

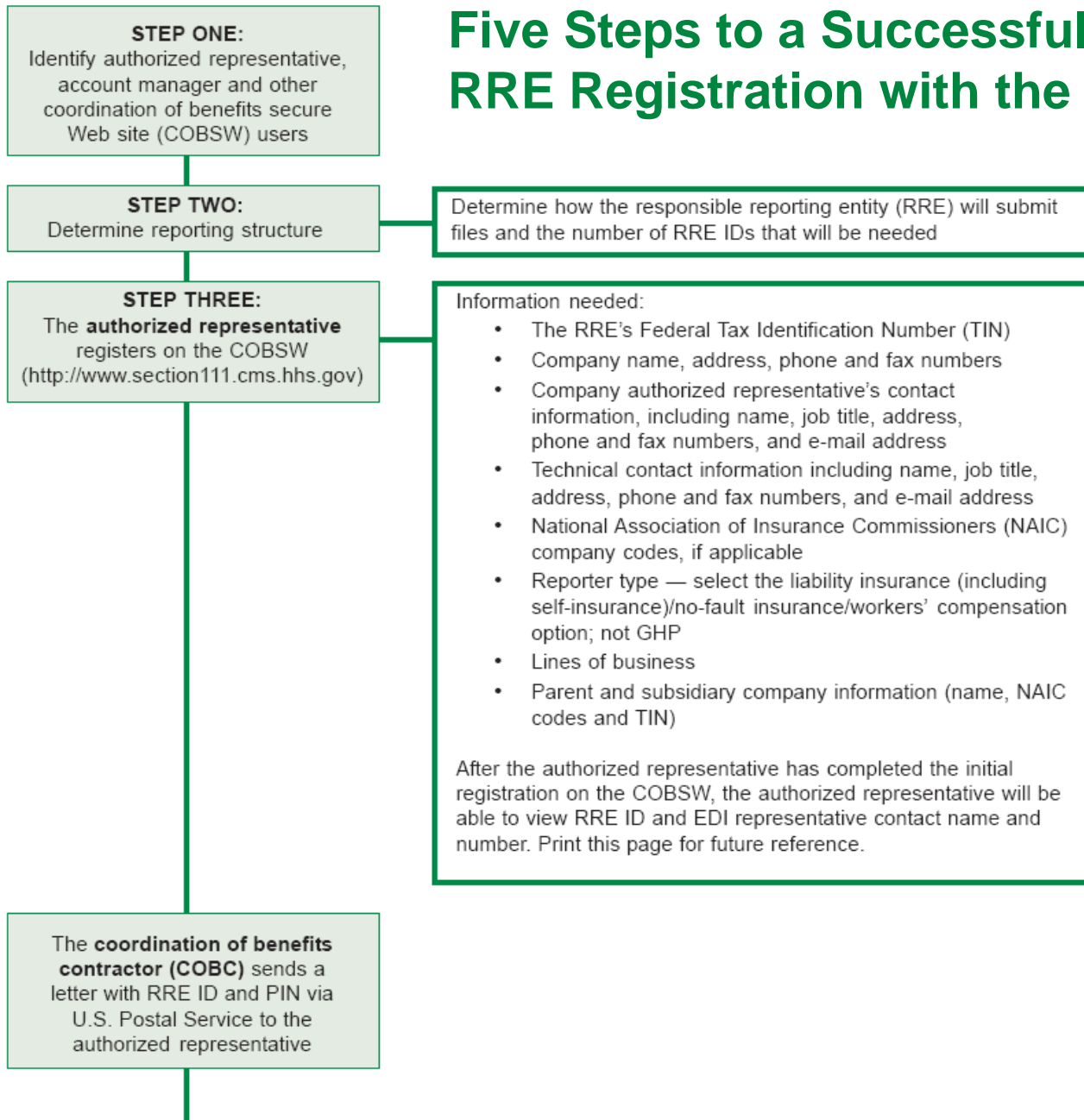


# SCHIP Question and Answer WebEx

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**June 15, 2009**

# Five Steps to a Successful RRE Registration with the COBC



Authorized representative provides the RRE ID and PIN to the designated account manager

