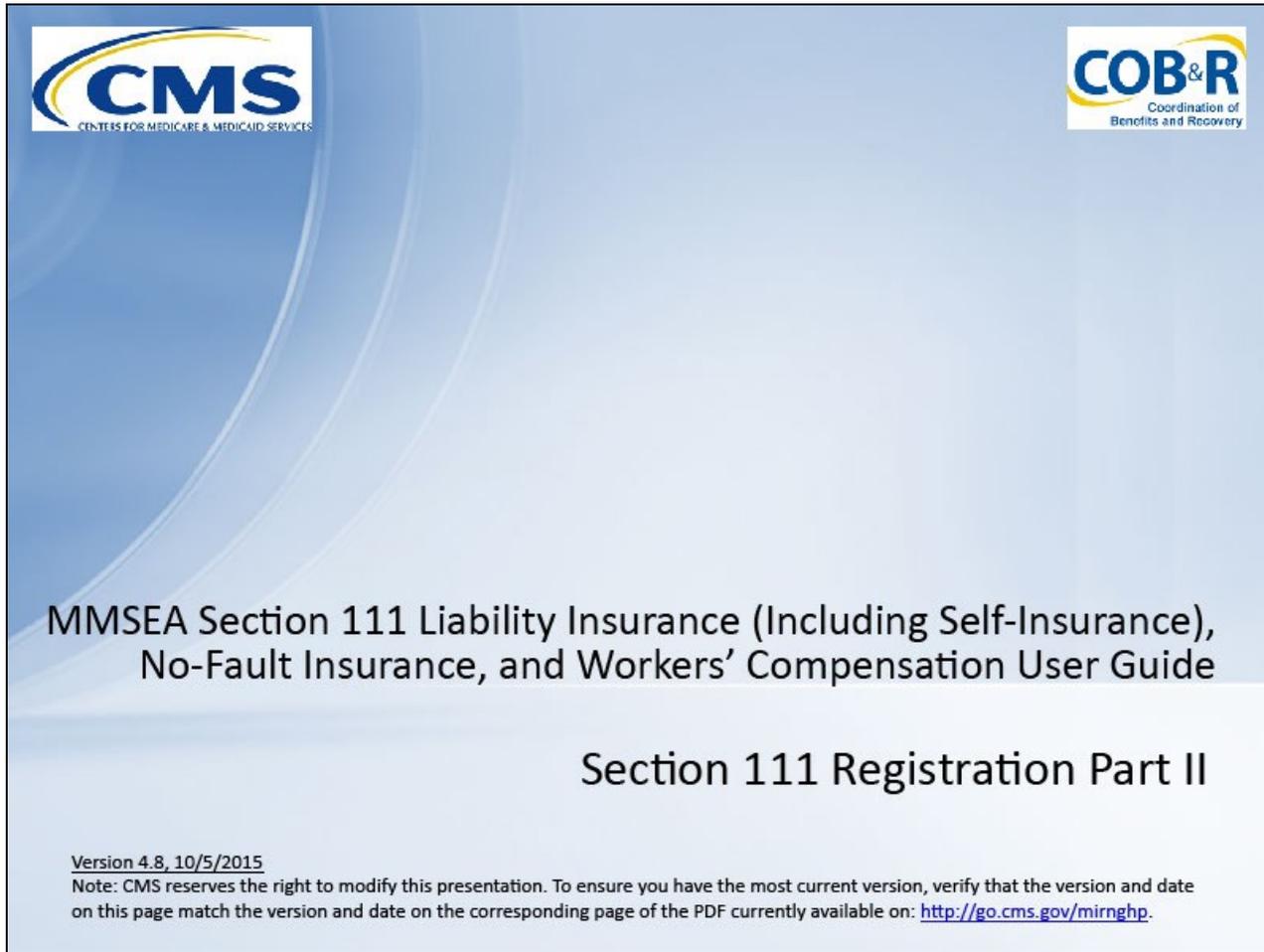


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The slide features a light blue background with a white curved graphic on the left side. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in the middle of the slide. 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 II

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/mirnghp>.

Slide notes

Welcome to the Section 111 Registration Part II 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>.

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Course Overview

- Registration/Account Setup
 - Step 3
 - Step 4
 - Step 5
- Note: Section 111 Registration Part I
 - Registration, Purpose, Timeframes, Registration/Account Setup Overview
 - Steps 1-2



Slide notes

The Section 111 Registration Part II course provides the details of the final 3 steps of the Registration and Account Setup process.

