

COBSW Basic Functions Introduction

Slide 1 of 41 - COBSW Basic Functions Introduction

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

Basic Functions (Section 111)

Version 7.2. 10/02/2023
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <https://go.cms.hhs.gov/Section111>.

Slide notes

Welcome to the MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation Coordination of Benefits Secure Website (COBSW) Basic Functions course.

Slide 2 of 41 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link:
<https://go.cms.hhs.gov/Section111>.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: [CMS COBSW Section 111](https://go.cms.hhs.gov/Section111).

Slide 3 of 41 - Course Overview

Course Overview

- Section 111 COBSW Log in/Log off Procedures
- Basic Functions available from the Home/RRE Listing page



Slide notes

This course will provide an overview of the Section 111 COBSW Log in/Log out procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the Home/RRE Listing page.

Slide 4 of 41 - PAID Act

PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

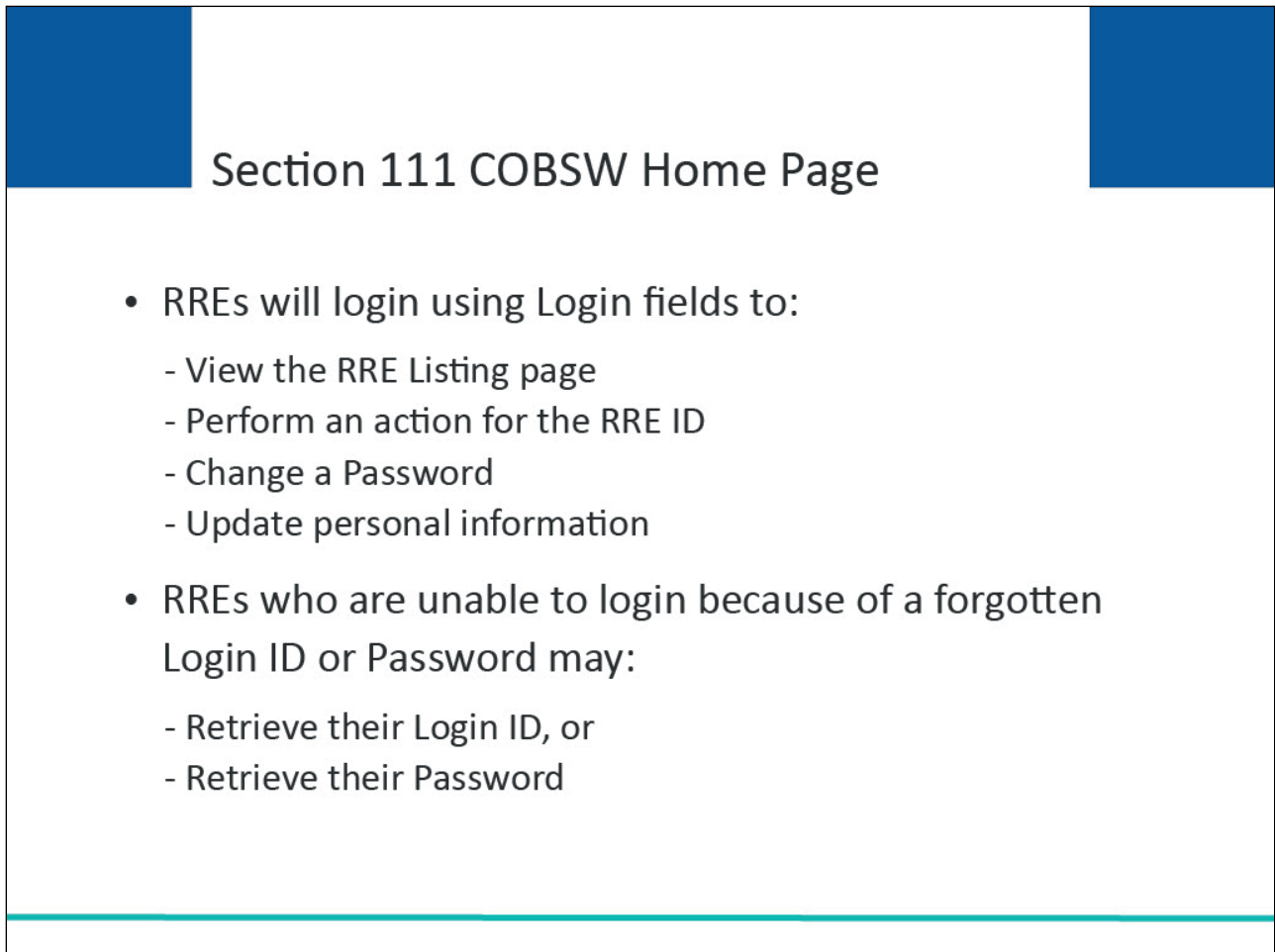
This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

**Slide notes**

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

Slide 5 of 41 - Section 111 COBSW Welcome/Login PageThe slide features a white background with two blue rectangular accents at the top corners. The title 'Section 111 COBSW Home Page' is centered at the top. Below the title, there are two main bullet points. The first bullet point is 'RREs will login using Login fields to:', followed by four sub-bullets: 'View the RRE Listing page', 'Perform an action for the RRE ID', 'Change a Password', and 'Update personal information'. The second bullet point is 'RREs who are unable to login because of a forgotten Login ID or Password may:', followed by two sub-bullets: 'Retrieve their Login ID, or' and 'Retrieve their Password'. A thin teal horizontal line is located at the bottom of the slide content area.

