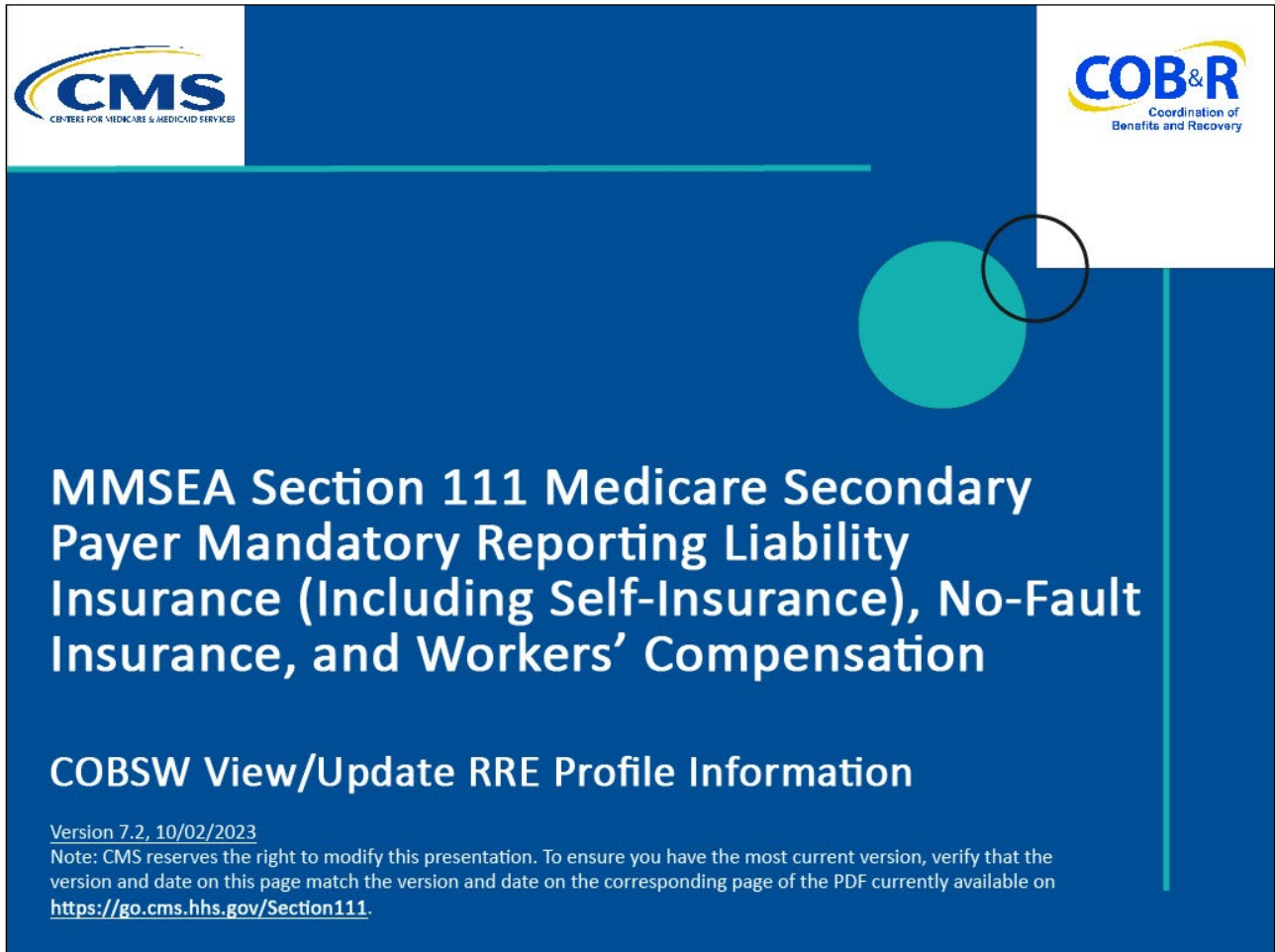


## COBSW View/Update RRE Profile Information

### Slide 1 of 18 - COBSW View/Update RRE Profile Information



**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

## COBSW View/Update RRE Profile Information

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 Section 111 Coordination of Benefits Secure Website (COBSW) View/Update Responsible Reporting Entity (RRE) Profile Information course.

**Slide 2 of 18 - 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**

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<https://go.cms.hhs.gov/Section111>.

