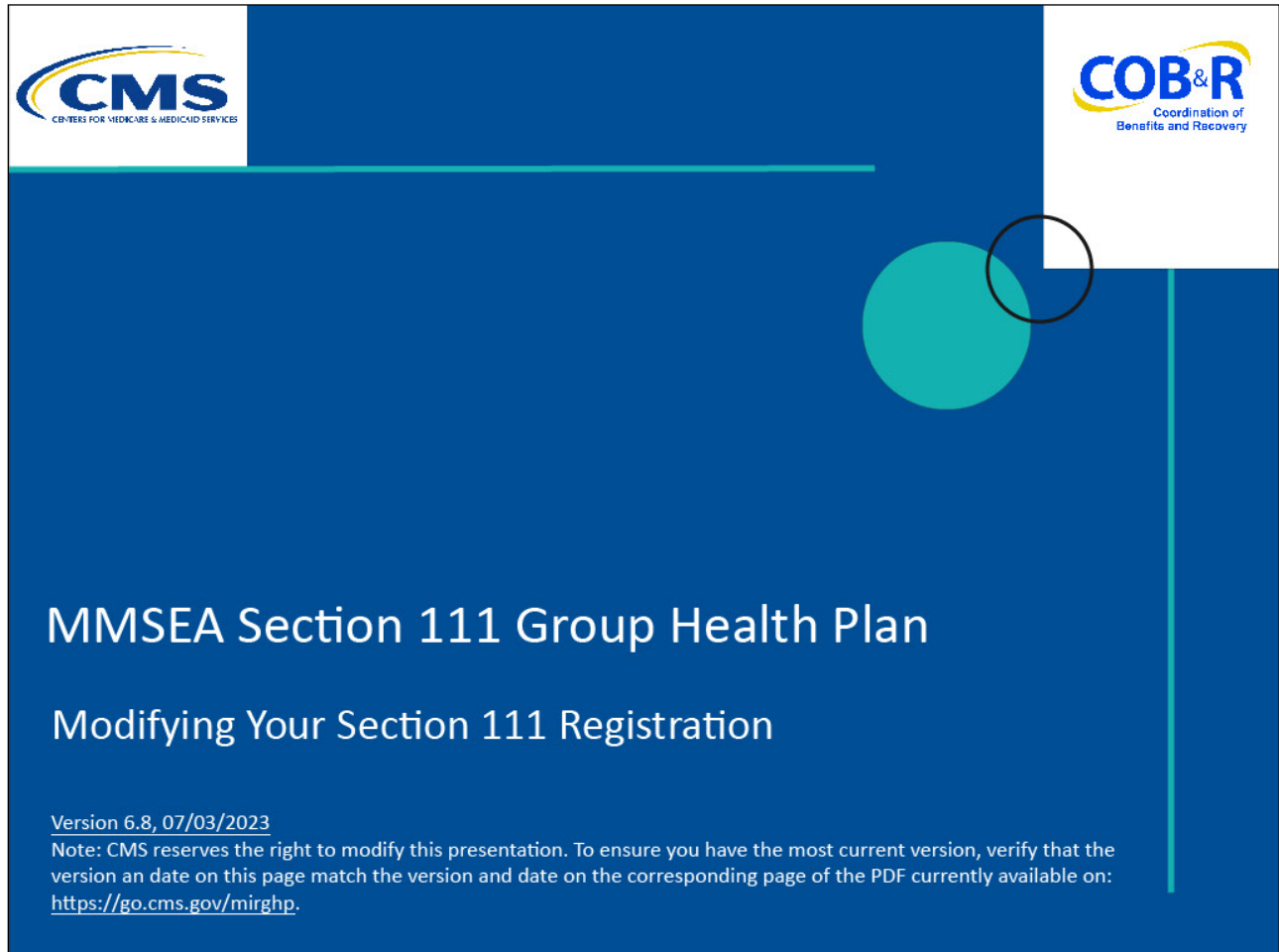


Modifying Your Section 111 Registration Introduction

Slide 1 of 14 - Modifying Your Section 111 Registration Introduction



CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Group Health Plan

Modifying Your Section 111 Registration

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<https://go.cms.gov/mirghp>.

Slide notes

Welcome to the Modifying Your Section 111 Registration course.

Slide 2 of 14 - 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 and 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.gov/mirghp>.