Section 111 COBSW Home Page

- RREs will login using Login fields to:
 - View the RRE Listing page
 - Perform an action for the RRE ID
 - Change a Password
 - Update personal information
- RREs who are unable to login because of a forgotten Login ID or Password may:
 - Retrieve their Login ID, or
 - Retrieve their Password

Slide notes

In order to perform the following basic functions, RREs must first login to the Section 111 COBSW using the Login fields displayed on the right side of the Welcome/Login page:

- view the RRE Listing Page (Home page),
- perform an action for an RRE ID,
- change a Password, and
- update personal information.

RREs who are unable to login because they have forgotten their Login ID or Password will use the Section 111 Home page to retrieve their login or password information.


Additionally, as of July 2023, RREs will be notified when another source has updated their submitted records, RREs may now opt-in via the Section 111 Coordination of Benefits Secure Website (COBSW) application to receive a monthly NGHP Unsolicited Response File. This will provide key information about updates to ORM records originally submitted in the last 12 months and allow RREs to either update their own internal data or contact the BCRC for a correction.

The modifier type codes CEM (Employer/Other Plan Sponsor Name), DSA (Name of the Voluntary Data Sharing Agreement (VDSA) entity), and PRV (From a Provider) will not be used in the NGHP Unsolicited Response File and have been removed from the list.


Note: July 12, 2023 - Notice Regarding the Receipt of Empty (Header & Trailer Record Only) Non-Group Health Plan (NGHP) Unsolicited Response Files

Questions have been received from NGHP Responsible Reporting Entities (RREs) regarding receipt of empty (header and trailer record only) Unsolicited Response Files. Please be aware that a file will be transmitted regardless of record count. This means that an RRE that has opted in to receive the Unsolicited Response File will always receive a file that includes any updates made in the last 30 days. If there are no records updated by an outside source that are linked to that RRE ID in that timeframe, the Unsolicited Response File will be empty. Please note that the Non-Group Health Plan User Guide will also be updated to clarify the receipt of empty files.

Slide 6 of 41 - COBSW Section 111 URL




SECTION 111
Mandatory Reporting



<https://www.cob.cms.hhs.gov/Section111/>

[Login Warning](#)

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.
- *The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- *Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of

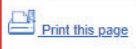
Slide notes

Before entering the Section 111 COBSW website, you must complete the New Registration and Account Setup steps and obtain a Login ID, then you may begin using the application.

Note: For more information on completing the New Registration and Account Setup steps, access the Section 111 Registration Part I and Part II courses.

Enter the following URL into your web browser: [CMS COBSW Section 111](https://www.cob.cms.hhs.gov/Section111/).

Slide 7 of 41 - Login Warning Page

Login Warning 

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

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- *Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. Â§ 1306], Section 1874(b) of the Social Security Act [42 U.S.C. Â§ 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. Â§ 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. Â§ 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information; and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