**Slide 3 of 18 - Course Overview**

## Course Overview

- RRE ID Profile Information
- View/Update RRE Profile Information
- RRE Information Summary Page
- What Happens Next



**Slide notes**

This course will review the importance of RRE ID Profile Information, how to view/update your RRE Profile Information (such as contacts and company information), what you will see on the RRE Information Summary page, and how to proceed afterwards.

**Slide 4 of 18 - 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 three 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 18 - RRE ID Information**

## RRE ID Information

- Should be accurate
- May be changed after Account Setup is complete
- Must be kept up-to-date

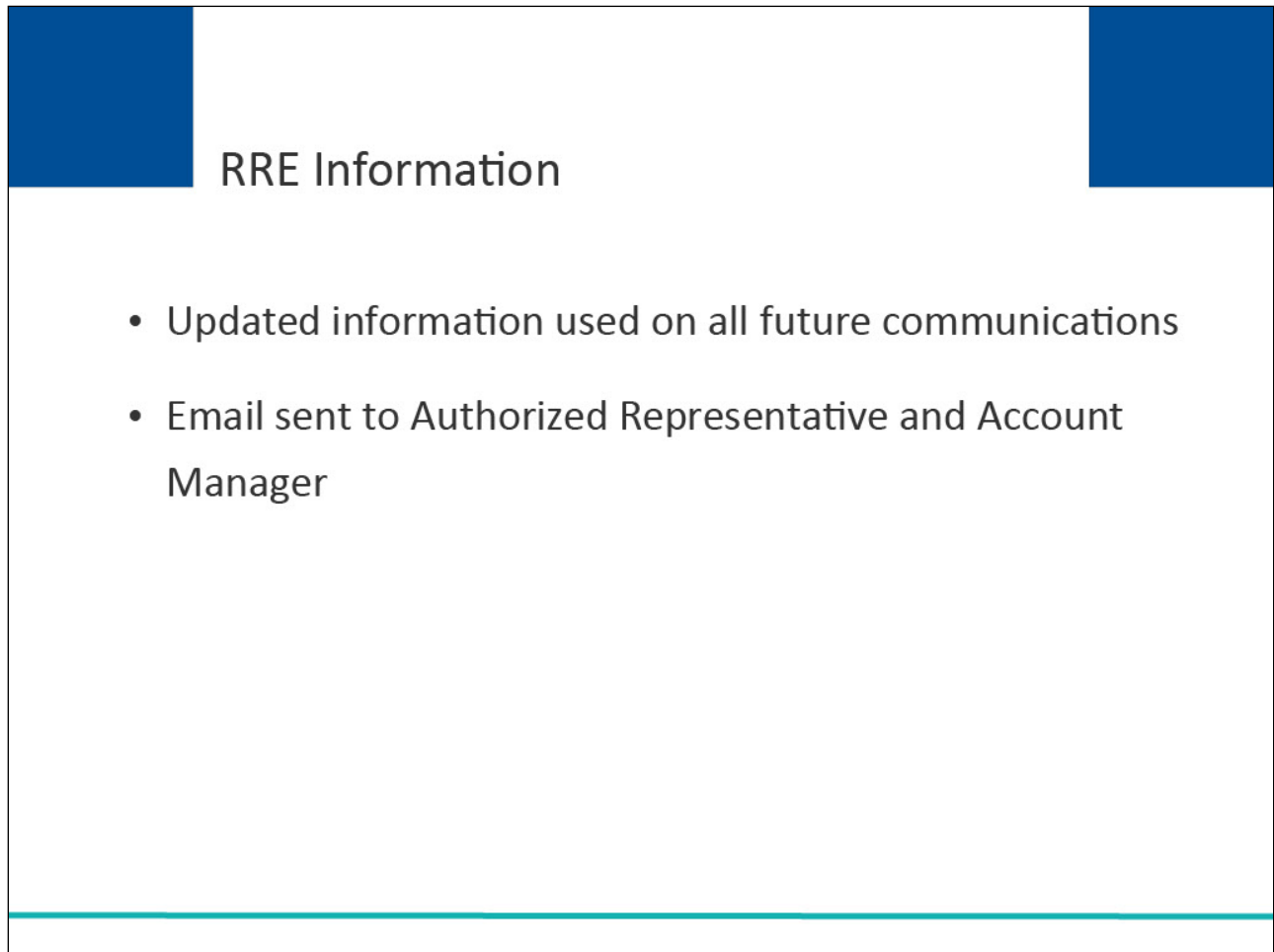
**Slide notes**

Accurate RRE ID information ensures that Section 111 Mandatory Reporting information is properly recorded.