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Slide 3 of 14 - Course Overview

Course Overview

- Abandoned RRE IDs
- Ceasing Use of an RRE ID
- Transition of Reporting
- Changing Reporting Agents
- Changing RRE Information



Slide notes

This course provided information regarding steps Responsible Reporting Entities (RREs) must take if changes occur after their initial Section 111 registration is completed including abandoned RRE IDs, ceasing use of an RRE ID, transition of reporting, changing reporting agents, and changing RRE information.

Slide 4 of 14 - Abandoned RRE IDs

Abandoned RRE IDs

- Contact your assigned EDI Representative to delete an RRE ID that you
 - Erroneously registered
 - No longer need
 - Abandoned when you started the registration process over and will not use for Section 111 file submission
- Unused RRE IDs may trigger automated warning notifications and follow-up by the Benefits Coordination & Recovery Center (BCRC)
- Delete requests should only be made for RRE IDs that have never been used for production file submissions

Slide notes

RREs will contact their assigned Electronic Data Interchange (EDI) Representative to delete an RRE ID that they erroneously registered, no longer need, or have abandoned when they started the registration process over and will not use for Section 111 file submission.

Unused RRE IDs may trigger automated warning notifications and follow-up by the Benefits Coordination & Recovery Center (BCRC) to the associated Authorized Representative and/or Account Manager.

Delete requests should only be made for RRE IDs that have never been used for production file submission.

Slide 5 of 14 - Ceasing Use of an RRE ID

Ceasing Use of an RRE ID

- Contact EDI Representative to cease use of an RRE ID that was used for production reporting due to
 - Changes in reporting structure
 - Changes to what entity is named as the RRE
 - Ceasing business operations
 - Other reasons
- Inform EDI Representative of circumstances affecting change
- Since the RRE ID was used to report production files, it will not be deleted

Slide notes

RREs will contact their assigned EDI Representative when they have been reporting production Section 111 files under an RRE ID but will cease reporting under that RRE ID in the future due to changes in their reporting structure, changes to what entity is named as the RRE, ceasing business operations or other reasons.

RREs will inform their EDI Representative of circumstances affecting the change. Note: since the RRE ID was used to report production files, it will not be deleted.

Slide 6 of 14 - Transition of Reporting

The diagram is titled "Transition of Reporting" and is set against a white background with blue decorative blocks in the top corners. It features a central light green box with a white border containing the text: "RRE ID status will change to an inactive status after last production file has been processed". Below this box are three vertical green boxes of varying shades, each containing text. The leftmost box is dark green and contains the text: "Information for the RRE ID will remain in the BCRC system". The middle box is medium green and contains the text: "Production file submissions will no longer be accepted/expected". The rightmost box is light green and contains the text: "Automatic generation of the Late File Submission e-mails and subsequent follow-up contact by the BCRC will be prevented".

Transition of Reporting

- RRE and EDI Representative will create a transition plan

RRE ID status will change to an inactive status after last production file has been processed

Information for the RRE ID will remain in the BCRC system	Production file submissions will no longer be accepted/expected	Automatic generation of the Late File Submission e-mails and subsequent follow-up contact by the BCRC will be prevented
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Slide notes

You and your EDI Representative will create a transition plan and your EDI Representative will change the status of your RRE ID to an “inactive” status after your last production file has been processed.

Once this is completed, information for the RRE ID will remain in the BCRC Section 111 system. However, production file submissions will no longer be accepted or expected.

This change in RRE ID status will prevent the automatic generation of the Late File Submission e-mails and subsequent follow-up contact by the BCRC to your Authorized Representative and Account Manager related to Section 111 reporting compliance.

Slide 7 of 14 - Transition of Reporting

Transition of Reporting

- Responsibility of the RREs involved in transition
- The BCRC cannot supply a file of previously submitted and accepted records for use in the transition
- For example
 - If a GHP transitions to a new claims processing TPA, it is likely that the new TPA will become the RRE
 - New TPA may register for a new RRE ID or report under one of its existing RRE IDs
 - New TPA RRE may update and delete records previously submitted by the former TPA RRE under a different RRE ID as long as the key fields for the MSP occurrences match
 - RRE IDs do not need to match

Slide notes

The transition of reporting responsibility from one RRE to another is the responsibility of the RREs involved.

The BCRC cannot supply a file of previously submitted and accepted records for use in the transition by the new or former RRE or their reporting agents.

For example, if a Group Health Plan (GHP) transitions to a new claims-processing Third Party Administrator (TPA), it is likely that the new TPA will become the RRE for Section 111 reporting.

The new TPA may register for a new RRE ID or report the GHP coverage under one of its existing RRE IDs.