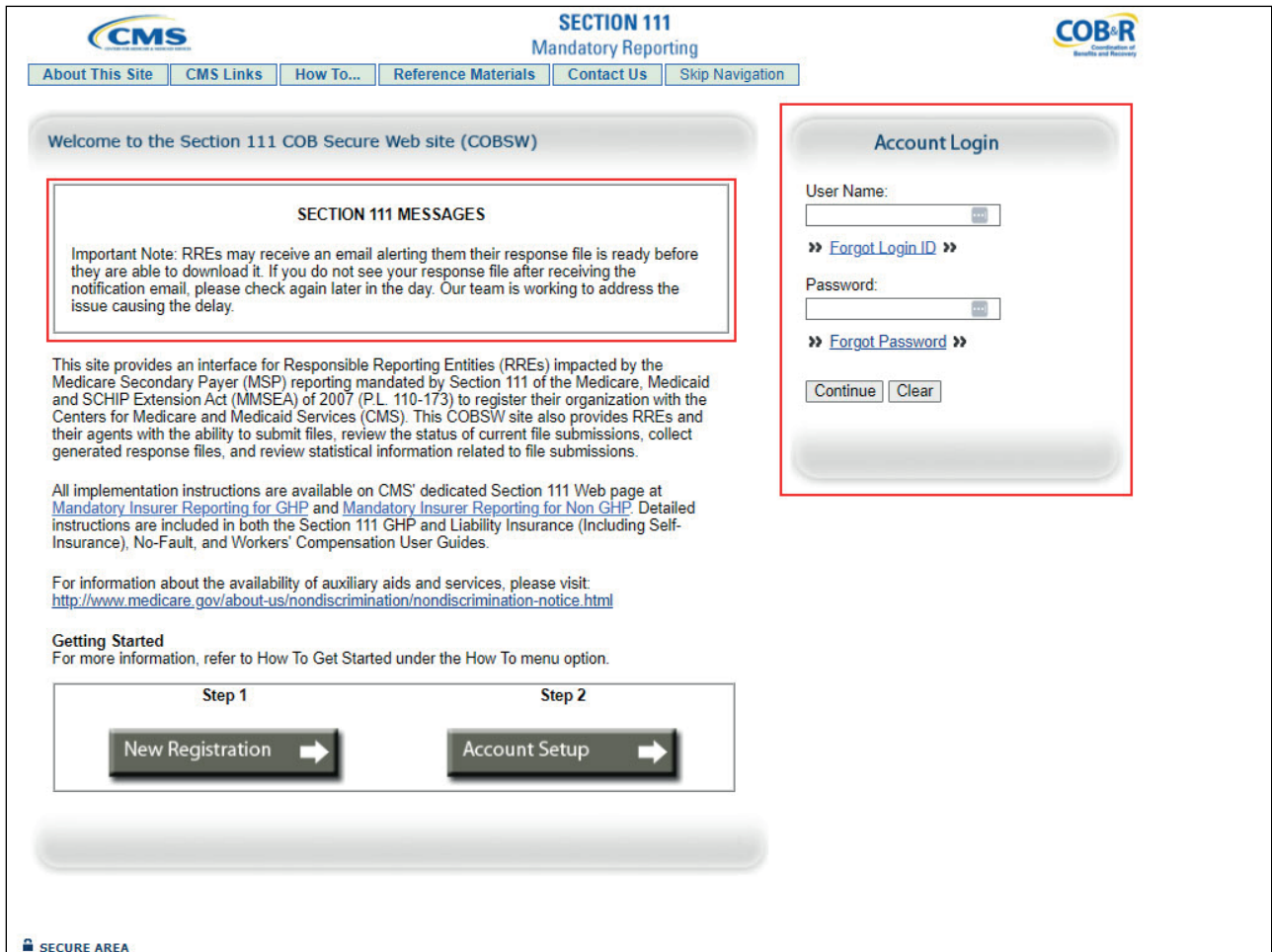
Slide notes

The Login Warning page will appear detailing the Data Use Agreement (DUA).

You may print this page by clicking the Print this page link in the upper right-hand corner of the page.

Review the Data Use Agreement and click I Accept at the bottom of the page to proceed to the Login page.

Slide 8 of 41 - Welcome to the Section 111 COB Secure Website/Login Page



Slide notes

The Welcome to the Section 111 COB Secure Website/Login page will appear.


The Section 111 Messages area of the Login page may contain important system messages so you should pay close attention to this section each time you access the system.

Enter your Login ID in the User Name field and your Password in the Password field, and then click Continue.

Slide 9 of 41 - RRE Listing Page



SECTION 111
Mandatory Reporting



[About This Site](#) |
 [CMS Links](#) |
 [How To...](#) |
 [Reference Materials](#) |
 [Contact Us](#) |
 [Home](#) |
 [Log off](#) |
 [Skip Navigation](#)

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	<input type="button" value="Please Select"/> <input type="button" value="Go"/>
77777	AAAAAAAAAAAA	Production Recertified	01		Expanded	Jenny	202-867-5309	tommy@tutone.com	<input type="button" value="Please Select"/> <input type="button" value="Go"/>
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	<input type="button" value="Please Select"/> <input type="button" value="Go"/>
98765	AAAAAAAAAAAA	Production Not Due	0		DDE	Susan Su	202-606-0842	susan@susan.com	<input type="button" value="Please Select"/> <input type="button" value="Go"/>

Export options: [Text](#) | [Spreadsheet](#)

SECURE AREA

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

QUICK HELP

[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)
[Change Password](#)
[Logout](#)

Slide notes

The RRE Listing page will appear. You will learn more about this page later in this course.

Slide 10 of 41 - Forgot Login ID

Forgot Login ID

- Use Forgot Login ID function
- Enter email address
- Correctly answer security questions
- Login ID emailed
 - Contact EDI Representative if not emailed within 24 hours

Slide notes

If you forget your Section 111 COBSW Login ID, you may click on the “Forgot Login ID” function under the Account Login box on the Welcome/Login page.

The system will request that you enter your email address and answer the security questions provided during registration. After correctly answering the questions, your Login ID will be sent to you via email. If you do not receive your email within 24 hours, please contact your assigned Electronic Data Interchange (EDI) Representative.

Slide 11 of 41 - Welcome/Login Page - Forget Login ID Link

CMS **SECTION 111** **COB&R**
Mandatory Reporting
About This Site | CMS Links | How To... | Reference Materials | Contact Us | Skip Navigation

Welcome to the Section 111 COB Secure Web site (COBSW)

SECTION 111 MESSAGES

Important Note: RREs may receive an email alerting them their response file is ready before they are able to download it. If you do not see your response file after receiving the notification email, please check again later in the day. Our team is working to address the issue causing the delay.

This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

All implementation instructions are available on CMS' dedicated Section 111 Web page at [Mandatory Insurer Reporting for GHP](#) and [Mandatory Insurer Reporting for Non GHP](#). Detailed instructions are included in both the Section 111 GHP and Liability Insurance (Including Self-Insurance), No-Fault, and Workers' Compensation User Guides.

For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>

Getting Started
For more information, refer to How To Get Started under the How To menu option.

Step 1 **Step 2**
New Registration → Account Setup →

SECURE AREA

Slide notes

On the Login screen, click the Forget Login ID link in the Account Login box.

Slide 12 of 41 - Forgot Login ID Page

The screenshot shows a web interface for 'SECTION 111 Mandatory Reporting'. At the top left is the CMS logo, and at the top right is the COB&R logo. A navigation bar contains links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. The main heading is 'Forgot Login ID'. Below it, the text reads 'Please provide your e-mail address:'. A red asterisk indicates a required field. The label 'E-mail address: *' is followed by an empty text input box. Below the input box are 'Continue' and 'Cancel' buttons. A 'QUICK HELP' sidebar on the right contains a link for 'Help About This Page'. At the bottom, a green footer bar contains links for 'CMS/HHS Vulnerability Disclosure Policy', 'Privacy Policy', and 'User Agreement'.

Slide notes

The Forgot Login ID page will appear. Enter the email address used to register for your account and click Continue.

Slide 13 of 41 - Preliminary Security Questions Page

CMS

SECTION 111
Mandatory Reporting

COB&R
Continental
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

Preliminary Security Questions

Please provide the answers to the following preliminary questions to verify your identity :

*** Required**

What is your First Name?*

What is your Last Name?*

What is your Zip Code?*

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

The Preliminary Security Questions page will appear. Provide the answers to each question to verify your identity and then click continue.

