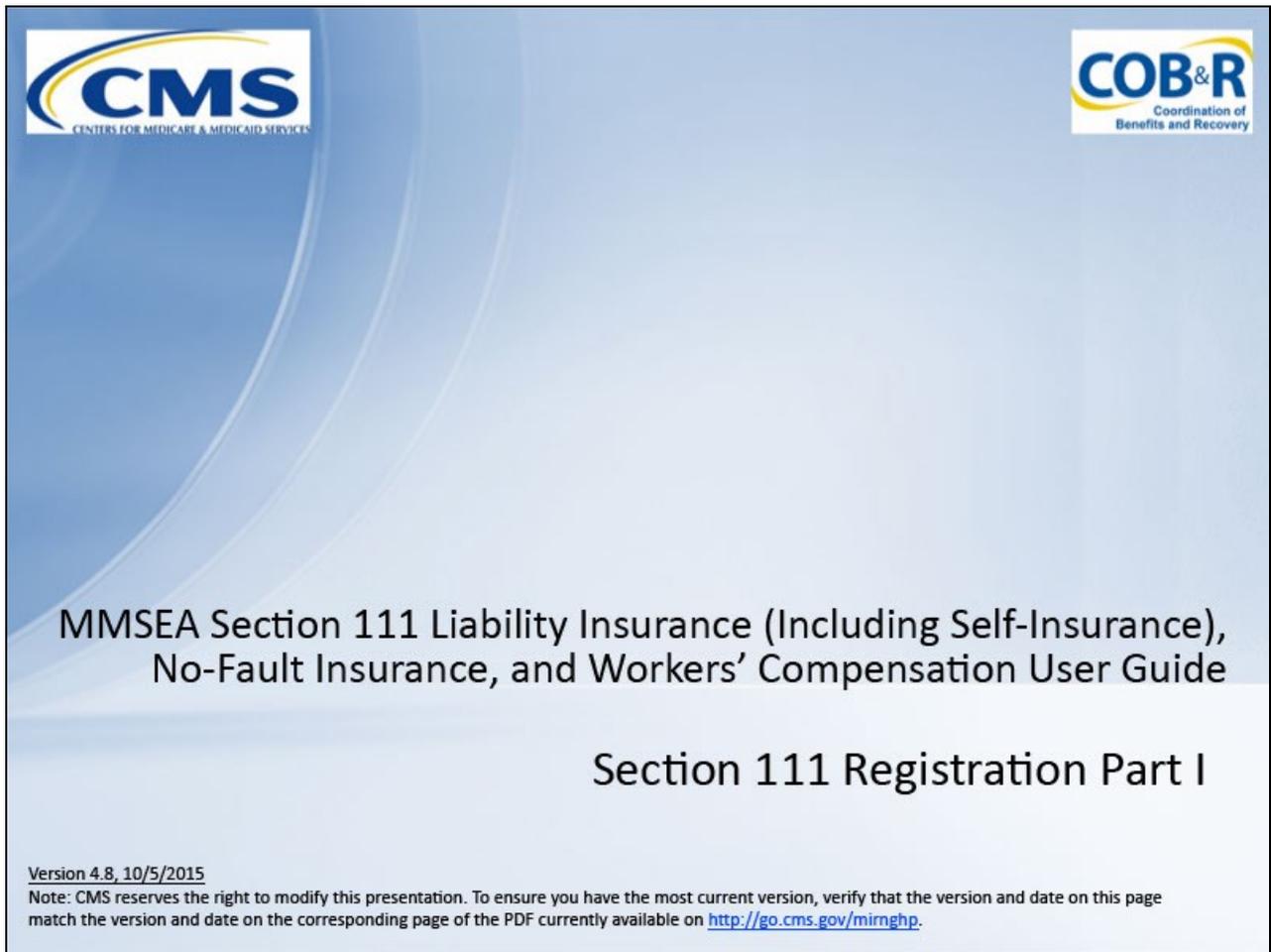


Slide 1 - of 39



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 white box: "MMSEA Section 111 Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation User Guide". Below this, "Section 111 Registration Part I" is displayed in a larger font. At the bottom left, there is a version number and a note about the presentation's currency.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

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

Section 111 Registration Part I

Version 4.8, 10/5/2015
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/mirngbp>.

Slide notes

Welcome to the Section 111 Registration Part I course.

Note: 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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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.

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Course Overview

- Requirements
- Purpose
- Timeframes
- Registration/Account Setup - 5 Steps
 - Step 1
 - Step 2
 - Steps 3-5 - See Section 111 Registration Part II



Slide notes

Section 111 Registration Part I reviews registration requirements, purpose, and timeframes. It provides an overview of the five steps of Section 111 registration and account setup and reviews the details for Step 1 and Step 2.

The final 3 steps of the process are reviewed in Section 111 Registration Part II.

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.

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Section 111 COBSW Registration Requirements

Responsible Reporting Entity must notify the BCRC of their intent to report data

- Must complete registration regardless of whether an agent will be submitting files on that entity's behalf
 - Agent cannot complete initial registration
 - Agent can complete account setup and may be the Account Manager
- Registration and account setup must be completed on the Section 111 COBSW at <https://www.cob.cms.hhs.gov/Section111>

Slide notes

In order to comply with the requirements of Section 111 of the MMSEA, RREs are required to provide notification to the Benefits Coordination & Recovery Center (BCRC) of their intent to report data.

Registration by the Responsible Reporting Entity must be completed before testing between the Responsible Reporting Entity or its agent and the BCRC can begin or before reporting via DDE may commence.

Each applicable RRE must complete the registration process regardless of whether an agent will be submitting files on that entity's behalf. An agent cannot complete the initial registration, however the agent can complete the account setup and may also be the Account Manager.

Registration and account setup must be completed on the Section 111 Coordination of Benefits Secure Web site (COBSW) at <https://www.cob.cms.hhs.gov/Section111>.

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Section 111 COBSW Registration Requirements

File Submitters

- Must complete registration before testing may begin
- Once testing is complete
 - RRE ID set to production status
 - RRE must commence production Claim Input File submissions

Slide notes

Registration by RREs using a file submission method must be completed before testing between the RRE (or its agent) and the BCRC can begin. Once the RRE has completed testing, the RRE ID will be set to a production status.

The RRE must then commence production Claim Input File submissions. Claim Input Files are submitted once per quarter for each RRE ID during the assigned file submission timeframe unless the RRE has nothing to report in that quarter.

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Section 111 COBSW Registration Requirements

DDE Submitters

- Must complete registration before reporting may begin
- Will not perform testing
- Must submit claim information via the Section 111 COBSW

Slide notes

RREs that will be submitting via DDE must register before reporting may commence. DDE submitters will not perform testing. DDE submitters must submit claim information via the Section 111 COBSW according to requirements documented in the NGHP User Guide.

