

**Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) 111
Non-Group Health Plan (NGHP)* Computer Based Training (CBT) Curriculum**

<i>NGHP User Guide Version 3.3 Curriculum</i>	
<i>NGHP Curriculum Overview</i>	
Course Description	The Centers for Medicare & Medicaid Services (CMS) has provided a curriculum of CBT courses to supplement the NGHP User Guide. This course reviews the NGHP CBTs that are available.
Duration	26 minutes
<i>Responsible Reporting Entity</i>	
Course Description	This course provides information regarding who/what entity is an MMSEA Section 111 Responsible Reporting Entity (RRE) for Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation. It reviews the rules that exist for the registration of an entity within a corporate structure and provides examples to help illustrate these rules. This course also clarifies who the RRE is in various situations.
Duration	35 minutes
<i>Process Overview</i>	
Course Description	The topics in this course include: purpose of the data exchange, data exchange details, file types, the Section 111 COB Secure Web site (COBSW), and the Data Use Agreement. This course also reviews options for customer service and reporting assistance.
Duration	22 minutes
<i>Section 111 Registration Part I</i>	
Course Description	RREs will register on the Section 111 COBSW. The Section 111 Registration Part I course details the first two steps of registration and account setup.
Duration	24 minutes
<i>Section 111 Registration Part II</i>	
Course Description	The Section 111 Registration Part II course details the final 3 steps of registration and account setup.
Duration	21 minutes
<i>COBSW-Step 1-New Registration</i>	
Course Description	Registration must be completed on the Section 111 COBSW. This course reviews how to register on the Section 111 COBSW.
Duration	16 minutes

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<i>NGHP User Guide Version 3.3 Curriculum (cont.)</i>	
<i>Frequently Asked Questions – New Registration</i>	
Course Description	This course addresses questions relating to the registration process, RRE IDs, Tax Identification Numbers (TINs), Authorized Representatives, subsidiaries, new registration troubleshooting, and registration documentation.
Duration	16 minutes
<i>COBSW-Step 2-Account Setup</i>	
Course Description	Account setup must be completed on the Section 111 COBSW. This course reviews how to set up an account on the Section 111 COBSW.
Duration	18 minutes
<i>Frequently Asked Questions – Account Setup</i>	
Course Description	This course addresses questions relating to the account setup process, Section 111 COBSW user roles, data transmission methods, Section 111 COBSW login and password, and account setup troubleshooting.
Duration	20 minutes
<i>Modifying Your Section 111 Registration</i>	
Course Description	This course provides information regarding the steps RREs must take if changes occur after their initial Section 111 registration is completed including abandoned RRE IDs, ceasing use of an RRE ID, transition of reporting, changing reporting agents, and changing RRE information.
Duration	10 minutes
<i>File Format Standards</i>	
Course Description	The topics in this course include: file format; header, detail and trailer records; and data formatting standards.
Duration	10 minutes
<i>Claim Input File Overview</i>	
Course Description	This learning module provides an introduction to the Claim Input File, including an overview on reporting requirements, submission timeframes and claim responses.
Duration	23 minutes
<i>Claim Input File Data Elements</i>	
Course Description	This module explains the Claim Input File data format. It describes the header, detail, auxiliary and trailer records, and provides an overview on editing that will be performed on the submitted data.
Duration	24 minutes