Slide 14 of 41 - Forgot Login ID or Password Page

CMS

SECTION 111
Mandatory Reporting

COB&R
Continental
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

Forgot Login ID or Password

Please provide the answers to your security questions:

*** Required**

What city were you born?

What is your father's middle name?

[Continue](#) [Cancel](#)

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

Slide notes

The Forgot Login ID or Password page will appear. Answer the two Security Questions you selected during the registration process and click Continue.


If the information you entered is correct, your Login ID will be sent via email.

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values.

If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

Slide 15 of 41 - Thank You Page

QUICK HELP
[Help About This Page](#)

Thank You [Print this page](#)

You have successfully requested your Login ID for the Section 111 Mandatory Reporting Web site.

NEXT STEPS

You will receive an E-mail once your Login ID request is processed. The E-mail will contain your Login ID.

Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to the E-mail.

If you do not receive your E-mail within X business days, please contact the COBC. The Coordination of Benefits (COB) Contractor's trained staff will help you with your Section 111 questions. The Customer Service Representatives are available to provide you with quality service Monday through Friday, from 8:00 a.m. to 8:00 p.m., Eastern Time, except holidays, at toll-free lines: 1-800-999-1118 or TTY/TDD: 1-800-318-8782 for the hearing and speech impaired.

[Section 111 Home](#)

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

Slide notes

The Thank You page will appear once your answers are correct. This page confirms that you have successfully requested your Login ID.

You will then receive an email containing your Login ID. After receipt of the email, please return to the Section 111 COBSW Welcome/Login page and login using your Login ID and Password.

Slide 16 of 41 - Forgot Password

Forgot Password

- Use Forgot Password function
- Enter Login ID
- Correctly answer security questions
- Temporary Password emailed
 - Contact EDI Representative if not emailed within 24 hours

Slide notes

If you forget your Section 111 COBSW Password, you may click on the “Forgot Password” link under the Password box on the Welcome/Login page. The system will request that you enter your Login ID and answer the security questions provided during registration. After correctly answering the questions, your temporary Password will be sent to you via email. If you do not receive your email within 24 hours, please contact your assigned EDI Representative.

Slide 17 of 41 - Welcome/Login Page - Forgot Password Link

The screenshot shows the COBSW Section 111 Mandatory Reporting website. At the top, there are logos for CMS, SECTION 111 Mandatory Reporting, and COB&R. A navigation bar includes links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. The main content area is divided into two columns. The left column has a 'Welcome to the Section 111 COB Secure Web site (COBSW)' header, followed by a 'SECTION 111 MESSAGES' box containing an important note about RREs. Below this is a paragraph describing the site's purpose, followed by implementation instructions and a link for auxiliary aids. At the bottom of the left column are 'Step 1' and 'Step 2' buttons: 'New Registration' and 'Account Setup'. The right column has an 'Account Login' header, a 'User Name' field, a 'Forgot Login ID' link, a 'Password' field, and a 'Forgot Password' link which is highlighted with a red box. Below the password field are 'Continue' and 'Clear' buttons. A 'SECURE AREA' indicator is visible in the bottom left corner.

Slide notes

On the Login screen, click the Forgot Password link under the Password box on the Welcome/Login page.

Slide 18 of 41 - Forgot Password Page

About This Site CMS Links How To... Reference Materials Contact Us Skip Navigation

Forgot Password

Please provide your Login ID:

* Required

Login ID: *

Continue Cancel

QUICK HELP

[Help About This Page](#)

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

The Forgot Password page will appear. Enter your Login ID and click Continue.

Slide 19 of 41 - Preliminary Security Questions Page

The screenshot shows a web page titled "SECTION 111 Mandatory Reporting" with the CMS logo. A navigation bar contains links for "About This Site", "CMS Links", "How To...", "Reference Materials", "Contact Us", and "Skip Navigation". The main heading is "Preliminary Security Questions". Below it, a green instruction reads: "Please provide the answers to the following preliminary questions to verify your identity :". A red asterisk indicates that the following questions are required. There are three input fields: "What is your First Name?*", "What is your Last Name?*", and "What is your Zip Code?*", each with a corresponding text box. At the bottom of the form area are "Continue" and "Cancel" buttons. A green footer bar contains the text "CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement".

Slide notes

The Preliminary Security Questions page will appear. Provide the answers to each question to verify your identity and then click Continue.

Slide 20 of 41 - Forgot Login ID or Password Page

CMS

SECTION 111
Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

Forgot Login ID or Password

Please provide the answers to your security questions:

* Required

What city were you born? *

What is your father's middle name? *

[QUICK HELP](#)
[Help About This Page](#)

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

Slide notes

The Forgot Login ID or Password page will appear. Answer the two Security Questions you selected during the registration process and click Continue.

If the information you entered is correct, a temporary password will be sent to you via email.

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values.

If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

Slide 21 of 41 - Forgot Password Page

SECTION 111
Mandatory Reporting

Forgot Password

*** Required**

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password cannot contain your Login ID
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character.
- Password must be different from the last twenty four (24) passwords
- Password must contain a minimum of four (4) changed characters from the previous password.
- The first character of your password may not be numeric (0-9)
- Password cannot be changed more than once per day
- Password cannot contain a reserved word listed on the help page

Password:*

Re-enter Password:*

Slide notes

The Forgot Password page will appear allowing you to reset your password. Your password must meet the following requirements:

- Must be changed every sixty days;
- Cannot contain your Login ID;
- Must consist of at least eight characters;
- Must contain at least one upper-case letter, one lower-case letter, one number and one special character;
- Must be different from the last twenty-four passwords;
- Must contain a minimum of four changed characters from the previous password;
- The first character of the password may not be numeric;
- Cannot be changed more than once per day; and
- Cannot contain a reserved word listed on the help page.