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Section 111 COBSW Registration Requirements

Responsible Reporting Entity

- Not required to register if they will have nothing to report
 - For example, if an entity is self-insured solely for the deductible portion of a liability insurance policy but always pays any such deductible to its insurer, may not have anything to report
- Those that do not register initially because they have no expectation of having claims to report
 - Must register in time to allow for a full quarter of file testing if they have future situations where they have a reasonable expectation of having to report

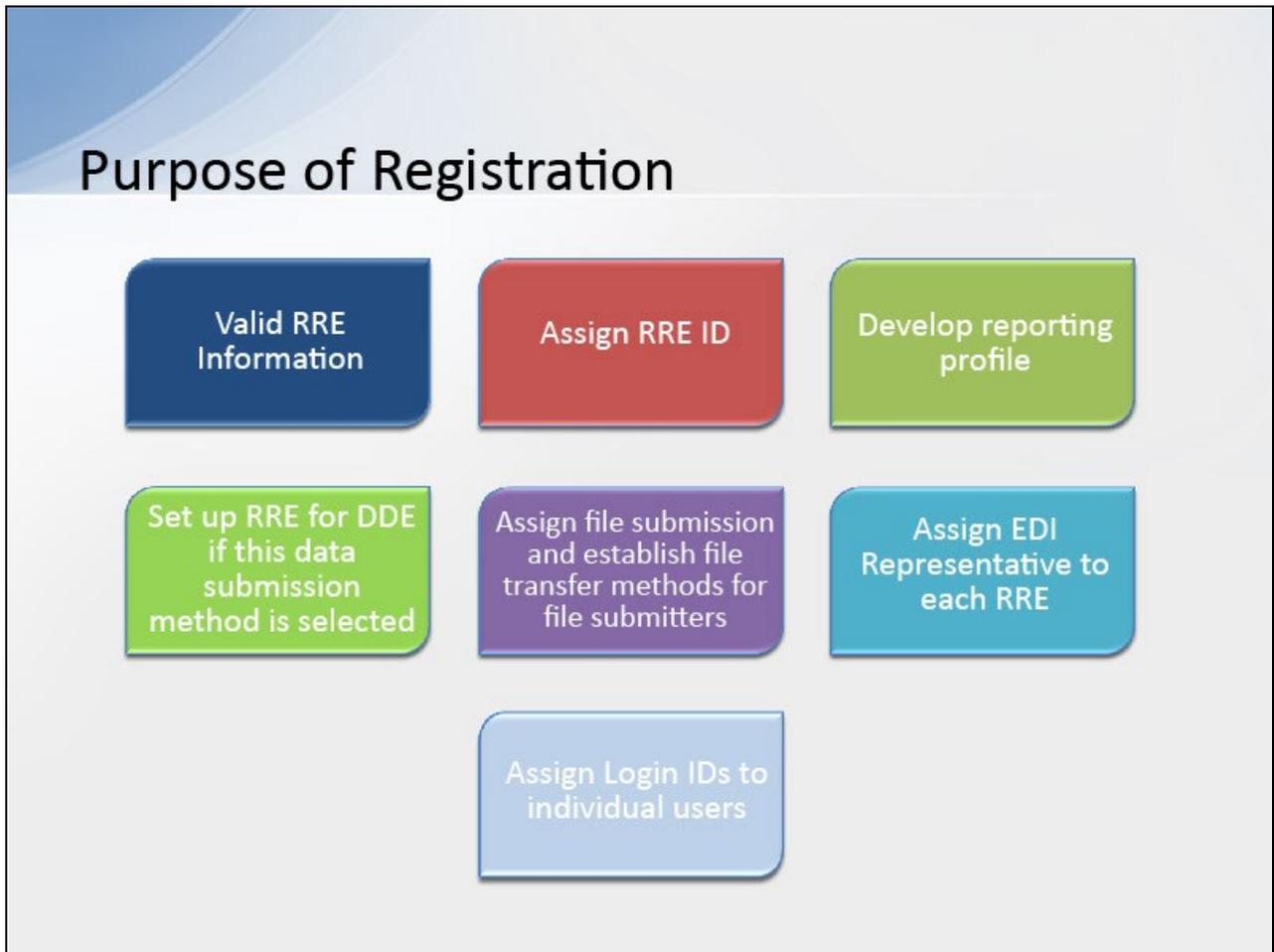
Slide notes

Entities that are RREs for purposes of the Section 111 liability insurance (including self-insurance), no-fault insurance, or workers' compensation are not required to register if they will have nothing to report.

For example, if an entity is self-insured (as defined by CMS) solely for the deductible portion of a liability insurance policy but always pays any such deductible to its insurer, who then pays the claim, it may not have anything to report.

However, those that do not register initially because they have no expectation of having claims to report at this time, must register in time to allow registration to be completed and a full quarter of file testing, as applicable, if they have future situations where they have a reasonable expectation of having to report.

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**Slide notes**

Through the registration process, the BCRC will obtain the information needed to: validate information provided by the RRE for Section 111; assign an RRE ID to each RRE;

develop a Section 111 reporting profile for each entity including estimates of the volume and type of data to be exchanged for planning purposes; set up an RRE for DDE if this data submission method has been selected;

assign a file submission timeframe for Claim Input File submission and establish the necessary file transfer mechanisms to each entity selecting an electronic file submission method;

assign an Electronic Data Interchange (EDI) Representative to each entity to assist with ongoing communication, use of the Section 111 COBSW and data exchange; and assign Login IDs to individual users associated with each RRE ID account.

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Registration Timeframes

- Registration process will remain available indefinitely
 - May alter reporting structure if needed
 - May request additional RRE IDs in the future
- Contact EDI Representative to deactivate RRE IDs no longer used

