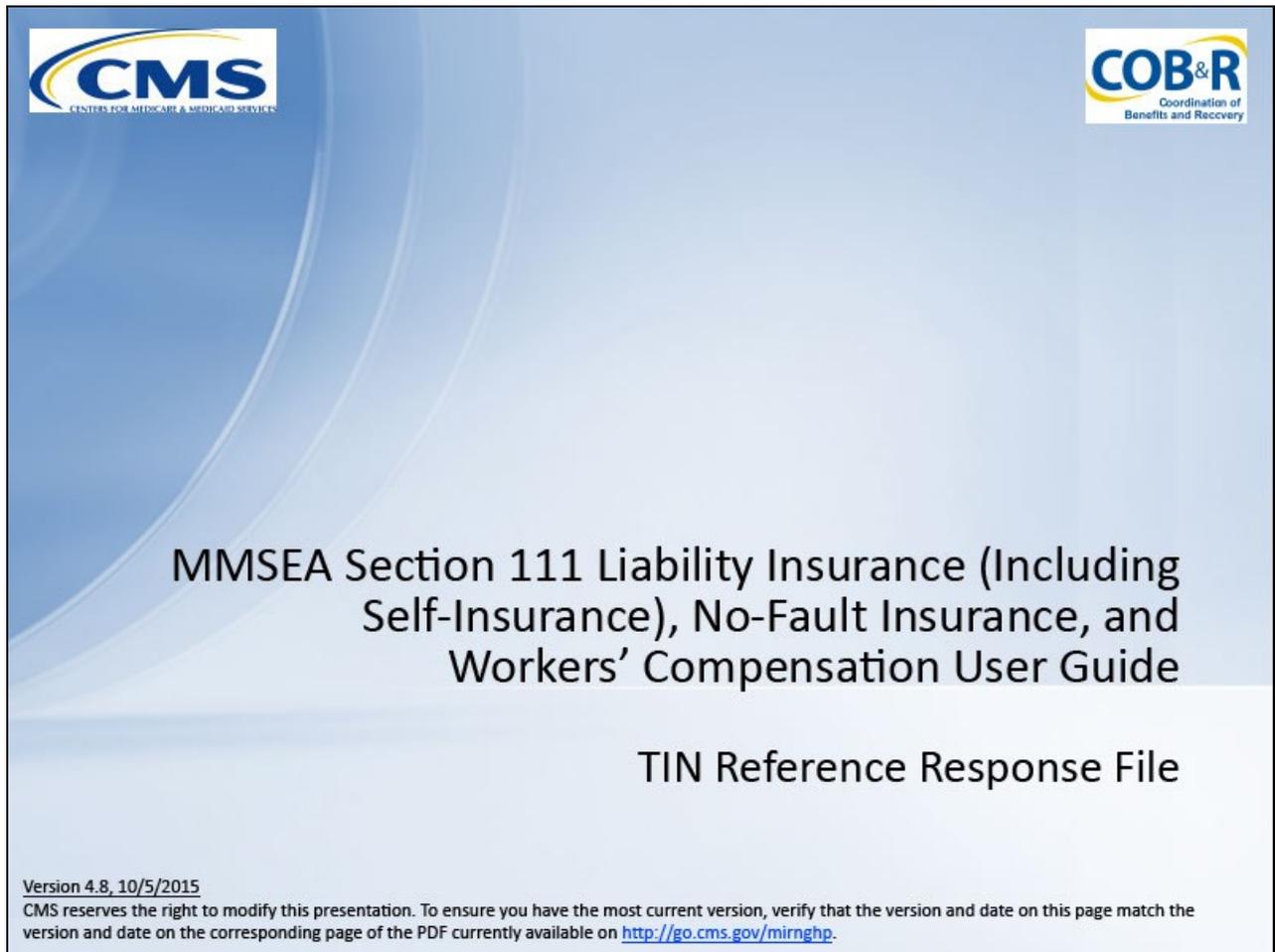


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MMSEA Section 111 Liability Insurance (Including
Self-Insurance), No-Fault Insurance, and
Workers' Compensation User Guide

TIN Reference Response File

Version 4.8, 10/5/2015
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Slide notes

Welcome to the Tax Identification Number (TIN) Reference Response File 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:

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Course Overview

- TIN Reference Response File
- TIN Validation
- Claim Input File processing
- Transmission of the TIN Reference Response File



Slide notes

This learning module explains the TIN Reference Response File; TIN Validation; processing of the Claim Input File once the TIN Reference Response File has been created; and, transmission of the TIN Reference Response File.