Enter and re-enter your new password and click Continue.

Slide 22 of 41 - Password Change Successful Page

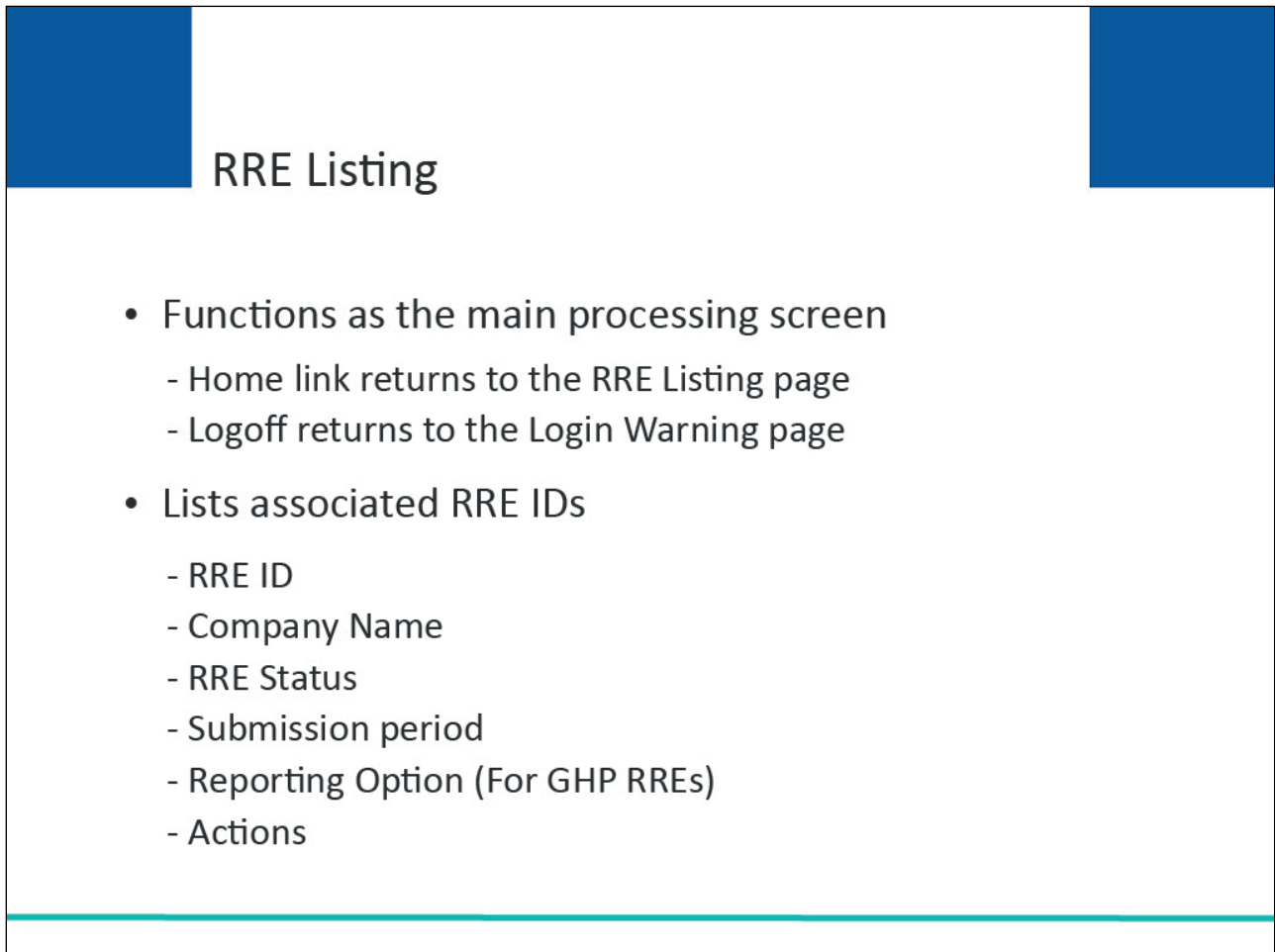


Slide notes

The Password Change Successful page will appear, indicating that your password was changed successfully.

Click Continue at the bottom of the page to return to the Login Warning page.

You will be required to use your new password the next time you login to the Section 111 COBSW. You will learn more about how to change your Password later in this course.

Slide 23 of 41 - RRE ListingThe slide features a white background with two blue rectangular accents at the top corners. The title 'RRE Listing' is centered at the top in a dark grey font. Below the title is a bulleted list of functions and associated RRE IDs. A thin teal horizontal line is positioned at the bottom of the slide content area.

RRE Listing

- Functions as the main processing screen
 - Home link returns to the RRE Listing page
 - Logoff returns to the Login Warning page
- Lists associated RRE IDs
 - RRE ID
 - Company Name
 - RRE Status
 - Submission period
 - Reporting Option (For GHP RREs)
 - Actions

Slide notes

The RRE Listing page is the first page displayed after a successful login. This page functions as the main processing screen or Home page.


From this page, a valid Section 111 user can initiate any of the Section 111 COBSW processes, manage personal information, change their Password, and log off of the Section 111 COBSW.

The RRE Listing page lists all the RRE IDs to which you are associated. For each assigned RRE ID, the following information is displayed:


- RRE ID (Responsible Reporting Entity Identification Number)
- Name associated with the RRE ID
- Status of the RRE:
 - Setup
 - Test
 - Production
 - Profile Report Status
- Submission period

- 1-12 for file submissions
- 0 for Direct Data Entry (DDE)
- Reporting Option: Basic or Expanded for Group Health Plan (GHP) RREs and DDE
- EDI Representative Name
- EDI Phone Number
- EDI Email
- Actions dropdown box of available Actions
 - Actions displayed depend on your user role for the RRE ID (Account Manager or Account Designee).