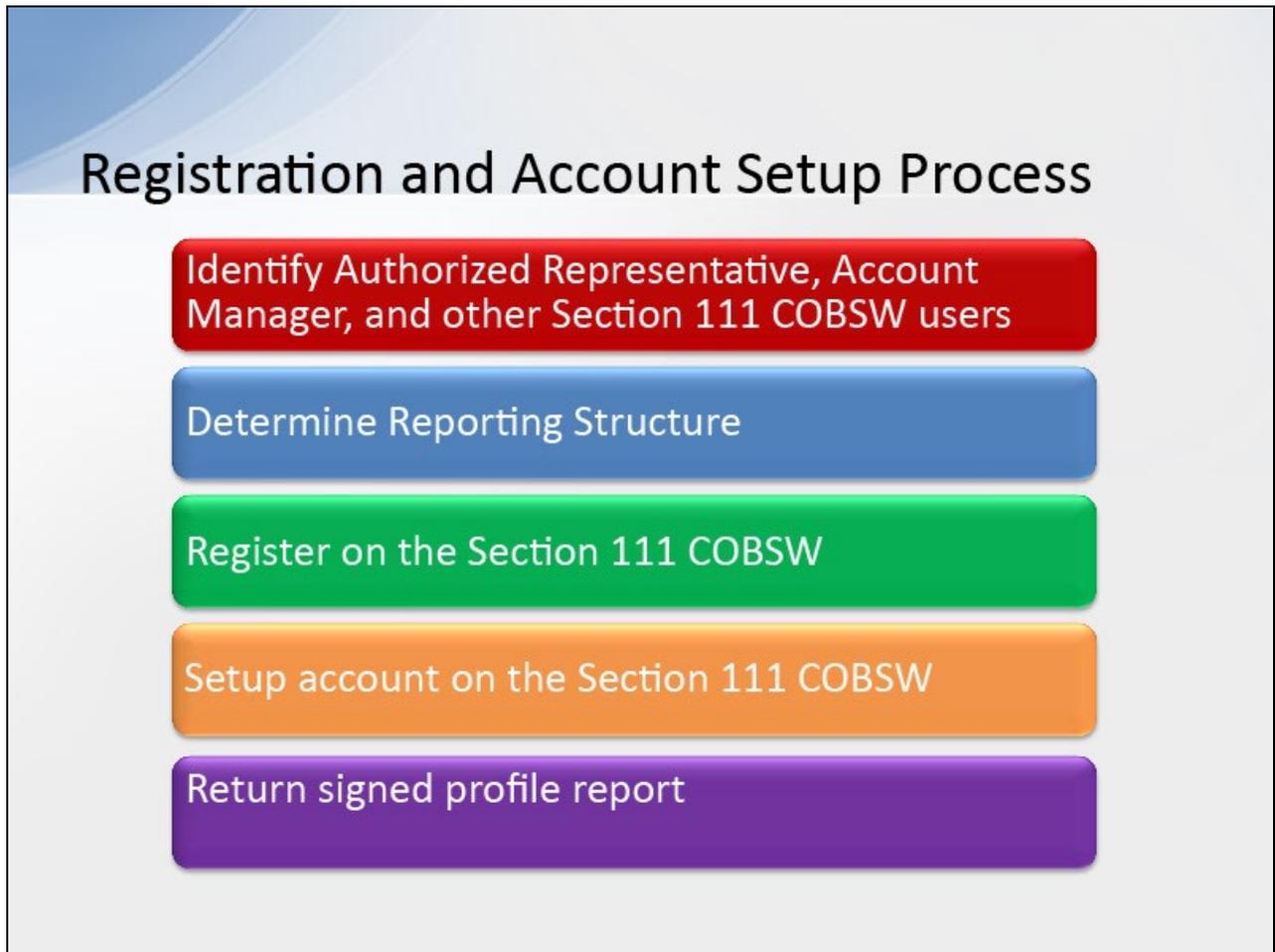
Slide notes

The registration process will remain available indefinitely for existing and new RREs. You may alter your reporting structure subsequently if needed.

You may request one or more additional RRE IDs in the future if changes in your business operations require changes in your data reporting requirements.

Note: If you have registered for an RRE ID that you later determine you will no longer need, then contact your EDI Representative to have it deactivated.

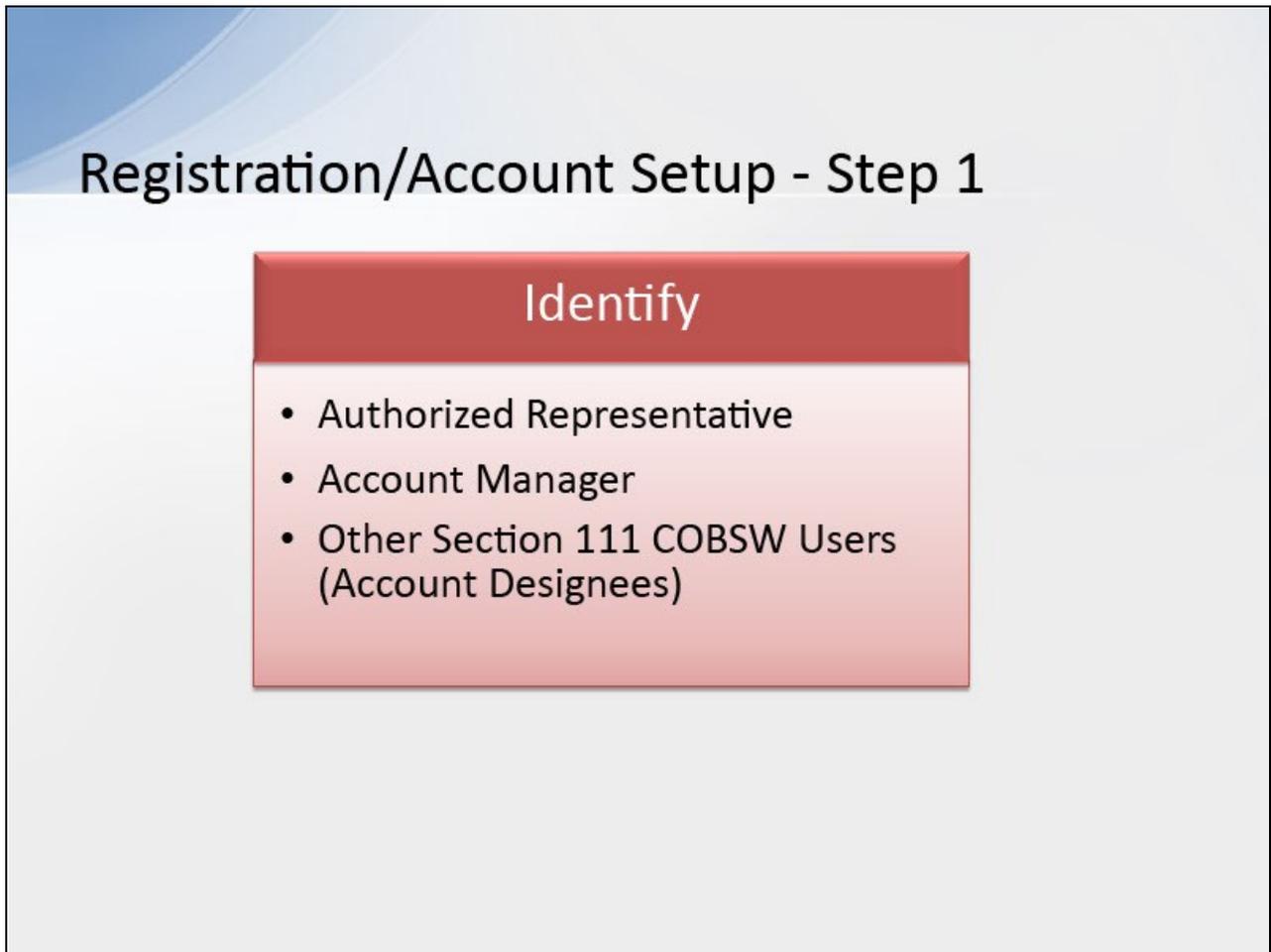
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**Slide notes**

Section 111 registration and account setup is a five step process: first, identify an Authorized Representative, Account Manager and other Section 111 COBSW users; second, determine reporting structure;

third, register on the Section 111 COBSW; fourth, setup account on the Section 111 COBSW; and fifth, return signed RRE profile report.