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<i>NGHP User Guide Version 3.3 Curriculum (cont.)</i>	
<i>ICD-9 Diagnosis Code Requirements Part I</i>	
Course Description	This module defines International Classification of Diseases, Ninth Revision (ICD-9) diagnosis codes and explains their importance of ICD-9 Diagnosis Codes for Section 111 reporting. It describes what these codes are used for, clarifies the ICD-9 Diagnosis Code reporting requirements and explains how to derive an ICD-9 Diagnosis Code.
Duration	21 minutes
<i>ICD-9 Diagnosis Code Requirements Part II</i>	
Course Description	This module explains where an RRE can obtain valid ICD-9 Diagnosis Codes, and ends with an overview of ICD-10.
Duration	14 minutes
<i>ICD-9 Requirements FAQ</i>	
Course Description	This module addresses Frequently Asked Questions (FAQs) regarding ICD-9 Diagnosis Code reporting for Section 111 and provides a list of E-codes which can be used in specific situations.
Duration	12 minutes
<i>TIN Reference File</i>	
Course Description	This learning module explains the TIN Reference File contents and submission. It explains the use of the Office Code/Site ID field and provides examples of when this field might be used. It also reviews TIN Reference File errors; editing; basic validation; and, address validation.
Duration	20 minutes
<i>TIN Reference Response File</i>	
Course Description	This learning module explains the TIN Reference Response File; steps to take to prepare for receipt of TIN Reference Response Files; TIN Validation; processing of the Claim Input File once the TIN Reference Response File has been created; and, transmission of the TIN Reference Response File.
Duration	20 minutes

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<i>Ongoing Responsibility for Medicals (ORM)</i>	
Course Description	This learning module begins by defining the term “ongoing” and providing information on some of the fields used in reporting ORM: ORM Indicator, ORM Termination Date and ICD-9 diagnosis codes. It also clarifies what is meant by assumption of ORM and discusses the reporting requirements for claims where ORM has been assumed.
Duration	22 minutes
<i>Total Payment Obligation to Claimant (TPOC)</i>	
Course Description	This course explains the term TPOC; provides information on each TPOC field (TPOC Date, TPOC Amount and Funding Delayed Beyond TPOC Start Date); describes how to submit a TPOC; and, explains how to correct or remove an erroneous TPOC.
Duration	29 minutes
<i>Interim Reporting Thresholds</i>	
Course Description	This learning module explains the interim TPOC dollar threshold reporting requirements which have been established for Section 111 reporting, the interim TPOC dollar threshold reporting requirements for workers’ compensation claims with no ORM and the delay in reporting certain liability insurance (including self-insurance) claims with no ORM. It also explains the interim reporting exclusion for workers’ compensation claims with ORM. This module concludes with various examples of how to submit claims with these situations.
Duration	30 minutes
<i>Initial Claim Input File Submission</i>	
Course Description	This module discusses the reporting requirements for the Initial Claim Input File, including retroactive reporting requirements. It reviews the file submission timeframes and provides Claim Input File submittal examples.
Duration	18 minutes

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<i>Quarterly Claim Input File Submissions</i>	
Course Description	This module explains what is to be reported on the quarterly Claim Input File. It describes the add, delete, and update transactions and when you would use each, and explains what to do when you don't have any Claim Detail Records or changes to report.
Duration	33 minutes
<i>Claim Input File Events</i>	
Course Description	This module provides a high-level overview on what is to be reported on the Claim Input File and gives examples of how to submit Claim Input File Detail Records for various situations.
Duration	34 minutes
<i>Claim Reporting Do's and Don'ts</i>	
Course Description	This module provides some helpful suggestions for RREs to consider when submitting Claim Input Files or providing claim information via Direct Data Entry (DDE). It includes information on: identifying an injured party and Disposition Code 51; reporting ORM and TPOC; submitting certain claim fields (ICD-9 Diagnosis Codes, Self Insured Type, Plan Insurance Type and Policy Number); and the importance of validating RRE addresses. It also reviews when delete transactions should be used.
Duration	17 minutes
<i>Reportable Claims</i>	
Course Description	This learning module reviews the Section 111 claim reporting requirements. It explains when claims are reportable and provides information regarding circumstances that are not reportable under Section 111.
Duration	29 minutes
<i>Claim Response File</i>	
Course Description	This course explains Claim Response File, Disposition Codes, Error Codes, File Level and Threshold Errors, and Compliance Flags.
Duration	35 minutes
<i>Testing Process</i>	
Course Description	This course discusses testing preparation, an overview of the testing process, general testing requirements, and the Section 111 COBSW.
Duration	21 minutes

