

# Medicare Advantage and Prescription Drug Plans Enrollment and Payment Conference

## Connecting to the CMS Enterprise

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**Prescription Drug Plans  
August 30 – September 1, 2005**

# Network Connectivity

- Two options:
  - Internet (small organizations)
  - Extranet (both large and small organizations)
  
- For the purpose of this discussion:
  - “Large” organizations are defined as those with membership of 100,000 or greater
  - “Extranet” is the AGNS/MDCN network (AT&T Global Network Solution/Medicare Data Communications Network)

Note: MDCN is a CMS contract. Organizations may deal with AT&T resellers to procure these network services.

# Choosing Your Network

- “Large” organizations will use the Extranet (AGNS/MDCN)
  - Dedicated telecommunications link (e.g. T1) for network connectivity
  - File transfers using Sterling Connect:Direct server-to-server solution
  - Browser for MBD and MARx user interfaces
- “Small” organizations will use either the Internet or Extranet
  - Dedicated telecommunications link to either network or dial-in
  - File transfers serviced by the CMS Enterprise File Transfer solution (EFT)
  - Browser for MBD and MARx user interfaces
- In all cases, the organization must assess their current bandwidth to determine whether or not it is sufficient
  - Multiple T1’s?
  - Internet bandwidth?
  - Dial-in to Internet or Extranet?

Note: Always send and receive files using the same network.

# What is EFT?

- Enterprise File Transfer (EFT) solution
- EFT based on the Sterling Gentran Integration Suite
  - Electronic mailbox used to drop off and pick up files
  - NOT email like Outlook/Exchange, GroupWise, etc.
  - More like a file storage area with strict access rights
- Two client software options:
  - Browser
  - Sterling Secure File Transfer Protocol (SFTP)

# Software Requirements

- “Large” plans will use the Extranet (AGNS/MDCN)
  - Sterling Connect:Direct server software for file transfer
  - In most cases, the organization already has this software
  - Browser for user interface access
- “Small” organizations will use either the Internet or Extranet
  - In either case, EFT is the file transfer solution
  - Either a browser or SFTP required
  - Browser for user interface access
- Read the manual. Clear guidance for procuring the correct software

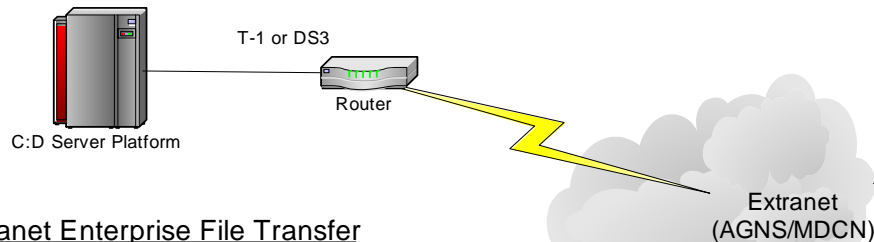
# Connecting to the CMS Enterprise

New business partners using C:D must complete the C:D template, get AGNS/MDCN connectivity, procure C:D software and request a SPOE Account

All end user access will be authenticated via IACS  
Information available through the MMA helpdesk and website

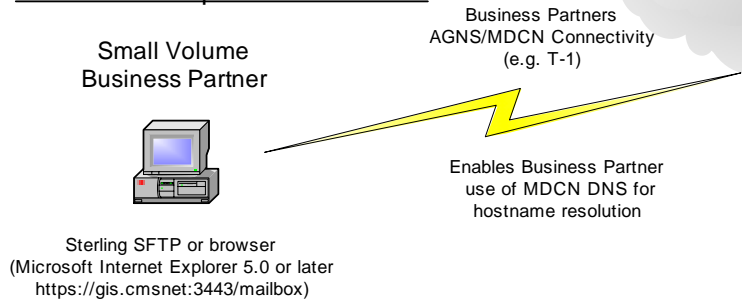
## 1. Extranet Connect:Direct (C:D) Enterprise File Transfer