Information for the RRE ID is initially provided during registration but may also be changed after the Account Setup is complete.

It is important that this information is up-to-date to ensure that the RRE receives all communications regarding file submission and processing.

**Slide 6 of 18 - RRE Information**



RRE Information

- Updated information used on all future communications
- Email sent to Authorized Representative and Account Manager

**Slide notes**

Once the Account Manager has updated the RRE ID profile information, it will be used for all future communications from the Benefits Coordination & Recovery Center (BCRC).

An automated email is generated and sent to the Authorized Representative and Account Manager when RRE ID profile information has been updated.

Slide 7 of 18 - COBSW Section 111 URL

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 H...  
data transiting or stored on th...  
and search and seize any co...

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

\*Any communication or data t...  
<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. A§ 1306], Section 1974(b) of the Social Security Act [42 U.S.C. A§ 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. A§ 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. A§ 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.

[Decline](#)

Slide notes

To view/update RRE Information, the Section 111 Account Manager associated to the RRE’s account must access the system using the following URL: <https://www.cob.cms.hhs.gov/Section111/>.

Note: Only Account Secondary Payer Managers have the authority to update this information.

After entering the URL, the Login Warning page will display 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.

Slide 8 of 18 - Welcome to the Section 111 COB Secure Website/Login Page

**SECTION 111 MESSAGES**

The system will be unavailable for infrastructure maintenance from 9-25 thru 9-27.

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**  
New Registration →

**Step 2**  
Account Setup (GHP) →  
Account Setup (NGHP) →

**Account Login**

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

**Slide notes**

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

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 18 - View/Update RRE Profile Information**

## View/Update RRE Profile Information

- RRE Listing Page will display
  - Functions as the main processing screen or Home page
  - It lists all of the RRE IDs to which you are associated


**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 your Login ID is associated.

Slide 10 of 18 - 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	<div style="border: 1px solid red; padding: 2px;">           Please Select ▼  <input type="button" value="Go"/> </div>
77777	AAAAAAAAAAAA	Production	Recertified	01	Expanded	Jenny	202-867-5309	tommy@tutone.com	<div style="border: 1px solid red; padding: 2px;">           Please Select ▼  <input type="button" value="Go"/> </div>
75555	AAAAAAAAAAAA	Test	N/A	04	Basic	Mike Hanks	410-333-3333	mk@mike.com	<div style="border: 1px solid red; padding: 2px;">           Please Select ▼  <input type="button" value="Go"/> </div>
98765	AAAAAAAAAAAA	Production	Not Due	0	DDE	Susan Su	202-606-0842	susan@susan.com	<div style="border: 1px solid red; padding: 2px;">           Please Select ▼  <input type="button" value="Go"/> </div>

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

SECURE AREA

**QUICK HELP**

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

**I'd like to...**

[Manage Personal Information](#)

[Change Password](#)

[Logoff](#)

Slide notes

Once the RRE Listing page displays, the Account Manager should select the down arrow on the Actions dropdown box for the applicable RRE ID.

Slide 11 of 18 - RRE Listing Page - RRE Information Action

The screenshot shows the 'RRE Listing' page with a navigation bar at the top containing links like 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', 'Home', 'Log off', and 'Skip Navigation'. Below the navigation bar, there is a 'QUICK HELP' section with links for 'Help About This Page' and 'Submission Periods'. A search bar is present with a 'Search' button and a 'Refresh RRE Listing' button. The main content is a table with columns: RRE ID, Name, Status, Profile Report Status, Submsn Period, Reporting Option, EDI Representative Name, EDI Phone Number, EDI Email, and Actions. The table lists four RREs. The 'Actions' dropdown for the last RRE (ID 98765) is expanded, showing options like 'RRE Information', 'New Claim', 'Claim Listing', etc. A red arrow points to the 'RRE Information' option.

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

Slide notes

From the Actions dropdown box, the Account Manager will select "RRE Information" and click Go to view/update RRE Information.

Slide 12 of 18 - RRE Information Summary Page

**CMS** **SECTION 111** **COB&R**  
Mandatory Reporting

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

**RRE Information Summary** [Print this page.](#)

Profile reports must be recertified annually. If the Recertification Due Date has been reached and you have not recertified, verify the RRE information displayed is accurate and click the Recertify button at the bottom of this page to recertify.