**STEP FOUR:**  
Account manager completes the account setup on COBSW (<http://www.section111.cms.hhs.gov>)

Account manager clicks "Account Setup" link and enters the following information:

- RRE ID and associated PIN
- Personal information including name, job title, address, phone number and e-mail address
- A newly created login ID for the COBSW
- Account information related to expected volume of data to be exchanged under this RRE ID (estimated number of annual paid claims for the lines of business to be reported under this RRE)
- Verify if an agent will report on the RRE's behalf. If so, provide company and contact names, address, phone and fax numbers, e-mail address and TIN\*
- Select a file transmission method\*

\*If Broadspire (and PMSI) are selected as your reporting agent, enter the following information during the account setup process (PLEASE NOTE: if you select an alternative reporting agent, enter your agent's information):

- Agent company name: PMSI Settlement Solutions
- Agent EIN/TIN: 593166848
- Agent contact name: Crystal Brotski
- Agent company address: 175 Kelsey Lane; Tampa, Florida, 33619
- Agent phone number: 888-850-4161
- File transfer method: Secure file transfer protocol (SFTP)

COBC sends profile report via e-mail to the authorized representative

The authorized representative reviews the profile report, signs it and returns it to COBC

**STEP FIVE:**  
The authorized representative or account manager sends the profile report to Broadspire via e-mail (SCHIP@choosebroadspire.com) or fax (770-777-6479)\*\*\*

\*\*\*Updated from previous materials on June 22, 2009

The COBC e-mails to the authorized representative notification that testing can begin

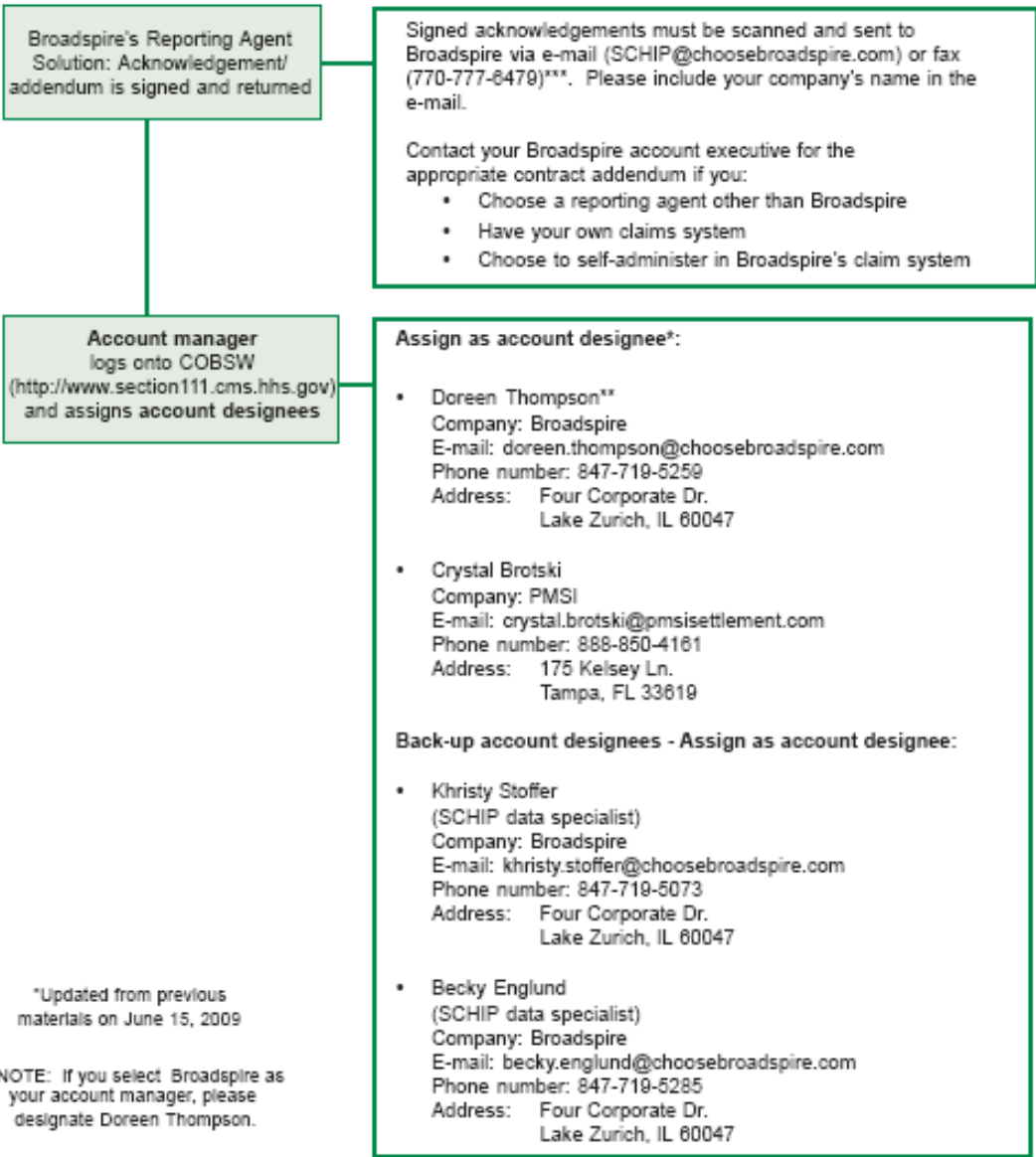
The authorized representative or account manager forwards the testing notification to Broadspire via e-mail (SCHIP@choosebroadspire.com) or fax (770-777-8479)\*\*\*