Large Volume  
Business Partner



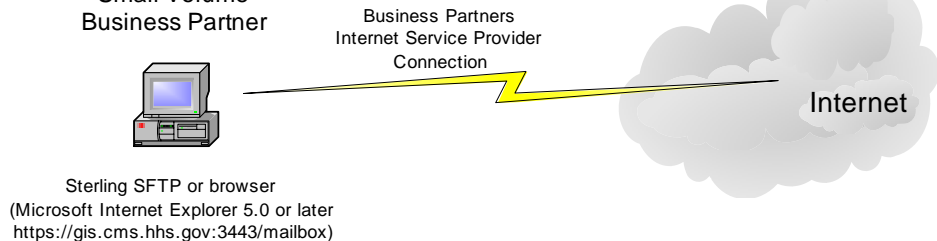
## 2. Extranet Enterprise File Transfer

Small Volume  
Business Partner



## 3. Internet Enterprise File Transfer

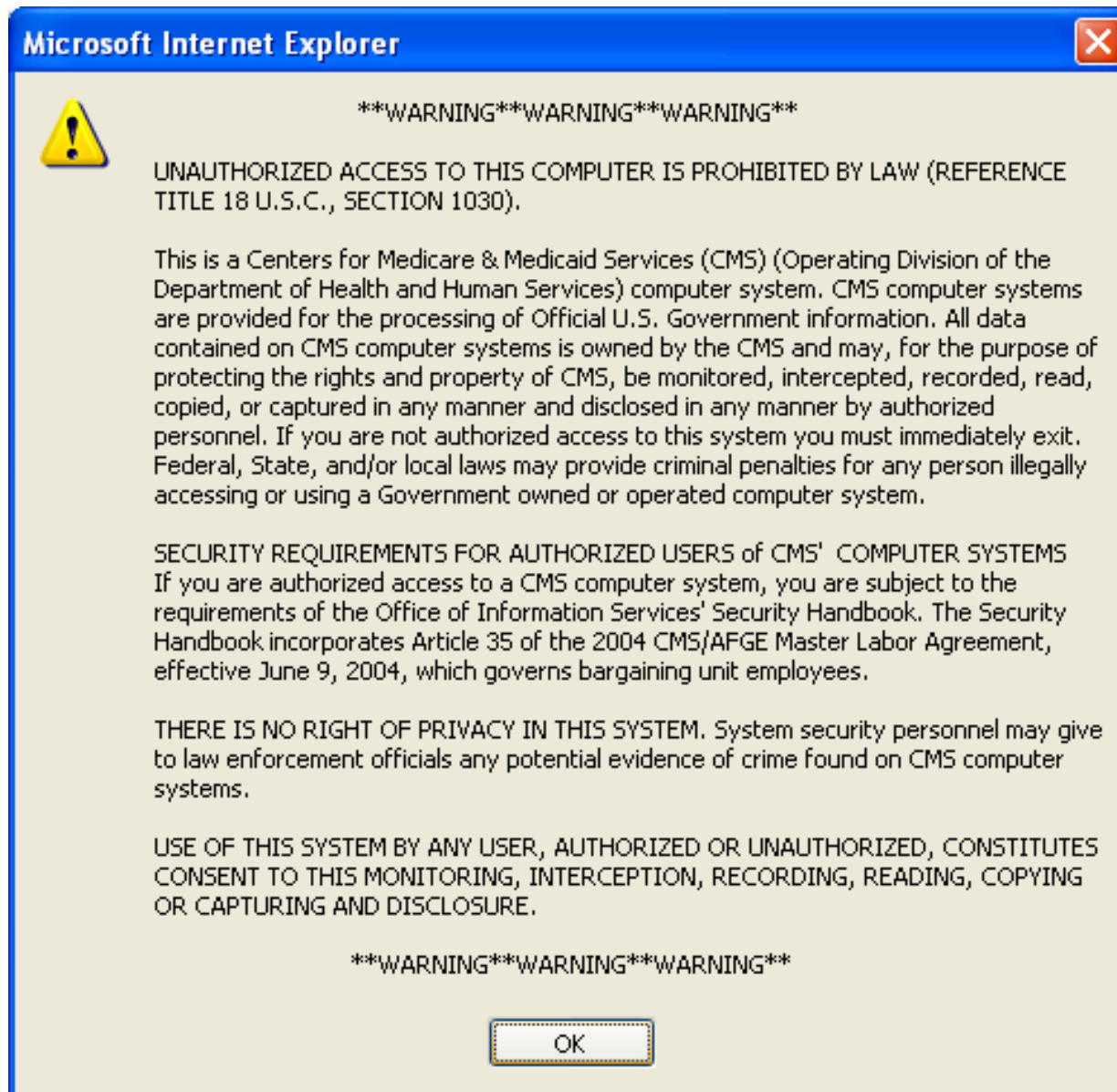
Small Volume  
Business Partner





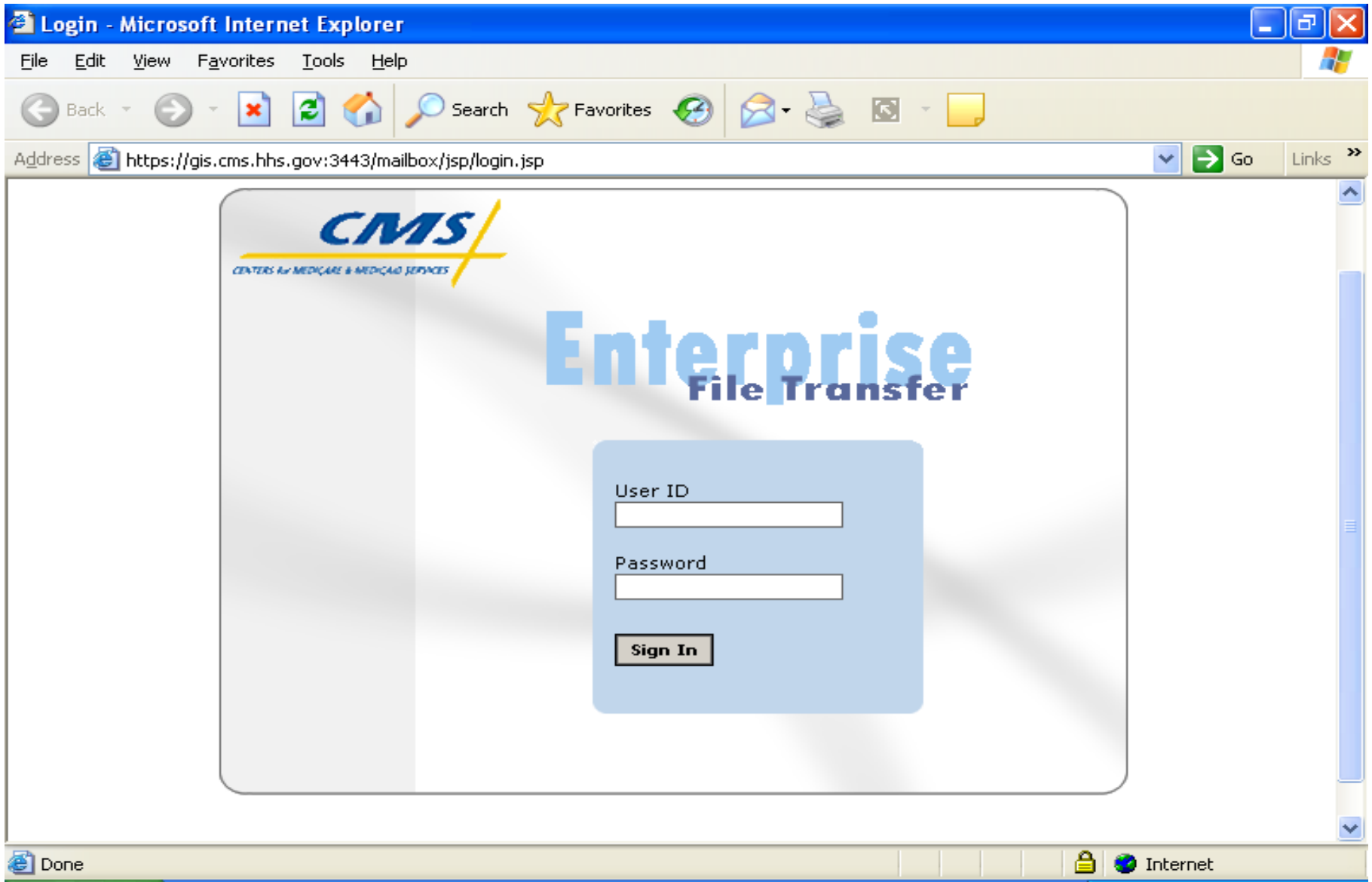
If you encounter either of the above security alerts when trying to access "CMS Enterprise File Transfer", your Verisign certificate needs updating. To proceed follow the steps below.

- 1 – For the security alert on the left, type the following URL into your browser:  
<http://www.verisign.com/support/install2/intermediate.html>  
( Proceed to the following page. )
- 2 – For the security alert on the right, type the following URL into your browser:  
<https://www.verisign.com/support/verisign-intermediate-ca/mpki-intranet-intermediate/index.html>  
( Skip to page 11. )



1 – Review the warning information, then click “OK” button



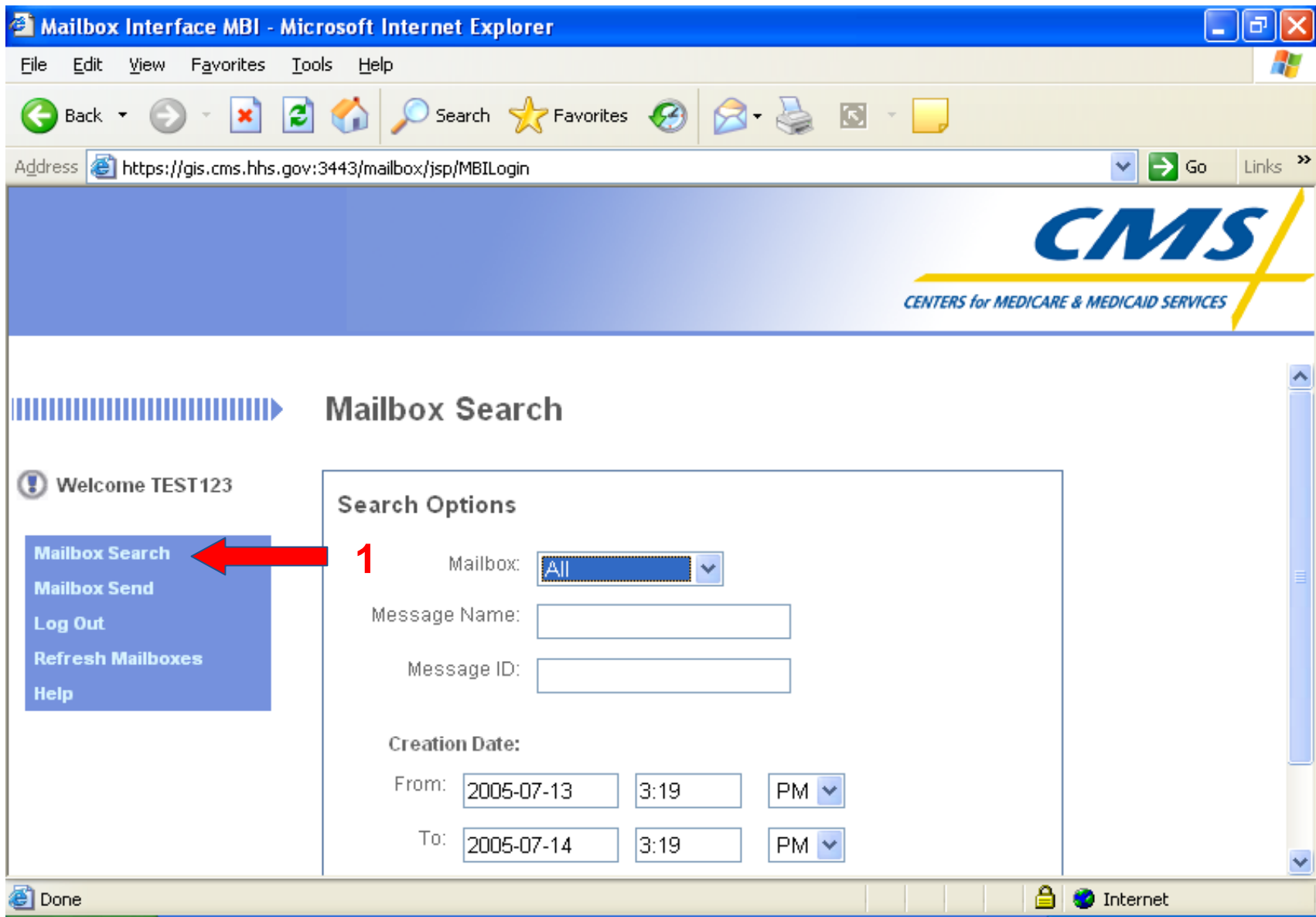


- 1 – Enter your 'User ID' in the first box provided.
- 2 – Enter your 'Password' in the second box provided.
- 3 – Click the 'Sign In' button.

