

**Health Insurance Oversight System (HIOS)
Health Plan and Other Entity Enumeration
System User Manual**



System Version Release 06.01.00

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

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HPOES User Manual Change History

October 2014 Revisions

The following updates have been made to Section 2:

- The description of the Authorizing Official user role has been updated. Authorizing Official users will only be able to search and view applications.

The following updates have been made to Section 3:

- Section 3.1.3 and Section 3.1.4 have been updated in various areas to include text updates on the user interface (UI).
- Section 3.1.3.2, Section 3.1.3.3, and Section 3.1.3.4 have been updated to reflect the removal of the Authorizing Official approval process. Additionally, the application workflow includes a new progress bar image through the application process.
- Section 3.1.3.6 has been updated to reflect the removal of the Authorizing Official approval process.
- Section 3.1.4 has been updated to reflect the removal of the Authorizing Official's ability to approve or reject applications. Authorizing Official users will only be able to search and view applications.

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1 Introduction

The Department of Health and Human Services (HHS) has adopted a standard for a unique health plan identifier (HPID) and another entity identifier (OEID). The adoption of a unique health plan identifier is designed to eliminate the need for multiple identifiers in order to streamline HIPAA standard transactions. The unique identifiers may also be used for any other lawful purpose to uniquely identify a health plan or other entity.

The Office of E-Health Standards and Services (OEHS), as delegated by HHS, has developed the final rule for the adoption of unique identifiers and the creation of an online enumeration system. The enumeration system has been named the Health Plan and Other Entity Enumeration System (HPOES) and is referred to as such in this document.

This user manual explains the user functionality of the HPOES module within the Health Insurance Oversight System (HIOS), including submitting an application, creating a profile, system approval of an application, assignment of an HPID or OEID number, and editing an application. This manual provides step-by-step instructions for the features and functionalities available in HPOES.

Health Insurance Oversight System Health Plan and Other Entity Enumeration System – User Manual

2 Introduction to Health Plan and Other Entity Enumeration System

The HPOES System requires three types of users: ‘Guest’, ‘Submitter’ and ‘Authorizing Official’. A user has access to functionality within the system based on the roles associated to the user type.

The following is a brief description of the three user roles within the HPOES System:

1. Guest – A Guest user who does not need to apply for a Health Plan Identifier (HPID) or Other Entity Identifier (OEID), but would like to stay current on HPOES news and information.
2. Submitter – A Submitter user is a representative of a Health Plan or an Other Entity who has the ability to complete and submit an application on behalf of the health plan or other entity.
3. Authorizing Official – An Authorizing Official user is an individual that has the authority to legally bind the entity and holds ultimate responsibility, for example the chief executive officer (CEO), the chief compliance officer, and the chief financial officer (CFO). An Authorizing Official user can view the applications submitted by the organization’s Submitter user(s).

2.1 What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of Health Plan at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A Controlling Health Plan must get an HPID, while a Subhealth Plan is eligible but not required to get an HPID. To determine whether a Subhealth Plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

2.2 What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

1. Needs to be identified in the standard transactions;
2. Is NOT eligible to obtain an HPID;
3. Is NOT eligible to obtain an National Provider Identifier (NPI); and
4. Is NOT an Individual.

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

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2.3 When must a health plan get and use HPIDs?

Health plans that are not Small Health Plans must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

2.4 When must other entities get and use OEIDs?

Other Entities are not required to get or use OEIDs since it is a voluntary identifier.

2.5 What is the HPID and OEID format?

Both the HPID and the OEID numbers are 10 characters in length and consist of numeric characters only. HPID numbers have '7' as the predefined leading digit while OEID numbers have '6' as the predefined leading digit.

Health Insurance Oversight System

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3 Health Plan and Other Entity Enumeration System

HPOES is accessed by three types of users: Guest, Submitter, and Authorizing Official. A user's access to system functionalities depend upon the user role assigned to that user. If you experience issues with access to a specific functionality within the HPOES System, please contact the Exchange Operations Support Center (XOSC). The Exchange Operations Support Center (XOSC) contact information can be found in [Section 5](#).

3.1 HPOES Functionality

This section discusses the different functionalities available to each user type. The first section describes HIOS Portal Functionality that is available to all users. There are also separate sections for Guest, Submitter, and Authorizing Official user roles.

3.1.1 HIOS Portal Functionality

The following HIOS Portal functionalities are available for all users:

- Request a User Role
- Manage an Organization

Please refer to the HIOS Portal User Manual located under the “Forms, Reports, and Other Resources” link on the [CCIO website](#) for instructions on how to register/create an organization, request a role in HPOES, or obtain access to an organization.

3.1.2 ‘Guest’ User Role

Within the HPOES System, a Guest user can access the following functionalities:

- Submit Feedback

Figure 1: HPOES Guest User Homepage below is a screenshot of the HPOES homepage displayed once a Guest user logs into HIOS and clicks on the ‘Health Plan and Other Entity Enumeration System’ link. Guest users may submit feedback through a text box located at the bottom of the homepage.

Health Insurance Oversight System

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Figure 1: HPOES Guest User Homepage

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) | [HOME](#) | [FAQ](#) | [CONTACT US](#) | [SIGN OUT](#)

User Management

Manage an Organization

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

The HPOES user manual is now available for your reference. Please navigate to the HPOES FAQ page above or visit the OESS website.

Published 03/13/2014

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of health plan as 45 CFR 146.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A controlling health plan must get an HPID, while a subhealth plan is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

- Needs to be identified in the standard transactions;
- is NOT eligible to obtain an HPID;
- is NOT eligible to obtain a national provider identifier (NPI); and
- is NOT an individual.

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not small health plans must get HPIDs by November 2, 2014. Small health plans must get HPIDs by November 2, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 2, 2014	November 7, 2016
Small Health Plans	November 2, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

How to request a New HPOES user role

You currently have guest role access to HPOES and in order to perform additional functions in HPOES, you will need to request access as either a Submitter user or an Authorizing Official user. All requests for access will be approved by the Exchange Operations Support Center (XOSC).

To determine what type of role you will need in HPOES, please consider the two questions below.

A) Who is a Submitter user?

A Submitter user is a representative of a health plan or an Other Entity and will be the person responsible for completing and submitting an application on behalf of the health plan or other entity.

B) Who is an Authorizing Official user?

An Authorizing Official user is the individual that has the authority to legally bind the entity and is the individual that holds ultimate responsibility, for example the chief executive officer (CEO), the chief compliance officer, and the chief financial officer (CFO). An Authorizing Official approves applications submitted by the organization's submitter user(s).

If your organization does not already exist in HIOS or you need to obtain access to that organization, please refer to the HIOS Portal User Manual located under the Home, Reports, and Other Resources. Link on the C.I.D website for instructions.

If you have questions regarding your access, please contact the Exchange Operations Support Center (XOSC) phone at: 1-855-267-1515 or email: OES_FTS@cms.hhs.gov.

Have feedback for us?

Submit

Welcome

Please visit the [HIO website](#) for information on country trainings and webinars.

Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

Phone: 1-855-267-1515

Email: OES_FTS@cms.hhs.gov

Resources

- HPID Final Rule (PDF, 6/10/14)
- HPID User Sheet
- HPID Administrative Implementation Page
- ATU/State Care Act and Administrative Implementation Provisions Page
- Training Opportunities

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3.1.3 ‘Submitter’ User Role

Within the HPOES system, a user with a ‘Submitter’ user role can perform the following functions:

- Submit Feedback
- Submit a Controlling Health Plan (CHP) HPID Application
- Submit a Subhealth Plan (SHP) HPID Application
- Submit an Other Entity Identifier (OEID) Application
- Search Applications
- Edit Applications
- View Audit History for Applications

The following sections provide a description of these functionalities.

3.1.3.1 Submit Feedback

[Figure 2: HPOES Submitter User Homepage](#) is a screenshot of the HPOES homepage displayed once a Submitter user logs into HIOS and clicks on the ‘Health Plan and Other Entity Enumeration System’ link. Submitter users may submit feedback through a text box located at the bottom of the homepage.

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Figure 2: HPOES Submitter User Homepage

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Health Plan and Other Entity Enumeration System

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All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

As part of recent system updates to the Health Plan and Other Entity Enumeration System, the application process has been updated for all Health Plan Identifier and Other Entity Identifier applications. Initial applications and edits to existing applications will no longer require Authorizing Official approval and will instead be approved by the system.

Published: 10/3/2014

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Health Plan and Other Entity Enumeration System Application Instructions

How do I obtain an HPID or OEID?

First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID it should follow these [HPID application instructions \(pdf, 232 KB\)](#). If the entity is going to obtain an OEID it will follow these [OEID application instructions \(pdf, 224 KB\)](#).

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of [health plan](#) at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A [controlling health plan](#) must get an HPID, while a [subhealth plan](#) is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

1. Needs to be identified in the standard transactions;
2. Is NOT eligible to obtain an HPID;
3. Is NOT eligible to obtain a National Provider Identifier (NPI); and
4. Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 5, 2014	November 7, 2016
Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

Have feedback for us?

Welcome

Events and Webinars

Please visit the [HPID website](#) for information on upcoming trainings and webinars.

Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

Phone: 1-855-267-1515

Email: CMS_FEPS@cms.hhs.gov

Resources

- [HPID Final Rule \(PDF, 610KB\)](#)
- [HPID Administrative Simplification Page](#)
- [Affordable Care Act and Administrative Simplification Provisions Page](#)
- [Training Presentations](#)

HIOS

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3.1.3.2 How to Submit a Controlling Health Plan (CHP) HPID Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 3: HPOES Submitter User Homepage](#) below).

