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MMSEA (SCHIP) Section 111

Responsible Reporting Entity

Registration Packet

PLEASE NOTE: All information in this packet is current upon the packet's distribution and is subject to change.

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We deliver quality, consistency and outcomes with passion!

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MMSEA (SCHIP) Section 111: A Guide to Responsible Reporting Entity Registration and Account Set-up

Section 111 liability, no-fault and workers' compensation responsible reporting entities (RREs) will register on the Coordination of Benefits Secure Web site (COBSW) from May 1, 2009 through September 30, 2009* using a new interactive Web portal. The Web site URL will be www.Section111.cms.hhs.gov. Although the Web site is not yet available, you may review the requirements for registration at www.cms.hhs.gov/MandatoryInsRep/Downloads/RegistrationOverview.pdf.

STEP ONE: IDENTIFY AN AUTHORIZED REPRESENTATIVE, ACCOUNT MANAGER AND OTHER COBSW USERS

For more information, refer to the "Roles and Responsibiliites" section in this packet or review the more detailed CMS information in the above links.

STEP TWO: DETERMINE REPORTING STRUCTURE

Before beginning the registration process, an RRE must determine how he or she will submit files and how many Section 111 Reporter IDs (RRE IDs) will be required. Only one submission can be made on a quarterly basis for each RRE ID. Corporate organization, claim system structures and the use of an agent may necessitate the use of multiple RRE IDs.

A separate registration will be required for each RRE ID. The RRE may name the same authorized representative and account manager for both accounts or use different individuals.

CMS will **not allow** set up of a separate RRE ID for submission of the Query Input File only.

NOTE: An RRE ID is required for each individual reporting agent. Most companies will need only one RRE ID. However, at the company's discretion, you may select multiple RRE IDs, which may be issued for multiple TPAs, subsidiaries, or by line of business (depending on what is most efficient for your company).

* - Information updated from previous materials on June 3, 2009

STEP THREE: RRE REGISTRATION ON THE COBC WEB SITE: MAY 1, 2009 TO SEPTEMBER 30, 2009* — AUTHORIZED REPRESENTATIVE

A company representative for the RRE must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov), click on the “New Registration” button, and complete and submit the registration for the RRE. **This step must be completed by the RRE, not an agent for the RRE**.

The application will require that you submit:

- A Federal Tax Identification Number (TIN) for the RRE
- Company name, address, phone and fax
- Company authorized representative contact information including name, job title, address, phone, fax and e-mail address
- Technical contact information including name, job title, address, phone, fax and e-mail address
- National Association of Insurance Commissioners (NAIC) company codes, if applicable
- Reporter type — select the liability insurance (including self-insurance)/no-fault insurance/workers' compensation option; **not** GHP
- Lines of business
- Parent and subsidiary company information (name, NAIC Codes and TIN)

When a registration application is submitted, the information provided will be validated and, once completed, the Coordination of Benefits Contractor (COBC) will send a letter via the U.S. Postal Service to the named authorized representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the registration.

NOTE: In addition, please refer to the PMSI “Registration on the COB Secure Web Site (COBSW)” document included in this packet.

The authorized representative must give the PIN and RRE ID to his or her account manager to use to complete the account setup step.

This step must be repeated for each RRE ID number.

NOTE: For additional information and examples to determine the number of RRE IDs needed for your company, register for computer-based training available on CMS's Web site:
http://www.cms.hhs.gov/MandatoryInsRep/05_Computer_Based_Training.asp#TopOfPage

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STEP FOUR: RRE ACCOUNT SETUP ON THE COBSW — ACCOUNT MANAGER

In order to perform the RRE account setup tasks, the RRE's account manager must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov) on or after May 1 with the PIN and RRE ID and click on the “Account Setup” button.

* - Information updated from previous materials on June 3, 2009

The account manager will:

- Enter the RRE ID and associated PIN
- Enter personal information including name, job title, address, phone and e-mail address
- Create a login ID for the COBSW
- Enter 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 that will be reported under the RRE ID)
- Verify if an agent will report on the RRE's behalf. (See the "Select a reporting Agent" section in this packet.) If so, provide company name, contact name, address, phone, fax, e-mail address and TIN
- Select a file transmission method

Provide file transmission information needed if the Connect:Direct transmission method is selected. The information the account manager must provide for each file type during account setup is as follows **(note: *complete file transmission information must be available if the Connect:Direct method is selected or this step cannot be completed and all the other data provided will be lost)***:

- AGNS account ID
- Node ID, Net ID and Appl ID for SNA connections or IP address and port address for IP connections
- Test and production destination dataset names to which you want the COBC to send the response files
- Options special instructions such as file triggers the COBC should utilize

Once the account manager has successfully obtained a COBSW login ID, he or she may log into the application and invite account designees to register for login IDs

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STEP FIVE: RETURN SIGNED RRE PROFILE REPORT — AUTHORIZED REPRESENTATIVE

Once account setup has been completed on the COBSW and processed by the COBC, a profile report will be sent to the RRE's authorized representative via e-mail.