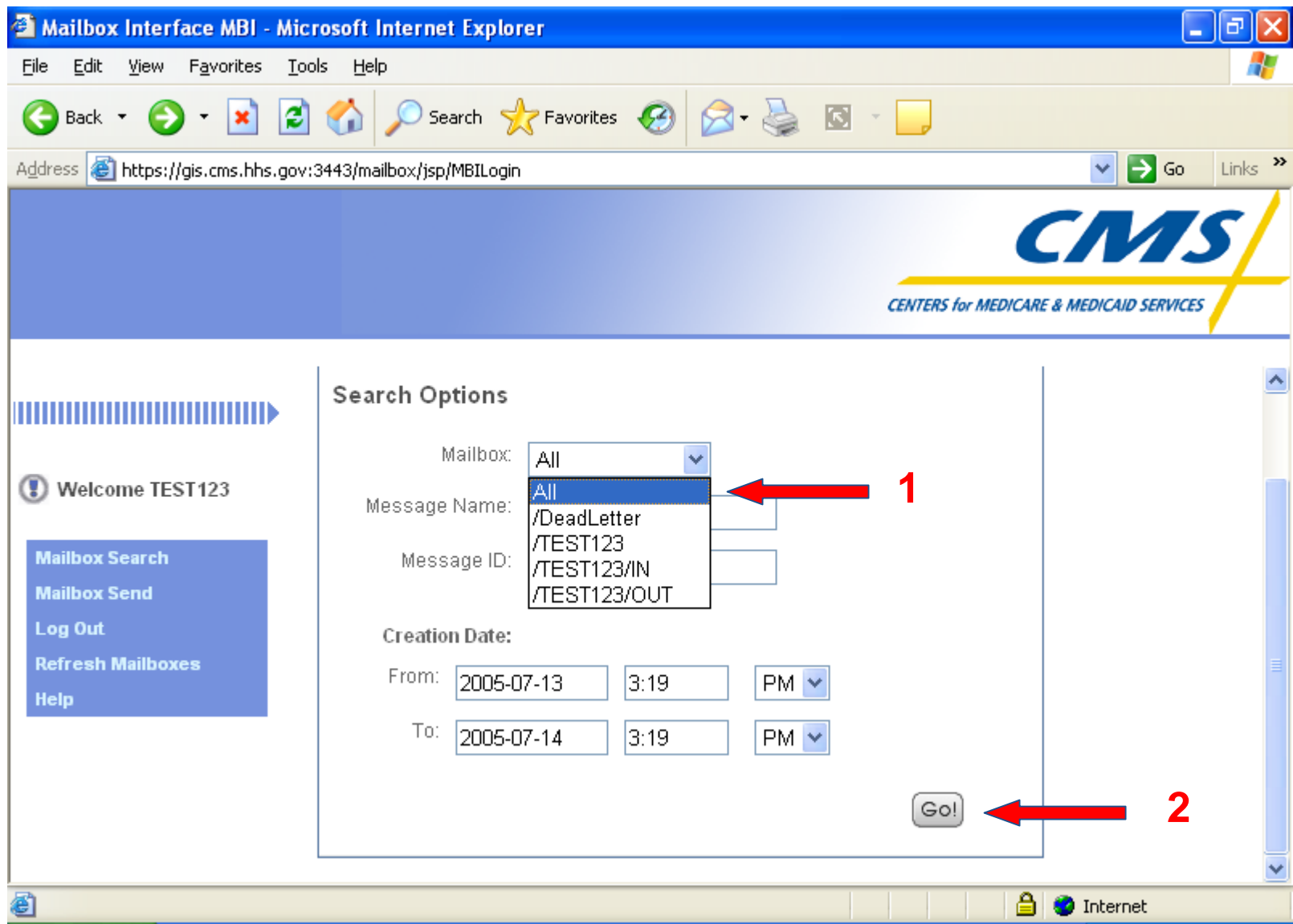
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## Performing a Mailbox Search

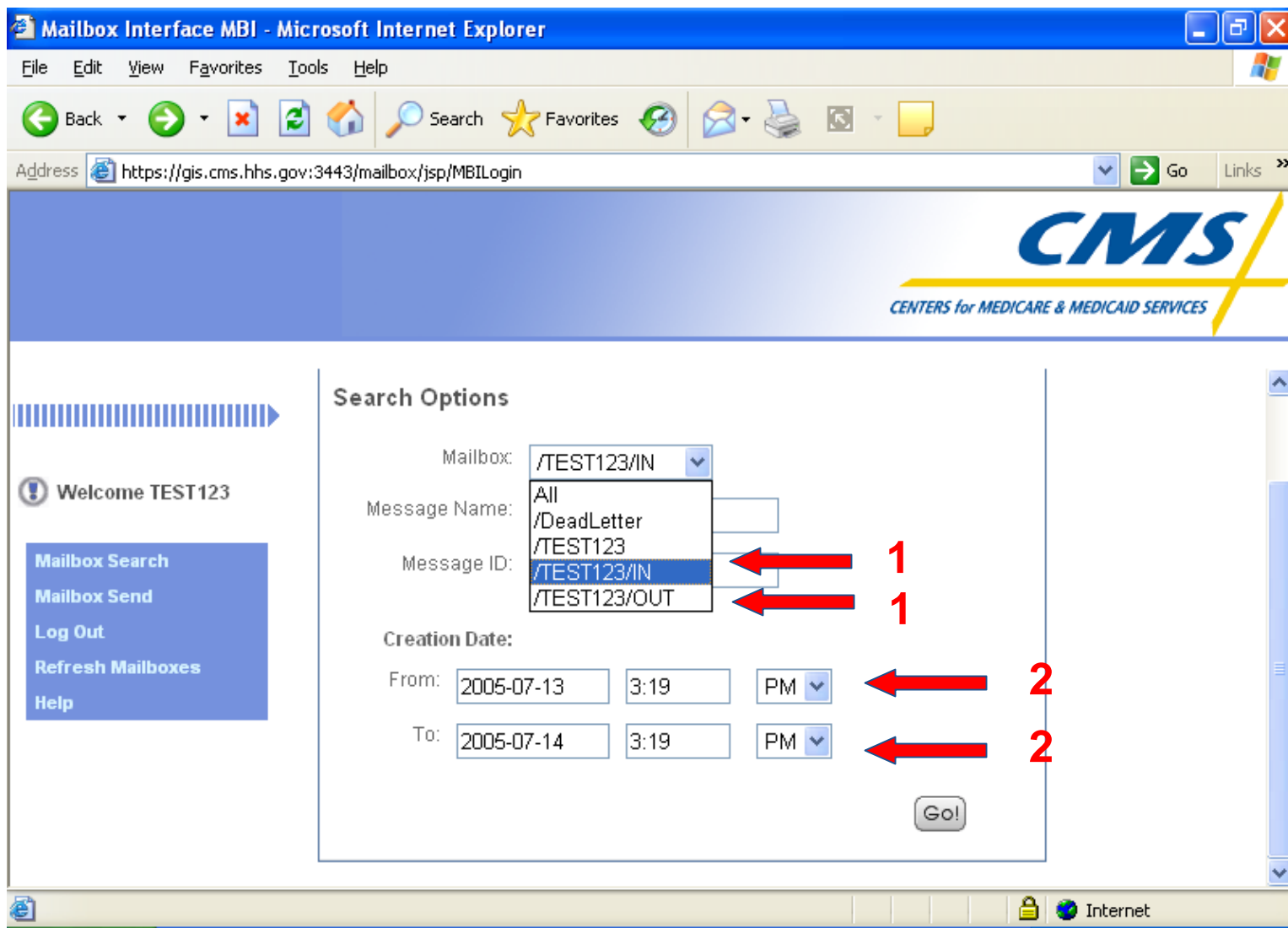
Procedure to view all mailboxes or an individual mailbox



1 – You can navigate to the 'Mailbox Search' screen at any time by clicking the 'Mailbox Search' text in the left navigation menu.