Please note: Section 111 Registration Part I reviews registration requirements, purpose of the registration process, registration timeframes,

an overview of the five steps of Section 111 registration and account setup and the details of the first two of the five steps of Section 111 Registration and Account Setup.

If you have not reviewed Section 111 Part I registration, begin with that course.

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.

This module applies to Responsible Reporting Entities or RREs that will be submitting Section 111 claims information via an electronic file submission

as well as those Responsible Reporting Entities that will be submitting this information via Direct Data Entry or DDE.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- An individual assigned by the RRE must
 - Go to <https://cob.cms.hhs.gov/Section111>, click on New Registration, and complete and submit the registration
- RRE's Authorized Representative may complete this task or delegate it

Slide notes

The third step in the registration and account setup process is the RRE Registration on the Section 111 Coordination of Benefits Secure Web site (COBSW).

An individual assigned by the RRE must go to the Section 111 COBSW URL (<https://cob.cms.hhs.gov/Section111>), click on the "New Registration" button, complete and submit the registration for the RRE.

The RRE's Authorized Representative may complete this task or delegate it to an individual of his/her choosing.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- Registration step is for RRE information
 - It is not for information regarding an agent of the RRE
- New Registration must be performed for each RRE ID

Slide notes

The registration step is for the RRE, that is, it is for RRE information; it is not for information regarding an agent of the RRE.

The New Registration step on the Section 111 COBSW must be performed for each RRE ID needed for Section 111 reporting.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- Registration application requires
 - RRE TIN
 - Company name and address
 - Authorized Representative contact information
 - NAIC company codes
 - Reporter (Liability/No-Fault/Worker's Compensation)
 - Subsidiary company information (optional)

Slide notes

The registration application will require that you submit: RRE Federal Tax Identification Number (TIN); company name and address; company Authorized Representative contact information (i.e., name, job title, address, phone and e-mail);

National Association of Insurance Commissioners (NAIC) company codes, if applicable (If there is no NAIC company code applicable to the RRE or subsidiary, then you may enter all zeroes when that information is requested);

Reporter - Select the Liability Insurance (Including Self-Insurance)/No-Fault Insurance/Worker's Compensation option, not GHP);

and subsidiary company information to be included in the file submission for the registration. Subsidiary information is optional.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- Subsidiary Information
 - All TINs under one RRE ID must be unique
 - For example, RRE ID 123456789 has subsidiaries. You must supply a different (unique) TIN for each subsidiary
 - Same TIN can only be used when one entity registers the same TIN for different RRE IDs
 - If you have trouble with data entry on the corporate structure/subsidiary page, click on the Continue button
 - Page is not required to complete New Registration

Slide notes

If you do attempt to provide subsidiary information during the New Registration step, all TINs supplied for subsidiaries under one RRE ID must be unique.

In other words, all TINs for the RRE ID and subsidiaries listed in the New Registration step must be different within one specific RRE ID.

For example, RRE ID 123456789 has 3 subsidiaries. During the New Registration step, you must supply a different (unique) TIN for each subsidiary under RRE ID 123456789.

The same TIN can only be used when you are one entity registering the same TIN for different RRE IDs.

If you have trouble with data entry on the corporate structure/subsidiary page, simply click on the Continue button to bypass this page.

Note: This page is not required to complete the New Registration step.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- Subsidiary Information
 - Only include subsidiary if RRE will use that RRE ID
 - Do not list subsidiary if business transaction is not reportable under Section 111
 - RRE may need to list subsidiary under multiple RRE IDs
 - RREs identified by
 - Organization name
 - TINs
 - NAIC company codes

Slide notes

Only include the subsidiary if you will report its data for Section 111 using that RRE ID. If the subsidiary is not involved in business transactions reportable under Section 111, do not list it.

Subsidiary information should include information on underwriting companies as applicable.

You may find that you need to list a particular subsidiary under more than one RRE ID depending on how you will structure your Section 111 reporting.

This information is requested in order for CMS to determine if all RREs are registered and reporting under Section 111 as required.

RREs will be identified, in part, by organization name, TINs and NAIC company codes as applicable.