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TIN Reference Response File

- Created for both test and production TIN Reference File submissions
- It takes approximately 3 -7 business days to process the TIN Reference File and create the TIN Reference Response File
- If submitted with the Claim Input File, the system will process it and produce the TIN Reference Response File first
- May be submitted without submission of a Claim Input File

Slide notes

TIN Reference Response Files will be created for both test and production TIN Reference File submissions. The system will take approximately 3 to 7 business days to process a TIN Reference File and create the TIN Reference Response File.

If an RRE submits a TIN Reference File with its Claim Input File, the system will process it and produce the TIN Reference Response File first. RREs may also submit a TIN Reference File without submission of a Claim Input File

and the system will proceed with processing the TIN file in the next scheduled batch cycle.

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TIN Reference Response File

- Data set transmitted from the BCRC to the RRE after the TIN Reference File has been processed
 - Transmitted back in the same manner sent

TIN Reference Response File
Header
Detail 1
Detail 2
Detail 3
Trailer

Slide notes

The TIN Reference Response File is the data transmitted from the Benefits Coordination & Recovery Center (BCRC) to the RRE after the information supplied in the RRE's TIN Reference File has been processed.

It will be transmitted back to you in the same manner that you sent your input file. The TIN Reference Response File will contain a header record, followed by detail records for each submitted TIN Reference File Detail Record,

followed by a Trailer Record. Each record is a fixed length of 1000 bytes. The file layout is in the NGHP User Guide Appendices Chapter V (Appendix D).

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TIN Reference Response File

- Detail Record
 - Submitted TIN and Office Code/Site ID
 - Disposition code
 - Ten error code fields
 - Submitted mailing address
 - Applied mailing address
 - Submitted foreign RRE address
 - An indicator to show whether the system applied changes to the mailing address fields
- Trailer Record
 - Includes count of the detail records only

Slide notes

Each TIN Reference Response File Detail Record will include the submitted TIN and Office Code/Site ID, a disposition code, ten error code fields, the submitted mailing address, the applied mailing address, the submitted foreign RRE address,

and an indicator to show whether the system applied changes to the mailing address fields. The Trailer Record will include a count of the total number of Detail Records included in the submission.

This count does not include the Header and Trailer Records.

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Severe Errors

- E-mail notification will go to the Account Manager
 - Missing header or trailer records
 - Incorrectly formatted header and trailer records
 - Invalid record count on the trailer
 - Empty files
- Contact your assigned EDI Representative
 - Resubmit a corrected TIN Reference File as instructed



Slide notes

As with other Section 111 file processing, certain severe errors may be generated and notification returned to RREs via e-mail alerts, for TIN Reference Files. These include severe errors for missing header or trailer records,

incorrectly formatted header and trailer records, an invalid record count on the trailer, and empty files. In the event of a severe error, RREs must contact their assigned EDI Representative and resubmit a corrected TIN Reference File as instructed.

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TIN Reference File Validation

- Once received by the BCRC, the TIN Reference File will be edited to ensure data was submitted as required
- For a TIN Reference File Detail Record to be accepted, it cannot have any errors

Slide notes

When the BCRC receives a TIN Reference File, editing will be done to ensure data was submitted as required (i.e., properly formatted and all required elements are present).

In order for a TIN Reference File Detail Record to be accepted, it cannot have any errors.

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Address Validation

- RREs are encouraged to pre-validate addresses using postal software or online tools such as those found here: https://tools.usps.com/go/ZipLookupAction_input
- Please see the TIN Reference File CBT for more information on editing
 - Basic validation
 - Address validation



Slide notes

In order to help prevent errors associated to TIN addresses, RREs are encouraged to pre-validate TIN and Office Code/Site ID Mailing addresses using postal software or online tools available on the United States Postal Service

(USPS) website pages such as the link shown here: https://tools.usps.com/go/ZipLookupAction_input. See the TIN Reference File CBT for more information on editing, basic validation and address validation.

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TIN Reference Response File Error Codes

- Only returned on TIN Reference Response File
 - Not applied and returned on matching Claim Response File Detail Records

Slide notes

The TIN Reference File Detail Record errors will only be returned on the TIN Reference Response File. They will not be applied and returned on matching Claim Response File Detail Records.

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TIN Reference Response File Error Codes

- Associated errors in the TIN Error 1-10 (Fields 23-32) are documented in the TIN Response File Error Codes table in the NGHP User Guide Appendices Chapter V (Appendix F)

Slide notes

Associated errors in the TIN Error 1-10 (Fields 23-32) are documented in the TIN Response File Error Codes table in the NGHP User Guide Appendices Chapter V (Appendix F).