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The slide features a light blue and white background with a decorative blue wave pattern in the top left corner. The main title 'Registration/Account Setup - Step 1' is centered at the top. Below it is a red-bordered box with a white background. The word 'Identify' is centered at the top of this box in white text. Below 'Identify' is a bulleted list of three items: 'Authorized Representative', 'Account Manager', and 'Other Section 111 COBSW Users (Account Designees)'.

Registration/Account Setup - Step 1

Identify

- Authorized Representative
- Account Manager
- Other Section 111 COBSW Users (Account Designees)

Slide notes

The first step in the registration and account setup process is to identify an Authorized Representative, Account Manager and other Section 111 COBSW Users known as Account Designees.

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Authorized Representative

- Legal authority to bind the organization to the terms of MMSEA Section 111
- Accountability for RRE's compliance
- If a change is required, contact your EDI Representative
- Refer to Data Use Agreement to ensure Authorized Representative has authority to sign agreement



Slide notes

The person named as the Authorized Representative for the RRE's organization has the legal authority to bind the organization to the terms of MMSEA Section 111 requirements and processing. This is normally a person at the executive level of the organization.

The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements. The Authorized Representative is an individual that can enter the RRE into a contract and has the authority to commit the RRE to a contract and can sign the contract.

If you need to change your Authorized Representative after completing the New Registration step, you must contact your assigned EDI Representative.

Please refer to the Data Use Agreement in the NGHP User Guide Registration Chapter to make sure the person you name as your Authorized Representative has the authority to sign this agreement.

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Authorized Representative

- Cannot be an agent of RRE
- Cannot be user of Section 111 for any RRE ID



Slide notes

The Authorized Representative cannot be an agent of the RRE. The Authorized Representative also cannot be a user of the Section 111 COBSW for any RRE ID.

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Authorized Representative

- Preliminary Responsibilities**
 - May complete the initial registration
 - Designate Account Manager
 - Approve account setup
 - Sign profile report and return to the BCRC
- Ongoing Responsibilities**
 - Overall accountability for reporting
 - Receive notifications of non-compliance
 - Approve changes to RRE account or users

Slide notes

The Authorized Representative: may perform the initial registration on the Section 111 COBSW, or delegate this task to another individual, but will not be provided with a Login ID; will designate the Account Manager;

and must approve the account setup, by physically signing the profile report which includes the Data Use Agreement, and returning it to the BCRC.

The Authorized Representative has the overall responsibility and accountability for Section 111 reporting and will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements.

The Authorized Representative will approve any subsequent changes to the RRE's account.

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Account Manager

- Controls administration of an RRE's account
- Manages overall reporting process
 - Manage entire account and data exchange, or
 - Invite others to assist in managing



Slide notes

The person named as the Account Manager controls the administration of an RRE's account and manages the overall reporting process.

The Account Manager may choose to manage the entire account and data exchange, or may invite other company employees or data processing agents to assist him/her.

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Account Manager

- May be RRE employee or an Agent
 - May be associated with multiple RRE IDs
- May be associated with an RRE ID if they receive the authorized PIN and RRE ID for that RRE
 - RRE has multiple RRE IDs to report separate Claim Input Files
 - RRE chooses to name a recovery agent as its Account Manager
- Must invite Account Designees who need access to multiple accounts by RRE ID

Slide notes

The Account Manager may be an RRE employee or an agent and may be associated with multiple RRE IDs. The Account Manager can be associated with an RRE if they receive the authorized PIN and RRE ID from the BCRC mailing associated with the registration for that RRE.

This can occur when an RRE has multiple RRE IDs under which they will report separate Claim Input Files or when the RRE chooses to name a recovery agent as its Account Manager.

Your Account Manager must invite and identify Account Designees who will need access to multiple accounts by RRE ID.

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Account Manager

- Cannot be Authorized Representative for any RRE ID
 - For example, Account Manager for RRE 3 cannot be Authorized Representative for RRE 7
- Cannot be Account Designee for same RRE ID



Slide notes

The Account Manager cannot be an Authorized Representative for any RRE ID. For example, if you are an Account Manager for RRE 3, you cannot be the Authorized Representative for RRE 7.

The Account Manager can not be an Account Designee for the same RRE ID.

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Account Manager

- **Must**
 - Register on Section 111 COBSW and obtain Login ID
 - Complete account setup
 - Personally agree to terms of User Agreement
- **Can**
 - Appoint/remove Account Designees
 - Manage RRE's profile, select data submission method
 - Change account contact information
 - Upload and download files (file submitters)
 - Submit and view claim information (DDE submitters)
 - Review by RRE ID
 - File transmission history
 - File processing statuses
 - File statistics
 - Change his/her personal information

Slide notes

The Account Manager must register on the Section 111 COBSW, obtain a Login ID, complete the account setup tasks and must personally agree to the terms of the User Agreement. The Account Manager can:

invite other users to register on the Section 111 COBSW and function as Account Designees and can remove an Account Designee's association to an RRE ID account; manage the RRE's profile including selection of a data submission method;

change account contact information (e.g., address, phone, etc.); use his/her Login ID and password to transmit files if the RRE has specified Secure File Transfer Protocol (SFTP) as the file transfer method or upload and download files to the Section 111 COBSW

if the RRE has specified Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) as the file transfer method; submit and view claim information if the RRE has specified the DDE option; and review file transmission history, file processing statuses and file statistics by RRE ID.

The Account Manager can also change his/her personal information.

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Account Designees

- Assist the Account Manager with reporting
- No limit to the number associated with RRE ID
- May be associated with multiple RRE IDs
 - If invited by Account Manager



Slide notes

At the RRE's discretion, the Account Manager may designate other individuals, known as Account Designees, to assist the Account Manager with the reporting process. Account Designees may be RRE employees or agents.

There is no limit to the number of Account Designees associated with one RRE ID. The Account Designees may be associated with multiple RRE IDs, but only by an Account Manager invitation for each RRE ID.

Slide 20 - of 39

Account Designees

- Cannot be Authorized Representative for any RRE ID
- Cannot be Account Manager for same RRE ID



Slide notes

Account Designees cannot be an Authorized Representative for any RRE ID or an Account Manager for the same RRE ID.

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Account Designees

- Must register and obtain Login ID
- Use Login ID and password to transmit files for SFTP
- Upload/download files to Section 111 COBSW for HTTPS
- Submit and view claim information for DDE
 - File transmission history
 - File processing statuses
 - File statistics
- Change personal information

Slide notes

The Account Designees must register on the Section 111 COBSW and obtain a Login ID. The Account Designee can: use his/her Login ID and password to transmit files if the RRE has specified SFTP as the file transfer method;

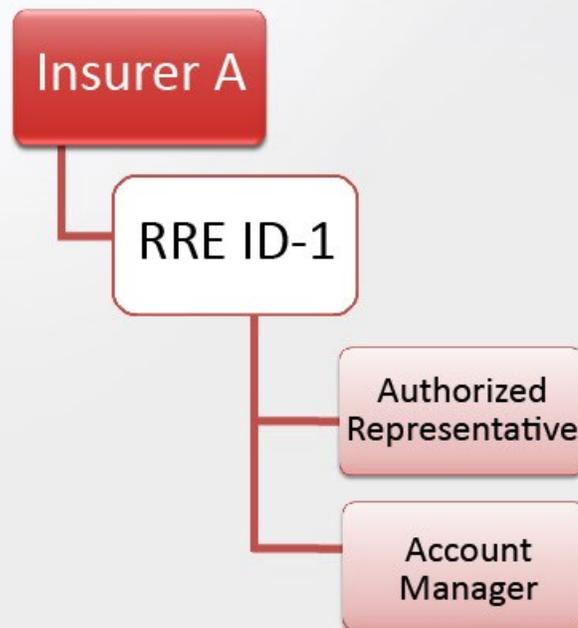
upload and download files to the Section 111 COBSW if the RRE has specified HTTPS as the file transfer method; submit and view claim information if the RRE is using the DDE option; and review file transmission history, file processing statuses and file statistics by RRE ID.