Slide 24 of 41 - RRE Listing Page



SECTION 111
Mandatory Reporting



[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Home](#)
[Log off](#)
[Skip Navigation](#)

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select <input type="button" value="Go"/>
77777	AAAAAAAAAAAA	Production Recertified	01		Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select <input type="button" value="Go"/>
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select <input type="button" value="Go"/>
98765	AAAAAAAAAAAA	Production Not Due	0		DDE	Susan Su	202-606-0842	susan@susan.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) | [Spreadsheet](#)

SECURE AREA

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QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logoff](#)

Slide notes

After successfully logging in, the RRE Listing page will appear.

Slide 25 of 41 - Account Manager Actions

Account Manager Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - RRE Information
 - File Processing Results
 - Upload File
 - Test File Results
 - Designee Maintenance
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When the RRE's Account Manager accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

- Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);
- RRE Information - View or update information for the associated RRE;
- File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;
- Upload File - Upload GHP or Non-Group Health Plan (NGHP) test and production files using the HTTPS method;
- Test File Results - View results of test file submissions (for RREs set up with file transmission only);
- Designee Maintenance - View, delete, edit, or add an Account Designee;
- View Account Activity - View account activity detail;
- Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);
- New Claim - Enter a new claim using DDE (DDE method only); and
- Claim Listing - View, edit, or delete a DDE claim (DDE method only).

Slide 26 of 41 - Account Manager Drop Down Menu

SECTION 111
Mandatory Reporting

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID Search Refresh RRE Listing

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select Go
77777	AAAAAAAAAAAA	Production Recertified	01		Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select Go
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select Go
98765	AAAAAAAAAAAA	Production Not Due	0		DDE	Susan Su	202-606-0842	susan@susan.com	Please Select RRE Information New Claim Claim Listing Designee Maintenance View Account Activity RRE Information File Processing Results Test File Results Beneficiary Lookup Remove RRE

Export options: [Text](#) [Spreadsheet](#)

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Slide notes

To access a function, the Account Manager will select an Action and click on Go.

Slide 27 of 41 - Account Designee Actions

Account Designee Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - File Processing Results
 - Upload File
 - Test File Results
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When any of the RRE's Account Designees accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

- Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);
- File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;
- Upload File - Upload GHP or NGHP test and production files using the HTTPS method;
- Test File Results - View results of test file submissions (for RREs set up with file transmission only);
- View Account Activity - View account activity detail;
- Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);
- New Claim - Enter a new claim using DDE (DDE method only); and
- Claim Listing - View, edit or delete a DDE claim (DDE method only).

Slide 28 of 41 - RRE Listing - Account Designee Dropdown Menu

The screenshot shows the CMS 'SECTION 111 Mandatory Reporting' interface. At the top, there are navigation links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', 'Home', 'Log off', and 'Skip Navigation'. The 'RRE Listing' section contains instructions on how to use the page, a search bar with a 'Search' button and a 'Refresh RRE Listing' button, and a table of RREs. The table has columns for RRE ID, Name, Status, Profile Report Status, Submsn Period, Reporting Option, EDI Representative Name, EDI Phone Number, EDI Email, and Actions. One RRE is listed: 48041 NHA, PROD, Recert Due, Expanded, Melissa, 555555555, melissa@test.com. The 'Actions' dropdown menu is open, showing options: 'Please Select', 'File Processing Results', 'Test File Results', 'Upload File', 'View Account Activity', 'Remove RRE', 'Beneficiary Lookup', and 'TIN Record Maintenance'. A 'SECURE AREA' indicator is visible at the bottom left, and a footer contains 'CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement'.

Slide notes

To access a function, the Account Designee will select an Action and click Go.

Slide 29 of 41 - Change Password Link

Change Password Link

- Passwords for the Section 111 COBSW must be changed every 60 days
- Must login to application to change password
- The BCRC recommends that you change your password once per month
- Note: If user changes password in a COBSW application, it is changed in all COBSW applications

Slide notes

Passwords for the Section 111 COBSW must be changed every 60 days. You must login to the Section 111 application on the COBSW in order to change your Password.

The Benefits Coordination & Recovery Center (BCRC) recommends that you login to the Section 111 COBSW and perform the Change Password function once a month to avoid Password expiration.

Note: If a user changes their password in a COBSW application, it will be changed in all COBSW applications.

Slide 30 of 41 - RRE Listing - Change Password Link

SECTION 111
Mandatory Reporting

COB&R
Department of
Health and Recovery

[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Home](#)
[Log off](#)
[Skip Navigation](#)

RRE Listing

[QUICK HELP](#)
[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...
[Manage Personal Information](#)
[Change Password](#)
[Logout](#)

RRE ID

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select Go
77777	AAAAAAAAAAAA	Production	Recertified	01	Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select Go
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select Go
98765	AAAAAAAAAAAA	Production	Not Due	0	DDE	Susan Su	202-606-0842	susan@susan.com	Please Select Go

Export options: [Text](#) | [Spreadsheet](#)

SECURE AREA

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Slide notes

On the RRE Listing page, you can click the Change Password link on the right side of the page to change your current password.

Slide 31 of 41 - Forgot Password Page

CMS

SECTION 111
Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Home](#) [Log off](#) [Skip Navigation](#)

Change Password

* Required

Choose your password carefully. Click on the Continue button to change your password. Click on the Cancel button to return to the RRE Listing without changing your password.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day
- Password must be different from the last twenty four (24) passwords
- Password cannot contain a reserved word listed on the help page

Current or Temporary password:*

New Password:*

Re-enter New Password:*

QUICK HELP
[Help About This Page](#)

Slide notes

The Change Password page will appear.