- 1 – To view all mailboxes accessible with your user ID select 'All' from the mailbox drop down list.
- 2 – Click the 'Go!' button.



- 1 – To view files that were 'Inbound' to, or 'Outbound' from your mailbox, select the mailbox name that ends with '**/IN**' or '**/OUT**' respectively, from the mailbox drop down list.
- 2 – It is also possible to specify beginning and end dates to further narrow your query.

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Print View Source



Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

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## Mailbox Search Results

Welcome TEST123

- Mailbox Search
- Mailbox Send
- Log Out
- Refresh Mailboxes
- Help

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	TEST OB DATA.txt	51	2005-07-14 21:03:56.0	25	/TEST123/OUT	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 2 of 2

Items per page: 5 10 25 50 100

1 2 3 4

Done Internet

1 – Current 'Mailbox'

2 – Message 'Id'

3 – 'Message Name' (filename)

4 – 'Extract' (download) button

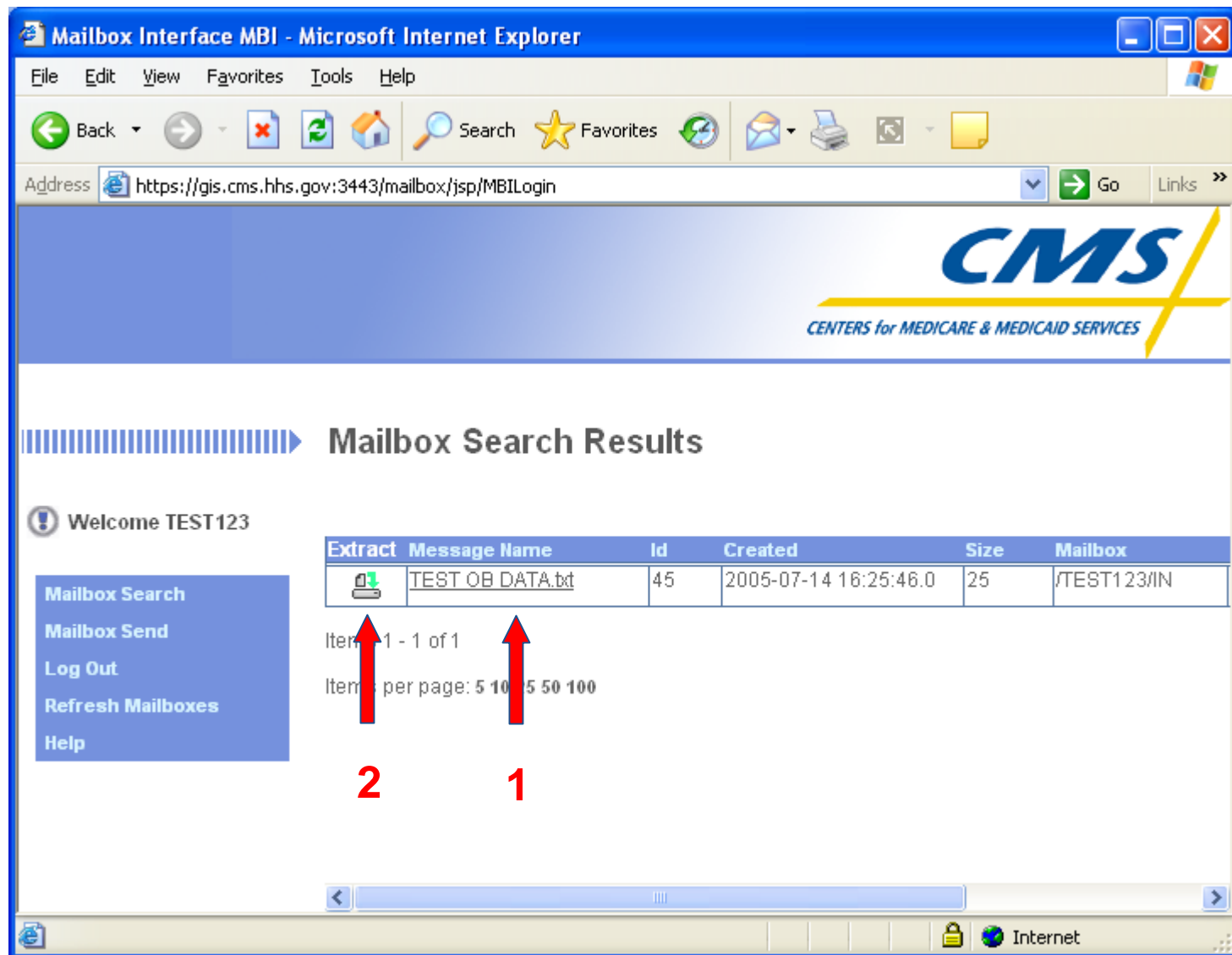
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## Downloading Files from your Mailbox

