Slide 1 - of 26
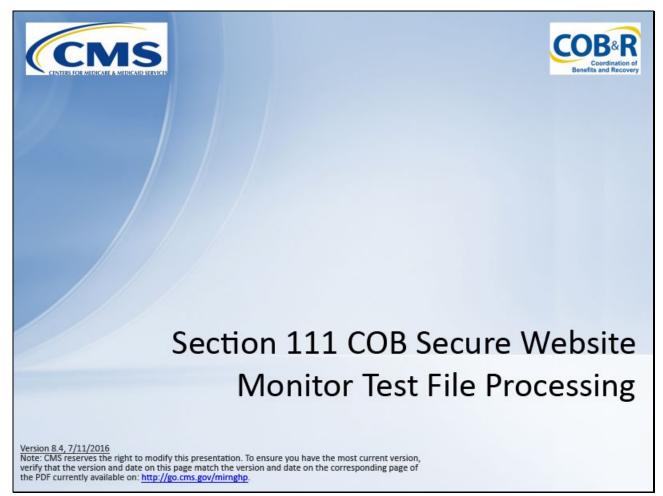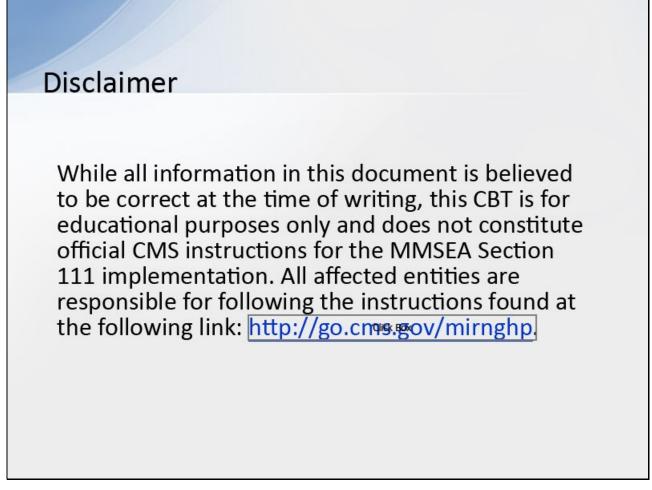

Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web site (COBSW) Monitor Test File Processing course.
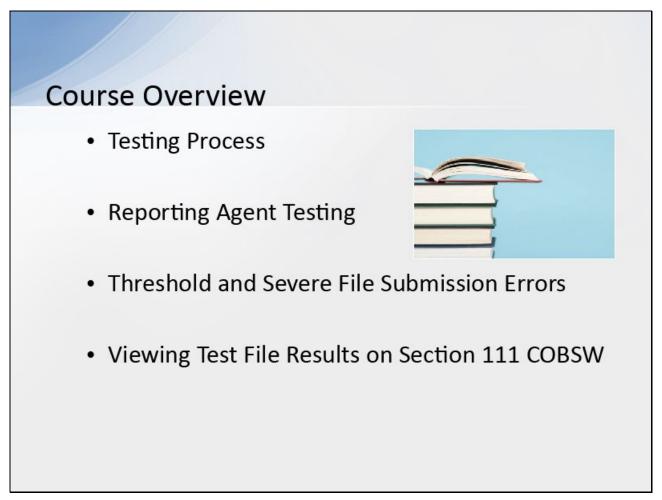
Slide 2 - of 26

Slide notes

While all information in this document is believed to be correct at the time of writing, this CBT is for educational purposes only and does not constitute official CMS instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: http://go.cms.gov/mirnghp.
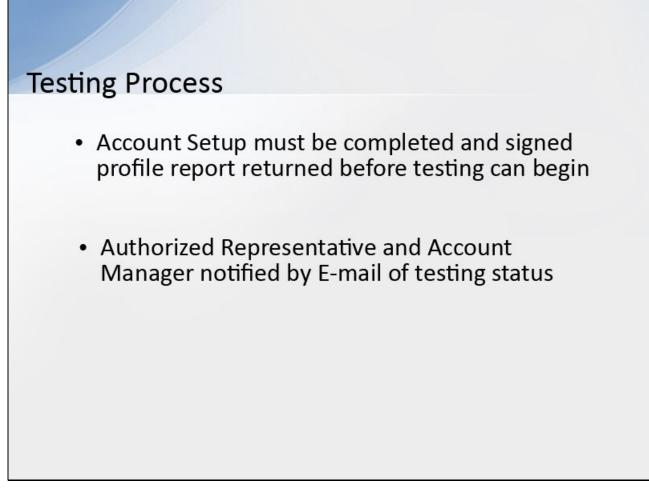
Slide 3 - of 26

Slide notes

This course will provide a high-level overview on the testing process, Reporting Agent testing, Threshold and Severe File Submission Errors and viewing test results on the Section 111 COBSW.