Enter and re-enter a new Password that meets the requirements specified previously and also listed in the Section 111 COBSW User Guide, and then click Continue.

Slide 32 of 41 - Password Change Successful Page



Slide notes

The Password Change Successful page will appear.

Click Continue to return to the RRE Listing page.

Slide 33 of 41 - Update Personal Information


Update Personal Information

- Personal information recorded during registration
 - Name
 - Job Title
 - Email Address
 - Company Address
 - Company Phone Number
 - Company Fax Number
- May be updated/changed


Slide notes

Your personal information is recorded during your initial registration process. This includes your name, job title, Email address, address, phone number, and fax number. However, this information may be updated and changed, if necessary.

Slide 34 of 41 - RRE Listing - Manage Personal Information Page



SECTION 111
Mandatory Reporting



About This Site CMS Links How To... Reference Materials Contact Us Home Log off Skip Navigation

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.


To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

 [Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)


[Logoff](#)

RRE ID

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	<div style="border: 1px solid gray; padding: 2px;">Please Select ▼</div> <div style="border: 1px solid gray; padding: 2px; width: 20px; text-align: center;">Go</div>
77777	AAAAAAAAAAAA	Production	Recertified	01	Expanded	Jenny	202-867-5309	tommy@tutone.com	<div style="border: 1px solid gray; padding: 2px;">Please Select ▼</div> <div style="border: 1px solid gray; padding: 2px; width: 20px; text-align: center;">Go</div>
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	<div style="border: 1px solid gray; padding: 2px;">Please Select ▼</div> <div style="border: 1px solid gray; padding: 2px; width: 20px; text-align: center;">Go</div>
98765	AAAAAAAAAAAA	Production	Not Due	0	DDE	Susan Su	202-606-0842	susan@susan.com	<div style="border: 1px solid gray; padding: 2px;">Please Select ▼</div> <div style="border: 1px solid gray; padding: 2px; width: 20px; text-align: center;">Go</div>

Export options: [Text](#) | [Spreadsheet](#)

 **SECURE AREA**

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

From the RRE Listing page, click the Manage Personal Information link on the right side of the page.

Slide 35 of 41 - Manage Personal Information Page

CMS SECTION 111
Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Home](#) [Log off](#) [Skip Navigation](#)

Manage Personal Information

Personal information associated with your Login ID is shown below. Please make changes as needed and click on the **Continue** button to submit.

Click on the **Cancel** button to return to the RRE Listing without making changes.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:

Re-enter E-mail Address:

Account Manager Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Telephone:* () - ext

Fax: () -

Slide notes

The Manage Personal Information page will appear.

Your current personal information will be displayed.

After making any necessary changes, click the Continue button at the bottom of the page. If all information is correct, you can click cancel to return to the RRE Listing page.

Slide 36 of 41 - Personal Information Update Confirmation Page

SECTION 111
Mandatory Reporting

COB-R
Commission of
Budget and Recovery

QUICK HELP
[Help About This Page](#)

Personal Information Update Confirmation [Print this page](#)

Your personal information has been updated successfully. Please click the 'Continue' button to return to the RRE Listing page.

First Name: FIRST
 Last Name: LAST
 Job Title: Manager
 E-mail Address: email@domain.com

Mailing Address
 Street Line 1: AAAAAAAAAAAAAAAAAAAAAA
 Street Line 2: ####
 MD #### 21043, MD -
 Telephone: (###) - ### ext
 Fax: (###) ### #### -

Slide notes

The Personal Information Update Confirmation page will appear which lists all of your personal information, including modifications.

Click the Continue button to return to the RRE Listing page. The system then generates and sends you an email indicating that your personal information has been updated successfully.

Slide 37 of 41 - Log off Link

The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there are logos for CMS, SECTION 111 Mandatory Reporting, and COB&R. A navigation bar includes links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', 'Home', 'Log off' (highlighted in red), and 'Skip Navigation'. Below the navigation bar is the 'RRE Listing' section. It contains a 'QUICK HELP' box with links for 'Help About This Page' and 'Submission Periods'. There is also a 'Print this page' link and a section titled 'I'd like to...' with links for 'Manage Personal Information', 'Change Password', and 'Logoff' (highlighted in red). The main content area features a search bar with an 'RRE ID' field, a 'Search' button, and a 'Refresh RRE Listing' button. Below this, it indicates '# items found, displaying all items 1'. A table lists RRE entries with columns for RRE ID, Name, Status, Profile Report Status, Submsn Period, Reporting Option, EDI Representative Name, EDI Phone Number, EDI Email, and Actions. The table contains four rows of data. At the bottom left, there is a 'SECURE AREA' indicator. At the bottom center, there are links for 'CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement'.

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an Action from the list and then click on the Go button.

To search for a specific RRE enter the RREID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID Search Refresh RRE Listing

items found, displaying all items 1

RRE ID	Name	Status	Profile Report Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
123456	AAAAAAAAAAAA	Setup	N/A	01	Expanded	Mike Jones	281-330-8004	mike@mikejones.com	Please Select Go
77777	AAAAAAAAAAAA	Production Recertified	01		Expanded	Jenny	202-867-5309	tommy@tutone.com	Please Select Go
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	Please Select Go
98765	AAAAAAAAAAAA	Production Not Due	0		DDE	Susan Su	202-606-0842	susan@susan.com	Please Select Go

Export options: [Text](#) [Spreadsheet](#)


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Slide notes

When you have finished using the Section 111 COBSW, click on the Log off link at the top of any page to exit the system.