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TIN Reference File Detail Record Fails Validation

- Record rejected and corresponding TIN Reference Response File Detail Record returned with the following values:

Field	Value
TIN Disposition Code (Field 22)	TN
TIN Error Codes 1-10 (Fields 23-32)	Associated TIN Reference File Errors
TIN Reference File TIN, Office Code, Name and Mailing Address in the Submitted TIN, Submitted Office Code/Site ID, Submitted TIN/Office Code mailing Name and Address (Fields 3-11)	Values originally submitted by the RRE
Applied TIN/Office Code Mailing Address (Fields 12-17)	Spaces
TIN/Office Code Address Change Flag (Field 33)	Space

Slide notes

If a TIN Reference File Detail Record fails the TIN and/or TIN address validation, it will be rejected and the corresponding TIN Reference Response File Detail Record will be returned with the following values:

The TIN Disposition Code (Field 22) will have a value of 'TN'; The TIN Error Codes 1-10 (Fields 23-32) will have any associated TIN Reference File errors (as documented in the TIN Response File Error Codes table in the NGHP User Guide Appendices Chapter V (Appendix F); The TIN Reference File TIN, Office Code, Name and Mailing Address in the Submitted TIN, Submitted Office Code/Site ID, Submitted TIN/Office Code Mailing Name and Address

(Fields 3-11) will have the values originally submitted by the RRE; The Applied TIN/Office Code Mailing Address (Fields 12-17) will be filled with spaces; and the TIN/Office Code Address Change Flag (Field 33) will be filled with a space.

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TIN Reference File Detail Record Fails Validation

- TIN Reference File Detail Records that reject will result in rejection of subsequently processed Claim Input File Detail Records with matching TIN and Office Code/Site
 - The BCRC is unable to match the TIN and Office Code/Site ID combinations on the Claim Input File Detail Record to an accepted TIN Reference File Detail Record
- RREs must
 - Correct and resubmit their TIN Reference File Detail Records
 - Resubmit all Claim Input File Detail Records previously submitted with that TIN and Office Code/Site ID combination
 - Submit these records in their next quarterly file submissions or as instructed by their EDI Representative
- Once the corrected TIN Reference File Detail Record is accepted, the corresponding Claim Input File Detail Records can be processed

Slide notes

TIN Reference File Detail Records that reject will result in rejection of subsequently processed Claim Input File Detail Records with matching RRE TIN and Office Code/Site IDs. This occurs because the BCRC is unable to match the TIN

and Office Code/Site ID combinations on the Claim Input File Detail Record to an accepted TIN Reference File Detail Record. RREs must make the necessary corrections to their TIN Reference File Detail Records and submit these corrections.

RREs must also resubmit all Claim Input File Detail Records previously submitted with that TIN and Office Code/Site ID combination since these records were not yet accepted. All records must be submitted in the RREs next quarterly file submission

or as instructed by their EDI Representative. Once the corrected TIN Reference File Detail Record is accepted, the corresponding Claim Input File Detail Records, with the matching TIN, can be processed.

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TIN Reference File Detail Record Passes Validation

- Record accepted and placed in COB database
- Corresponding TIN Reference Response File Detail Record returned with the following values:

Field	Value
TIN Disposition Code (Field 22)	01
TIN Error Codes 1-10 (Fields 23-32)	Spaces
TIN Reference File TIN, Office Code, Name and Mailing Address in the Submitted TIN, Submitted Office Code/Site ID, Submitted TIN/Office Code mailing Name and Address (Fields 3-11)	Values originally submitted by the RRE
Applied TIN/Office Code Mailing Address (Fields 12-17)	Address the BCRC will use for subsequent processing in the corresponding fields
TIN/Office Code Address Change Flag (Field 33)	'Y' if the applied address is different than the submitted address; otherwise it will be set to 'N'

Slide notes

If a TIN Reference File Detail Record passes the TIN and TIN address validation, it will be accepted and placed in the Coordination of Benefits (COB) database of valid, accepted TIN Reference File Detail Records.