Procedure to save files from your mailbox to your local workstation

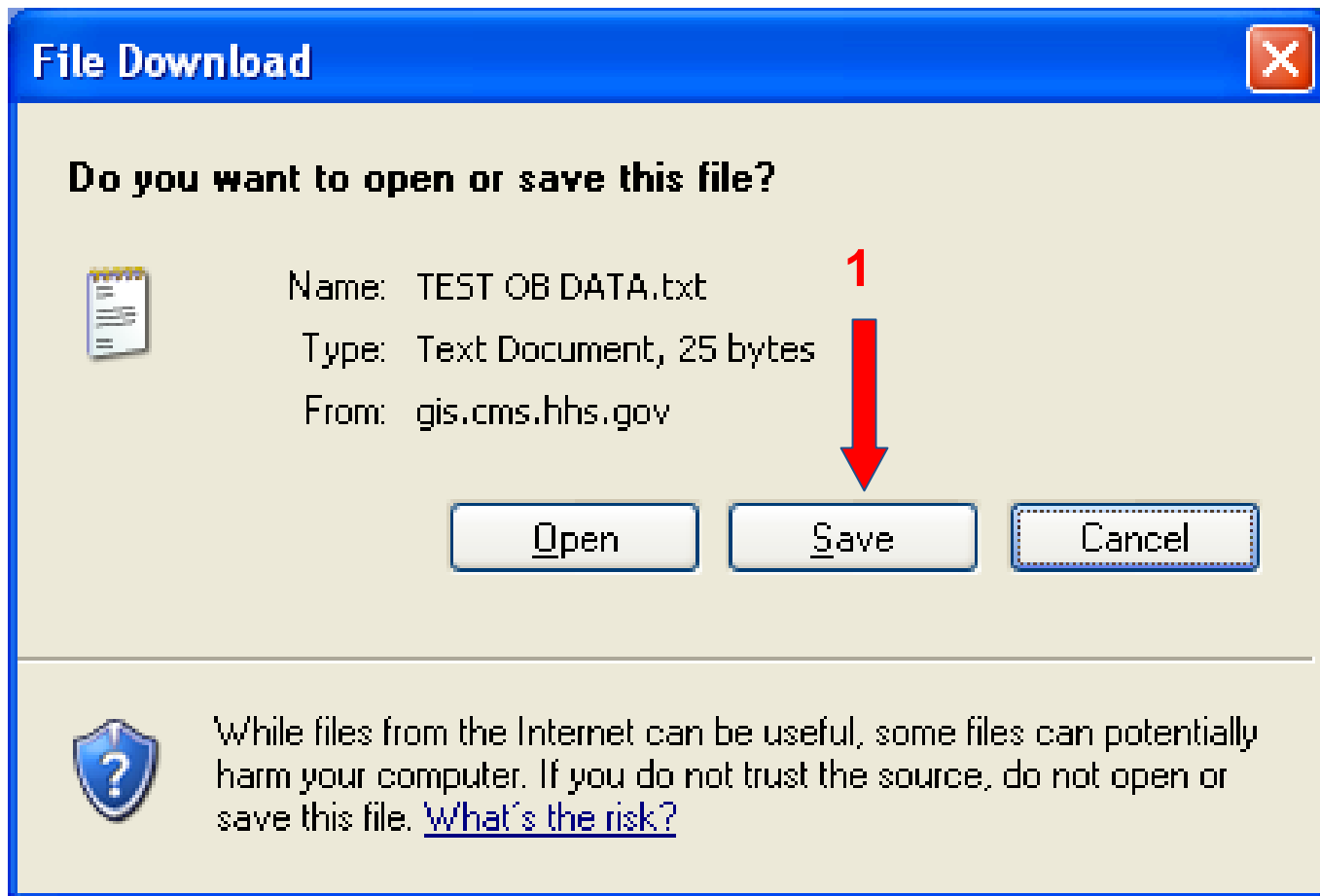


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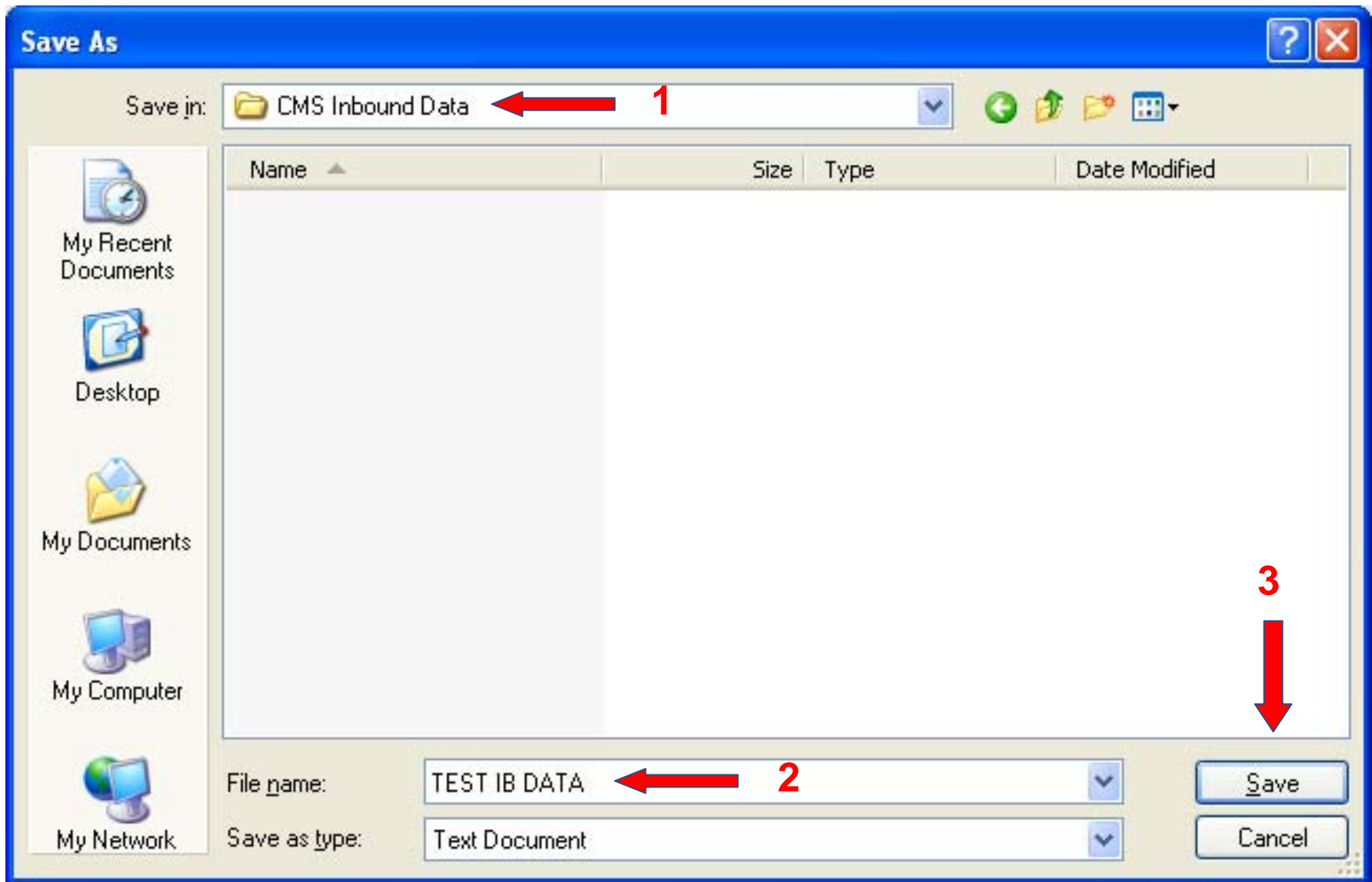


- 1 – Locate the desired file which can be found under the “Message Name” column in “Mailbox Search Results” window.
- 2 – Click on the icon corresponding to the desired filename which can be found under the “Extract” column header.

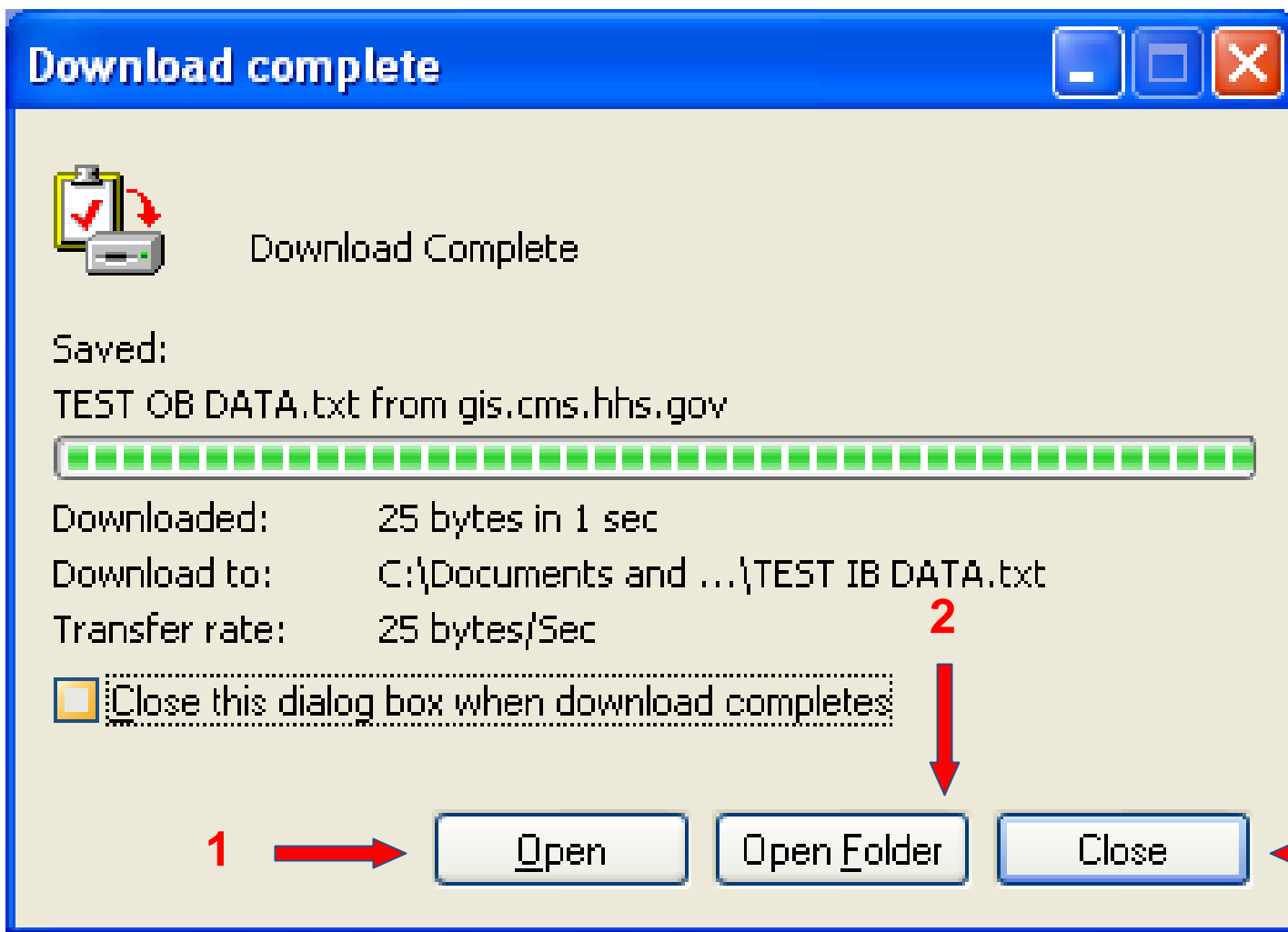




1 – Click “Save” button to save the file to your local computer.