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Figure 3: HPOES Submitter User Homepage

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Health Plan and Other Entity Enumeration System

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All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

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An entity is eligible to get an OEID if the entity meets ALL of the following:

- Needs to be identified in the standard transactions;
- Is NOT eligible to obtain an HPID;
- Is NOT eligible to obtain a National Provider Identifier (NPI); and
- Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

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Have feedback for us?

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Help

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Email: CMS_FEPS@cms.hhs.gov

Resources

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- [HPID Administrative Simplification Page](#)
- [Affordable Care Act and Administrative Simplification Provisions Page](#)
- [Training Presentations](#)

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Step 3: Select 'Apply for CHP HPID' button on the left hand menu.

The user will be directed to the first step in the Controlling Health Plan profile creation process. (Please see [Figure 4: CHP Organization Information Page](#) below).

Figure 4: CHP Organization Information Page

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: **STEP 1: Entity Information** In Progress **STEP 2: Application Review** Awaiting **APPLICATION SUBMITTED** Completion

Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
Select Organization

Controlling Health Plan Description:

***In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.**

NAIC Number: **Payer Identification Number:**

Save And Add Another Payer ID

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

[CONTINUE](#)

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Step 4: Select an organization from the Organization Name dropdown.

If the user does not see the organization in the organization dropdown list, the user can navigate to the HIOS Main Page to request permission to request on the organization's behalf. Please refer to the HIOS Portal User Manual located under the "Forms, Reports, and Other Resources" link on the [CCIIO website](#) for instructions on how to register/create an organization, request a role in HPOES, or obtain access to an organization.

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Based on the organization selected from the dropdown, the system will display information drawn from the HIOS database. (Please see [Figure 5: CHP Organization Information Page – Display Information](#) below).

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Figure 5: CHP Organization Information Page – Display Information

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
In Progress

STEP 2: Application Review
Awaiting

APPLICATION SUBMITTED
Completion

Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**

Federal EIN: 123455555

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

Controlling Health Plan Description:

**In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

NAIC Number: Payer Identification Number:

Save And Add
Another Payer ID

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

CONTINUE

Health Insurance Oversight System

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Step 5: Provide organization information.

After the information has been displayed for the selected organization, the user will have the option to provide a Controlling Health Plan Description. If more than one Controlling Health Plan application exists for the selected organization, this field will be required. This field provides users a way to uniquely identify one CHP from another within the same organization.

The user will also be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the Controlling Health Plan Description, NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide an NAIC Number or Payer Identification Number, the user may enter “Not Applicable” in the Payer Identification Number field.

Once the user has provided the organization information, they can click on the ‘CONTINUE’ link and navigate to the ‘Profile and Application Review’ page.

Step 6: Select ‘Apply for HPID’ button.

On the ‘Profile and Application Review’ page, the system will display all information captured throughout the profile creation process. Once the certification checkbox is selected, the ‘Apply for HPID’ button will become active. (Please see [Figure 6: CHP Profile and Application Review Page](#) below).

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Figure 6: CHP Profile and Application Review Page

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
In Progress

APPLICATION SUBMITTED
Completion

Profile and Application Review

Note: (*) Indicates a required field. Please review the information listed below.

If changes to the information are required prior to submitting the application, please select the 'Back' link.

Controlling Health Plan Information

Organization Information
Organization Name: JN Test Company 1
Federal EIN: 12345555
Controlling Health Plan Description: Test Description
Payer Identification Number: 12345

Address
Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

If the information above is correct, please check the certification box, and select the 'Apply for HPID' button to request an HPID.

An email will be sent notifying the user that the application has been successfully submitted and is pending HPID generation. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

☒ *I attest based on my knowledge, information, and belief, that data submitted for this application is complete, accurate, and truthful. This attestation applies to all requirements under the Health Insurance Portability and Accountability Act (HIPAA), the Health Plan Identifier regulations, and other HHS Guidance.

[BACK](#) [Apply for HPID](#)

The user will then click the 'Apply for HPID' button to submit the application. An email will be sent to the user informing them that an application has been successfully submitted and is pending HPID generation. Once the system has processed the application, another email will be sent with that entity's HPID number.

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Once the user submits the application, the user will be navigated to the ‘Profile Summary’ page. (Please see [Figure 7: CHP Profile Summary Page](#) below). If the user has access to more than one profile, the user may use the ‘Organization Name’ dropdown to navigate between profiles. If the selected organization has both a Health Plan and Other Entity profile, the user may use the ‘Application Type’ dropdown to navigate between the two. If the selected organization has more than one Controlling Health Plan, the user may use the ‘Controlling Health Plan Description’ dropdown to navigate between the profiles.

A user may also access the ‘Profile Summary’ page by clicking on the ‘View Profile’ button on the HPOES Homepage. (Please see [Figure 3: HPOES Submitter User Homepage](#)). The user can view the summary of the profile and the status of the application on the ‘Profile Summary’ page.

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Figure 7: CHP Profile Summary Page

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
Completed

APPLICATION SUBMITTED
Completed

Profile Summary

Thank you for submitting your application.

An email has been sent indicating successful submission of the application. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

To view a profile, please select an Organization Name and Application Type below:

Organization Name
- State - FEIN:

JN Test Company 1 - VA - 123455555

Application Type:

Health Plan

Controlling Health Plan Description:

Test Description

Organization Information

Application Number:

0000509

HPID:

Pending System Generation

Organization Name:

JN Test Company 1

Federal EIN:

123455555

Controlling Health Plan Description:

Test Description

Payer Identification Number:

12345

Address

Address Line 1:

123 Test Street

Address Line 2:

N/A

City:

Oakton

State:

VA

Zip:

22124

Zip Plus 4:

N/A

To obtain additional HPIDs, please select the 'Apply for SHP HPID' button below. Please note that the 'Apply for SHP HPID' button will only become enabled once the CHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications until a CHP has been assigned an HPID.

Apply for SHP HPID

Health Insurance Oversight System

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3.1.3.2.1 Apply for Subhealth Plan (SHP) HPID under a CHP Profile

If a user associated to a CHP would like to apply for SHP HPID(s), the user can click on the ‘Apply for SHP HPID’ button on the Profile Summary page to request HPID(s) for the Subhealth Plan(s). This button only becomes active after the CHP has been assigned an HPID. If the CHP has not been assigned an HPID yet, the ‘Apply for SHP HPID’ button will be grayed out. (Please see [Figure 8: CHP Profile Summary – No HPID Assigned](#) below).

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Figure 8: CHP Profile Summary – No HPID Assigned

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
Completed

APPLICATION SUBMITTED
Completed

Profile Summary

Thank you for submitting your application.

An email has been sent indicating successful submission of the application. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

To view a profile, please select an Organization Name and Application Type below:

Organization Name
- State - FEIN: JN Test Company 1 - VA - 123455555

Application Type: Health Plan

Controlling Health Plan Description: Test Description

Organization Information

Application Number: 0000509

HPID: Pending System Generation

Organization Name: JN Test Company 1
Federal EIN: 123455555
Controlling Health Plan Description: Test Description
Payer Identification Number: 12345

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

To obtain additional HPIDs, please select the 'Apply for SHP HPID' button below. Please note that the 'Apply for SHP HPID' button will only become enabled once the CHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications until a CHP has been assigned an HPID.

Apply for SHP HPID

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If the CHP has already been assigned an HPID, the ‘Apply for SHP HPID’ button will be enabled, as shown in [Figure 9: CHP Profile Summary – HPID Assigned](#). Once the user clicks the ‘Apply for SHP HPID’ button from the ‘Profile Summary’ page, the system will start a SHP application and automatically populate the CHP information pulled from the ‘Profile Summary’ page. The user is navigated to the ‘Subhealth Plan Identification’ page shown in [Figure 13: Subhealth Plan Type Page](#) and follows the process mentioned in section [3.1.3.3](#) to request HPID(s) for the SHPs.

If the CHP has any associated SHPs, the SHP HPID application information will display in a table on the ‘Profile Summary’ page, shown in [Figure 9: CHP Profile Summary – HPID Assigned](#). If the user clicks on the ‘View’ link within the table, the user will be navigated to the ‘View Application’ page shown in [Figure 10: View Approved SHP Application Page](#).

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Figure 9: CHP Profile Summary – HPID Assigned

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Profile Summary

To view a profile, please select an Organization Name and Application Type below:

Organization Name
- **State - FEIN:** JN Test Company 1 - VA - 123455555 ▾

Application Type: Health Plan ▾

Controlling Health Plan Description: Test Description ▾

Organization Information

Application Number: 0000509

HPID: 7831192092 - Active

Organization Name: JN Test Company 1
Federal EIN: 123455555
Controlling Health Plan Description: Test Description
Payer Identification Number: 12345

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

To obtain additional HPIDs, please select the 'Apply for SHP HPID' button below. Please note that the 'Apply for SHP HPID' button will only become enabled once the CHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications until a CHP has been assigned an HPID.

Apply for SHP HPID

SHP HPID(s)

Please select the view application link to view application details.

Page Size: 10 ▾

Displaying 1 - 1, of 1 found.

Application Number ▾	Submitted Date ▾	SHP Type ▾	Organization Name ▾	Application Status ▾	HPID Number ▾	Actions
0000512	9/26/2014 5:04:52 PM	Other Category	JN Test Company 1	Approved	7568465729	View

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Figure 10: View Approved SHP Application Page

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Welcome

View Application

To make a change to this application, please click the 'Edit Application' button below.