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<i>Lessons Learned and Best Practices for Section 111 Testing</i>	
Course Description	This course shares lessons learned from the results of Section 111 NGHP RRE pilot testing performed to date. It reviews the following information to help improve the results of your testing: communicating with your Electronic Data Interchange (EDI) Representative; Severe Errors caused by invalid record lengths, File Record Counts, and File Submission Dates; as well as other common mistakes related to SFTP Mailboxes, TINs and Office Code/Site IDs, and ICD-9-CM Diagnosis Codes. Information is also provided on how to obtain beneficiary test data.
Duration	23 minutes
<i>Query File</i>	
Course Description	The Query File course reviews the Section 111 reporting requirements and the purpose of the Query File. It includes an overview of the Query Input File and provides the Section 111 data flow when the Query File is used. It also includes the following topics: Query Input File (submission, contents and processing), Query Response File (contents and processing), Query File transmission, translator software, and Query File testing.
Duration	27 minutes
<i>Beneficiary Lookup</i>	
Course Description	This module explains the Beneficiary Lookup action and who can use it. It reviews the query request limit associated with the Beneficiary Lookup action. It shows how to use the Beneficiary Lookup action and explains the matching criteria and response results.
Duration	7 minutes

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<i>Data Transmission Methods Courses</i>	
<i>Data Transmission Method Selection</i>	
Course Description	This course provides a high-level overview of the data transmission methods available for Section 111 and items to consider when making your selection. It reviews the profile report and explains how to change your data transmission method after registration.
Duration	13 minutes
<i>SFTP File Transmission for Section 111</i>	
Course Description	The SFTP File Transmission for Section 111 course provides a high-level overview of the Section 111 COBSW. It reviews the procedures for transmitting files using Secure File Transfer Protocol (SFTP) for Section 111. The course concludes with a discussion of how to use the Section 111 COBSW to monitor file processing results.
Duration	18 minutes
<i>Connect:Direct File Transmission for Section 111</i>	
Course Description	This course provides an overview on Connect:Direct. It reviews the information required during account setup, provides an overview on the profile report, explains the naming convention used on Connect:Direct input files and explains file processing results on the Section 111 COBSW.
Duration	12 minutes
<i>HTTPS Using Section 111 COBSW</i>	
Course Description	This course provides a high-level overview on transmitting files via Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) using the Section 111 COBSW. This file transmission method is recommended for those RREs that will not be sending big files on a regular basis, and are willing to have someone login to the Section 111 COBSW to upload/download files and monitor the progress during the file transmission. The course concludes with a discussion of monitoring file processing results on the Section 111 COBSW.
Duration	11 minutes

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<i>Supplemental Direct Data Entry (DDE) Courses</i>	
<i>DDE Using the Section 111 COBSW</i>	
Course Description	This module provides an overview on NGHP DDE, explains the reporting requirements and reviews how an NGHP RRE can get started with this reporting method.
Duration	14 minutes
<i>Switching to or From DDE</i>	
Course Description	This course explains the process an NGHP RRE must follow when switching to DDE from a file submission method, explains how an NGHP RRE can switch to a file submission method from DDE and includes general information regarding these methods.
Duration	13 minutes
<i>DDE Screens Overview</i>	
Course Description	This module provides an overview on how to login to the Section 111 COBSW, clarifies what affects the Transactions Remaining Count and provides an overview on the screens used to enter a DDE claim report. The second part of this course focuses on the DDE Claim Listing screen. It explains the fields displayed and the actions that can be performed from this screen.
Duration	28 minutes
<i>DDE Adding a Claim Report</i>	
Course Description	This module explains how to enter a DDE New Claim report by completing information on the New Claim screens: Injured Party Information, Injury Information, ORM and TPOC Information, Insurance Information, Representative Information, and Claimant and Claimant Representative Information.
Duration	33 minutes
<i>DDE Resume, Update & Delete Claim Reports</i>	
Course Description	This module begins with an overview of the Claim Listing page. It explains when and how to resume the DDE claim submission process and clarifies when and how to submit updates and deletes to DDE claim reports.
Duration	24 minutes
<i>DDE Best Practices</i>	
Course Description	This module shares best practices to be used by DDE submitters so that they are successful in submitting Section 111 claim reports.
Duration	19 minutes

