



Office of Financial Management/Financial Services Group

September 16, 2010

**The Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (the MMSEA)
(See 42 U.S.C. 1395y(b)(7)&(b)(8))**

ALERT: Direct Data Entry (DDE) Registration Information for Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

This ALERT provides information about Responsible Reporting Entity (RRE) registration for the new Direct Data Entry (DDE) option for reporting liability insurance (including self-insurance), no-fault insurance, and workers' compensation (collectively referred to as Non-Group Health Plan or NGHP) information mandated by Section 111 of the MMSEA. **** Note** – The DDE reporting option is only available to those NGHP RREs that qualify as a "Small Reporter." Please review the definition below before attempting to register for the DDE option.

As previously announced, new and current NGHP RREs that meet the definition of a "Small Reporter" may register for the DDE option beginning on October 4, 2010. Reporting via the DDE option begins on January 3, 2011.

Definition of a "Small Reporter":

A "Small Reporter" is an RRE that will submit **500 or fewer** NGHP claim reports per calendar year. This limit includes adding, updating and deleting claim reports. If an RRE will submit above the 500 claim report threshold, the RRE should register to report via one of the file submission methods currently available (HTTPS, SFTP, Connect:Direct) if it has not done so already.

Registration Overview for the DDE Option:

- The DDE option is open to all current and new RREs that meet the definition of a Small Reporter.
- If an RRE has already registered under the current file transmission methods and wants to change to the DDE option, the Account Manager for the RRE ID should log into the COBSW on or after **October 4, 2010** and change the reporting method from a file transmission method to DDE. Select "Register for DDE" under the Actions dropdown box next to your RRE ID on the RRE Listing page. Contact your EDI Representative if you need assistance.
- If an RRE has not previously registered, the Account Manager should select DDE during the Account Setup step of the registration process.

- Upon completion of registration, DDE reporters move directly into production status; testing is not required.

Issues to Consider Before Selecting the DDE Option:

- Small Reporters that use the DDE option have the same responsibility and accountability as other RREs. DDE RREs are required to report the same data elements according to the Section 111 policy as RREs that use the current file submission methods (HTTPS, SFTP, Connect:Direct).
- The DDE option is not an appropriate choice for RREs that may submit more than 500 claim reports per year and/or plan to rely upon the query capability for Section 111 reporting. Medicare status of an injured party is verified during DDE. **If no match to a beneficiary is found, the entry will still count toward your 500 claim report limit.**
- The DDE option is intended for RREs who expect to have only an occasional claim report to make. RREs that will have claims to report on a regular basis are advised to use a current file submission method instead of the DDE option to ensure that RREs are able to adhere to the timely reporting requirements. Due to the number of data elements required, the manual entry for multiple claim reports may take a considerable amount of time.

Additional Guidance:

In addition to the Section 111 instructions already available on the dedicated website, the following guidance materials are available and recommended for RREs that intend to report via the DDE option:

- Computer Based Training modules (CBTs) which you may register for on the MMSEA Section 111 dedicated website at <http://www.cms.gov/MandatoryInsRep>
- The Section 111 COBSW User Guide, available after login on the Coordination of Benefits Secure Website (COBSW) at www.section111.cms.hhs.gov
- The NGHP User Guide and Alerts, posted to the MMSEA Section 111 dedicated website at <http://www.cms.gov/MandatoryInsRep/>