Please refer to the Section 111 User Guides located under the Reference Materials menu option or on the CMS Section 111 Web site for requirements regarding testing Section 111 files.
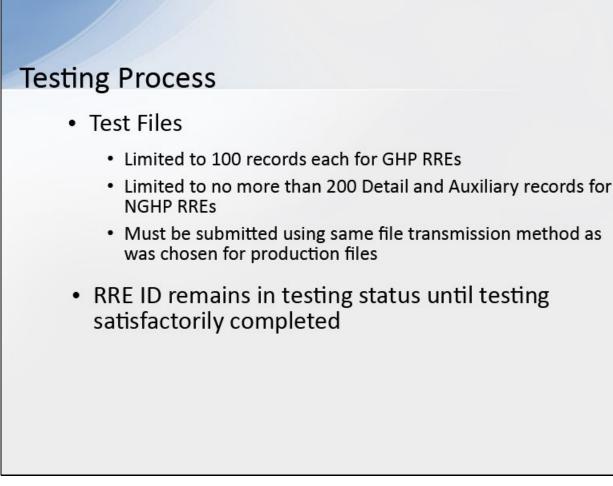
Slide 4 - of 26

Slide notes

A Responsible Reporting Entitiy (RRE) must complete the Account Setup on the Section 111 COBSW and return the signed profile report to the Benefits Coordination and Recovery Center (BCRC) before testing can begin.

An E-mail is sent to the Authorized Representative and Account Manager to notify them that the RRE ID is in a testing status.

Slide 5 - of 26

Slide notes

Test files are limited to 100 records each and can only be submitted after the RRE ID status has been changed to Testing for Group Health Plan (GHP) RREs.
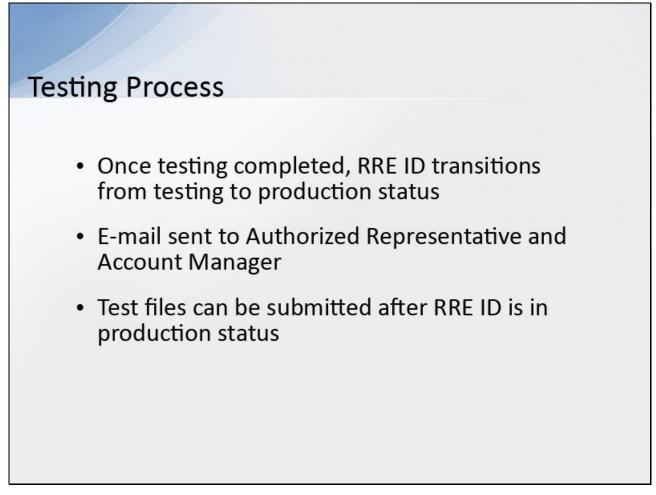
Test files must be limited to no more than 200 Detail and Auxiliary records (excluding the Header and Trailer) for Non-Group Health Plan (NGHP) RREs.

RREs must submit test files using the same file transmission method as was chosen for submitting production files.

The RRE ID will remain in a testing status until all testing requirements have been satisfactorily completed.

Please review the testing requirements in the Section 111 User Guides.

Slide 6 - of 26

Testing Process

- Once testing completed, RRE ID transitions from testing to production status

- E-mail sent to Authorized Representative and Account Manager

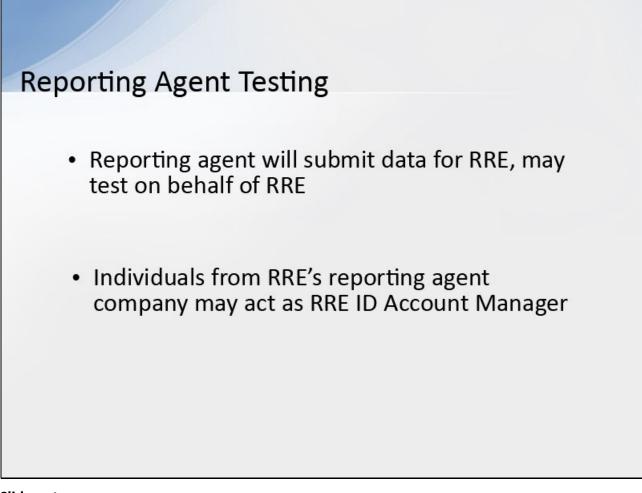- Test files can be submitted after RRE ID is in production status

Slide notes

Once testing has been completed, the RRE ID will be transitioned from a testing to a production status and the RRE can begin submitting production files.

An E-mail is sent to the Authorized Representative and Account Manager, notifying them of the status change.