The RRE's account manager completes PMSI's on-line RRE setup process (<http://rresetup.pmsionline.com>)

Must be completed if you select Broadspire and PMSI as your reporting agent or if you choose an alternative reporting agent:

- Referred by: (your current claims administrator for the specific claims related to this RRE) (Broadspire or Crawford)
- Data provider (the source providing data to your reporting agent)
- RRE ID (provided by CMS)
- Name of company/organization
- Full name (of account manager)
- E-mail address
- Physical address
- Agent EIN/TIN: 593166848
- Phone number
- CMS reporting period
- Selected reporting agent
- Explain the business rationale for having multiple RRE IDs. Enter "NA" if not applicable
- Line of business (specific to the RRE ID)
- Type of claim (specific to the RRE ID)

IMPORTANT: PMSI RRE setup must be completed regardless of whom you select as your reporting agent.



\*Updated from previous materials on June 15, 2009

\*\*NOTE: If you select Broadspire as your account manager, please designate Doreen Thompson.

\*\*\*Updated from previous materials on June 22, 2009

**Question: Broadspire handles the majority of our claims, however we do administer some claims in-house using our own claim system. Can Broadspire report these claims too?**

**Answer: Broadspire offers reporting capabilities only for claims that we adjudicate and reside on our claim systems and is therefore unable to report claims for clients who self-administer on their own claim systems or who utilize Broadspire services for administrative purposes only.**

**As an alternative, you may contact our business partner, PMSI, and discuss your reporting requirements further.**

**Contact name:**

**Otto Biasio**

**Address: 175 Kelsey Lane; Tampa, Florida; 33619**

**Phone number: 303-730-2513**

**E-mail: [otto.biasio@pmsisettlement.com](mailto:otto.biasio@pmsisettlement.com)**



**Question: My company would like to request changes to the addendum that Broadspire provided to us. How is this handled?**

**Answer: Contact your account executive for assistance with addendums or contracts.**



**Question: We are currently a client in “run-off” with Broadspire, are we subject to the \$3,000 setup fee?**

**Answer: Yes, however if you have any active claim program in addition to “run-off,” the \$3,000 setup fee does not apply.**



## Question: Can Broadspire be the responsible reporting entity (RRE)?

**Answer: No. The Section 111 reporting user guide states that the RRE can not be an agent of the RRE and must be the person who has legal authority to bind your organization to a contract. Please see page 18 of the user guide also noted below:**

**“...Third party administrators (TPAs) as defined by CMS for purposes for 42 U.S.C. 1395y(b)(7) & (8) are never RREs for purposes of 42 U.S.C. 1395y...”**

## **Question: How do I respond to the question “provide your annual total claim count”?**

**Answer: CMS has stated during prior teleconferences that this number does not need to be precise and you can use an estimate. Your estimate should be the “total number of paid claim count.”**