- 1 – Select the desired directory in which to save the file.
- 2 – Enter the desired file name to name the file.
- 3 – Click the "Save" button.



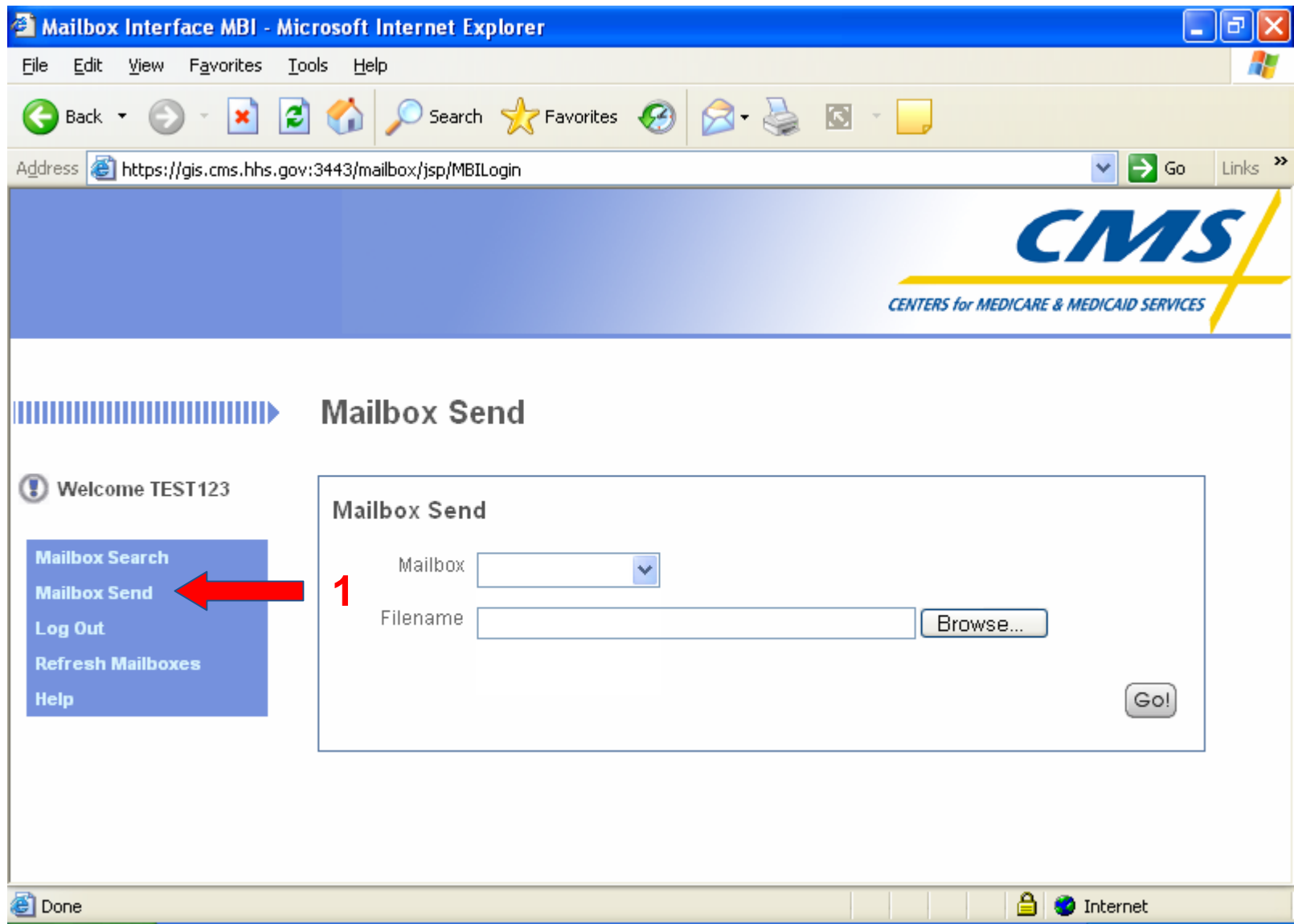
"Successful Download Message" Choose the desired option:

- 1 – "Open" – This will open file using software that edits ".TXT" files.
- 2 – "Open Folder" – This will display the file in the folder that it was placed.
- 3 – "Close" – This will close the Download dialog box.

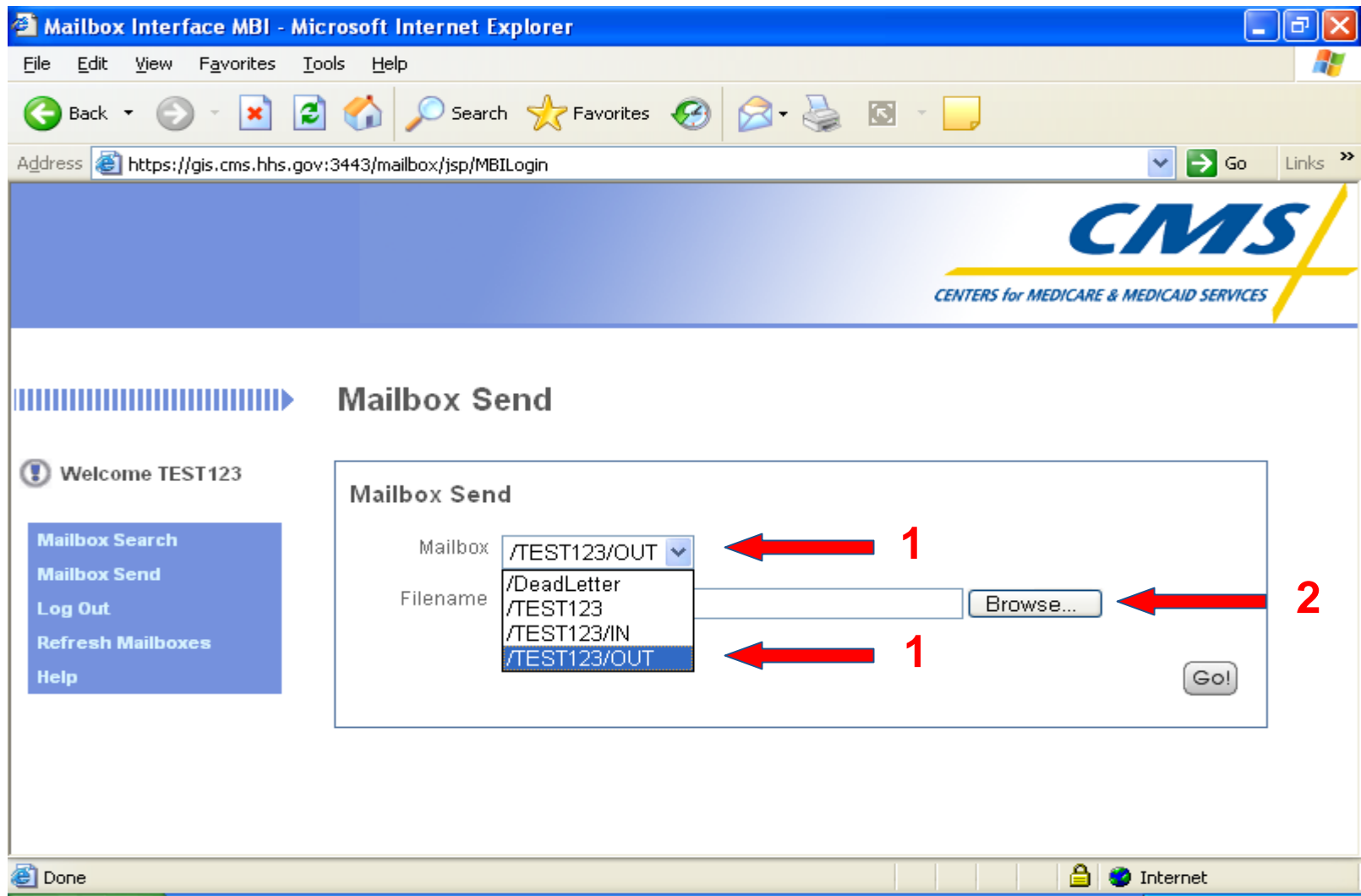
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## Performing a Mailbox Send