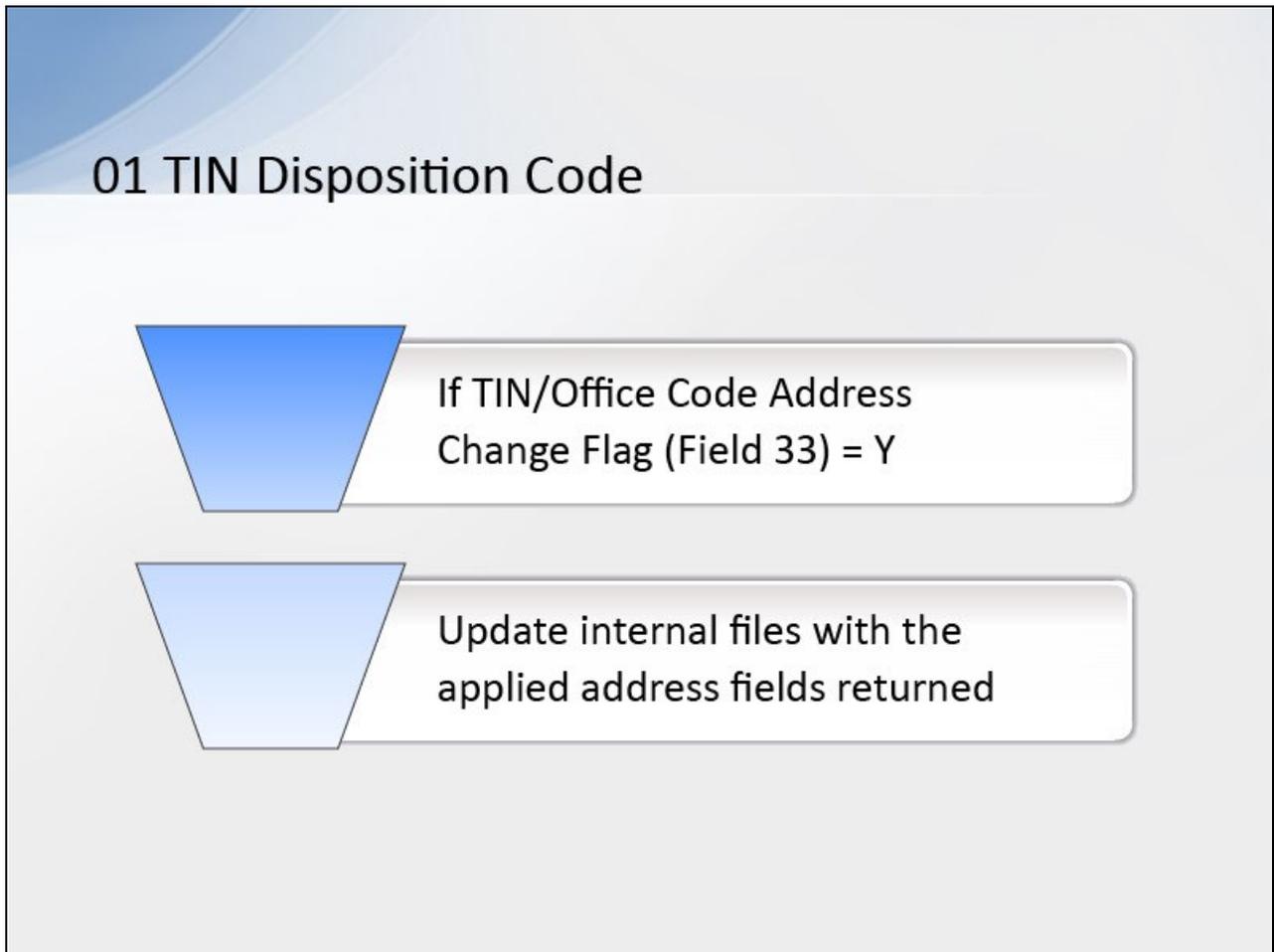
The TIN Reference Response File Detail Record will be returned with the following values: The TIN Disposition Code (Field 22) will have a value of '01'; The TIN Error Codes 1-10 (Fields 23-32) will be filled with spaces; The TIN Reference File TIN,

Office Code, Name and Mailing Address in the Submitted TIN, Submitted Office Code/Site ID, Submitted TIN/Office Code Mailing Name and Address (Fields 3-11) will have the values originally submitted by the RRE;

The Applied TIN/Office Code Mailing Address (Fields 12-17) will be filled with the address the BCRC will use for subsequent processing in the corresponding Applied TIN/Office Code Mailing Address fields; and

The TIN/Office Code Address Change Flag (Field 33) will be set to 'Y' if the applied TIN/Office Code Mailing Address (Fields 12-17) is different from the Submitted TIN/Office Code Mailing Address (Fields 6 – 11). If they are the same, Field 33 will be set to 'N'.