If the Profile Report contains any inaccuracies or outdated information, click the Edit button to make changes and then click the Recertify button to recertify your account if your recertification is due. Any updates not allowed on the Section 111 COBSW can be made by contacting your EDI Representative.

Print this page for your records.

**Profile Report Information**

Reporter ID:	123456	Recertification Due Date:	04/15/2020
Profile Report Date:	02/10/2020	Last Recertification Submission Date:	01/10/2019
Profile Changed Date:	02/10/2020		

**RRE Company Information**

TIN:	123456789		
NAIC:	1111111		
Name:	Company ABC		
Address:	123 Street Suite 150 Towson, MD 21204		
Phone:	(410) 344-8555		
Fax:	(410) 555-5555		
Reporter Type:	Non-GHP		
Lines of Business:	Workers Compensation, No-Fault		

**EDI Representative Information**

Name:	Mark Smith
Email:	msmith@gmail.com
Phone:	(410) 333-3333 ext 1234

**Submission Agent (If applicable)**

Company:	EFG Company
Contact:	Tom Lee
Address:	123 Test St Towson, MD 21206
Phone:	(410) 333-5555 Ext: 1234

**Authorized Representative Information**

Name:	Sue Dean
Title:	Authorized Representative
Address:	908 Broad Way Suite 110 Towson, MD 21206
Phone:	(410) 903-1111
Email:	sdean@gmail.com

**Account Manager/Technical Contact**

Name:	Bruce Cart
Title:	Account Manager
Address:	908 Broad Way Suite 110 Towson, MD 21206
Phone:	410-903-1234
Email:	bcart@gmail.com

[Recertify](#) [Edit](#) [Continue](#)

Slide notes

The RRE Information Summary page will display.

If you wish to edit any information, click the Edit button which will open all pages for editing. Make any changes to the necessary pages and click Continue.

You can print a page at any time by clicking the Print this page link.

Account Managers do not have the authority to change the person named as the RRE’s Authorized Representative, nor the person named as Account Manager.

Additionally, they cannot update the File Transmission Method information except in the following case. NGHP RREs that are currently set up with a file transmission method (i.e., HTTPS, SFTP, or Connect:Direct via CMS EFT) and originally indicated during their Account Setup that they had 500 or fewer annual expected claims, may change from their current file submission method to the Direct Data Entry (DDE) submission method without EDI Representative assistance. The RRE’s Account Manager can make this change on the Section 111 COBSW themselves.

Please see the “Switching to or from DDE” CBT for more information.