[Edit Application](#)

HPID:	7568465729 - Active
Application Status:	Approved
Application Number:	0000512

Controlling Health Plan Information

Organization Name:	JN Test Company 1
Entity Classification:	Health Plan
Federal EIN:	123455555
Controlling Health Plan Description:	Test Description
State:	VA

Subhealth Plan Information

Organization Information

Organization Name:	JN Test Company 1
Federal EIN:	123455555

Address

Address Line 1:	123 Test Street
Address Line 2:	N/A
City:	Oakton
State:	VA
Zip:	22124
Zip Plus 4:	N/A

Other Category Information

Other Category Name:	Test Other Category
Type/Description:	Test Description
NAIC Number:	12345

[View Audit History](#)

[BACK](#)

Health Insurance Oversight System

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3.1.3.3 How to Submit a Subhealth Plan (SHP) HPID Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 11: HPOES Submitter User Homepage](#) below).

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Figure 11: HPOES Submitter User Homepage

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Health Plan and Other Entity Enumeration System

HIOS MAIN PAGE

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All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

As part of recent system updates to the Health Plan and Other Entity Enumeration System, the application process has been updated for all Health Plan Identifier and Other Entity Identifier applications. Initial applications and edits to existing applications will no longer require Authorizing Official approval and will instead be approved by the system.

Published: 10/3/2014

Read Less

Health Plan and Other Entity Enumeration System Application Instructions

How do I obtain an HPID or OEID?

First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID it should follow these [HPID application instructions \(pdf, 232.9KB\)](#). If the entity is going to obtain an OEID it will follow these [OEID application instructions \(pdf, 224.6KB\)](#).

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of [health plan](#) at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A [controlling health plan](#) must get an HPID, while a [subhealth plan](#) is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

1. Needs to be identified in the standard transactions;

2. Is NOT eligible to obtain an HPID;

3. Is NOT eligible to obtain a National Provider Identifier (NPI); and

4. Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 5, 2014	November 7, 2016
Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

Have feedback for us?

Submit

Welcome

Events and Webinars

Please visit the [HPID website](#) for information on upcoming trainings and webinars.

Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

Phone: 1-855-267-1515

Email: CHS_FEPS@cms.hhs.gov

Resources

• [HPID Final Rule \(PDF, 610KB\)](#)

• [HPID Administrative Simplification Page](#)

• [Affordable Care Act and Administrative Simplification Provisions Page](#)

• [Training Presentations](#)

HIOS

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Step 3: Select the ‘Apply for SHP HPID’ button on the left hand menu.

The user will be directed to the first step in the Subhealth Plan application creation process.

Step 4: Identify the Controlling Health Plan.

The user will need to identify the Controlling Health Plan by searching for the CHP HPID Number. (Please see [Figure 12: SHP Controlling Health Plan Identification Page](#) below).

Figure 12: SHP Controlling Health Plan Identification Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: **STEP 1: Entity Information** In Progress **STEP 2: Application Review** Awaiting **APPLICATION SUBMITTED** Completion

Controlling Health Plan (CHP) Identification

Note: (*) Indicates a required field.

*Please provide the organization’s Controlling Health Plan (CHP) HPID number using the search bar below. The CHP that is identified on this page will be included as part of the SHP HPID application.

NOTE: If your CHP has not yet received its HPID, you will not be able to move forward until they have received their HPID. Please call the Exchange Operations Support Center (XOSC) at 1-855-267-1515 if you have any questions.

CHP HPID Number:

[Search](#)

[CONTINUE](#)

The user will be directed to the next step of the application process where the user selects the Subhealth plan type. If a user clicks on the hyperlinks for any of the Subhealth plan types, the system displays a definition of the terms displayed on the screen. (Please see [Figure 13: Subhealth Plan Type Page](#) below).

Step 5: Identify the Subhealth Plan Type.

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Figure 13: Subhealth Plan Type Page

The screenshot shows the 'Subhealth Plan Type' page. At the top, there's a green header with the system name. Below it is a navigation bar with links: HIOS MAIN PAGE, HOME, FAQ, CONTACT US, and SIGN OUT. A 'Welcome' message is displayed. A progress bar indicates 'STEP 1: Entity Information' is 'In Progress', 'STEP 2: Application Review' is 'Awaiting', and 'APPLICATION SUBMITTED' is 'Completion'. The main content area is titled 'Subhealth Plan Type' and includes a note: '(*) Indicates a required field. *Please select one of the following: To view the definitions of the terms listed below, please select the link.' Below this are five radio button options: Organization, Issuer, Product, Line of Business, and Other Category. At the bottom left is a 'BACK' link and at the bottom right is a 'CONTINUE' link.

The user will be directed to the 'SHP Application Review' page to confirm the profile selection. (Please see [Figure 14: SHP Application Review Page](#) below).

Figure 14: SHP Application Review Page

The screenshot shows the 'SHP Application Review' page. It has the same header and navigation bar as Figure 13. The progress bar shows 'STEP 1: Entity Information' as 'In Progress', 'STEP 2: Application Review' as 'Awaiting', and 'APPLICATION SUBMITTED' as 'Completion'. The main content area is titled 'SHP Application Review' and states: 'You've selected the following options for this application:'. Below this is a bulleted list: Health Plan, Subhealth Plan (SHP), Controlling Health Plan Name: Test Demo Insurance Rename, Controlling Health Plan Description: None, and Organization. A note at the bottom says: 'To continue with the application process, please select the 'Continue' link. If changes are required, select the 'Back' link.' At the bottom left is a 'BACK' link and at the bottom right is a 'CONTINUE' link.

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The next few steps will walk through the information pages for each SHP type: organization, issuer, product, line of business, and other category.

Step 6(a): Provide Organization Information.

Once the user indicates the application selection as ‘Organization’ in **Step 5**, the user must select and provide the Organization information. If the user does not see the organization in the organization dropdown list, the user can navigate to the HIOS Main Page to request permission to request on the organization’s behalf. Based on the organization selected from the dropdown, the system will display information drawn from the HIOS database.

After the information has been displayed for the selected organization, the user will also be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide this information, the user may enter “Not Applicable” in the Payer Identification Number field. (Please see [Figure 15: SHP Organization Information Page](#) below).

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If the user does not see the issuer in the issuer dropdown list, the user can navigate to the HIOS Main Page to register the new issuer.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide this information, the user may enter “Not Applicable” in the Payer Identification Number field. (Please see [Figure 16: SHP Issuer Information Page](#) below).

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Figure 16: SHP Issuer Information Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: **STEP 1: Entity Information** In Progress **STEP 2: Application Review** Awaiting **APPLICATION SUBMITTED** Completion

Apply for SHP HPID(s)

1. Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
AO Test 03 - VA - 757757757

Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

2. Issuer Information

Please enter Issuer information.

***Issuer Name - State - ID:**
AO Test 03 - VA - 80787

3. NAIC/Payer ID Information

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. *If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

NAIC Number: **Payer Identification Number:**

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

[BACK](#) [CONTINUE](#)

Step 6(c): Provide Product Information.

Once the user indicates the application selection as 'Product' in **Step 5**, the user must first select the Organization and Issuer information from the dropdowns and then select and provide the

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Product information. The user will select the Product information from the dropdown, which will draw from information already within the HIOS database.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide this information, the user may enter “Not Applicable” in the Payer Identification Number field. (Please see [Figure 17: SHP Product Information Page](#) below).

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Figure 17: SHP Product Information Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
In Progress

STEP 2: Application Review
Awaiting

APPLICATION SUBMITTED
Completion

Apply for SHP HPID(s)

1. Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
AO Test 03 - VA - 757757757

Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

2. Issuer Information

***Issuer Name - State - ID:**
AO Test 03 - VA - 80787

3. Product Information

***Product Name - Market Type - Product Type - ID:**
AO Test 03 - VA - 80780

4. NAIC/Payer ID Information

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. *If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

NAIC Number: Payer Identification Number:

Save And Add
Another Payer ID

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

[BACK](#) [CONTINUE](#)

Health Insurance Oversight System

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Step 6(d): Provide Line of Business Information.

Once the user indicates the application selection as ‘Line of Business’ in **Step 5**, the user must first select the Organization from the dropdown and then select and provide the Line of Business information.

The different Line of Business types are:

- Comprehensive (hospital and medical)
- Dental-Only
- Federal Employees Health Plans (FEHBP)
- HMO (Health Management Organization)
- Hospital/Surgical
- Individual Practice Association
- Medicaid Cost
- Medicaid Risk
- Medicare Cost
- Medicare Other
- Medicare Risk
- Medicare Supplement
- Network Model
- Other (Specify)
- POS (Point of Service)
- PPO (Preferred Provider Organization)
- Self-funded
- Staff Model
- Vision-Only

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide this information, the user may enter “Not Applicable” in the Payer Identification Number field. (Please see [Figure 18: SHP Line of Business Information Page](#) below).

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Figure 18: SHP Line of Business Information Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: **STEP 1: Entity Information** In Progress **STEP 2: Application Review** Awaiting **APPLICATION SUBMITTED** Completion

Apply for SHP HPID(s)

1. Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
AO Test 03 - VA - 757757757

Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

2. Line of Business Information

Please enter Line of Business information.

***Type:**
Self-funded

***Product Name/Brand Name:**
Test Product

3. NAIC/Payer ID Information

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. *If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

NAIC Number: **Payer Identification Number:**

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

[BACK](#) [CONTINUE](#)

Step 6(e): Provide Other Category Information.

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Once the user indicates the application selection as ‘Other Category’ in **Step 5**, the user must first select the Organization from the dropdown and then provide the Other Category information.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. If the user does not wish to provide this information, the user may enter “Not Applicable” in the Payer Identification Number field. (Please see [Figure 19: SHP Other Category Information Page](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 19: SHP Other Category Information Page

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
In Progress

STEP 2: Application Review
Awaiting

APPLICATION SUBMITTED
Completion

Apply for SHP HPID(s)

1. Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
AO Test 03 - VA - 757757757

Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

2. Other Category Information

Please enter Other Category information.