The new TPA RRE may update and delete records previously submitted by the former TPA RRE under a different RRE ID as long as the key fields for the Medicare Secondary Payer (MSP) occurrences match. The RRE IDs do not need to match.

Slide 8 of 14 - Transition of Reporting

Transition of Reporting

- Former RRE must NOT delete previously submitted and accepted records
- If coverage previously reported has ended, send update transactions with applicable Termination Dates
- New RRE may send
 - Add transactions for new coverage information
 - Update transactions to change existing records with new information
- See the GHP User Guide and the Quarterly Claim Input File Submissions CBT

Slide notes

The former RRE must NOT delete previously submitted and accepted records. If the coverage previously reported has ended, then update transactions will be sent with applicable Termination Dates.

The new RRE may send add transactions for new coverage information or update transactions to change existing records with new information such as the new Insurer/TPA Tax Identification Number (TIN).

Please see the GHP User Guide and the Quarterly Claim Input File Submission CBT for more information on how to submit add and update transactions.

Slide 9 of 14 - Changing Reporting Agents

Changing Reporting Agents

New agent will continue to submit files under the RRE's existing RRE ID(s)

The BCRC cannot supply a file of previously submitted and accepted records for the RRE IDs

- Responsibility of the RRE to coordinate the transition of reporting from the former agent to the new agent

Slide notes

If an RRE is changing reporting agents, the new agent will continue to submit files under the RRE's existing RRE ID(s).

Again, the BCRC cannot supply a file of previously submitted and accepted records for the RRE IDs. It is the RRE's responsibility to coordinate the transition of reporting from the former agent to the new agent.

Slide 10 of 14 - Changing Reporting Agents

Changing Reporting Agents

- Individuals from the new reporting agent will be given access to the RRE ID on the Section 111 COBSW: <https://www.cob.cms.hhs.gov/Section111/>
- Account Manager for the RRE ID can give access by
 - Using Designee Maintenance action on RRE Listing page
 - Inviting individuals as Account Designees
- New agent may use their COBSW login ID
 - For access to the RRE ID on the COBSW
 - HTTPS and SFTP file transmission methods
- Account Manager will remove Account Designees associated with former agent from their RRE ID account on the COBSW
- Contact EDI Representative with any questions

Slide notes

Individuals from the new reporting agent will be given access to the RRE ID on the Section 111 Coordination of Benefits Secure Web site (COBSW) which can be accessed at the following link: <https://www.cob.cms.hhs.gov/Section111/>.

This can be done by the Account Manager for the RRE ID by using the Designee Maintenance action off the RRE Listing page and inviting these individuals as Account Designees.




The new agent may then use their Section 111 COBSW login ID for access to the RRE ID on the Section 111 COBSW as well as for the Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) and Secure File Transfer Protocol (SFTP) file transmission methods.

The Account Manager will remove any Account Designees associated with the former agent from their RRE ID account on the Section 111 COBSW.

If you have questions regarding your specific circumstances related to ceasing or transitioning reporting, please contact your EDI Representative.

Slide 11 of 14 - Changing RRE Information

Changing RRE Information

-  • After registration is completed on the Section 111 COBSW, Account Manager may update certain RRE profile information
 - Use the RRE Information action off the RRE Listing page to update the RRE name, address and telephone information
-  • Contact EDI Representative to update other information
 - Reporting agent
 - File transmission method
 - TIN associated with the RRE ID
 - Change your Authorized Representative or Account Manager
-  • All Section 111 COBSW users may update personal information associated with their login ID such as e-mail address or phone number after logging on to the site

Slide notes

After registration is completed on the Section 111 COBSW, your Account Manager may update certain information related to the RRE profile.

After logging on to the Section 111 COBSW, Account Managers may use the RRE Information action off the RRE Listing page to update the RRE name, address and telephone information.

Changes to other information such as reporting agent, file transmission method or TIN associated with the RRE ID must be requested through your EDI Representative.

You must also contact your EDI Representative to change your Authorized Representative or Account Manager to a different individual.

Note that all users of the Section 111 COBSW may update their own personal information associated with their login ID such as e-mail address or phone number after logging on to the site.

Slide 12 of 14 - Course Summary

Course Overview

- Abandoned RRE IDs
- Ceasing Use of an RRE ID
- Transition of Reporting
- Changing Reporting Agents
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**Slide notes**

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Slide 13 of 14 - Conclusion





You have completed the Modifying Your Section 111 Registration course. Information in this course can be referenced by using the GHP User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link: <https://go.cms.gov/mirghp>.

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Slide 14 of 14 - Survey



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



Slide notes

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