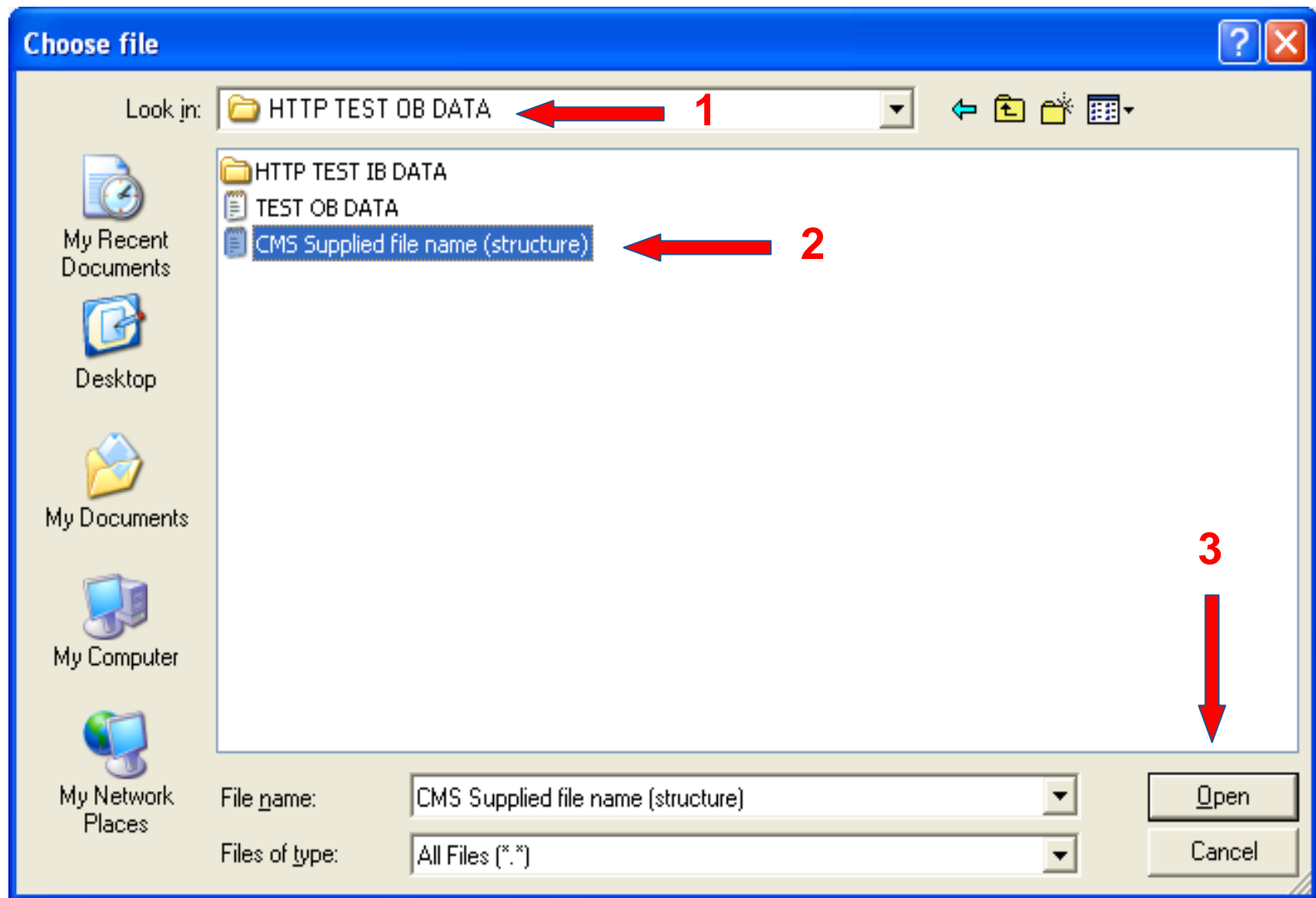
Procedure for sending a file to a given mailbox



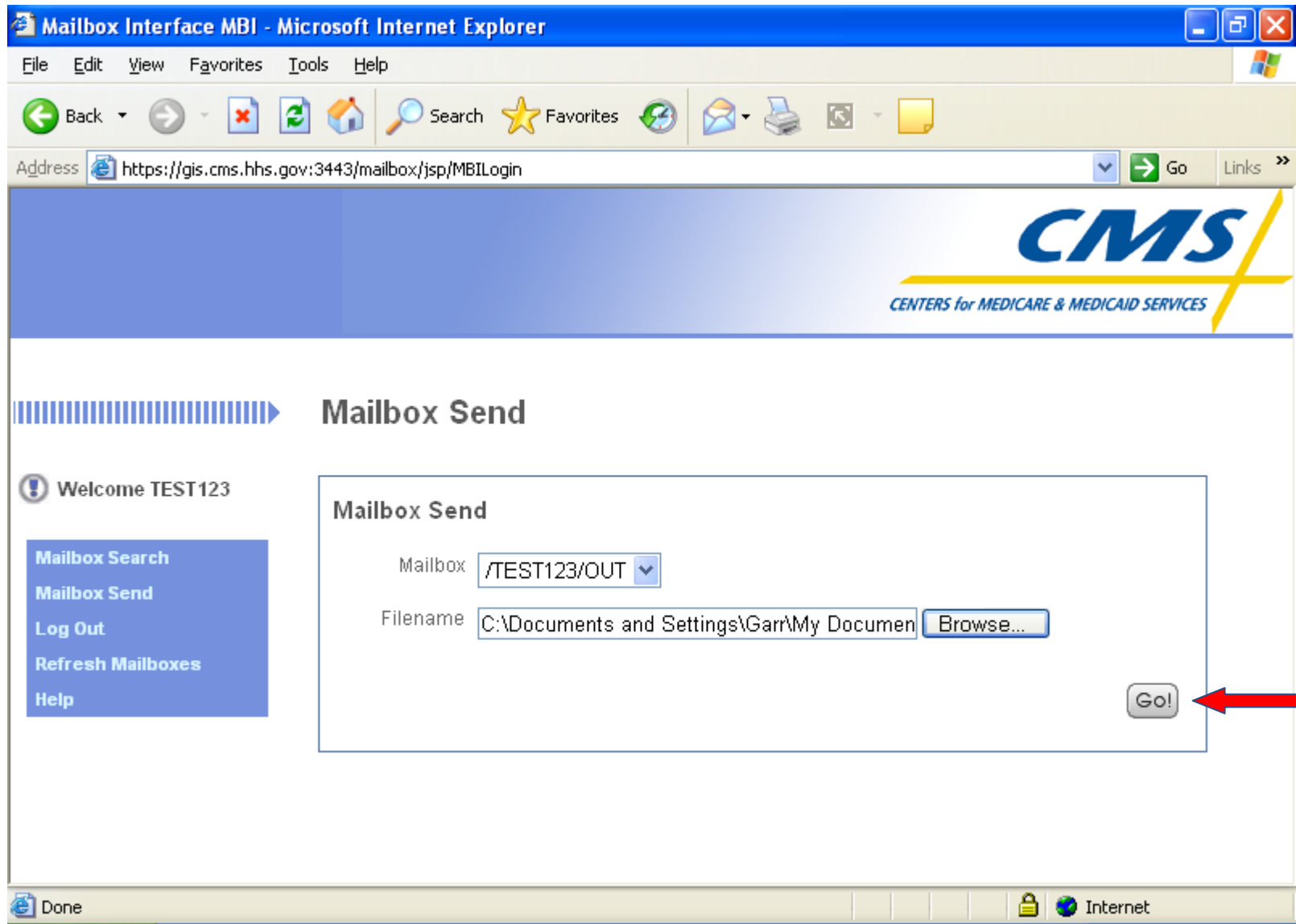
- 1 – You can navigate to the “Mailbox Search” screen at any time by clicking the “Mailbox Send” text in the left navigation menu.



- 1 – Click on the “Mailbox” drop down menu and select the desired destination mailbox.
- 2 – Click the ‘Browse...’ button, or type in the file name and its path to select the desired file to send.