The Account Designees may also change their personal information.

Following are some examples of how an RRE may choose to assign Section 111 COBSW responsibilities.

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Section 111 COBSW Roles - Examples



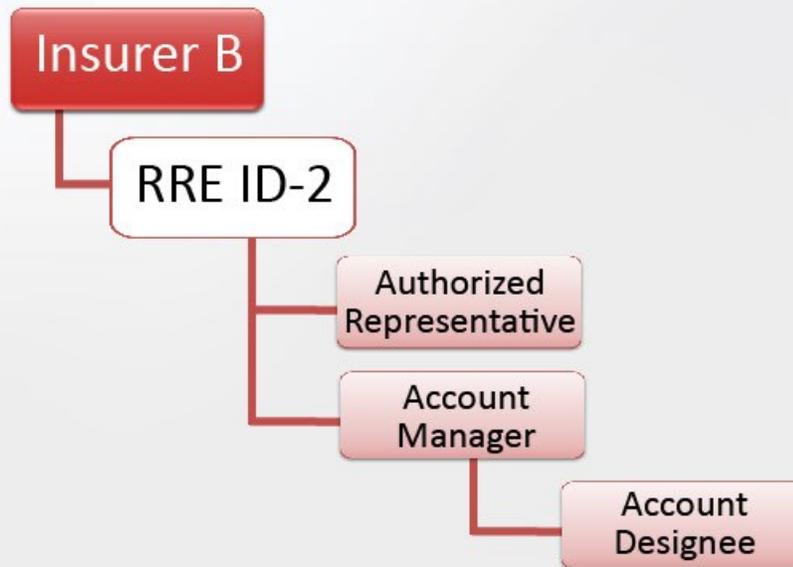
Slide notes

CMS allows the submitter multiple ways to submit data. It is up to the RRE to choose how they want to split the roles.

In this first example, Insurer A has determined that they want one RRE ID. They have assigned an Authorized Representative and an Account Manager, but have decided not to use Account Designees.

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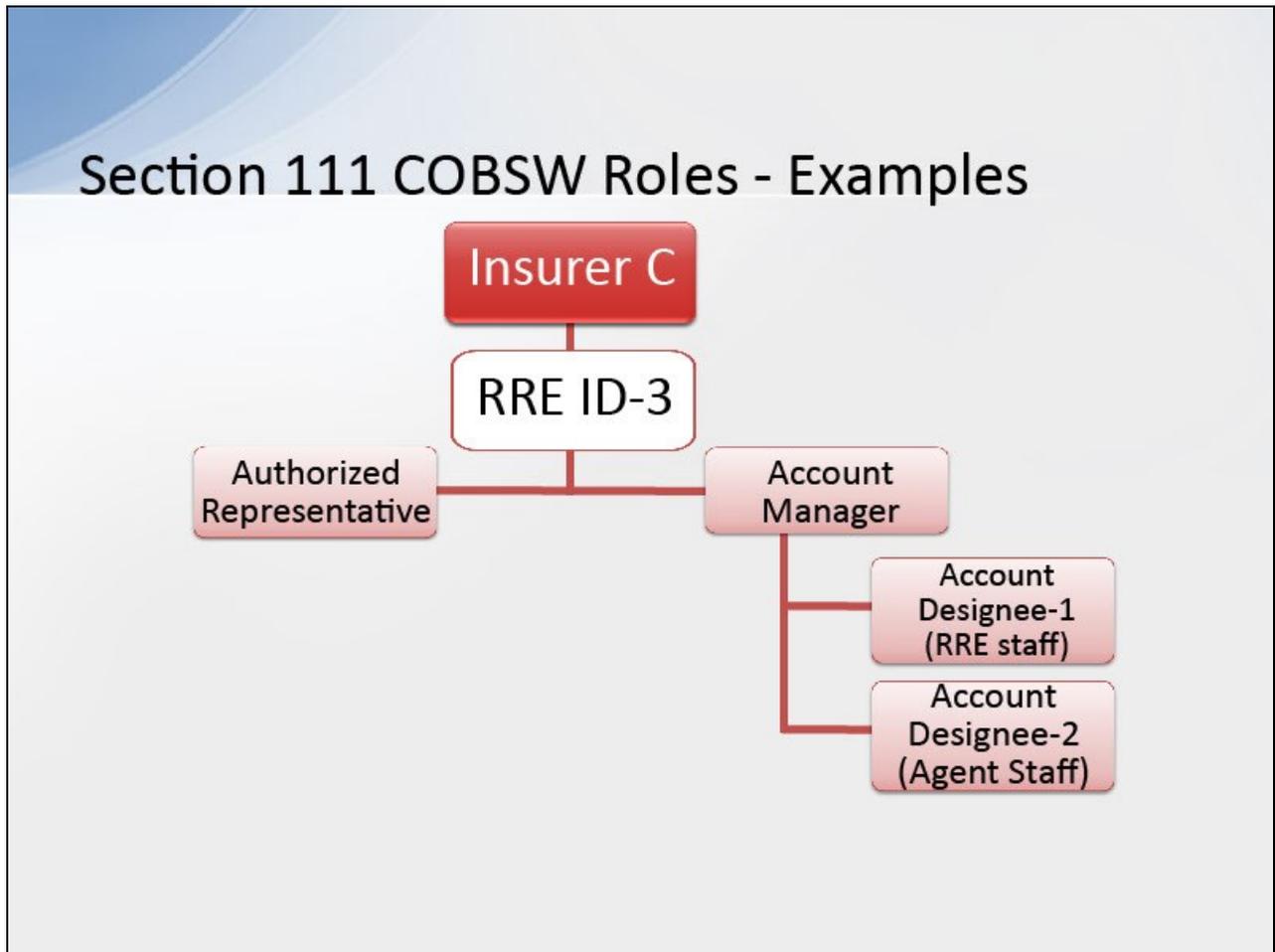
Section 111 COBSW Roles - Examples



Slide notes

Insurer B has determined that they want one RRE ID. They have assigned an Authorized Representative and an Account Manager as well as an Account Designee to assist the Account Manager with the reporting process.