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<i>Medicare Secondary Payer (MSP) Courses</i>	
<i>Introduction to Medicare</i>	
Course Description	The Introduction to Medicare course provides background and history on Medicare, a comparison of Medicare and Medicaid, an explanation of entitlement, including age, disability and End Stage Renal Disease (ESRD), and concludes with the Parts of Medicare.
Duration	14 minutes
<i>MSP Overview</i>	
Course Description	The MSP Overview course begins with a definition of Medicare Secondary Payer. This course also explores the relationship of the provisions of Medicare Secondary Payer with State law. Next, it provides information on the two broad categories of MSP, Group Health Plan (GHP) and NGHP. It concludes with an explanation of Coordination of Benefits.
Duration	16 minutes
<i>MSP Working Aged</i>	
Course Description	This course provides an overview of the MSP provisions of the Social Security Act for beneficiaries entitled to Medicare based on age, provides guidelines for the small employer exception, provides examples showing when Medicare would be the secondary payer, and provides employer and GHP guidelines for Working Aged MSP.
Duration	20 minutes
<i>Medicare Secondary Payer Disability</i>	
Course Description	This course provides an overview on the MSP provisions of the Social Security Act for beneficiaries entitled to Medicare based on a disability, provides guidelines in regards to employer size considerations, provides examples showing when Medicare would be the secondary payer, and provides employer and GHP guidelines.
Duration	16 minutes
<i>MSP End Stage Renal Disease (ESRD)</i>	
Course Description	This course provides an in-depth discussion of the MSP guidelines for persons entitled to Medicare because of ESRD. Multiple examples of ESRD MSP situations are provided. The course then addresses MSP as it relates to those individuals that have dual entitlement to Medicare, (i.e., entitled to Medicare for more than one reason), e.g., ESRD and Working Aged, or ESRD and Disability. Again, multiple examples are provided to assure clarity of the guidelines.
Duration	20 minutes

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<i>Section 111 COBSW Courses</i>	
<i>COBSW - Basic Functions</i>	
Description	This course provides an overview of the Section 111 COBSW Login/Logout procedures and reviews some of the basic functions available to RREs from the home page of the Section 111 COBSW.
Duration	14 minutes
<i>COBSW - Account Designee Maintenance</i>	
Description	To assist with RRE account management and data file processing, the Account Manager may designate one or more Account Designees to an RRE. This course covers how to add/delete an Account Designee, edit Account Designee information, and regenerate an Account Designee e-mail invitation.
Duration	13 minutes
<i>COBSW - Account Designee Registration</i>	
Description	This course reviews the Account Designee user role and registration process. It also reviews login ID and password guidelines.
Duration	8 minutes
<i>COBSW - View/Update RRE Profile Information</i>	
Description	This course reviews the importance of RRE profile information and how to view/update this information. It also describes the contents of the RRE Information Summary page.
Duration	5 minutes
<i>COBSW - Monitor File Processing</i>	
Description	To assist with account management and data file processing, RREs have the ability to monitor file processing and history. This course reviews the file processing pages that RREs will use while monitoring production file processing.
Duration	9 minutes
<i>COBSW Uploading/Downloading Files via HTTPS</i>	
Description	The Uploading/Downloading Files via HTTPS course reviews file upload guidelines, how to upload input files, threshold and severe file submission errors, and how to download response files.
Duration	12 minutes

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<i>Section 111 COBSW Courses (cont.)</i>	
<i>COBSW - Monitor Test File Processing</i>	
Description	This course reviews the testing process, reporting Agent testing, threshold and severe file submission errors, and how to view test file results on the Section 111 COBSW.
Duration	11 minutes
<i>COBSW - View Account Activity History</i>	
Description	To assist with account management, RREs can review the activity performed for an RRE ID account on the Account Activity page. This course shows how to navigate to, and review the content of, the Account Activity page.
Duration	4 minutes

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