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- RRE TIN supplied during Registration
 - Used by the BCRC to authenticate the RRE
- RRE TINs supplied on Claim Input Files/DDE submissions
 - Used to associate claim detail record to contact information used in coordination of benefits
- RREs identified by
 - If EIN assigned, report EIN
 - If EIN not assigned, report owner's SSN

Slide notes

The RRE TIN supplied during registration is used by the Benefits Coordination & Recovery Center (BCRC) to authenticate the RRE prior to establishing the reporting account.

You do not have to provide all of the TINs during registration that you might later use on your data submissions.

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

No comparison is done between those TINs and the RRE TIN and subsidiary TINs provided during registration.

If a sole proprietorship or single owner limited liability corporation (LLC) has been assigned an Employer Identification Number (EIN) by the IRS, the proprietorship/LLC should report the EIN in the TIN field.

Otherwise, the proprietorship/LLC should report the owner's Social Security Number (SSN).

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Registration / Account Setup - Step 3

RRE Registration on the Section 111 COBSW

- Authorized Representative
 - Critical to provide contact information
 - Cannot be a user of Section 111 COBSW for any RRE ID
 - If you need to change, contact EDI Representative



Slide notes

It is critical that you provide contact information for your Authorized Representative in this step regardless of who is actually performing this task on the Section 111 COBSW.

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

If you need to change your Authorized Representative after completing this step, you must contact your assigned Electronic Data Interchange (EDI) Representative.

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Registration / Account Setup - Step 3

The BCRC

- Validates registration information
- Sends letter to Authorized Representative
 - PIN
 - RRE ID

Authorized Representative

- Gives PIN and RRE ID to Account Manager

Slide notes

When a registration application is submitted, the information provided will be validated by the BCRC.

Once this is completed, the BCRC will send a letter to the named Authorized Representative via the US Postal Service within 10 business days.

The letter will include a personal identification number (PIN) and the BCRC-assigned RRE ID associated with the registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the account setup on the Section 111 COBSW.

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Registration / Account Setup - Step 4

RRE Account Setup on the Section 111 COBSW

- Account Manager sets up the RRE Account on Section 111 COBSW
 - Go to the Section 111 COBSW URL
<https://cob.cms.hhs.gov/Section111>
 - Click on *Account Setup*

Slide notes

The fourth step in the registration and account setup process is when the RRE Account Manager sets up the RRE account on the Section 111 COBSW.

The individual who completes the Account Setup will be the Account Manager for the RRE, so plan for this step accordingly. To perform the RRE account setup tasks,

the RRE's Account Manager must go to the following Section 111 COBSW URL (<https://cob.cms.hhs.gov/Section111>) with the PIN and RRE ID and click on Account Setup.

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Registration / Account Setup - Step 4

RRE Account Setup on the Section 111 COBSW

- Enter RRE ID and PIN
- Enter his/her personal information
- Create Login ID
- Enter account information related to data volume
- Enter reporting agent information (if applicable)
 - Provide agent doing Claim Input File reporting
- Select data transmission method (file or DDE)
- Provide file transmission information
 - You must have destination dataset names available if the Connect:Direct method is selected



Slide notes

The Account Manager will: enter the RRE ID and associated PIN; enter personal information including name, address, phone and e-mail address; create a Login ID for the Section 111 COBSW;

and enter account information related to expected volume of data to be exchanged under this RRE ID (i.e., estimated number of annual paid claims for the lines of business that will be reported under the RRE ID).

If the RRE is using an Agent to report, enter applicable reporting agent name, address, contact e-mail and TIN.

File submitters that are using one agent for Claim Input File reporting and another agent for Query Input File Reporting, must provide the agent that will be doing the Claim Input File reporting.

Individuals from both agents may be invited later to be Account Designees associated with the RRE ID. You must also select a data transmission method (file or DDE).

Provide file transmission information needed if the Connect:Direct transmission method is selected. Refer to the NGHP User Guide for more information.

You must have destination dataset names available if the Connect:Direct method is selected or this step cannot be completed and all the other data you provided will be lost.

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Registration / Account Setup - Step 4

RRE Account Setup on the Section 111 COBSW

- Once the Account Manager has obtained a Section 111 COBSW Login ID
 - May log into the application and invite Account Designees to register for Login IDs



Slide notes

Note: Once the Account Manager has successfully obtained a Section 111 COBSW Login ID, he/she may log into the application and invite Account Designees to register for Login IDs.