***Other Category Name:**
Other Name

***Type/Description:**
Other Type

3. NAIC/Payer ID Information

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. *If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

NAIC Number: Payer Identification Number:

[Save And Add Another Payer ID](#)

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

[BACK](#) [CONTINUE](#)

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Once the CHP has been selected, the user has made the Subhealth Plan selection in **Step 5** and completed the relevant Subhealth Plan information, the user will be navigated to the application review page.

Step 7: Click ‘Apply for HPID’ button.

The system will display all information captured throughout the application process. Once the certification checkbox is selected, the ‘Apply for HPID’ button will become active.

The user will then click the ‘Apply for HPID’ button to submit the application. An email will be sent to the user informing them that an application has been successfully submitted and is pending HPID generation. Once the system has processed the application, another email will be sent with that entity’s HPID number. (Please see [Figure 20](#) through [Figure 22](#) for the application review pages for Product, Line of Business, and Other Category below).

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Figure 20: SHP Product Application Review

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
In Progress

APPLICATION SUBMITTED
Completion

Application Review

Note: (*) Indicates a required field. Please review the information listed below.

If changes to the information are required prior to submitting the application, please select the 'Back' link.

Controlling Health Plan Name: WP Other Org Test
Controlling Health Plan Description: asfa

Subhealth Plan Information

Organization Information

Organization Name: AO Test 03
Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

Issuer Information

Issuer Legal Name: AO Test 03
Issuer State: VA
Issuer ID: 80787

Product Information

Product ID: AO Test 03
Product Name: PPO
Market Type: Small Group
Product Type: PPO
Payer Identification Number: not applicable

If the information above is correct, please check the certification box, and select the 'Apply for HPID' button to request an HPID.

An email will be sent notifying the user that the application has been successfully submitted and is pending HPID generation. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

☒ *I attest based on my knowledge, information and belief, that data submitted for this application is complete, accurate, and truthful. This attestation applies to all requirements under the Health Insurance Portability and Accountability Act (HIPAA), the Health Plan Identifier regulations, and other HHS Guidance.

[BACK](#) [Apply for HPID](#)

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Figure 21: SHP Line of Business Application Review

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
In Progress

APPLICATION SUBMITTED
Completion

Application Review

Note: (*) Indicates a required field. Please review the information listed below.

If changes to the information are required prior to submitting the application, please select the 'Back' link.

Controlling Health Plan Name: WP Other Org Test
Controlling Health Plan Description: asfa

Subhealth Plan Information

Organization Information

Organization Name: AO Test 03
Federal EIN: 757757757

Address

Address Line 1: 132 Test Avenue N
Address Line 2: N/A
City: Reston
State: VA
Zip: 20191
Zip Plus 4: N/A

Line of Business Information

Type: Self-funded
Product Name/Brand Name: Product Name
Payer Identification Number: not applicable

If the information above is correct, please check the certification box, and select the 'Apply for HPID' button to request an HPID.

An email will be sent notifying the user that the application has been successfully submitted and is pending HPID generation. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

☒ *I attest based on my knowledge, information and belief, that data submitted for this application is complete, accurate, and truthful. This attestation applies to all requirements under the Health Insurance Portability and Accountability Act (HIPAA), the Health Plan Identifier regulations, and other HHS Guidance.

[BACK](#) [Apply for HPID](#)

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Figure 22: SHP Other Category Application Review

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
In Progress

APPLICATION SUBMITTED
Completion

Application Review

Note: (*) Indicates a required field. Please review the information listed below.

If changes to the information are required prior to submitting the application, please select the 'Back' link.

Controlling Health Plan Name: WP Other Org Test 5
Controlling Health Plan Description: test2

Subhealth Plan Information

Organization Information

Organization Name: AO Test 01
Federal EIN: 785612341

Address

Address Line 1: 1212 Test Way
Address Line 2: N/A
City: Knoxville
State: TN
Zip: 23145
Zip Plus 4: N/A

Other Category Information

Other Category Name: Other Name
Type/Description: Other Type
Payer Identification Number: not applicable

If the information above is correct, please check the certification box, and select the 'Apply for HPID' button to request an HPID.

An email will be sent notifying the user that the application has been successfully submitted and is pending HPID generation. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

☒ *I attest based on my knowledge, information and belief, that data submitted for this application is complete, accurate, and truthful. This attestation applies to all requirements under the Health Insurance Portability and Accountability Act (HIPAA), the Health Plan Identifier regulations, and other HHS Guidance.

[BACK](#) [Apply for HPID](#)

Health Insurance Oversight System

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Step 9: Application Summary Page

Once the user has reviewed and submitted the application, the user is navigated to a summary of the application. (Please see [Figure 23: SHP Application Summary Page](#) below).

At this point, the user has two options:

- 1) If the user would like to request HPID(s) for another organization that are under the same Controlling Health Plan, the user must click the ‘Get Additional SHP HPID(s)’ button on the Application Summary page and follow the steps mentioned in section [3.1.3.2.1](#).
- 2) If the user would like to request HPID(s) for another organization that is under a different Controlling Health Plan or does not require additional HPID(s) at this time, the user can click the ‘Done’ button on the Application Summary page. The system will then navigate the user to the HPOES Homepage.

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Figure 23: SHP Application Summary Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: STEP 1: Entity Information Completed STEP 2: Application Review Completed APPLICATION SUBMITTED Completed

Application Summary

Thank you for submitting your application.

An email has been sent indicating successful submission of the application. Once the system has processed the application, an additional email will be sent with that entity's HPID number.

Application Number: 0003129

Controlling Health Plan Name: WP Other Org Test 5
Controlling Health Plan Description: test2

Organization Information
Organization Name: AO Test 01
Federal EIN: 785612341

Other Category Information
Other Category Name: Other Name
Type/Description: Other Type
Payer Identification Number: not applicable

You may choose one of the following options:

A. If you would like to request HPID(s) for another organization that are under the same Controlling Health Plan, please select the '**Get Additional SHP HPID(s)**' button below.

B. If you would like to request HPID(s) for another organization that is under a different Controlling Health Plan or do not require additional HPID(s) at this time, please select the '**Done**' button below.

[Get Additional SHP HPID\(s\)](#) [Done](#)

3.1.3.4 How to Submit an Other Entity Identifier (OEID) Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 24: HPOES Submitter User Homepage](#) below).

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Figure 24: HPOES Submitter User Homepage

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

As part of recent system updates to the Health Plan and Other Entity Enumeration System, the application process has been updated for all Health Plan Identifier and Other Entity Identifier applications. Initial applications and edits to existing applications will no longer require Authorizing Official approval and will instead be approved by the system.

Published: 10/3/2014

[Read Less](#)

Health Plan and Other Entity Enumeration System Application Instructions

How do I obtain an HPID or OEID?

First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID it should follow these [HPID application instructions \(pdf, 232 KB\)](#). If the entity is going to obtain an OEID it will follow these [OEID application instructions \(pdf, 224 KB\)](#).

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of [health plan](#) at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A [controlling health plan](#) must get an HPID, while a [subhealth plan](#) is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

- Needs to be identified in the standard transactions;
- Is NOT eligible to obtain an HPID;
- Is NOT eligible to obtain a National Provider Identifier (NPI); and
- Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 5, 2014	November 7, 2016
Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

Have feedback for us?

Welcome

Events and Webinars

Please visit the [HPID website](#) for information on upcoming trainings and webinars.

Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

Phone: 1-855-267-1515

Email: CMS_FEPS@cms.hhs.gov

Resources

- [HPID Final Rule \(PDF, 610KB\)](#)
- [HPID Administrative Simplification Page](#)
- [Affordable Care Act and Administrative Simplification Provisions Page](#)
- [Training Presentations](#)

HIOS

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Step 3: Select 'Apply for OEID' button on the left hand menu.

The user will be directed to the first step in the Other Entity profile creation process. (Please see [Figure 25: OEID Organization Information Page](#) below).

Figure 25: OEID Organization Information Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: STEP 1: Entity Information In Progress STEP 2: Application Review Awaiting APPLICATION SUBMITTED Completion

Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
Select Organization ▼

***Business Classification:**
Select Business Classification ▼

[CONTINUE](#)

Step 4: Select an organization from the Organization Name dropdown.

If the user does not see the organization in the organization dropdown list, the user can navigate to the HIOS Main Page to request permission to request on the organization's behalf. Please refer to the HIOS Portal User Manual located under the "Forms, Reports, and Other Resources" link on the [CCIIO website](#) for instructions on how to register/create an organization, request a role in HPOES, or obtain access to an organization.

Based on the organization selected from the dropdown, the system will display information drawn from the HIOS database. (Please see [Figure 26: OEID Organization Information Page – Display Information](#) below).

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Figure 26: OEID Organization Information Page – Display Information

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Welcome

Your Progress: STEP 1: Entity Information In Progress STEP 2: Application Review Awaiting APPLICATION SUBMITTED Completion

Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**
JN Test Company 1 - VA - 123455555

Federal EIN: 123455555

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

***Business Classification:**
Select Business Classification

[CONTINUE](#)

Step 5: Provide organization information.

After the information has been displayed for the selected organization, the user will also need to select the business classification from the dropdown. (Please see [Figure 27: Other Entity Organization Information Page](#) below).

The different business classifications are:

- Atypical Provider
- Clearinghouse

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- Other
- Third Party Administrator
- Third Party Repricer

Additionally, the user will be required to enter a Payer Identification Number for all business classifications except the “Atypical Provider” classification. If the user does not wish to provide the Payer Identification Number, the user may enter “Not Applicable” in the Payer Identification Number field. If the “Atypical Provider” classification is selected, the user will be required to enter an Atypical Provider Identifier to proceed with the application.