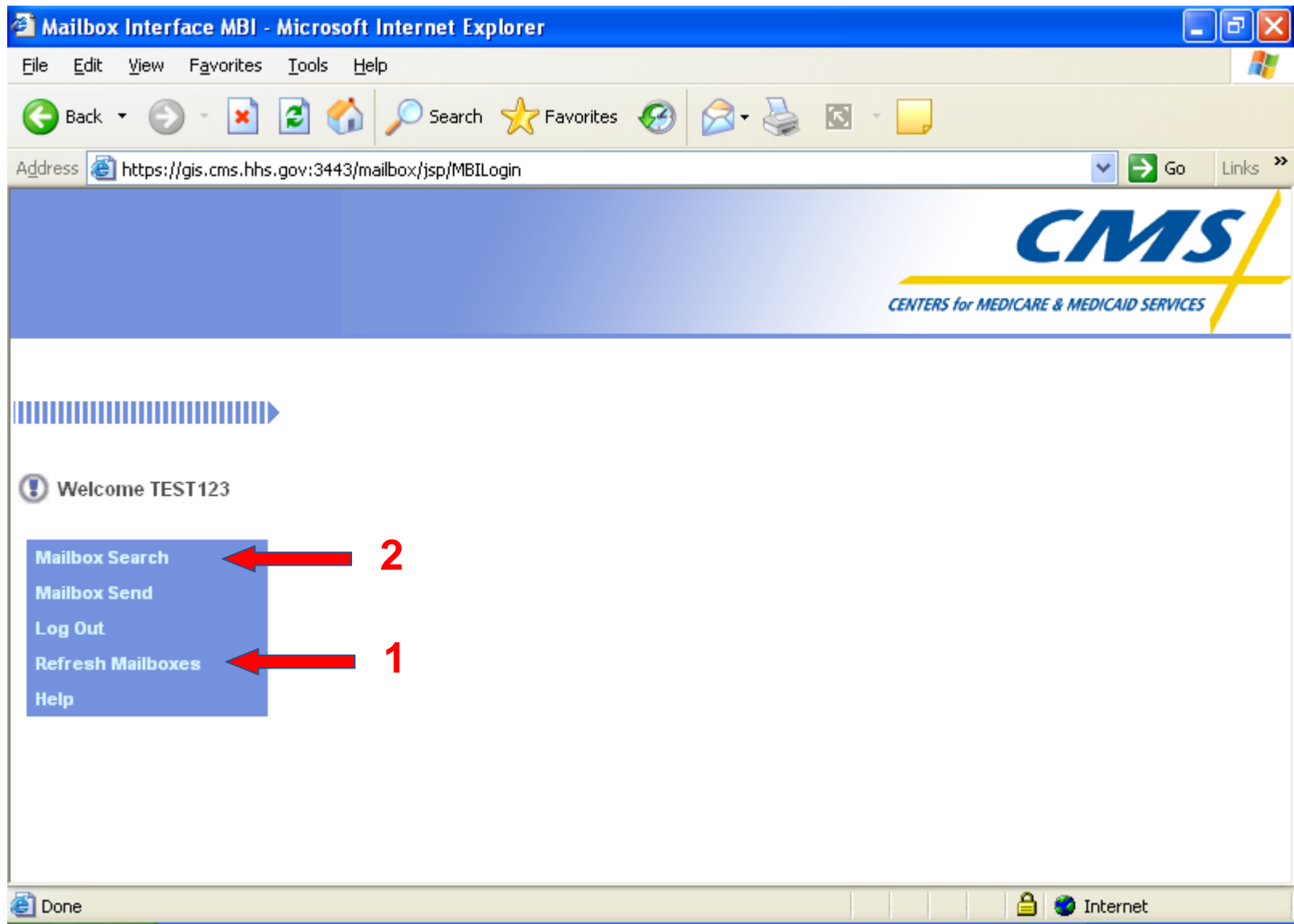


- 1 – Select the folder which contains the file (path).
- 2 – Select the desired file (Files sent to CMS must adhere to the file naming convention provided by CMS).
- 3 – Click the “Open” button.



1 – Click the “Go” button.





- 1 – Click the “Refresh Mailboxes” option on the left navigation window.
- 2 – Perform a “Mailbox Search” (refer to section “Performing a Mailbox Search” pages 20 – 24).

Mailbox Interface MBI - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://gis.cms.hhs.gov:3443/mailbox/jsp/MBILogin> Go Links

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### Mailbox Search Results

Welcome TEST123

- Mailbox Search
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- Help

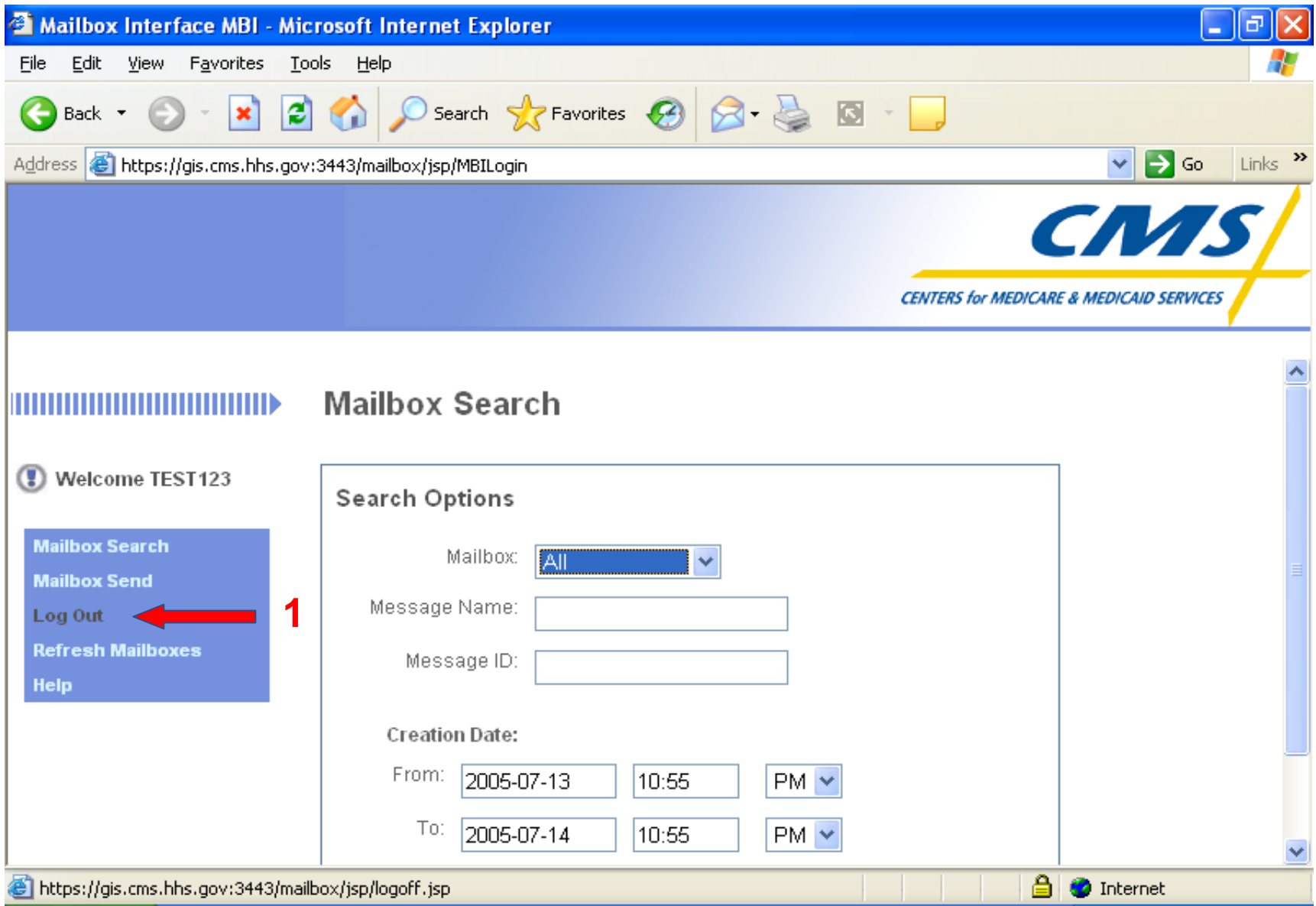
Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy
	CMS Supplied file name (structure).txt	41	2005-07-14 20:31:57.0	25	/TEST123/OUT	Count
	TEST OB DATA.txt	42	2005-07-13 21:02:56.0	25	/TEST123	Count
	TEST OB DATA.txt	45	2005-07-14 16:25:46.0	25	/TEST123/IN	Count

Items 1 - 3 of 3

Items per page: 5 10 25 50 100

Internet

1 – If the “Mailbox Send” operation completed successfully, and you properly queried for your file using the “Mailbox Search” option, you should now see the name of your file displayed in the “Mailbox Search Results” window.



1 – To log out click the “Log Out” option from the left navigation menu.