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Registration / Account Setup - Step 4

RRE Account Setup on the Section 111 COBSW

- Things to Remember
 - Must be completed by your Account Manager
 - Account Manager must personally agree to terms of User Agreement
 - Account Manager may be changed after completing this step
 - Account Setup must be repeated for each RRE ID

Slide notes

The Account Setup step must be completed by your Account Manager. In this step, the Account Manager will obtain a Login ID and must personally agree to the terms of the User Agreement.

If you need to change your Account Manager after completing this step, contact your assigned EDI Representative.

This step must be repeated for each RRE ID.

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Registration / Account Setup - Step 5

- Once account setup processed, profile report sent to RRE



Profile Report

- Summary of registration information
- Information for data transmission
- RRE ID
- Production live date and file submission timeframe (file submitters only)
- Contact information for EDI Representative

Slide notes

The last step in the registration and account setup process is when the Authorized Representative returns the signed RRE profile report.

Once account setup has been completed by the Account Manager on the Section 111 COBSW and processed by the BCRC, a profile report will be sent to the RRE's Authorized Representative and Account Manager via e-mail.

Profile report e-mails will be transmitted within 10 business days upon completion of the Account Setup step on the Section 111 COBSW.

The Profile Report contains: a summary of the information you provided on your registration and account setup; important information you will need for your data transmission;

your RRE ID that you will need to include on all files/DDE submissions transmitted to the BCRC; your assigned production live date and ongoing quarterly file submission timeframe for the Claim Input File (file submitters only);

and contact information for your EDI Representative who will support you through testing (file submitters only), implementation and subsequent production reporting.

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Return Signed RRE Profile Report

- Authorized Representative
 - Signs profile report
 - Returns to EDI Representative

- Once the BCRC marks profile report received
 - File submitters may begin testing
 - The BCRC will send e-mail to Account Manager



Slide notes

The RRE's Authorized Representative must review and approve the account setup by physically signing the profile report, including the Data Use Agreement, and returning it to the BCRC.

The signed profile report must be sent via e-mail to the assigned EDI Representative. Do not return it to the COBVA e-mail address from which it was received.

Once your profile report has been marked as received by the BCRC, file submitters may begin testing Section 111 files.

The BCRC will send an e-mail to your Account Manager indicating that testing can begin.

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Return Signed RRE Profile Report

- Status of RRE ID will be updated by the system as each step of the registration process is completed
- Once the BCRC receives signed profile report
 - RRE ID placed in a testing status (file submitters)
 - RRE ID placed in a production status (DDE submitters)
- Once file submitters have completed testing, RRE ID will be placed in a production status
 - RRE IDs expected to move to a production status within 180 days after initiation of the registration
- No testing is required for the DDE option
 - Once the signed profile report is received at the BCRC for a DDE submitter, production reporting may begin

Slide notes

The status of your RRE ID will be updated by the system as each step of the registration process is completed.

Once the BCRC receives your signed profile report, file submitters will be placed in a “testing” status, DDE submitters will be placed in a “production” status.

Once file submitters have completed testing, their RRE ID will be placed in a “production” status.

RRE IDs are expected to move to a production status within 180 days after initiation of the registration process (i.e., completion of the New Registration step).

No testing is required for the DDE option. Once the signed profile report is received at the BCRC for a DDE submitter, production reporting may begin immediately thereafter.

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Return Signed RRE Profile Report

- RRE's profile report will be e-mailed to the Authorized Representative annually
- RRE must confirm via e-mail that their current information is correct to their assigned EDI Representative
- Failure to confirm this information may result in deactivation of the RRE ID

Slide notes

The RRE's profile report will be e-mailed to the Authorized Representative annually, based upon the receipt date of the last signed profile report.

The RRE will be asked to confirm, via e-mail, to their assigned EDI Representative that their current information is correct. Failure to confirm this information may result in deactivation of the RRE ID.

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Foreign Addresses - Registration

- RREs with no IRS-assigned TIN and/or US mailing address (including Guam, Puerto Rico, and the US Virgin Islands as part of the US) may register for Section 111 reporting on the Section 111 COBSW
 - Review the 5 steps of Section 111 Registration and Account Setup
 - Follow instructions provided on subsequent slides



Slide notes

RREs that have no IRS-assigned TIN and/or US mailing address (including Guam, Puerto Rico, and the US Virgin Islands as part of the US) may register for Section 111 reporting on the Section 111 COBSW.