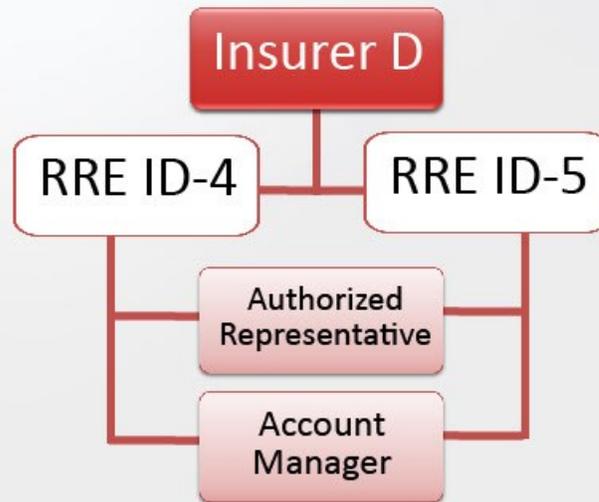
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**Slide notes**

Insurer C has determined that they want one RRE ID. They have assigned an Authorized Representative, an Account Manager and two Account Designees. One of the Account Designees is Insurer C's agent who will be transferring files for Insurer C.

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Section 111 COBSW Roles - Examples

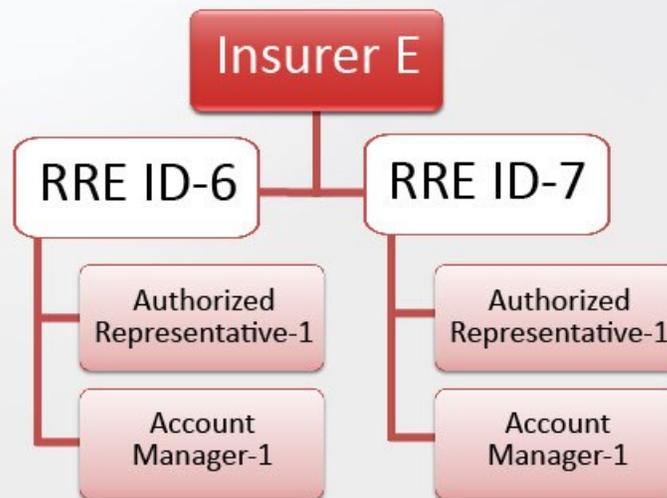


Slide notes

Insurer D has two claims systems and determines that they want to use 2 RRE IDs. Insurer D decides to use the same Authorized Representative and Account Manager for each RRE ID. Insurer D decides not to use any Account Designees.

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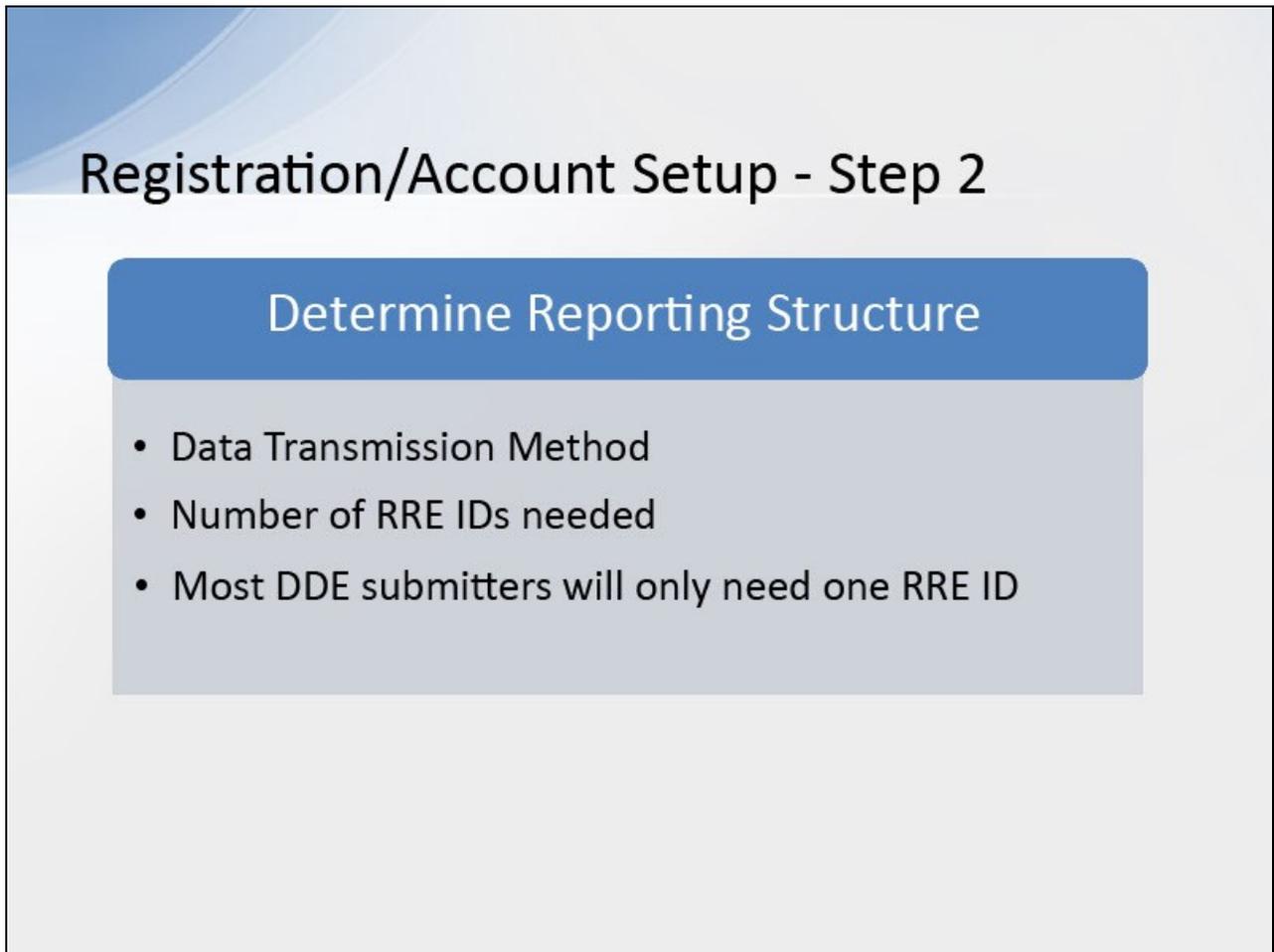
Section 111 COBSW Roles - Examples



Slide notes

Insurer E has two claims systems and determines that they want to use 2 RRE IDs. However, they have determined that they will assign a separate Authorized Representative and Account Manager for each RRE ID. Insurer E decides not to use any Account Designees.

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Registration/Account Setup - Step 2

Determine Reporting Structure

- Data Transmission Method
- Number of RRE IDs needed
- Most DDE submitters will only need one RRE ID

Slide notes

The second step in the registration and account setup process is to determine the reporting structure. Before beginning the registration process, an RRE must determine how it will transmit its Section 111 claim information to the BCRC and how many RRE IDs are needed.