**Slide 13 of 18 - Contact Your EDI Representative**

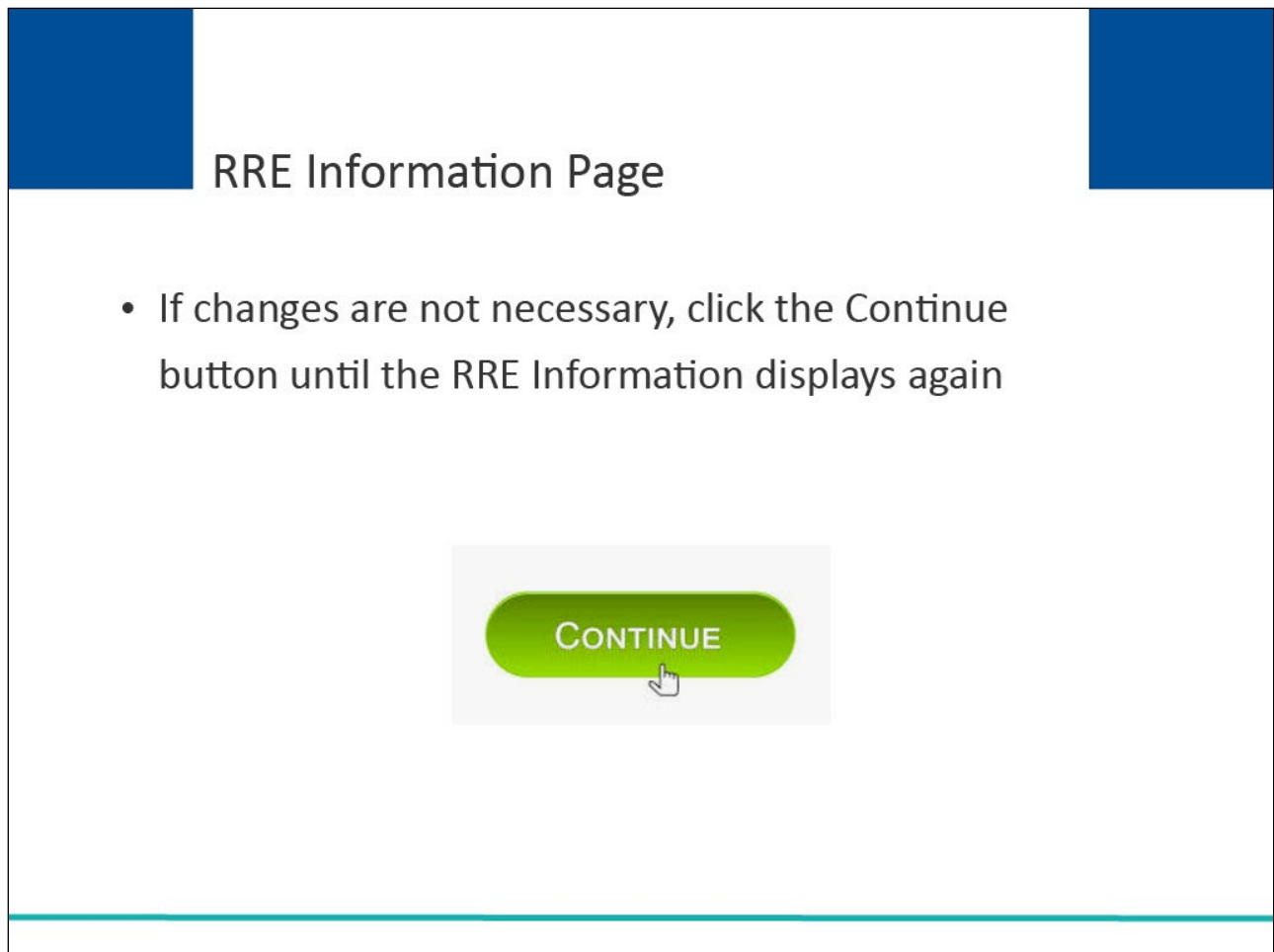
## Contact Your EDI Representative



**Slide notes**

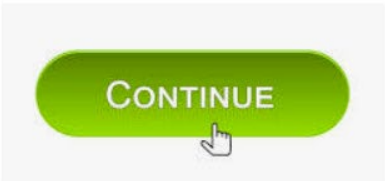
To update the File Transmission Method information, or change your Authorized Representative or Account Manager, you must contact your EDI Representative.

**Slide 14 of 18 - RRE Information Page**

The slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "RRE Information Page" is centered at the top. Below the title is a bulleted list with one item: "If changes are not necessary, click the Continue button until the RRE Information displays again". In the center of the slide is a green rounded rectangular button with the word "CONTINUE" in white capital letters. A white mouse cursor icon is positioned over the bottom center of the button. A thin teal horizontal line is located at the bottom of the slide area.

## RRE Information Page

- If changes are not necessary, click the Continue button until the RRE Information displays again



**Slide notes**

If no changes are necessary, click the Continue button at the bottom of the page until the RRE Information page displays again.

**Slide 15 of 18 - What Happens Next**

## What Happens Next

- RRE profile changed successfully
- Email and update profile report sent to the Authorized Representative
- Authorized Representative reviews, signs, and returns the profile report to the BCRC

**Slide notes**

Once the RRE profile information has been successfully changed, the system will generate and send an updated profile report and email to the Authorized Representative.

The Authorized Representative must review, sign, and return a copy of the profile report to the BCRC.

**Slide 16 of 18 - Course Summary**

## Course Summary



- RRE ID Profile Information
- View/Update RRE Profile Information
- RRE Information Summary Page
- What Happens Next



**Slide notes**

This course reviewed the importance of RRE ID Profile Information, how to view/update your RRE Profile Information (such as contacts and company information), what you will see on the RRE Information Summary page, and how to proceed afterwards.



**Slide 17 of 18 - Conclusion**

You have completed the COBSW View/Update RRE Profile Information course. Information in this course can be referenced by using the NGHP 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 View/Update RRE Profile Information course.

Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging into the Section 111 COBSW.

**Slide 18 of 18 - NGHP Training Survey**



The slide features a dark blue background. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main text in the center 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:

<https://www.surveymonkey.com/s/NGHPTraining>.