The 5 steps of Section 111 Registration and Account setup must be reviewed along with the following additional instructions.

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Foreign Addresses - Registration

- Foreign entities without a U.S. TIN or EIN are encouraged to
 - Complete the IRS SS-4 Application
 - Use that number to register if possible

Slide notes

CMS encourages foreign entities that do not have a U.S. TIN or EIN to apply for a U.S. EIN by completing the Internal Revenue Service (IRS) SS-4 Application and use that number to register if possible.

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Foreign Addresses - Registration



- RREs with valid IRS-assigned TINs should provide their TIN
- RREs with no IRS-assigned TIN should enter a pseudo-TIN in the 9999xxxxx format
- RREs should supply a valid e-mail address for the Authorized Representative
- FC should be entered in the state code field for both the RRE and the Authorized Representative if neither has a US mailing address

Slide notes

An individual assigned by the RRE must go to the Section 111 COBSW, click on the New Registration button, complete and submit the registration for the RRE. If the RRE has a valid IRS-assigned TIN, it should be provided.

If the RRE does not have an IRS-assigned TIN, then they should enter a pseudo-TIN in the format of 9999xxxxx where 'xxxxx' is a 5-digit number created by the RRE.

The RRE should also supply a valid e-mail address for the Authorized Representative.

If the RRE does not have a US mailing address, FC should be entered in the RRE state code and leave the other RRE address fields blank.

If the Authorized Representative does not have a US mailing address, FC should also be entered in the Authorized Representative state code and leave the other address fields blank.

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Foreign Addresses - Registration

After successfully completing New Registration, a page will display with your RRE ID and assigned Section 111 EDI Representative

Contact your EDI Representative to continue with the registration process

- Provide actual valid international addresses for RRE, Authorized Representative and Account Manager
- May be asked to provide other supporting documentation

Slide notes

After successfully completing the New Registration step on the Section 111 COBSW, a page will display with your RRE ID and assigned Section 111 EDI Representative.

You must contact your EDI Representative or call the EDI Department at 646-458-6740 to continue with the registration process.

Provide your EDI Representative with the actual valid international addresses for the RRE, Authorized Representative and Account Manager as applicable.

You may be asked to provide other supporting documentation depending on the circumstances.

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Foreign Addresses - Registration

Authorized representative will receive a letter with the PIN

Account manager must use PIN to login to Section 111 COBSW and continue registration process

If Account Manager does not have a US mailing address, enter FC in Account Manager state code field, leave other address fields blank

