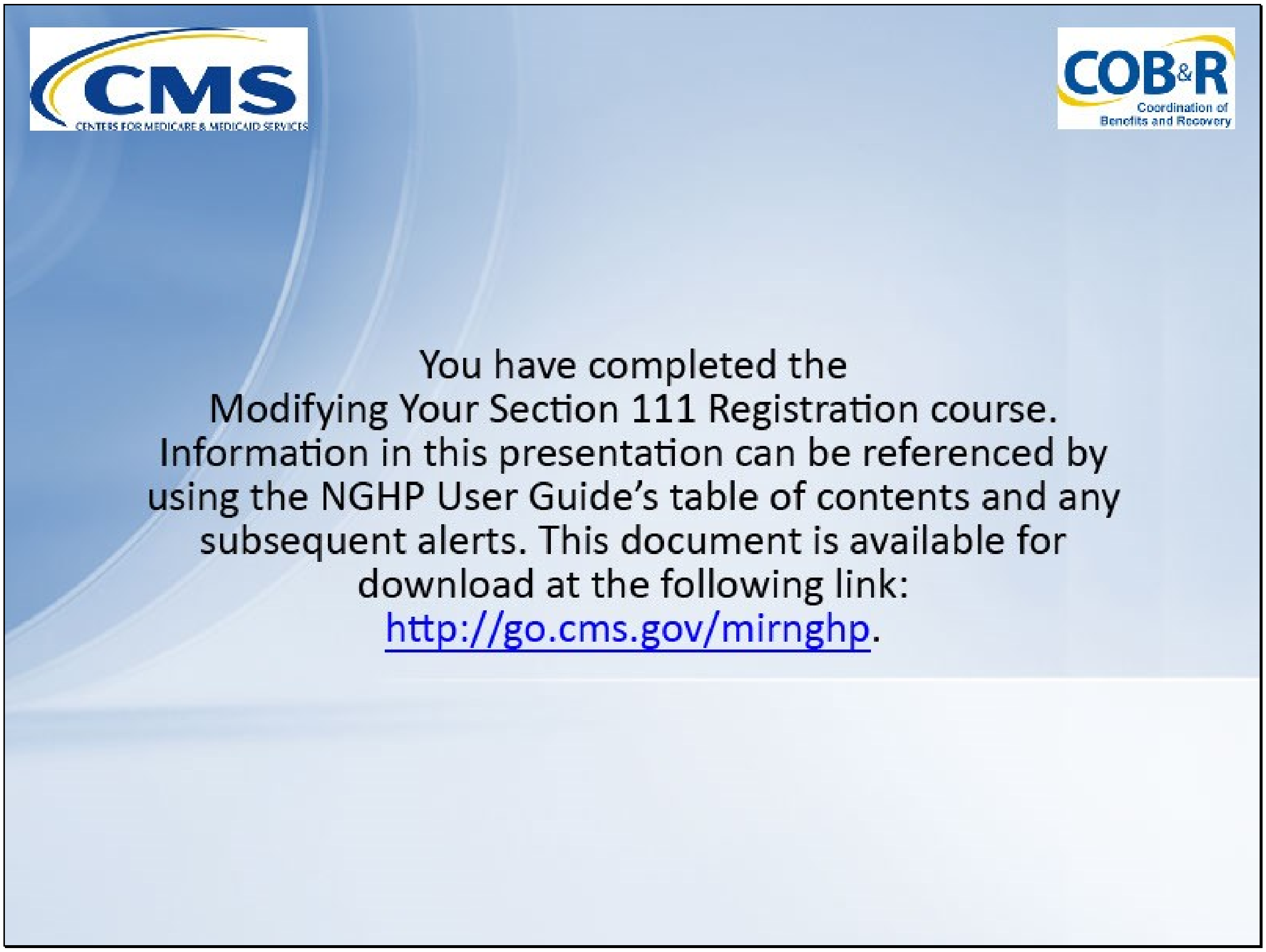

Slide notes

You have completed the Modifying Your Section 111 Registration course. Information in this presentation can be referenced by using the NGHP User Guide's table of contents and any subsequent alerts.