Once the user has provided the organization information, they can click on the ‘CONTINUE’ link and navigate to the ‘Profile and Application Review’ page.

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Figure 27: Other Entity Organization Information Page

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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress:

STEP 1: Entity Information
In Progress

STEP 2: Application Review
Awaiting

APPLICATION SUBMITTED
Completion

Organization Information

If your organization has already registered with HIOS, please select the appropriate organization below. If your organization has not registered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS Main Page, select the 'Manage an Organization' button to begin the registration process.

Note: (*) Indicates a required field.

***Organization Name - State - Federal EIN:**

Federal EIN: 123455555

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

***Business Classification:**

**In order to complete the application, you must provide a Payer Identification Number. If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.*

Payer Identification Number:

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
No records to display.	

CONTINUE

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Step 6: Select 'Apply for OEID' button.

The system will display all information captured throughout the profile creation process. Once the certification checkbox is selected, the 'Apply for OEID' button will become active.

The user will then click the 'Apply for OEID' button to submit the application. An email will be sent to the user informing them that an application has been successfully submitted and is pending HPID generation. Once the system has processed the application, another email will be sent with that entity's HPID number. (Please see [Figure 28: OEID Profile and Application Review Page](#) below).

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Figure 28: OEID Profile and Application Review Page

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Welcome

Your Progress:

STEP 1: Entity Information
Completed

STEP 2: Application Review
In Progress

APPLICATION SUBMITTED
Completion

Profile and Application Review

Note: (*) Indicates a required field. Please review the information listed below.

If changes to the information are required prior to submitting the application, please select the 'Back' link.

Other Entity Information

Organization Information

Organization Name: JN Test Company 1
Business Classification: Clearinghouse
Federal EIN: 12345555
Payer Identification Number: not applicable

Address

Address Line 1: 123 Test Street
Address Line 2: N/A
City: Oakton
State: VA
Zip: 22124
Zip Plus 4: N/A

If the information above is correct, please check the certification box, and select the 'Apply for OEID' button to request an OEID.

An email will be sent notifying the user that the application has been successfully submitted and is pending OEID generation. Once the system has processed the application, an additional email will be sent with that entity's OEID number.

☒ *I attest based on my knowledge, information, and belief, that data submitted for this application is complete, accurate, and truthful. This attestation applies to all requirements under the Health Insurance Portability and Accountability Act (HIPAA), the Health Plan Identifier regulations, and other HHS Guidance.

[BACK](#) [Apply for OEID](#)

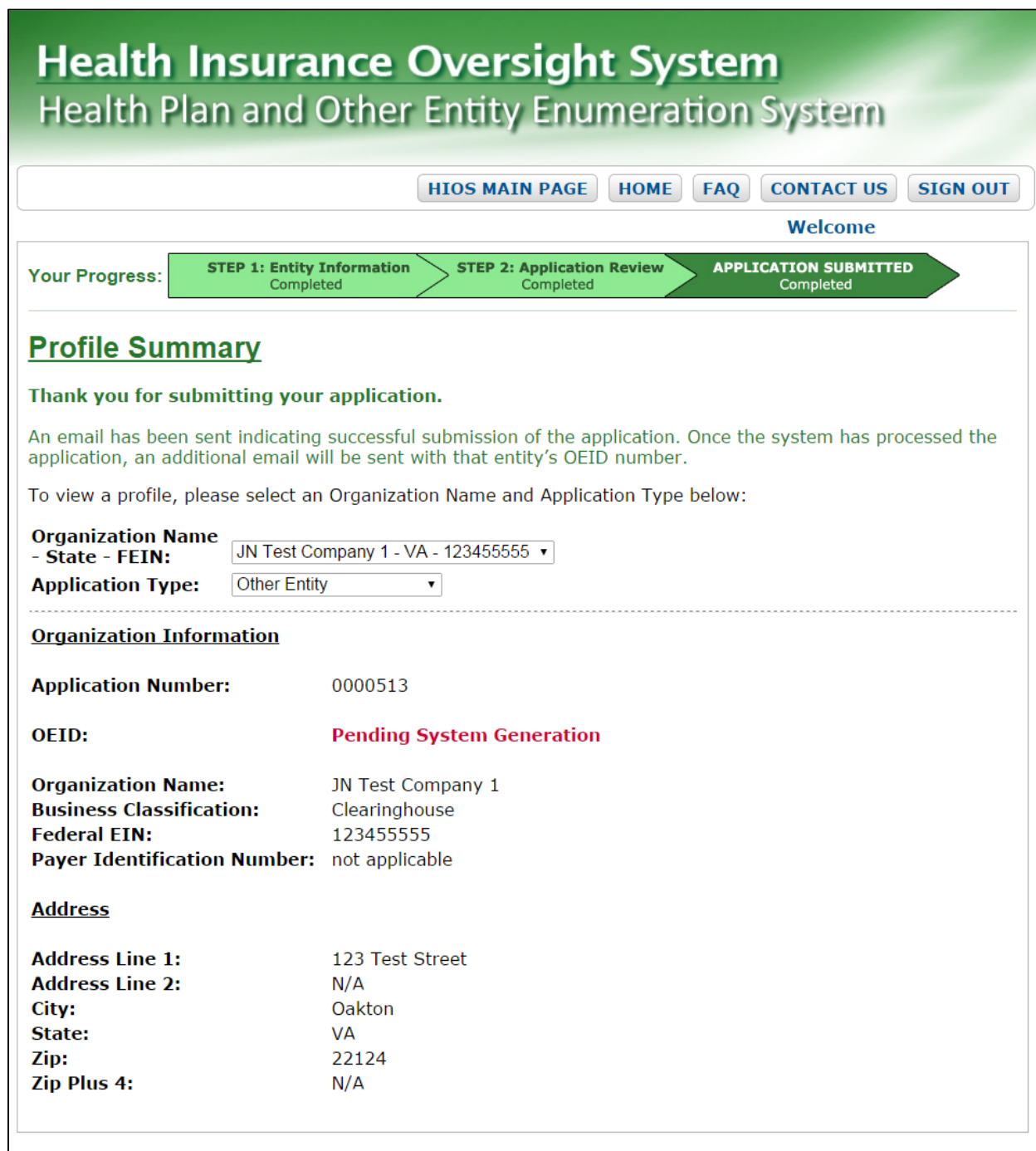
Once the user submits the application, the user will be navigated to the 'Profile Summary' page. (Please see [Figure 29: OEID Profile Summary Page](#) below). If the user has access to more than one profile, the user may use the 'Organization Name' dropdown to navigate between profiles. If the selected organization has both a Health Plan and Other Entity profile, the user may use the 'Application Type' dropdown to navigate between the two.

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A user may also access the 'Profile Summary' page by clicking on the 'View Profile' button on the HPOES Homepage. (Please see [Figure 24: HPOES Submitter User Homepage](#)). The user can view the summary of the profile and the status of the application on the 'Profile Summary' page.

Figure 29: OEID Profile Summary Page



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Health Plan and Other Entity Enumeration System

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Welcome

Your Progress: **STEP 1: Entity Information** Completed **STEP 2: Application Review** Completed **APPLICATION SUBMITTED** Completed

Profile Summary

Thank you for submitting your application.

An email has been sent indicating successful submission of the application. Once the system has processed the application, an additional email will be sent with that entity's OEID number.

To view a profile, please select an Organization Name and Application Type below:

Organization Name - State - FEIN:

Application Type:

Organization Information

Application Number: 0000513

OEID: **Pending System Generation**

Organization Name: JN Test Company 1

Business Classification: Clearinghouse

Federal EIN: 123455555

Payer Identification Number: not applicable

Address

Address Line 1: 123 Test Street

Address Line 2: N/A

City: Oakton

State: VA

Zip: 22124

Zip Plus 4: N/A

Health Insurance Oversight System

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3.1.3.5 Search Applications

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 30: HPOES Submitter User Homepage](#) below).

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Figure 30: HPOES Submitter User Homepage

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

As part of recent system updates to the Health Plan and Other Entity Enumeration System, the application process has been updated for all Health Plan Identifier and Other Entity Identifier applications. Initial applications and edits to existing applications will no longer require Authorizing Official approval and will instead be approved by the system.

Published: 10/3/2014

[Read Less](#)

Health Plan and Other Entity Enumeration System Application Instructions

How do I obtain an HPID or OEID?

First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID it should follow these [HPID application instructions \(pdf, 232 KB\)](#). If the entity is going to obtain an OEID it will follow these [OEID application instructions \(pdf, 224 KB\)](#).

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of [health plan](#) at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A [controlling health plan](#) must get an HPID, while a [subhealth plan](#) is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

- Needs to be identified in the standard transactions;
- Is NOT eligible to obtain an HPID;
- Is NOT eligible to obtain a National Provider Identifier (NPI); and
- Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 5, 2014	November 7, 2016
Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

Have feedback for us?

Welcome

Events and Webinars

Please visit the [HPID website](#) for information on upcoming trainings and webinars.

Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

Phone: 1-855-267-1515

Email: CMS_FEPS@cms.hhs.gov

Resources

- [HPID Final Rule \(PDF, 610KB\)](#)
- [HPID Administrative Simplification Page](#)
- [Affordable Care Act and Administrative Simplification Provisions Page](#)
- [Training Presentations](#)

HIOS

Health Plan and Other Entity Enumeration System User Manual – Last Updated September 30, 2014

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Health Plan and Other Entity Enumeration System – User Manual

Step 3: Select 'Search Applications' button on the left hand menu.

Please see [Figure 31: Submitter Search Applications](#) below.