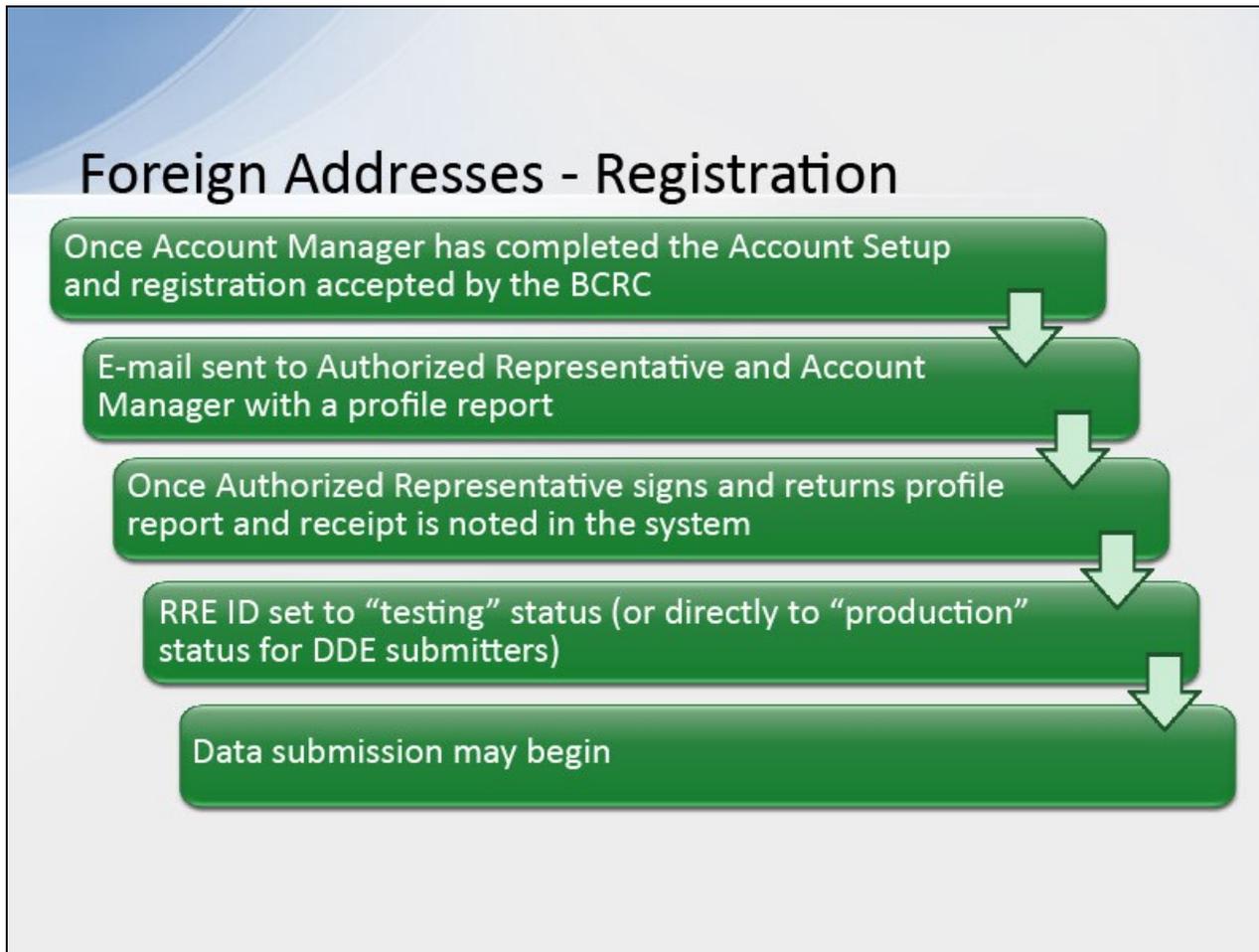
Slide notes

A letter will then be sent to your Authorized Representative with the PIN needed to complete the Account Setup step on the Section 111 COBSW.

Upon receipt of the PIN, the Account Manager for the RRE must go to the Section 111 COBSW Login page and click on the Account Setup button to continue with the registration process.

If your Account Manager does not have a US mailing address, then he/she may enter FC in the Account Manager state code field and leave the rest of the address fields blank.

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**Slide notes**

After the Account Manager has completed the Account Setup step on the Section 111 COBSW and the registration has been accepted by the BCRC,

an e-mail will be sent to the RRE's Authorized Representative and Account Manager with a profile report.

Once the Authorized Representative has signed and returned the profile report to the BCRC and its receipt has been noted by your EDI Representative in the system,

the status for the RRE ID will be set to "testing" (or directly to "production" in the case of DDE submitters) and data submission may commence as for other RREs.

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Foreign Addresses - Registration

RRE ID will be the primary identifier used by the BCRC for foreign entities that register with a pseudo-TIN

- RRE ID must be submitted on all input files/DDE submissions
- Foreign RREs who have registered with a pseudo-TIN will be able to use pseudo-TIN in
 - TIN Field 52 of Claim Input File Detail Record and TIN Field 3 of the TIN Reference File Detail Record (file submitters)
 - Insurance Information page (DDE submitters)

International address for RRE must be provided in Foreign RRE Address Lines 1-4 on TIN Reference File

Refer to NGHP User Guide Technical Information Chapter (Section 6.3) and the Appendices Chapter (Appendix V) for more information on TIN Reference Files

Slide notes

The assigned RRE ID will be the primary identifier used by the BCRC for all RREs, including foreign entities that register with a pseudo-TIN. That RRE ID must be submitted on all input files/DDE submissions as is the case with all RREs.

Foreign RREs who have registered with a pseudo-TIN, will be able to use the pseudo-TIN created for registration in the TIN Field 52 of the Claim Input File Detail Record

and in the TIN Field 3 of the TIN Reference File Detail Record (file submitters) or on the Insurance Information page on the DDE claim entry page (DDE submitters).

An international address for the RRE must be provided in Foreign RRE Address Lines 1-4 (Fields 12-15) on the TIN Reference File Detail Record.

Please refer to the NGHP User Guide Technical Information Chapter (Section 6.3) and the NGHP User Guide Appendices Chapter (Appendix V) for more information on formatting the TIN Reference File.