This document is available for download at the following link: http://go.cms.gov/mirnghp.

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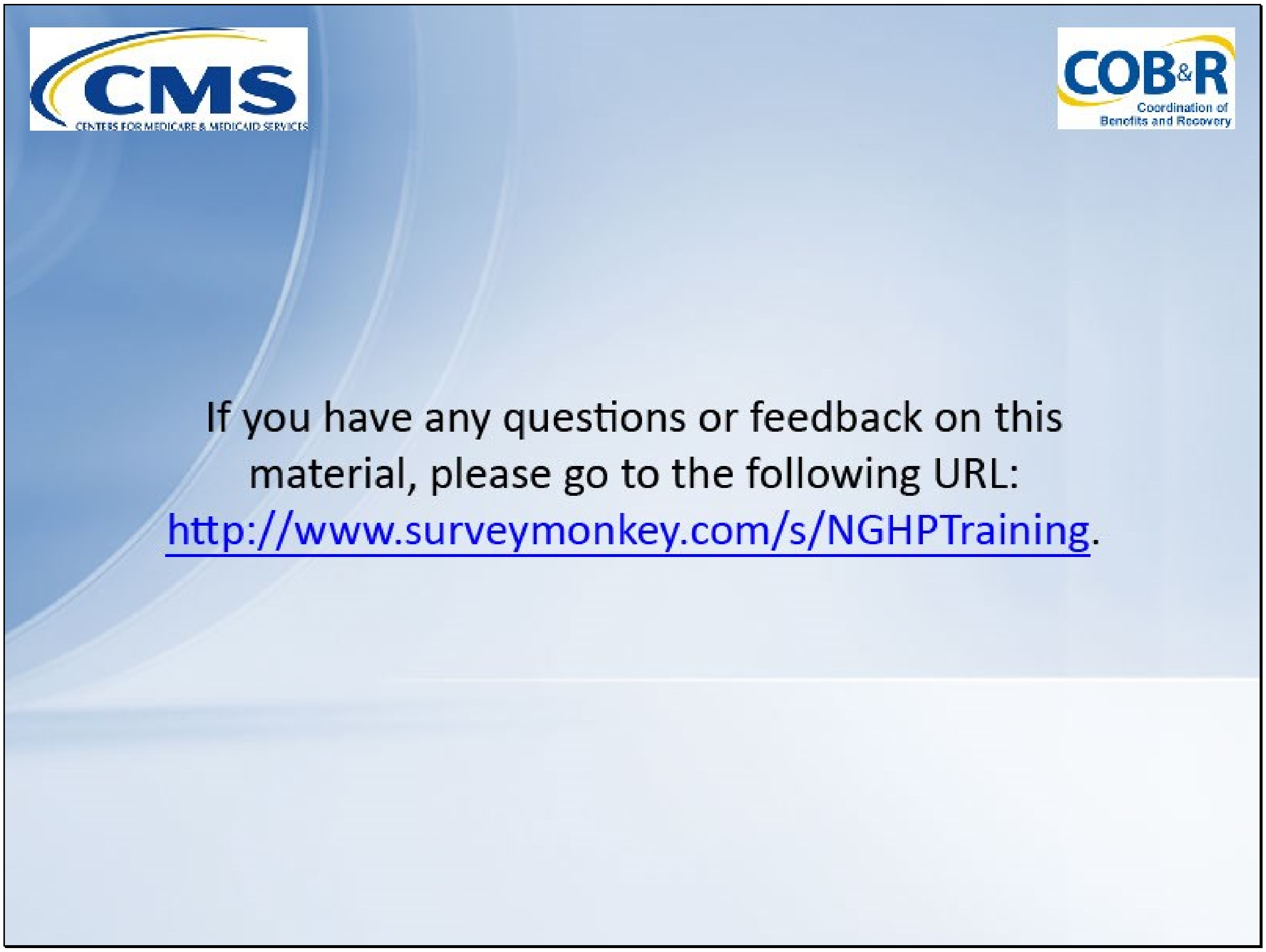

Slide notes

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