Most DDE submitters will only need one RRE ID, since multiple users can have access to the same RRE ID account.

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Number of RRE IDs

- Carefully consider the number of RRE IDs requested
- RRE ID is the unique code assigned by the BCRC used
 - When submitting files (file submitters)
 - When submitting claim information on the Section 111 COBSW
- Each RRE may have
 - Multiple RRE IDs, or
 - One RRE ID

Slide notes

Careful consideration must be given to the number of RRE IDs requested. The RRE ID is the unique code assigned by the BCRC to be used by file submitters when submitting files and DDE submitters when submitting claim information on the Section 111 COBSW.

Each RRE may have multiple RRE IDs if they will be using multiple accounts to submit claim information or they may choose to use one RRE ID.

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Number of RRE IDs

- File submitters can only submit one Claim Input File on a quarterly basis for each RRE ID
 - May choose to submit more than one Claim Input File to the BCRC on a quarterly basis and therefore will need more than one RRE ID

Slide notes

File submitters can only submit one Claim Input File on a quarterly basis for each RRE ID.

Due to corporate organization, claim system structures, data processing systems, data centers and agents that may be used for data submission, an RRE may want to submit more than one Claim Input File to the BCRC on a quarterly basis and therefore will need more than one RRE ID in order to do so.

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RRE IDs - Example

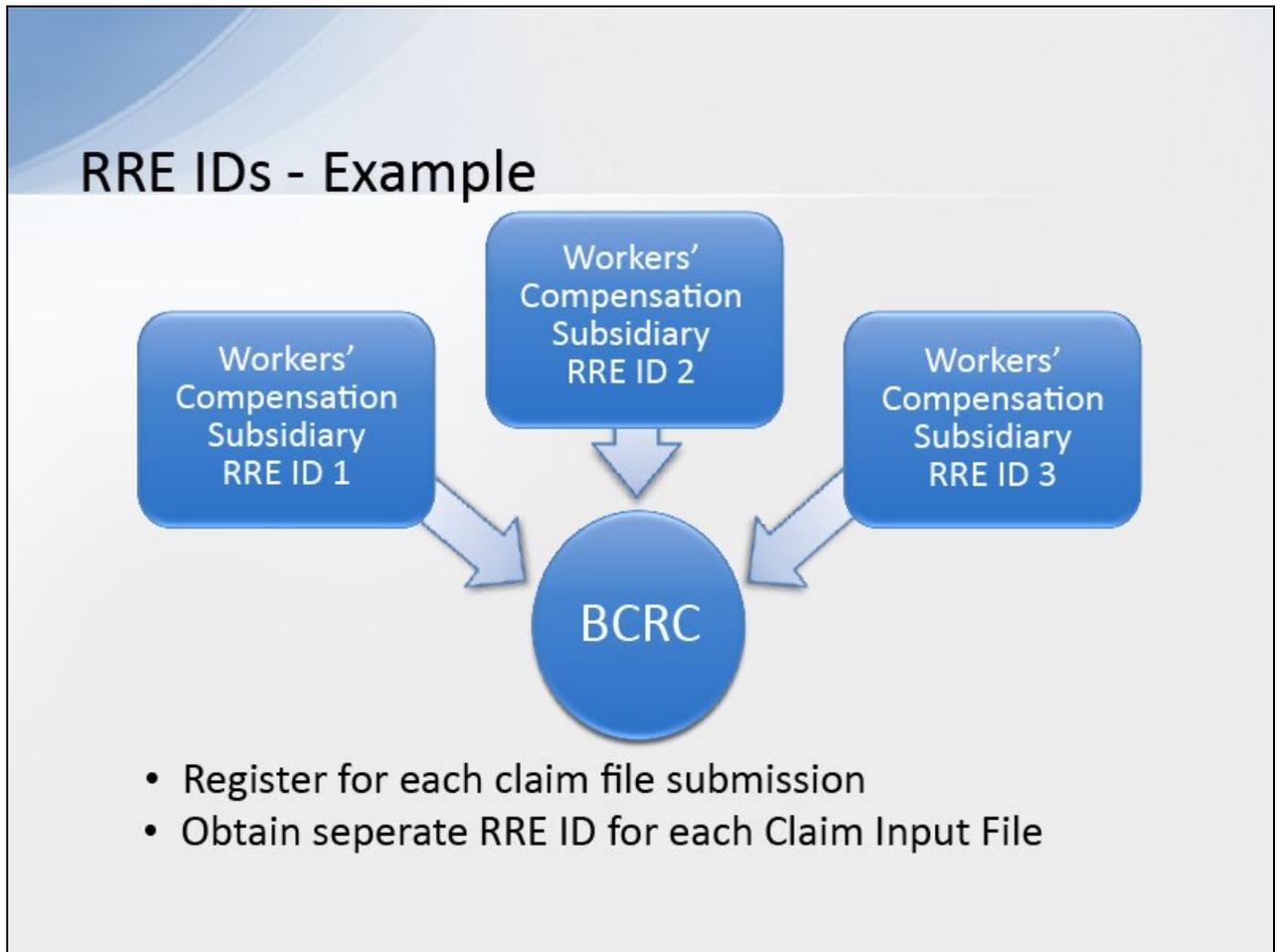
- RRE registers to obtain two RRE IDs
 - RRE ID 1 for agent submitting workers' compensation claim information
 - RRE ID 2 for agent submitting no-fault claim information
- Agents that are submitting files must test and submit files by RRE ID

Slide notes

If an RRE wants to use one agent to submit workers' compensation claim information and another agent to submit liability and no-fault claim information, the RRE must register on the Section 111 COBSW twice to obtain two RRE IDs that will be used by each agent respectively.

Agents reporting for multiple RRE IDs, that are submitting files, must test and submit files by RRE ID. However, each individual Account Designee will only need one Login ID and can access multiple RRE ID accounts after being invited by the respective Account Manager(s).

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**Slide notes**

If a file submitter has two or more subsidiary companies that process workers' compensation claims using different claims systems and it will not combine the claim files for Section 111 reporting, the RRE must register for each claim file submission to obtain separate RRE IDs in order to submit multiple claim files in one quarter.

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RRE IDs - Example

- May use one agent to report Claim Input Files and another agent to report Query Input Files using same RRE ID
- RRE may report one file type (claim or query) and have agent report the other under same RRE ID

Slide notes

Alternatively, you may use one agent to report Claim Input Files and another agent to report Query Input Files using the same RRE ID. In addition, the RRE may choose to report one file type (claim or query) and have an agent report the other under the same RRE ID.

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Number of RRE IDs

- File submitters cannot set up a separate RRE ID for submission of the Query Input File only
- RREs must submit Claim Input Files, or provide claim information using DDE, for every RRE ID established
 - Do not have to submit a file for a particular quarter if there is nothing to report

Slide notes

File submitters may not set up a separate RRE ID for submission of the Query Input File only. RREs must submit Claim Input Files, or provide claim information using the DDE option, for every RRE ID established.

Note: File submitters do not need to submit a file for a particular quarter if they have nothing to report according to the requirements specified in the NGHP User Guide.