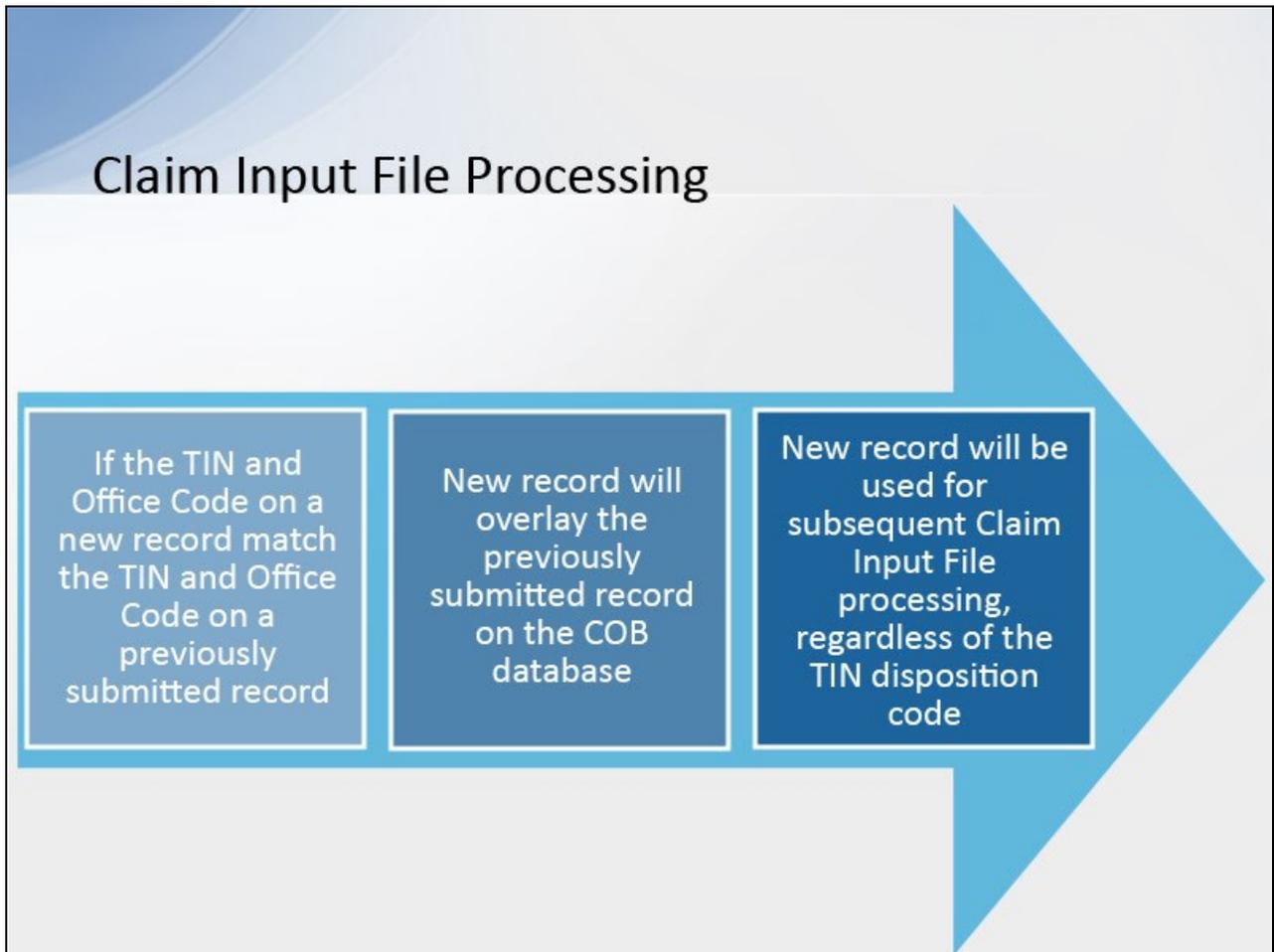
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**Slide notes**

When you receive a 01 Disposition Code on your TIN Reference Response File and the TIN/Office Code Address Change Flag (Field 33) is set to 'Y',

you are encouraged, but not required, to update your internal files with the applied address fields returned.