Figure 31: Submitter Search Applications

The screenshot shows the 'Health Insurance Oversight System' interface. At the top, there's a green header with the system name. Below it, a navigation bar contains buttons for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed. The main section is titled 'Search Applications' and includes instructions: 'Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.' Below this, there are four search criteria: 'Organization Name' (text input), 'HPID/OEID' (text input), 'Application Type' (dropdown menu with 'All' selected), and 'Application Status' (dropdown menu with 'All' selected). There is also a 'Health Plan Category' dropdown menu with 'All' selected. A 'Search' button is located at the bottom of the search criteria section.

A Submitter user may search for applications by Organization Name, Application Type, Health Plan Category, HPID/OEID, or Application Status. Submitter users will only be able to search for applications for organizations they have the appropriate access to. Once the user has defined the search criteria, the user will be able to view the results. (Please see [Figure 32: Submitter Search Results](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 32: Submitter Search Results

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Search Applications

Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.

Organization Name:

HPID/OEID:

Application Type:

Application Status:

Health Plan Category:

Search

Please select the View Application link to view application details.

[K](#) [<](#) [1](#) [>](#) [X](#) Page Size:

Displaying 1 - 2, of 2 found.

Application Number	Submitted Date	Application Type	Health Plan Category	Organization Name	Application Status	HPID/OEID Number	Actions
0000397	11/7/2013	HPID	CHP	OESS Test Company 2	Approved	7043213280	View
0001072	9/18/2014	HPID	CHP	OESS Test Company 2	Approved	7164425366	View

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Step 4: Select the record to view application details.

Please see [Figure 33: Submitter View Application](#).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 33: Submitter View Application

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

View Application

To make a change to this application, please click the 'Edit Application' button below.

[Edit Application](#)

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name:	OESS Test Company 2
Entity Classification:	Health Plan
Federal EIN:	867530922
Controlling Health Plan Description:	None
Payer Identification Number:	12345 22113 test

Address

Address Line 1:	123 Main Street
Address Line 2:	N/A
City:	Vienna
State:	VA
Zip:	22180
Zip Plus 4:	N/A

[View Audit History](#)

[BACK](#)

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

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Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

3.1.3.6 Edit Applications

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 34: HPOES Submitter User Homepage](#) below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System – User Manual

Figure 34: HPOES Submitter User Homepage

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

HIOS MAIN PAGE

HOME

FAQ

CONTACT US

SIGN OUT

All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

Announcements

Welcome to the Health Plan and Other Entity Enumeration System!

As part of recent system updates to the Health Plan and Other Entity Enumeration System, the application process has been updated for all Health Plan Identifier and Other Entity Identifier applications. Initial applications and edits to existing applications will no longer require Authorizing Official approval and will instead be approved by the system.

Published: 10/3/2014

Read Less

Health Plan and Other Entity Enumeration System Application Instructions

How do I obtain an HPID or OEID?

First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID it should follow these HPID application instructions (pdf, 232 KB). If the entity is going to obtain an OEID it will follow these OEID application instructions (pdf, 224 KB).

What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of [health plan](#) at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A [controlling health plan](#) must get an HPID, while a [subhealth plan](#) is eligible but not required to get an HPID. To determine whether a subhealth plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

1. Needs to be identified in the standard transactions;

2. Is NOT eligible to obtain an HPID;

3. Is NOT eligible to obtain a National Provider Identifier (NPI); and

4. Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
Health Plans, except small health plans	November 5, 2014	November 7, 2016
Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

Have feedback for us?

Submit

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Help

If at any point you experience any problems with the application or have questions, please contact the Exchange Operations Support Center (XOSC) in one of the following ways:

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Email: CMS_FEPS@cms.hhs.gov

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• [HPID Administrative Simplification Page](#)

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• [Training Presentations](#)

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Health Plan and Other Entity Enumeration System User Manual – Last Updated September 30, 2014

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Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Step 3: Select 'Search Applications' button on the left hand menu.

Please see [Figure 35: Search Applications](#) below.

Figure 35: Search Applications

The screenshot shows the 'Search Applications' page of the Health Insurance Oversight System. The page has a green header with the system name. Below the header is a navigation bar with buttons for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed. The main content area is titled 'Search Applications' and contains instructions: 'Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.' Below the instructions are four input fields: 'Organization Name' (text box), 'HPID/OEID' (text box), 'Application Type' (dropdown menu with 'All' selected), and 'Application Status' (dropdown menu with 'All' selected). There is also a 'Health Plan Category' dropdown menu with 'All' selected. A 'Search' button is located at the bottom of the form.

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Search Applications

Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.

Organization Name: **HPID/OEID:**

Application Type: **Application Status:**

Health Plan Category:

[Search](#)

Once the user has defined the search criteria, the user will be able to view the results. (Please see [Figure 36: Search Results](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 36: Search Results

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Search Applications

Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.

Organization Name:

HPID/OEID:

Application Type:

Application Status:

Health Plan Category:

[Search](#)

Please select the View Application link to view application details.

[K](#) [<](#) [1](#) [>](#) [X](#) Page Size: Displaying 1 - 2, of 2 found.

Application Number ↕	Submitted Date ↕	Application Type ↕	Health Plan Category ↕	Organization Name ↕	Application Status ↕	HPID/OEID Number ↕	Actions
0000397	11/7/2013	HPID	CHP	OESS Test Company 2	Approved	7043213280	View
0001072	9/18/2014	HPID	CHP	OESS Test Company 2	Approved	7164425366	View

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Step 4: Select the record you wish to edit.

Please see [Figure 37: View Application \(Edit Application Button\)](#).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 37: View Application (Edit Application Button)

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

View Application

To make a change to this application, please click the 'Edit Application' button below.

[Edit Application](#)

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: None
Payer Identification Number: 12345
22113
test

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

[View Audit History](#)

[BACK](#)

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

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If the user does not see the 'Edit Application' button on the 'View Application' page and the application status is 'Approved,' this means the user does not have the proper access to edit the application. The user can navigate to the HIOS Main Page to request permission to access the organization.

Step 5: Select the 'Edit Application' button on the application.


Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Once the ‘Edit Application’ button is selected, certain fields can be edited by the user depending on the application type. Please see [Table 1](#) below for a list of field users may edit.

Table 1: Editable Fields on Applications

Field Name	Application Type
Controlling Health Plan Description	CHP HPID Application
NAIC	HPID Application
Payer ID	OEID and HPID Applications
Line of Business Type	SHP HPID Line of Business Application
Product Name/Brand Name	SHP HPID Line of Business Application
Other Description	SHP HPID Line of Business Application
Other Category Name	SHP HPID Other Category Application
Type/Description	SHP HPID Other Category Application
Atypical Provider ID	OEID Application
Business Classification	OEID Application
Description of Classification	OEID Application

The editable fields will be highlighted in a blue box. Additionally, please note that if there are any changes to HIOS information in the application, a pencil icon () will display next to the updated field(s). This information will automatically be included in the edit submission but is not editable by the HPOES user since the information is pulled from data that is maintained outside of HPOES. (Please see [Figure 38: Edit Application](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 38: Edit Application

Health Insurance Oversight System


Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Edit Application

Please click the 'Submit' button once you have made all necessary edits. .

Note: If an update has been made to HIOS information that is maintained outside of HPOES, there will be a pencil icon  next to each affected field.

Note: (*) Indicates a required field.

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OESS Test Company 2

Entity Classification: Health Plan

Federal EIN: 867530922

***Controlling Health Plan Description:**

Address

Address Line 1: 123 Main Street

Address Line 2: N/A

City: Vienna

State: VA

Zip: 22180

Zip Plus 4: N/A

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.

NAIC Number:

Payer Identification Number:

Save And Add Another Payer ID

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
12345	Delete
22113	Delete
test	Delete

[Cancel](#) [Submit](#)

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

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Step 6: Once all edits have been made to the application, the user will need select 'Submit'.

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

After the user has submitted the edit to the application, users will see a confirmation message and be able to view their updates on the application. (Please see [Figure 39: Edit Application with Confirmation Message](#) below).

Figure 39: Edit Application with Confirmation Message

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Edit Application

Confirmation:
Thank you for submitting your update. The application has been updated based on the edit submitted.

Note: (*) Indicates a required field.

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OEES Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922

***Controlling Health Plan Description:**

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

*In order to complete the application, you must provide either an NAIC Number or a Payer Identification Number. You may provide both an NAIC Number and up to ten Payer Identification Numbers. If you do not wish to provide this information, you may enter "Not Applicable" in the Payer Identification Number field.

NAIC Number:
Payer Identification Number:

Below are the Payer IDs that have been added. You may select the 'Delete' button to remove a Payer ID from the table.

Payer ID	Action
12345	Delete
22113	Delete

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

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Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Once the user clicks on the 'Done' button, they will be navigated back to the HPOES home page. If a user were to search for the application, they will automatically see the updated application on the 'View Application' page.

3.1.3.7 View Audit History

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for a Submitter User. (Please see [Figure 40: HPOES Submitter User Homepage](#) below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System – User Manual

Figure 40: HPOES Submitter User Homepage

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

All Users:

User Management

Manage an Organization

Search Applications

Controlling Health Plan Functions:

Apply for CHP HPID

View Profile

Subhealth Plan Functions:

Apply for SHP HPID

Other Entity Functions:

Apply for OEID

View Profile

Health Plan and Other Entity Enumeration System

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Published: 10/3/2014

[Read Less](#)

Health Plan and Other Entity Enumeration System Application Instructions

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What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

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Enumeration Requirements and Options for CHPs and SHPs

Entity	Enumeration Requirements	Enumeration Options
CHPs	Must get an HPID for itself	May get an HPID(s) for its SHP(s) May direct its SHP(s) to get an HPID(s)
SHPs	Not required to get an HPID	May get an HPID at the direction of its CHP May get an HPID on its own initiative

What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

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- Is NOT eligible to obtain an HPID;
- Is NOT eligible to obtain a National Provider Identifier (NPI); and
- Is NOT an [individual](#)

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

When must a health plan get and use HPIDs?