The profile report contains:

- A summary of the information provided at registration and account setup
- Important information needed for data file transmission
- RRE ID
- The assigned production live date and ongoing quarterly file submission timeframe
- Contact information for the assigned COBC EDI representative

The RRE's authorized representative must review, sign and return the profile report to the COBC. Please forward a scanned copy of the document via e-mail to SCHIP@choosebroadspire.com or via fax at 770-777-6479. The COBC will then send e-mails to the authorized representative and account manager indicating that testing can begin.

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Roles and Responsibilities

As defined in Version 1.0 March 16, 2009 MMSEA Section 111 User Guide

RESPONSIBILITY/ACTIVITY	AUTHORIZED REPRESENTATIVE	ACCOUNT MANAGER	ACCOUNT DESIGNEE
Must be an individual who has legal authority to bind the organization to a contract and the terms of MMSEA section 111 requirements and processing	✓		
Can not be a user of the COBSW	✓		
Can not be an agent of the RRE	✓		
May perform the initial registration but will not be provided with a logon ID	✓		
Will designate the account manager	✓		
Must approve the account set up by signing the profile report including the data use agreement and returning it to the COBC	✓		
Will be the recipient of the COBC notifications related to non-compliance with section 111 reporting requirements	✓		
Will be the individual who controls the administration of an RRE's account and manages the overall reporting process		✓	
Must register on the COBSW, obtain a logon ID and complete the account setup tasks		✓	✓
Can be associated with an RRE ID if they receive an authorized PIN from the COBC mailing.	✓	✓	
Can be associated with multiple RRE IDs		✓	✓
Can invite other users to register on the COBSW and function as account designees		✓	

RESPONSIBILITY/ACTIVITY	AUTHORIZED REPRESENTATIVE	ACCOUNT MANAGER	ACCOUNT DESIGNEE
Can manage the RRE profile including the selection of a file transfer method		✓	
Can upload and download files to the COBSW if the RRE has specified HTTPS as the file transfer method		✓	✓
Can use his or her login ID and password to transmit files to the COBSW if the RRE has specified SFTP as the file transfer method		✓	✓
Can review the file transmission history		✓	✓
Can review the file processing status on file statistics		✓	
Can remove an account designee's association to an account		✓	
Can change account contact information, phone, address etc.		✓	
Can change his or her personal information		✓	✓
Can not be an authorized representative or an account designee for the same RRE ID		✓	✓
Assist the account managers with the reporting process			✓
May be RRE employees or agents			✓
No limit to the number of account designees associated to one RRE ID			✓

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Select a Reporting Agent (Performed by the account manager)

Option One: Choose Broadspire's solution

Broadspire can assume the CMS-defined role of **account designee.** The RRE's **account manager** must assign Broadspire and Broadspire's reporting agent, PMSI Settlement Solutions™, as account designees after the registration process.

If you choose Broadspire's solution, be prepared to provide the following information during account set-up:

- **Step One:** During the RRE account set-up process, indicate the following information for your reporting agent, PMSI:
    - 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
    - Select secure file transfer transfer protocol (SFTP) as your file transfer method
- **Step Two:** During the account setup process, assign Broadspire and Broadspire's reporting agent, PMSI, as account designees*.

Assign as account designee

Doreen Thompson**
Company: Broadspire
E-mail: doreen.thompson@choosebroadspire.com
Phone: 847-719-5259
Address: Four Corporate Drive; Lake Zurich, IL 60047

Crystal Brotski
Company: PMSI
E-mail: crystal.brotski@pmsisettlement.com
Phone: 888-850-4161
Address: 175 Kelsey Lane; Tampa, FL 33619

Backup account designee - Assign as account designee

Khristy Stoffer (data specialist)
Company: Broadspire
E-mail: khristy.stoffer@choosebroadspire.com
Phone: 847-719-5073
Address: Four Corporate Drive; Lake Zurich, IL 60047

Becky Englund (data specialist)
Company: Broadspire
E-mail: becky.englund@choosebroadspire.com
Phone: 847-719-5285
Address: Four Corporate Drive; Lake Zurich, IL 60047

- **Step Three:** Following your successful CMS registration, as part of Broadspire's reporting agent (PMSI) account set-up process, go to the following Web site to provide us with your registration information: http://rresetup.pmsionline.com. This must be completed regardless of whom you choose as your reporting agent*. Be prepared to provide the following information:
    - Your current claim administrator for the specific claims related to this RRE (Broadspire or Crawford)
    - Data provider (the source providing data to your reporting agent)
    - Your RRE ID (provided to you by CMS)
    - Name of organization/company
    - Full name (account manager's name)
    - E-mail address
    - Physical address
    - Phone number
    - CMS reporting period
    - Your selected reporting agent
    - Line of business (specific to the RRE ID)
    - Type of claim (specific to the RRE ID)
- **Step Four:** Notify your Broadspire account executive after you complete and sign your registration document. Forward the e-mail from CMS to SCHIP@choosebroadspire.com or fax it to 770-777-6479.***

* - Information updated from previous materials on June 15, 2009

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

*** - Information updated from previous materials on June 22, 2009

Option Two: Choose an alternative agent

Important: Clients who are using an alternative reporting agent must contact their account executives for a new contract addendum.