Regardless of when a foreign RRE completes registration and testing, it is required to adhere to retroactive reporting requirements documented in the NGHP User Guide Policy Guidance, as applicable, when submitting its initial Claim Input File.

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Additional Information

- Contact EDI Representative/EDI Department at 646-458-6740

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Slide notes

If you experience problems during the registration process, please contact your assigned EDI Representative or the EDI Department at 646-458-6740.

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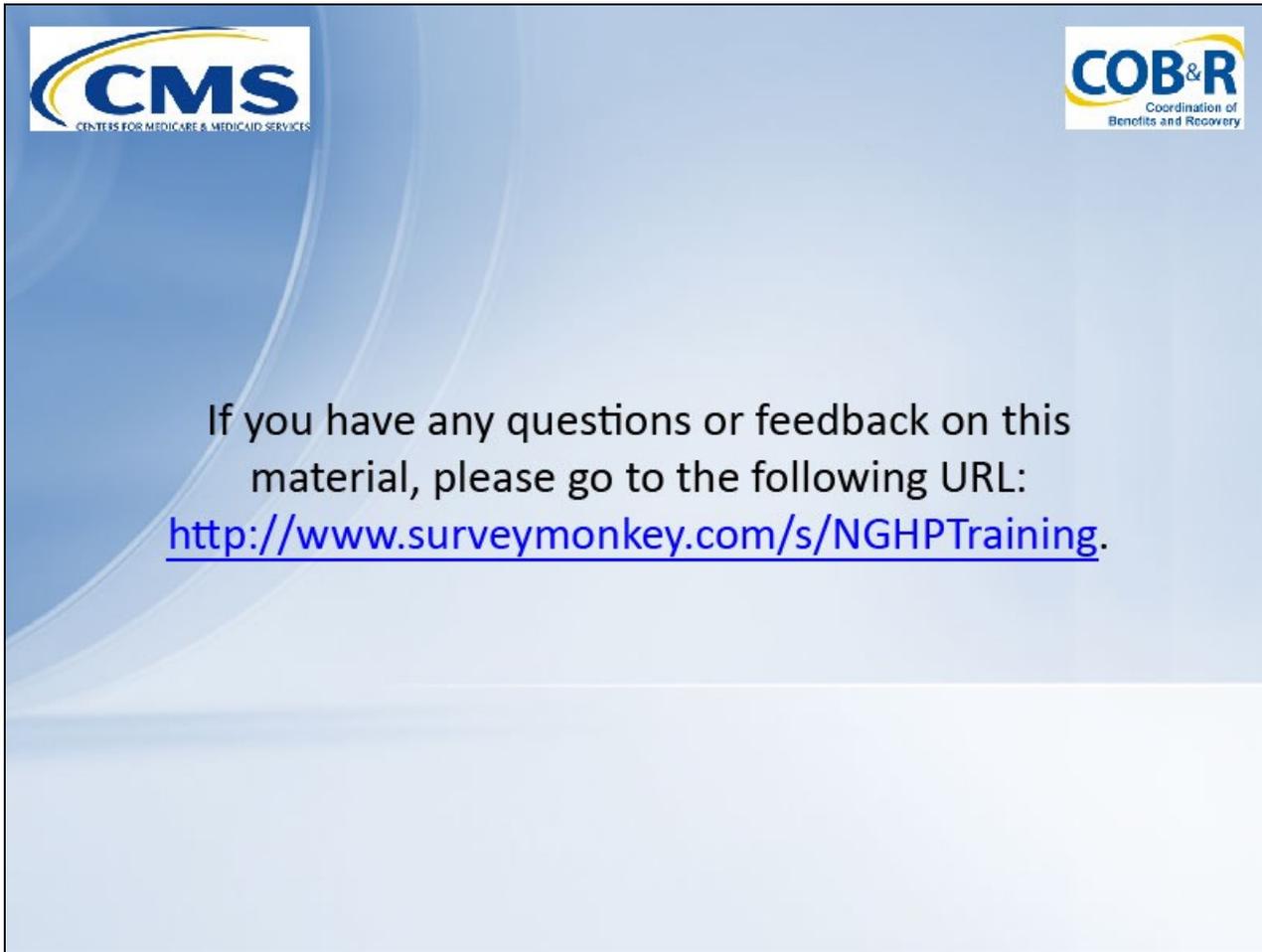
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