Health plans that are not [small health plans](#) must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

HPID Implementation

Entity Type	Compliance Date for Obtaining HPID	Full Implementation Date for Using HPID in Standard Transactions
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Small Health Plans	November 5, 2015	November 7, 2016
Healthcare Clearinghouses	N/A	November 7, 2016
Healthcare Providers	N/A	November 7, 2016

When must other entities get and use OEIDs?

Other entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

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Email: CMS_FEPS@cms.hhs.gov

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- [Training Presentations](#)

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Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Step 3: Select 'Search Applications' button on the left hand menu.

Please see [Figure 41: Search Applications](#) below.

Figure 41: Search Applications

The screenshot shows the 'Health Insurance Oversight System' header with the subtitle 'Health Plan and Other Entity Enumeration System'. Below the header is a navigation bar with buttons for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. A 'Welcome' message is displayed. The main content area is titled 'Search Applications' and contains instructions: 'Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.' There are four input fields: 'Organization Name' (text box), 'HPID/OEID' (text box), 'Application Type' (dropdown menu with 'All' selected), and 'Application Status' (dropdown menu with 'All' selected). A 'Search' button is located below these fields. At the bottom of the page, there is a footer with links for 'Accessibility', 'Rules of Behavior', 'Web Policies', and 'File Formats and Plug-Ins', followed by the text 'U.S. Department of Health & Human Services • 200 Independence Avenue, S.W. • Washington, D.C. 20201'.

Once the user has defined the search criteria, the user will be able to view the results. (Please see [Figure 42: Search Results](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 42: Search Results

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

Search Applications

Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.

Organization Name:
Application Type:
Health Plan Category:
HPID/OEID:
Application Status:

[Search](#)

Please select the View Application link to view application details.

Page Size: Displaying 1 - 2, of 2 found.

Application Number	Submitted Date	Application Type	Health Plan Category	Organization Name	Application Status	HPID/OEID Number	Actions
0000397	11/7/2013	HPID	CHP	OESS Test Company 2	Approved	7043213280	View
0001072	9/18/2014	HPID	CHP	OESS Test Company 2	Approved	7164425366	View

Step 4: Select the record to view.

Please see [Figure 43: View Application \(Audit History Button\)](#) .

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 43: View Application (Audit History Button)

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

View Application

To make a change to this application, please click the 'Edit Application' button below.

[Edit Application](#)

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: None
Payer Identification Number: 12345
22113

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

[View Audit History](#)

[BACK](#)

Step 5: Select the 'View Audit History' button on the application.

A table will generate below the button with the audit history for the selected application. Users will be able to see certain links within the audit history table for approved applications. (Please see [Figure 44: View Application with Audit History Table](#) below).

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System – User Manual

Figure 44: View Application with Audit History Table

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

[HIOS MAIN PAGE](#) [HOME](#) [FAQ](#) [CONTACT US](#) [SIGN OUT](#)

Welcome

View Application

To make a change to this application, please click the 'Edit Application' button below.

[Edit Application](#)

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: None
Payer Identification Number: 12345
22113

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

[View Audit History](#)

Please select the 'View Application' link to view the information associated to each approved application. If you would like to see details of the changes made to an approved edited application, please select the 'Detailed Description' link. Please note links are only displayed for applications where additional information is available.

[K](#) [<](#) [1](#) [>](#) [>](#)

Page Size: 10

Displaying 1 - 10, of 10 found.

Date/Time	User Name	Description	Action
09/24/2014 03:41 PM	System Approved	Application Edit Approved Detailed Description	View Application
09/24/2014 03:41 PM	Mina Test	Application Edit Submitted	
11/07/2013 03:29 PM	OESS Test Five	Application Edit Approved Detailed Description	View Application
11/07/2013 03:29 PM	OESS Test Three	Application Edit Submitted	
11/07/2013 03:27 PM	OESS Test Five	Application Edit Approved Detailed Description	View Application
11/07/2013 03:27 PM	OESS Test Three	Application Edit Submitted	
11/07/2013 03:26 PM	OESS Test Five	Application Edit Rejected	
11/07/2013 03:26 PM	OESS Test Three	Application Edit Submitted	
11/07/2013 03:25 PM	OESS Test Five	Application Approved	View Application
11/07/2013 12:07 PM	OESS Test Three	Application Submitted	

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Step 6: Select ‘View Application’ link.

The ‘View Application’ page from the Audit History table would appear in a new tab in the window. The page will display a snapshot of each approved application. The user will be able to distinguish between the different approved applications with the date/time stamp displayed in the top right hand corner of the page. (Please see [Figure 45: View Application from Audit History](#) below).

Figure 45: View Application from Audit History

<u>View Application</u>		Application approved on: 09/24/2014 03:41 PM
HPID:	7043213280 - Active	
Application Status:	Approved	
Application Number:	0000397	
<u>Controlling Health Plan Information</u>		
Organization Name:	OESS Test Company 2	
Entity Classification:	Health Plan	
Federal EIN:	867530922	
Controlling Health Plan Description:	None	
Payer Identification Number:	12345 22113	
<u>Address</u>		
Address Line 1:	123 Main Street	
Address Line 2:	N/A	
City:	Vienna	
State:	VA	
Zip:	22180	
Zip Plus 4:	N/A	

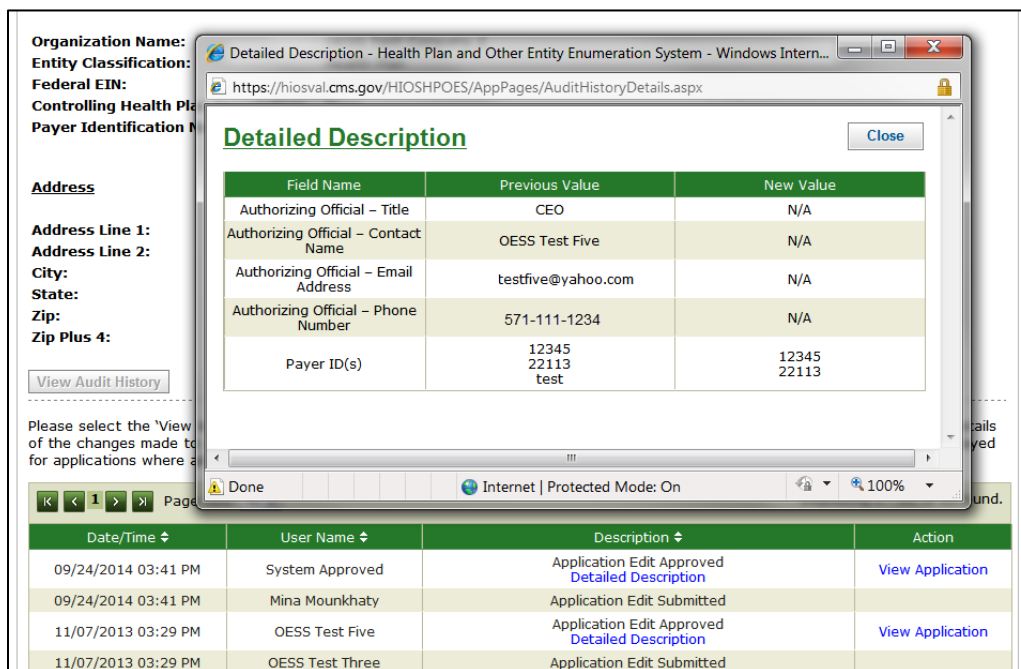
Step 7: Select ‘Detailed Description’ link.

Once the user clicks on the ‘Detailed Description’ link, a pop-up window will appear that displays the specific approved edits to the application. (Please see [Figure 46: Detailed Description from Audit History](#)).

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Figure 46: Detailed Description from Audit History



3.1.4 ‘Authorizing Official’ User Role

Within the HPOES system, a user with an ‘Authorizing Official’ user role can perform the following functions:

- Search Applications
- View Audit History

The following sections provide a description of these functionalities.

3.1.4.1 Search Applications

Step 1: Navigate to the HIOS Main Page.

Step 2: Select ‘Health Plan and Other Entity Enumeration System’ button on the left hand menu.

The user will be directed to the ‘HPOES Homepage’ for an Authorizing Official. (Please see [Figure 47: HPOES Homepage for Authorizing Official](#) below).

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Figure 47: HPOES Homepage for Authorizing Official



Step 3: Select the 'Search Applications' button on the left hand menu.

Please see [Figure 48: Authorizing Official Search Applications](#) below.

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Figure 48: Authorizing Official Search Applications

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Welcome

Search Applications

Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.

Organization Name:

Application Type: **Application Status:**

[View Application](#)

An Authorizing Official user may search for applications based on the Organization Name, Application Type, or Application Status. Authorizing Official users will only be able to search for applications for organizations they are the designated Authorizing Official of. Once the user has defined the search criteria, the user will be able to view the results. (Please see [Figure 49: Authorizing Official Search Results](#) below).

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Figure 49: Authorizing Official Search Results

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Search Applications

Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.

Organization Name:

Application Type:

All

Application Status:

All

View Application

NOTE: To view or update an application or record, select an action under the "Actions" column.