Clients who use our claims systems and choose alternative agents:

- Provide us with your alternative agent by accessing the following Web site: http://rresetup.pmsionline.com. This must be completed regarding of whom you choose as your reporting agent*.
- Broadspire's reporting agent, PMSI, will deliver the necessary data on behalf of Broadspire in the CMS-required format to your agent
- Your RRE or its agent will be responsible for:
    - Reporting all MMSEA Section 111 data to CMS
    - Performing the Medicare beneficiary check
    - Providing us with your alternative agent by accessing the following Web site: http://rresetup.pmsionline.com. The Web site will be available starting May 1, 2009. You will be required to provide:
      — Referred by: (your current claim administrator for specific claims related to Broadspire or Crawford)
      — Data provider (the source providing data to your reporting agent)
      — Your RRE ID (provided to you by CMS)
      — Name of organization/company
      — Full name (account manager's name)
      — E-mail address
      — Physical address
      — Phone number
      — CMS reporting period
      — Your selected reporting agent
      — Explain the business rationale for creating multiple RRE IDs. Enter NA if not applicable.
      — Line of business (specific to the RRE ID)
      — Type of claim (specific to the RRE ID)
    - Submitting the following CMS response files to Broadspire's reporting agent:
        1. CMS beneficiary query response records
        2. All CMS response files, including any data errors

Clients who do not use our claims systems or self-administer their claims in our applications are responsible for:

- Adding the necessary fields to their applications or their reporting agent's applications
- Managing response files, including any data errors

For RRE questions and assistance, please contact Broadspire's reporting agent, PMSI, at:

- **888-850-4161 (PMSI Client Services)**
- **justregister@pmsisettlement.com**

* - Information updated from previous materials on June 3, 2009

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Broadspire's Agent Reporting Solution: Acknowledgment/Addendum Requirement

If you choose Broadspire's Agent Reporting Solution, you must sign and return an acknowledgment, which is available on the following page.

Signed acknowledgments can be scanned and returned to Broadspire via e-mail at SCHIP@choosebroadspire.com. Please include the name of your company in the e-mail.

Acknowledgments can also be submitted via fax to 770-777-6479.**

Acknowledgments must be signed and returned to Broadspire no later than **August 31, 2009.***

If you choose another reporting agent other than Broadspire, have your own claim systems or choose to self-administer in our claim systems, please contact your Broadspire account executive for the appropriate contract addendum.

* - Information updated from previous materials on June 3, 2009

* *- Information updated from previous materials on June 22, 2009

MEDICARE SECONDARY PAYER REPORTING
ACKNOWLEDGEMENT AND AGREEMENT

1. ___________________________________, with its corporate offices located at ____ ("Client") hereby requests Broadspire Services, Inc. ("Broadspire") assist Client with discharging it obligations under the Medicare Secondary Payer ("MSP") laws for all claims reported to and administered by Broadspire ("MSP Services").

2. Client agrees to use Broadspire's preferred vendor, PMSI, Inc. for such MSP Services.

3. Broadspire, or its designee, will identify those individuals who are Medicare beneficiaries and/or to whom MSP requirements apply; provide for proper primary payments where by law Medicare is the secondary payer; accurately and timely submit required reports including without limitation those under Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 and regulations thereunder; manage Medicare set-aside arrangements; and assist with settlement, judgment, award or other payment in accordance with the rules of the Medicare program.

4. Client will register Broadspire and/or its preferred vendor, PMSI, Inc. as its agent for MSP reporting and provide Broadspire with all data, assistance or documentation required for Broadspire to fulfill its MSP Service obligations.

5. Client acknowledges and agrees that Broadspire will only be responsible for reporting claims that are reported to and administered by Broadspire.

6. Costs for MSP services are as follows:

   On the one year anniversary of the MSP claim report date, Broadspire will charge the Client $10 per year/per claim reported. Such fees will be charged to the claim file as ALAE and may be increased annually by Broadspire.

ACKNOWLEDGED AND AGREED:

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Name: ________________________________

Title: _________________________________

Date: ________________________________

Other Resources

MMSEA Section 111 Computer-Based Training (CBT):

CMS is now offering CBT training. Contact the COBC's EDI Department at 646-458-6740 to register for training. Your user ID and password will be sent to you via email.

www.cms.hhs.gov/MandatoryInsRep/05_Computer_Based_Training.asp#TopOfPage

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Broadspire's Web Site - SCHIP Resources Page:

Broadpsire's Web site offers a variety of important MMSEA Section 111 resources.at **www.choosebroadspire.com.** Sign on and view our SCHIP documents, including the Broadspire SCHIP overview presentation.