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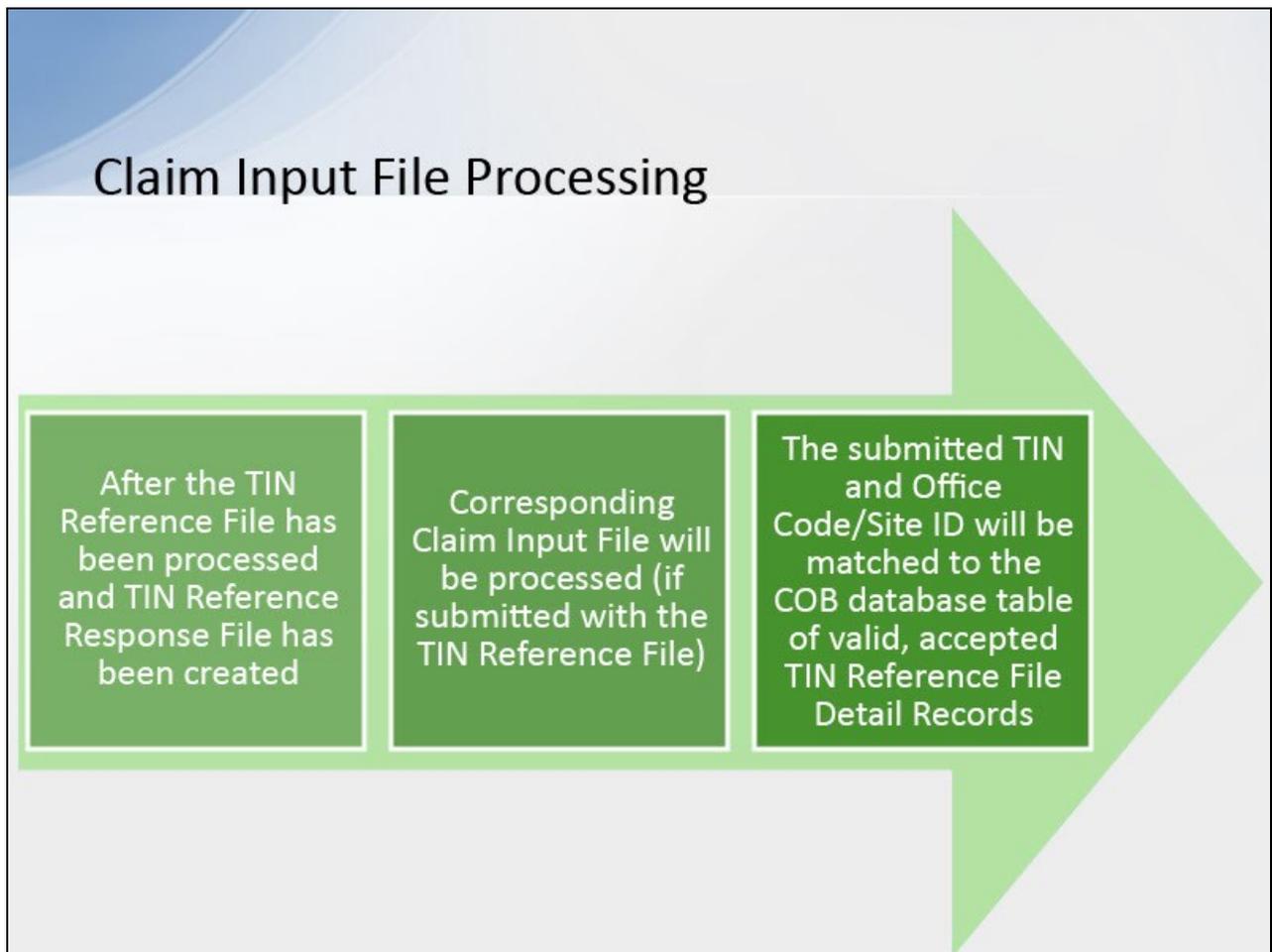
**Slide notes**

If the TIN and Office Code on a new TIN Reference File Detail Record match the TIN and Office Code on a previously submitted record, the new record will overlay the previously submitted record on the COB database.

The new record will be used for subsequent Claim Input File processing, regardless of the TIN disposition code returned.

As a result, a new TIN Reference File Detail Record in error can replace a previously existing TIN Reference File Detail Record that was valid and vice versa.

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**Slide notes**

After the RRE's TIN Reference File has been processed and the TIN Reference Response File has been created, the corresponding Claim Input File will be processed, if it was submitted with the TIN Reference File.

The TIN and Office Code/Site ID (Fields 52 and 53) will be matched to the COB database table of valid, accepted TIN Reference File Detail Records submitted by the RRE.

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Claim Input File Processing - Match Found

Submitted TIN and Office Code can be matched to an accepted TIN Reference File Detail Record

Information will be used in subsequent processing by Medicare and passed to the BCRC

Slide notes

If a match is found, the TIN and Office Code information will be used in subsequent processing by Medicare and passed to the BCRC.

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Claim Input File Processing - No Match Found

- If submitted TIN cannot be matched to an accepted TIN Reference File Detail Record
 - Claim Input File Detail Record will reject with an SP Disposition and a TN99 Error Code (valid TIN and Office Code record could not be found)
- TN99 Error will not provide information as to why the TIN record was rejected
- Refer to errors returned on the TIN Reference Response Files to determine the cause of the reject

Slide notes

If the TIN submitted on the Claim Input File cannot be matched to an accepted TIN Reference File Detail Record, the Claim Input File Detail Record will be rejected and returned on the Claim Response File with an SP disposition code

and a TN99 error code indicating that a valid TIN and Office Code record could not be found. This error will not provide information as to why the TIN record was rejected.

RREs will have to refer to the errors returned on their TIN Reference Response Files to determine what caused the corresponding TIN record to be rejected.