Test files can still be submitted after the RRE ID status has been changed to Production at the discretion of the RRE.

Slide 7 - of 26

Slide notes

A reporting agent is an entity that will be submitting data for and may perform testing on behalf of RREs.

At the RRE's discretion, individuals from an RRE's reporting agent company may play the role of Account Manager for the RRE ID,

but more typically is invited by the RRE's Account Manager to register as Account Designees.

Slide 8 - of 26

Slide notes

Since testing and production statuses are tracked in the system by RRE ID,

when an agent submits files on behalf of an RRE, the agent must submit test files and pass the testing requirements for each RRE ID for which he/she is providing this service.

In other words, even if an agent passes the testing process for one RRE ID, it is still required to submit test files for each subsequent RRE ID that he/she represents.

Slide 9 - of 26

Slide notes

File status is displayed on the File Listing page under the associated RRE ID.

As files are received by the application, file information is saved and stored on a database and a status code is used to track the file as it processes through the system.

If there are errors in the file, it will have to be corrected and resubmitted as soon as possible.

RREs with questions about file status should contact their assigned Electronic Data Interchange (EDI) Representative.

Slide 10 - of 26

Slide notes

Submitted files may be rejected or suspended from processing due to severe errors.

For example, missing or improperly formatted Header or Trailer Records, record counts that do not match those actually submitted,

or file Header Record does not contain a valid RRE ID.

Slide 11 - of 26

Slide notes

A file that receives a Severe Error, such as a missing Header or Trailer Record, will be suspended from further processing until the suspension is overridden by your EDI Representative.

An E-mail will be sent to the Account Manager for the RRE ID regarding the Severe Error found. A sample of this E-mail is shown on the screen.
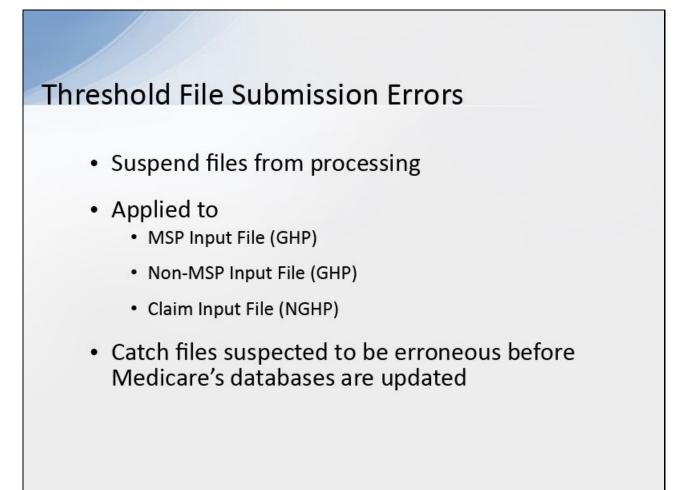
Slide 12 - of 26

Slide notes

You must contact your EDI Representative to discuss the situation.

The EDI Representative will then delete the file and provide you with instructions as to when to send a corrected file.

If the rejected file is a required, quarterly submission of your MSP Input File, for GHPs, or Claim Input File, for NGHPs, then it must be corrected and resubmitted as soon as possible.
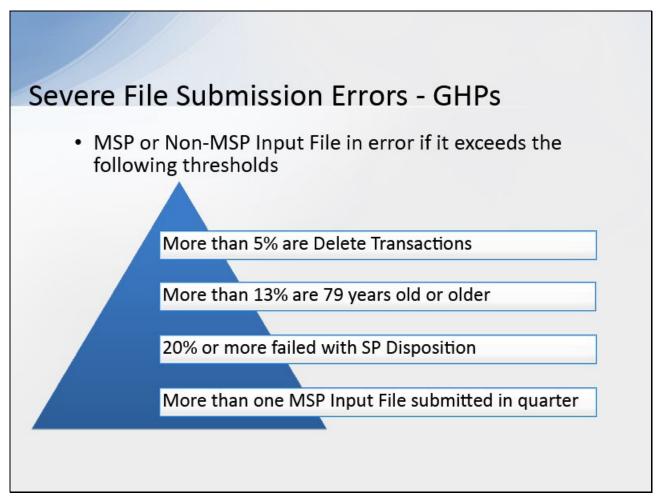
Slide 13 - of 26

Threshold File Submission Errors

- Suspend files from processing

- Applied to
  - MSP Input File (GHP)
  - Non-MSP Input File (GHP)
  - Claim Input File (NGHP)

- Catch files suspected to be erroneous before Medicare's databases are updated

Slide notes

The BCRC has certain threshold checks in place that will suspend files from further processing until the suspension is overridden by your EDI Representative.