Slide 38 of 41 - Login Warning Page



SECTION 111
Mandatory Reporting



Login Warning

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.
- *The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- *Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of

Slide notes

The system will then end your session and return you to the Section 111 COBSW Login Warning page. Once the Login Warning page displays, you should close your browser.

Slide 39 of 41 - Course Summary

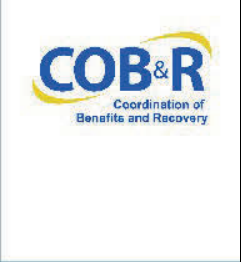

Course Summary

- Section 111 COBSW Log in/Log off Procedures
- Basic Functions available from the Home/RRE Listing page



Slide notes

This course provided an overview of the Section 111 COBSW Login/Logout procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the Home/RRE Listing page.

Slide 40 of 41 - Conclusion

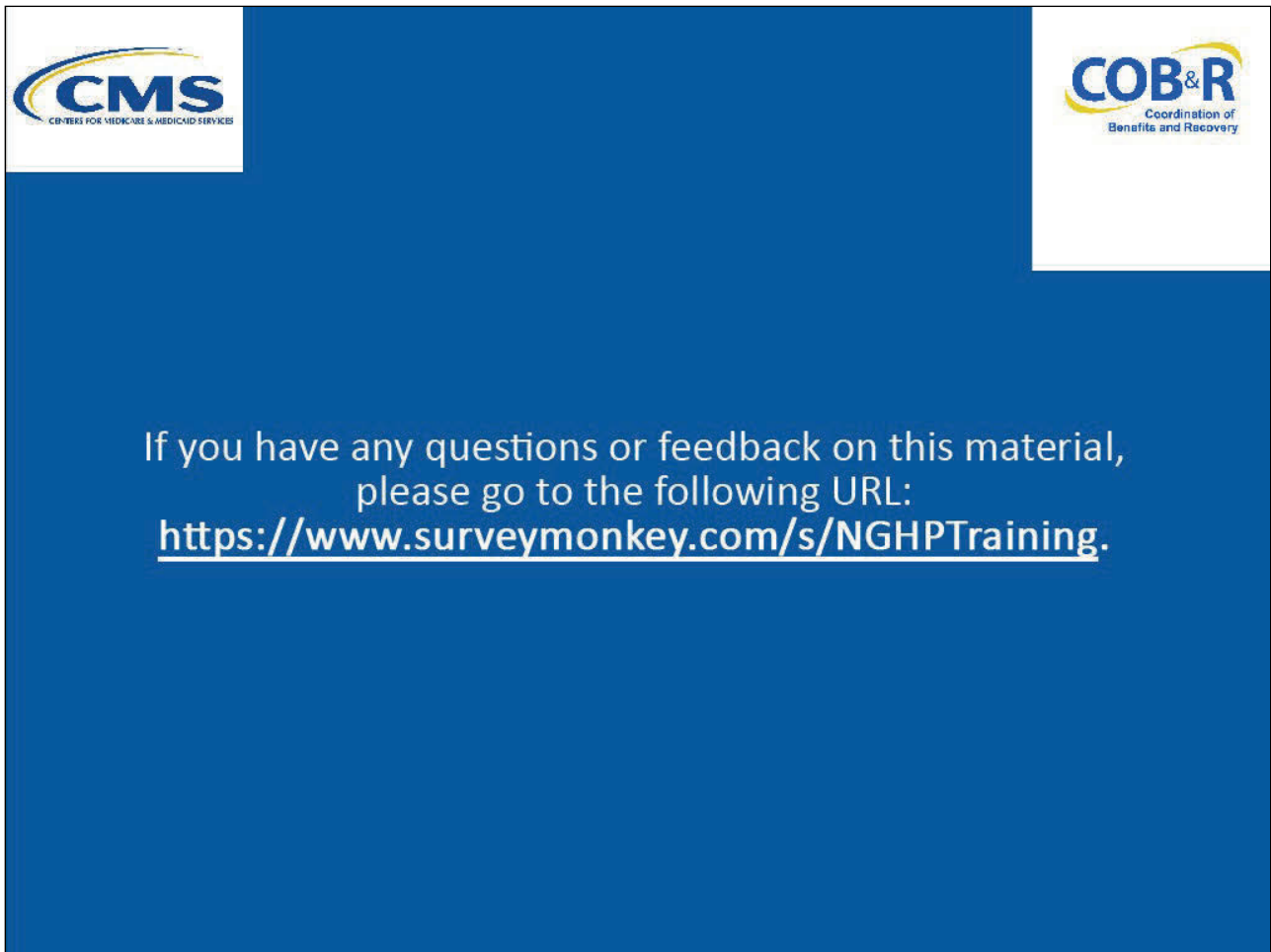
You have completed the Basic Functions -Section 111 course. Information in this course can be referenced by using the Section 111 User Guide's table of contents. This document is available for download at the following link: <https://go.cms.hhs.gov/Section111>.

Slide notes

You have completed the COBSW Basic Functions course. Information in this course can be referenced by using the NGHP User Guide's table of contents.

These documents are available for download at the following link: [CMS COBSW Section 111](#).

Slide 41 of 41 - NGHP Training Survey



The slide features a blue background with two logos in the top corners. The top-left logo is for CMS (Centers for Medicare & Medicaid Services), and the top-right logo is for COB&R (Coordination of Benefits and Recovery). The main text in the center of the slide reads: "If you have any questions or feedback on this material, please go to the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

If you have any questions or feedback on this material, please go to the following URL: [NGHP Training Survey](https://www.surveymonkey.com/s/NGHPTraining).