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Claim Input File Processing - No Match Found

- When a Claim Input File Detail Record rejects due to TIN related errors
 - Resubmit with corrected TIN Reference File Detail Record
 - Resubmit records in the next quarterly file submission or as instructed by the EDI Representative

Slide notes

A Claim Input File Detail Record that rejects due to TIN related errors must be resubmitted with the corrected TIN Reference File Detail Record.

These records should be resubmitted in the next quarterly file submission or as instructed by the EDI Representative, until each record successfully processes.

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SFTP and HTTPS Transmissions

- SFTP file submitters
 - TIN Reference Response Files placed in RRE's Claim Response mailbox on the SFTP server

- HTTPS file submitters
 - TIN Reference Response Files placed on the Section 111 COBSW
 - Retrieve test files from Test Results page
 - Retrieve production files from the File Processing Results page

Slide notes

The TIN Reference Response File will be transmitted back to you in the same manner that you sent your input file. For Secure File Transfer Protocol (SFTP) file submitters, the TIN Reference Response Files will be placed in the RRE's

Claim Response mailbox on the SFTP server. For Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) file submitters, the TIN Reference Response Files will be placed on the Section 111 COB Secure Web site (COBSW).

HTTPS file submitters will retrieve their test files from the Test Results page and their production files from the File Processing Results page.

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SFTP and HTTPS Transmissions

- System sends e-mail when file has been processed
- Available for 180 days
- May be downloaded more than once
- Cannot be deleted by RRE
- Removed by the BCRC after 180 days

Slide notes

When the TIN Reference File has processed and the corresponding response file is ready for download, the system will send an e-mail to the Account Manager assigned to the RRE ID.

SFTP and HTTPS TIN Reference Response Files will remain available for download for two calendar quarters (180 days). There is no limit to the number of times a file can be downloaded in that time.

The RRE or its agent is responsible for downloading the response files. The RRE cannot delete response files. The BCRC will automatically remove these files after 180 days.

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SFTP and HTTPS Transmissions

Claim Response:

- PCOB.BA.MR.NGHPCLM.RESP.Dccyymmdd.Thhmm####.TXT

TIN Response:

- PCOB.BA.MR.NGHPTIN.RESP.Dccyymmdd.Thhmm####.TXT

Query Response:

- PCOB.BA.MR.NGHPQRY.RESP.Dccyymmdd.Thhmm####.TXT
- Dccyymmdd is 'D' followed by a date (century/year/month/day)
- Thhmm#### is 'T' followed by a time as hours/minutes and a number from 0000 to 9999

Slide notes

The BCRC will name response files according to the following convention and place them in the corresponding subdirectories for download by the RRE or its agent:

Claim Response:PCOB.BA.MR.NGHPCLM.RESP.Dccyymmdd.Thhmm####.TXT, TIN Response: PCOB.BA.MR.NGHPTIN.RESP.Dccyymmdd.Thhmm####.TXT, Query Response: PCOB.BA.MR.NGHPQRY.RESP.Dccyymmdd.Thhmm####.TXT

Where 'Dccyymmdd' is 'D' followed by a date as century/year/month/day and 'Thhmm####' is 'T' followed by a time as hours/minutes and a number from 0000 to 9999. The date and timestamp used in the response file names are generated by the BCRC when it creates the response file.

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Connect:Direct Transmissions

- RREs must contact their EDI Representative to provide the destination dataset information
- The BCRC will use dataset names provided when response files are returned

Slide notes

RREs using Connect:Direct must contact their EDI Representative to provide the destination dataset information for the TIN Reference Response Files. The BCRC will use the dataset names provided by the RRE when they send response files back.

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DDE TIN and TIN Address Validation

- DDE reporters do not submit TIN Reference Files
 - Same TIN information is submitted online
- Section 111 COBSW handles basic editing

Slide notes

Although NGHP DDE reporters do not submit TIN Reference Files, the same TIN information is submitted online. The Section 111 COBSW handles some basic editing of the TIN and associated address and will continue to do so.

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DDE TIN and TIN Address Validation

- All TIN edits applied to TIN Reference File records applied in batch to TIN information submitted via DDE
- TIN and address validation are only performed in batch
 - Errors will cause claim to be returned with an 'SP' disposition
 - Associated TN errors display on the Claim Confirmation page
 - Claim report must be corrected and resubmitted
- See the TIN Response File Error Codes in Appendix F
- TIN information from DDE submissions will be added to the COB database TIN table and transmitted to the BCRC

Slide notes

All TIN edits applied to TIN Reference File records will be applied in the batch process to TIN information submitted via DDE after the claim has been submitted. Checks to ensure the TIN is a valid, IRS-assigned TIN

(except for a foreign RRE pseudo-TIN) and address validation will only be performed in batch. If a TIN error is found during batch processing of DDE information, the claim will be marked complete but an 'SP' disposition will be returned.