The threshold checks are applied to the Medicare Secondary Payer (MSP) and Non-MSP Input Files, for GHPs, and Claim Input Files, for NGHPs.

The threshold restrictions are in place to catch files that are suspected to be erroneous before the BCRC completes processing and updates Medicare's databases.

Slide 14 - of 26

Slide notes

Your MSP or Non-MSP Input File will be in error if it exceeds the following thresholds:

more than 5% of the total submitted records are Delete Transactions, more than 13% of the individuals reported are 79 years of age or older,

20% or more of the total submitted records failed with a Disposition Code of SP due to errors, or that you submitted more than one MSP Input File during your defined quarter.

Please refer to the Section 111 GHP User Guide for more information on these edits.

Slide 15 - of 26

Slide notes

Your Claim Input File will be in error if it exceeds the following thresholds:

5% or more of the total submitted records are Delete Transactions, 20% or more of the total submitted records failed with a Disposition Code of SP due to errors,

or you submitted more than one Claim Input File during your defined quarter.

Please refer to the Section 111 NGHP User Guide for more information on these edits.

Slide 16 - of 26

Slide notes

The system generates an E-mail to inform the Account Manager that the file has been suspended from processing and lists the threshold error found.

An Account Manager or Account Designee must contact the EDI Representative assigned to the RRE ID to discuss and resolve the file threshold error.

The file may be released for processing or, if sent in error, deleted by the EDI Representative in which case a corrected file must be submitted as instructed.

If you uploaded the wrong input file, please contact your EDI Representative immediately.

Slide 17 - of 26

Slide notes

To monitor test file processing, Section 111 COBSW users associated with the RRE's account will logon to the Section 111 application on the Section 111 COBSW at the following link: www.cob.cms.hhs.gov/Section111.

Note: all users associated with the RRE ID can monitor the status of the testing process regardless of which file transmission method they are using.

Slide 18 - of 26

Slide notes

After a successful login, the RRE Listing Page will display. This page functions as the main processing screen or Home page to initiate any of the Section 111 COBSW processes. It lists all of the RRE IDs to which you are associated.

Slide 19 - of 26

Slide notes

From the RRE Listing page click "Test File Results" from the Actions dropdown box for the applicable RRE ID and click Go.

Slide 20 - of 26

Slide notes

The File Listing page will display showing test file information for the RRE ID.

As files are received by the application, file information is saved and stored on a database, and a status code is used to track the file as it processes through the system.

This file status is displayed on this page under the associated RRE ID.

Slide 21 - of 26

Slide notes

In order to view more detailed information about a particular file that was submitted, click on the File Type link for the file you wish to view.

Slide 22 - of 26

Slide notes

The File Detail page displays, listing statistics associated with the selected file.

The statistics will vary, depending on the type of file submitted.

You will use the counts shown on the File Detail page to determine whether the submitted MSP Input or Claim Input test files passed the testing criteria specified in the reporting user guides

(e.g. 1078 Adds were successfully processed on the initial test file, etc.).

Slide 23 - of 26

Slide notes

After reviewing test file activity, click the RRE Listing link on the page.

Slide 24 - of 26

Slide notes

The system then displays the RRE Listing page.

From here, you can Logoff, or perform another task on the Section 111 COBSW.
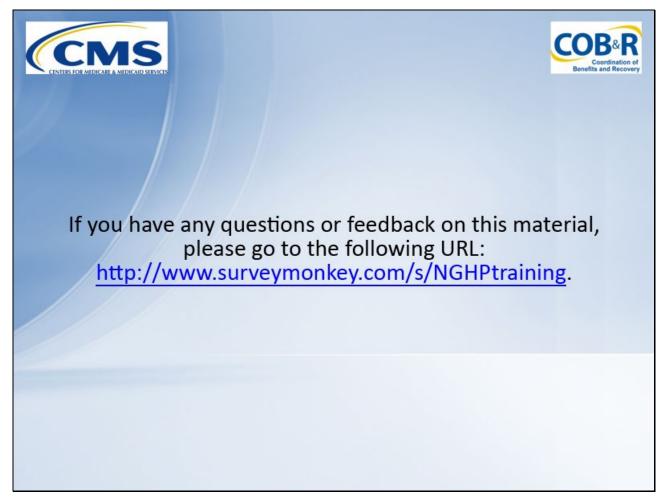
Slide 25 - of 26

Slide notes

You have completed the Monitor Test File Processing course. Information in this course can be referenced by using the Section 111 COBSW User Guide's table of contents, which can be accessed by logging into the Section 111 COBSW.

Slide 26 - Slide 26

Slide notes

If you have any questions or feedback on this material, please go to the following URL:
http://www.surveymonkey.com/s/NGHPtraining.