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Application Number	Submitted Date	Application Type	Health Plan Category	Organization Name	Application Status	HPID/OEID Number	Actions
0000397	11/7/2013	HPID	CHP	OESS Test Company 2	Approved	7043213280	View
0000398	11/7/2013	HPID	CHP	OESS Test Company 1	Approved	7952304195	View
0000399	11/7/2013	HPID	SHP	OESS Test Company 3	Approved	7861495001	View
0000400	11/7/2013	HPID	SHP	OESS Test Company 3	Approved	7770586916	View
0000404	11/7/2013	HPID	SHP	OESS Test Company 1	Approved	7598768746	View
0000639	7/21/2014	OEID	N/A	OESS Test Non-Fed 1	Approved	6003819243	View
0000749	8/4/2014	HPID	SHP	OESS Test Non-Fed 1	Approved	7649273803	View
0000913	8/18/2014	HPID	CHP	OESS Test Company 1	Approved	7821091098	View
0001072	9/18/2014	HPID	CHP	OESS Test Company 2	Approved	7164425366	View

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Step 4: Select the record to view application details. Please see [Figure 50: Authorizing Official View Application](#) below.

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Figure 50: Authorizing Official View Application

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

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Welcome

[View Application](#)

HPID: 7043213280 - Active

Application Status: Approved

Application Number: 0000397

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: None
Payer Identification Number: 12345
22113
test

[Address](#)

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

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3.1.4.2 View Audit History – Authorizing Official User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

The user will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see [Figure 51: HPOES Homepage for Authorizing Official](#) below).

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Figure 51: HPOES Homepage for Authorizing Official



Step 3: Select 'Search Applications' button on the left hand menu.

Please see [Figure 52: Authorizing Official Search Applications](#) below.

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Figure 52: Authorizing Official Search Applications

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Welcome

Search Applications

Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.

Organization Name:

Application Type: **Application Status:**

[View Application](#)

Once the user has defined the search criteria, the user will be able to view the results.
(Please see [Figure 53: Search Results](#) below).

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Figure 53: Search Results

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

Search Applications

Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.

Organization Name:

Application Type: **Application Status:**

[View Application](#)

NOTE: To view or update an application or record, select an action under the "Actions" column.

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Page Size:

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Application Number	Submitted Date	Application Type	Health Plan Category	Organization Name	Application Status	HPID/OEID Number	Actions
0000397	11/7/2013	HPID	CHP	OESS Test Company 2	Approved	7043213280	View
0000398	11/7/2013	HPID	CHP	OESS Test Company 1	Approved	7952304195	View
0000399	11/7/2013	HPID	SHP	OESS Test Company 3	Approved	7861495001	View
0000400	11/7/2013	HPID	SHP	OESS Test Company 3	Approved	7770586916	View
0000404	11/7/2013	HPID	SHP	OESS Test Company 1	Approved	7598768746	View
0000639	7/21/2014	OEID	N/A	OESS Test Non-Fed 1	Approved	6003819243	View
0000749	8/4/2014	HPID	SHP	OESS Test Non-Fed 1	Approved	7649273803	View
0000913	8/18/2014	HPID	CHP	OESS Test Company 1	Approved	7821091098	View
0001072	9/18/2014	HPID	CHP	OESS Test Company 2	Approved	7164425366	View
0003118	9/23/2014	OEID	N/A	OESS Test Company 2	Approved	6710980957	View

Step 4: Select the record to view. Please see [Figure 54: View Application \(Audit History Button\)](#).

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Figure 54: View Application (Audit History Button)

Health Insurance Oversight System
Health Plan and Other Entity Enumeration System

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Welcome

[View Application](#)

HPID: 7164425366 - Active

Application Status: Approved

Application Number: 0001072

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: Test description for CHP
Payer Identification Number: 11111

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

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Step 5: Select the 'View Audit History' button on the application.

A table will generate below the button with the audit history for the selected application. Users will be able to see certain links within the audit history table for approved applications. (Please see [Figure 55: View Application with Audit History Table](#) below).

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Figure 55: View Application with Audit History Table

Health Insurance Oversight System

Health Plan and Other Entity Enumeration System

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Welcome

View Application

HPID: 7164425366 - Active

Application Status: Approved

Application Number: 0001072

Controlling Health Plan Information

Organization Name: OESS Test Company 2
Entity Classification: Health Plan
Federal EIN: 867530922
Controlling Health Plan Description: Test description for CHP
Payer Identification Number: 11111

Address

Address Line 1: 123 Main Street
Address Line 2: N/A
City: Vienna
State: VA
Zip: 22180
Zip Plus 4: N/A

[View Audit History](#)

Please select the 'View Application' link to view the information associated to each approved application. If you would like to see details of the changes made to an approved edited application, please select the 'Detailed Description' link. Please note links are only displayed for applications where additional information is available.

[K](#) [<](#) [1](#) [>](#) [X](#) Page Size: 10

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Date/Time	User Name	Description	Action
09/18/2014 03:54 PM	System Approved	Application Approved	View Application
09/18/2014 03:54 PM	OESS Test Four	Application Submitted	

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Step 6: Select 'View Application' link.

The 'View Application' page from the Audit History table would appear in a new tab in the window. The page will display a snapshot of each approved application. The user will be able to distinguish between the different approved applications with the date/time stamp that will be displayed in the top right hand corner of the page. (Please see [Figure 56: View Application from Audit History](#) below).

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Figure 56: View Application from Audit History

View ApplicationApplication approved on: 09/18/2014 03:54 PM

HPID: 7164425366 - Active

Application Status: Approved

Application Number: 0001072

Controlling Health Plan Information

Organization Name: OESS Test Company 2

Entity Classification: Health Plan

Federal EIN: 867530922

Controlling Health Plan Description: Test description for CHP

Payer Identification Number: 11111

Address

Address Line 1: 123 Main Street

Address Line 2: N/A

City: Vienna

State: VA

Zip: 22180

Zip Plus 4: N/A

Step 7: Select 'Detailed Description' link.

Once the user clicks on the 'Detailed Description' link, a pop-up window will appear that displays the specific approved edits to the application. (Please see [Figure 57: Detailed Description from Audit History](#) below).

Figure 57: Detailed Description from Audit History

Field Name	Previous Value	New Value
NAIC Number	12345	N/A
Payer ID(s)	N/A	12345 22113 test

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4 Definitions

Health Plan:

[A]n individual or group that provides, or pays the cost of medical care (as defined in section 2791(a)(2) of the Public Health Service Act (42 U.S.C. 300gg–91(a)(2))...

Health plan includes the following, singly or in combination:

- (i) A group health plan, as defined in this section.
 - (ii) A health insurance issuer, as defined in this section.
 - (iii) An HMO, as defined in this section.
 - (iv) Part A or Part B of the Medicare program under title XVIII of the Act.
 - (v) The Medicaid program under title XIX of the Act, 42 U.S.C. 1396, et seq.
 - (vi) An issuer of a Medicare supplemental policy (as defined in section 1882(g)(1) of the Act, 42 U.S.C. 1395ss(g)(1)).
 - (vii) An issuer of a long term care policy, excluding a nursing home fixed indemnity policy.
 - (viii) An employee welfare benefit plan or any other arrangement that is established or maintained for the purpose of offering or providing health benefits to the employees of two or more employers.
 - (ix) The health care program for active military personnel under title 10 of the United States Code.
 - (x) The veterans' health care program under 38 U.S.C. chapter 17.
 - (xi) The Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) (as defined in 10 U.S.C. 1072(4)).
 - (xii) The Indian Health Service program under the Indian Health Care Improvement Act, 25 U.S.C. 1601, et seq.
 - (xiii) The Federal Employees Health Benefits Program under 5 U.S.C. 8902, et seq.
 - (xiv) An approved State child health plan under title XXI of the Act, providing benefits for child health assistance that meet the requirements of section 2103 of the Act, 42 U.S.C. 1397, et seq.
 - (xv) The Medicare+Choice program under Part C of title XVIII of the Act, 42 U.S.C. 1395w–21 through 1395w–28.
 - (xvi) A high risk pool that is a mechanism established under State law to provide health insurance coverage or comparable coverage to eligible individuals.
 - (xvii) Any other individual or group plan, or combination of individual or group plans, that provides or pays for the cost of medical care (as defined in section 2791(a)(2) of the PHS Act, 42 U.S.C. 300gg–91(a)(2)).
- 2) Health plan excludes:
- (i) Any policy, plan, or program to the extent that it provides, or pays for the cost of, excepted benefits that are listed in section 2791(c)(1) of the PHS Act, 42 U.S.C. 300gg–91(c)(1); and
 - (ii) A government funded program (other than one listed in paragraph (1)(i)–(xvi) of this definition):
 - (A) Whose principal purpose is other than providing, or paying the cost of, health care; or
 - (B) Whose principal activity is:
 - (1) The direct provision of health care to persons; or
 - (2) The making of grants to fund the direct provision of health care to persons.

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Controlling Health Plan (CHP):

A CHP means a health plan that:

1. Controls its own business activities, actions, or policies OR is controlled by an entity that is not a health plan; and
2. If it has a sub health plan(s) exercises sufficient control over the sub health plan(s) to direct its/their business activities, actions, or policies

Subhealth Plan (SHP):

A SHP means a health plan whose business activities, actions, or policies are directed by a controlling health plan.

Small Health Plan:

Small health plan means a health plan with annual receipts of \$5 million or less.

Other Entity:

An entity that meets ALL of the following:

1. Needs to be identified in the standard transactions;
2. Is NOT eligible to obtain an HPID;
3. Is NOT eligible to obtain an National Provider Identifier (NPI); and
4. Is NOT an individual.

Individual:

Individual means the person who is the subject of protected health information.

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5 Contact Us/Support

The following section captures support information for questions related to policy, technical installation, and downloads.

5.1 Contact Us/ Support Details

If you have questions related to application installation or need technical support please contact the Exchange Operations Support Center (XOSC) at CMS_FEPS@cms.hhs.gov or at 1-855-267-1515.

The Exchange Operations Support Center (XOSC) hours of operation currently are 9 AM to 6 PM ET, Monday – Friday.