The associated TN errors will be displayed on the Claim Confirmation page and must be corrected by editing the invalid fields. Once corrected, the claim report must be resubmitted for processing. Refer to the TIN Response File Error Codes table

in the NGHP User Guide Appendices Chapter V (Appendix F) for a list of possible TIN errors that could be returned for a claim submitted via DDE. TIN information from DDE submissions will be added to the COB database TIN table

and transmitted to the BCRC in the same fashion as is done for TIN Reference File processing.

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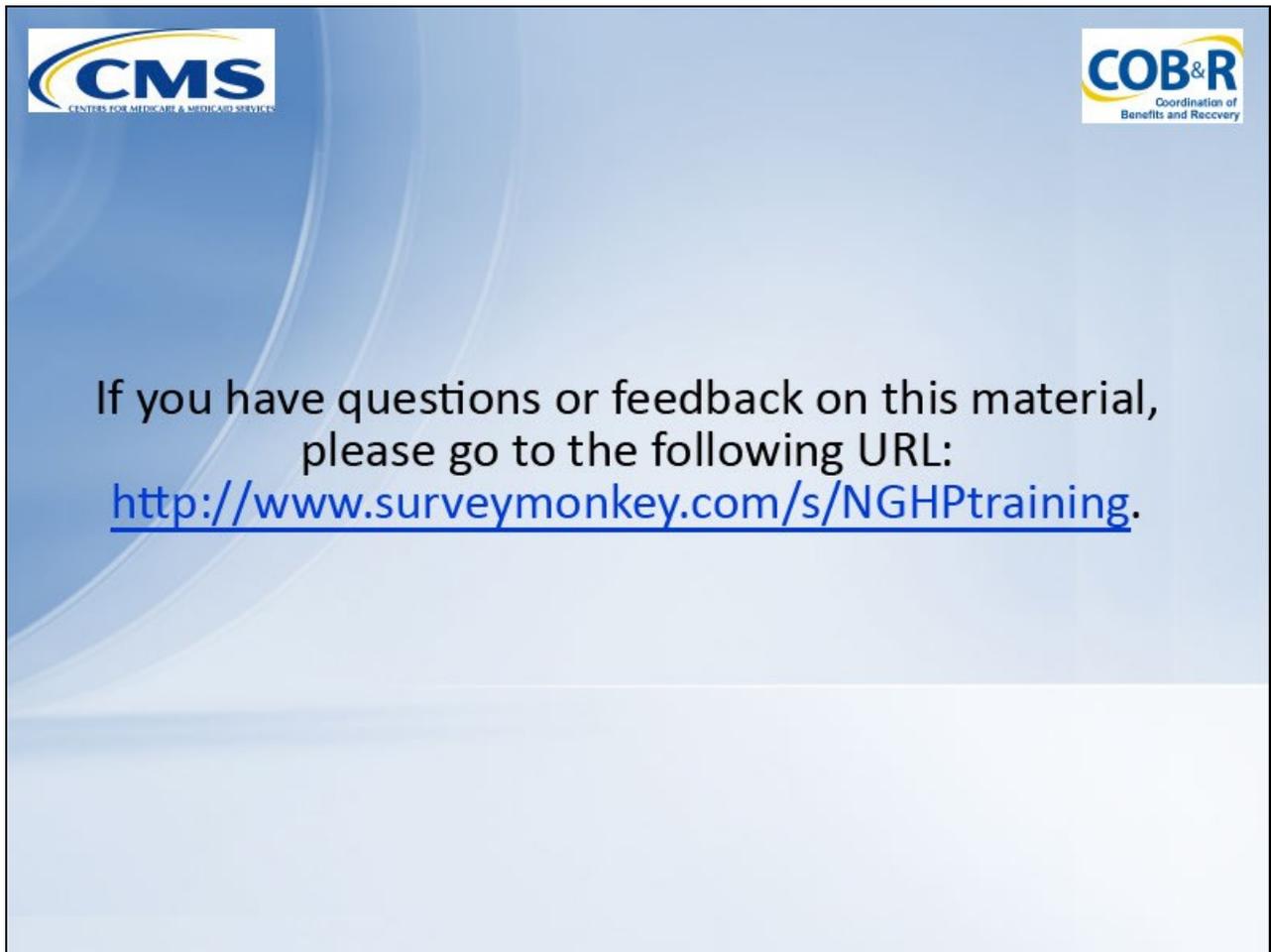


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The slide features a light blue background with a white horizontal band at the bottom. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery).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

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