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Number of RRE IDs

- For each RRE ID
 - Must complete New Registration and Account Setup
- Section 111 COBSW functions
 - Performed by RRE ID

Slide notes

You must complete the New Registration and Account Setup steps for each RRE ID you want, so careful consideration must be given to the number of RRE IDs you request.

Once logged into the Section 111 COBSW, most functions are performed by RRE ID. Your Account Manager must invite and identify Account Designees that will need access to multiple accounts by RRE ID. File transmission and viewing the results of file processing is done by RRE ID.

So, to ease the management of reporting, account maintenance and user access, we suggest that fewer RRE IDs are better than many.

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Number of RRE IDs

- Not required to obtain RRE ID by line of business
 - File submitters must do so if separate input files will be submitted
- For example
 - Under same RRE ID, may submit one file with a mix of liability, no-fault and workers' compensation claims
 - Using separate RRE IDs, may submit separate files for each line of business
 - May submit any combination by line of business

Slide notes

You are not required to register and obtain an RRE ID by line of business, but file submitters must do so if separate input files will be submitted for each. For example, under the same RRE ID you may submit one Claim Input File with a mix of liability, no-fault and workers' compensation claims.

Or, using separate RRE IDs, you may submit separate files for each or any combination by line of business that suits your reporting structure.

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Registering for Multiple RRE IDs

- Use same or different TIN
 - No matching is done between TINs supplied at registration and the TINs supplied on your input files/claim submissions
- RRE TIN supplied during registration
 - Used by the BCRC to authenticate the RRE prior to establishing the reporting account
- RRE TIN supplied on Claim Input Files/DDE submissions
 - Used to associate the claim report to contact information for the RRE

Slide notes

If you register for multiple RRE IDs: you can use the same Tax Identification Number (TIN) for each or different TINs for each. No matching is done between the TINs supplied at registration and the TINs supplied on your claim input files/claim submission.

The RRE TIN supplied during registration is used by the BCRC to authenticate the RRE prior to establishing the reporting account.

The RRE TINs supplied on Claim Input Files/DDE submissions are used to associate the claim report to contact information for the RRE that is used by Medicare for coordination of benefits and recovery efforts as needed.

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Registering for Multiple RRE IDs

- Name same or different Authorized Representative
- Name same or different Account Manager
- Invite the same Account Designee to be associated with multiple RRE IDs, or
 - Invite different Account Designees to different RRE IDs

Slide notes

If you register for multiple RRE IDs you can name the same Authorized Representative for each or a different Authorized Representative for each; you can name the same Account Manager for each or a different Account Manager for each;

and you can invite the same Account Designee to be associated with multiple RRE IDs, or invite different Account Designees to different RRE IDs.

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You have completed the NGHP Section 111 Registration Part I course. Information in this presentation can be referenced by the Liability Insurance (Including Self-Insurance), No-Fault Insurance and Workers' Compensation User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link:

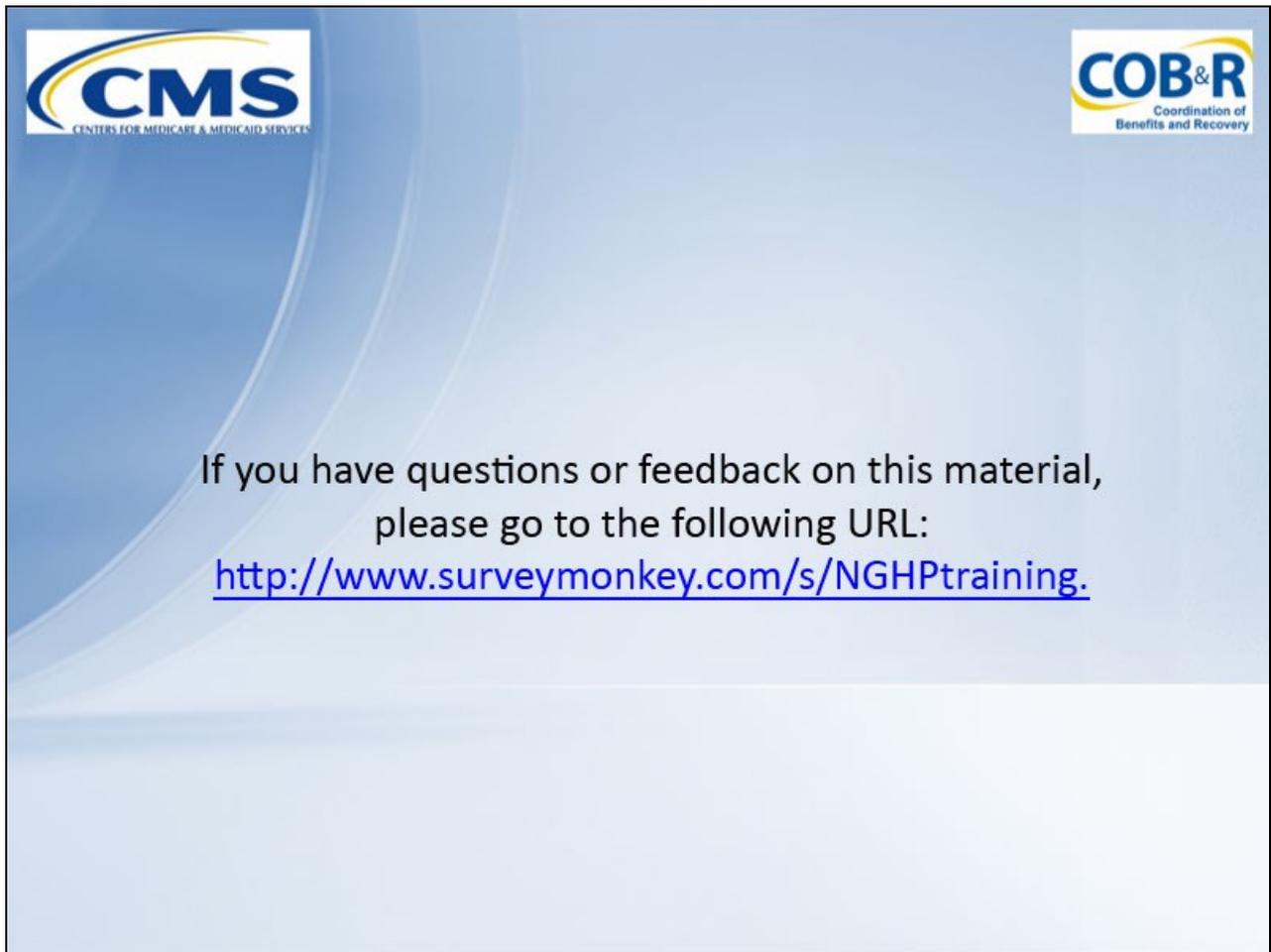
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Slide 39 - of 39



The slide features a light blue background with a white curved graphic on the left side. 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 main text is centered and reads: "If you have questions or feedback on this material, please go to the following URL: <http://www.surveymonkey.com/s/NGHPtraining>."

Slide notes

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