**For example, if your company paid out approximately 1,000 claims, you would enter 1,000.**

**Note: The number should reflect the total number of claims paid that are directly associated to the RRE ID that you are registering.**

## **Question: I've received my RRE ID. What do I do next?**

**Answer: An RRE ID is provided immediately following the initial registration process performed by the authorized representative. Approximately 10 days later, you will receive via U.S. mail, your RRE ID and PIN.**

**Important: Provide your RRE ID and PIN to your designated account manager to begin the account setup process on the COBSW Web site.**

**Question: I'm the account manager, and I did not receive a copy of the Profile Report after I completed the account setup. What should I do?**

**Answer: During the latest CMS teleconference on June 9, 2009, they stated that there was an oversight and the account manager should have received a copy of the completed Profile Report.**

**CMS has put in a request to have this issue corrected. If you are still waiting for your Profile Report, you can contact your company's authorized representative and request that a copy of the Profile Report be forwarded. You may also contact your EDI representative or the EDI department at 646-458-6740 for assistance.**

# Question: Who do I assign as account manager?

**Answer:** You have the option to assign someone at your company as the account manager if you choose to maintain your company profile information. If this option is selected, your designated account manager will need to log onto the COBSW Web site to invite the following account designees:

**Assign as account designee:**

**\*\*Doreen Thompson**

**Company: Broadspire**

**E-mail: [doreen.thompson@choosebroadspire.com](mailto:doreen.thompson@choosebroadspire.com)**

**Phone: 847-719-5259**

**Address: Four Corporate Dr  
Lake Zurich, IL 60047**

**Assign as account designee:**

**Crystal Brotski**

**Company: PMSI**

**E-mail: [crystal.brotski@pmsisettlement.com](mailto:crystal.brotski@pmsisettlement.com)**

**Phone: 888-850-4161**

**Address: 175 Kelsey Ln  
Tampa, FL 33619**

**Back-up account designees – assign as account designee:**

**Becky Englund (SCHIP data specialist)**

**Company: Broadspire**

**E-mail: [becky.englund@choosebroadspire.com](mailto:becky.englund@choosebroadspire.com)**

**Phone: 847-719-5285**

**Address: Four Corporate Dr  
Lake Zurich, IL 60047**

**Back-up account designees – assign as account designee:**

**Khristy Stoffer (SCHIP data specialist)**

**Company: Broadspire**

**E-mail: [khristy.stoffer@choosebroadspire.com](mailto:khristy.stoffer@choosebroadspire.com)**

**Phone: 847-719-5073**

**Address: Four Corporate Dr  
Lake Zurich, IL 60047**

**\*\*NOTE: If you select Broadspire as your account manager, please designate Doreen Thompson.**

**Question: Will Broadspire be contacting clients if they are unable to obtain, for example, a claimant's Social Security number?**

**Answer: Yes, it's possible you may be contacted to help us obtain this information after we have exhausted our efforts to retrieve this data.**

**In addition, we are waiting for CMS to issue a template letter that explains their need for this information relative to the Section 111 reporting requirements.**



## Question: How is “mass tort” handled relative to Section 111 reporting?

**Answer: CMS has identified this as an open question and they are working toward providing reporting requirements for these situations. There is no timeframe on when this will be released.**

# Section 111 NGHP CBT Registration

If you are an RRE for liability insurance (including self-insurance), no-fault insurance, or workers' compensation, you may register for the NGHP CBT courses.

1. Send an email by sending an e-mail to: [Section111CBT@EHMedicare.com](mailto:Section111CBT@EHMedicare.com).
2. Specify that you are requesting the NGHP curriculum
3. Include your company name, company type (e.g. liability insurer, workers' compensation, etc.) name, phone number and e-mail address for the individuals you would like to register

Once the COBC has processed your company's request, an e-mail notification will be sent to each individual containing the URL for the curriculum. If you do not receive an e-mail notification within two business days of your request, you may contact the COBC's EDI Department at 646-458-6740.

**For SCHIP questions and assistance contact**

**Broadspire's reporting agent, PMSI  
888-850-4161 (PMSI Client Services)  
[justregister@pmsisettlement.com](mailto:justregister@pmsisettlement.com)**

**or contact your Broadspire account executive**

**Broadspire  
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