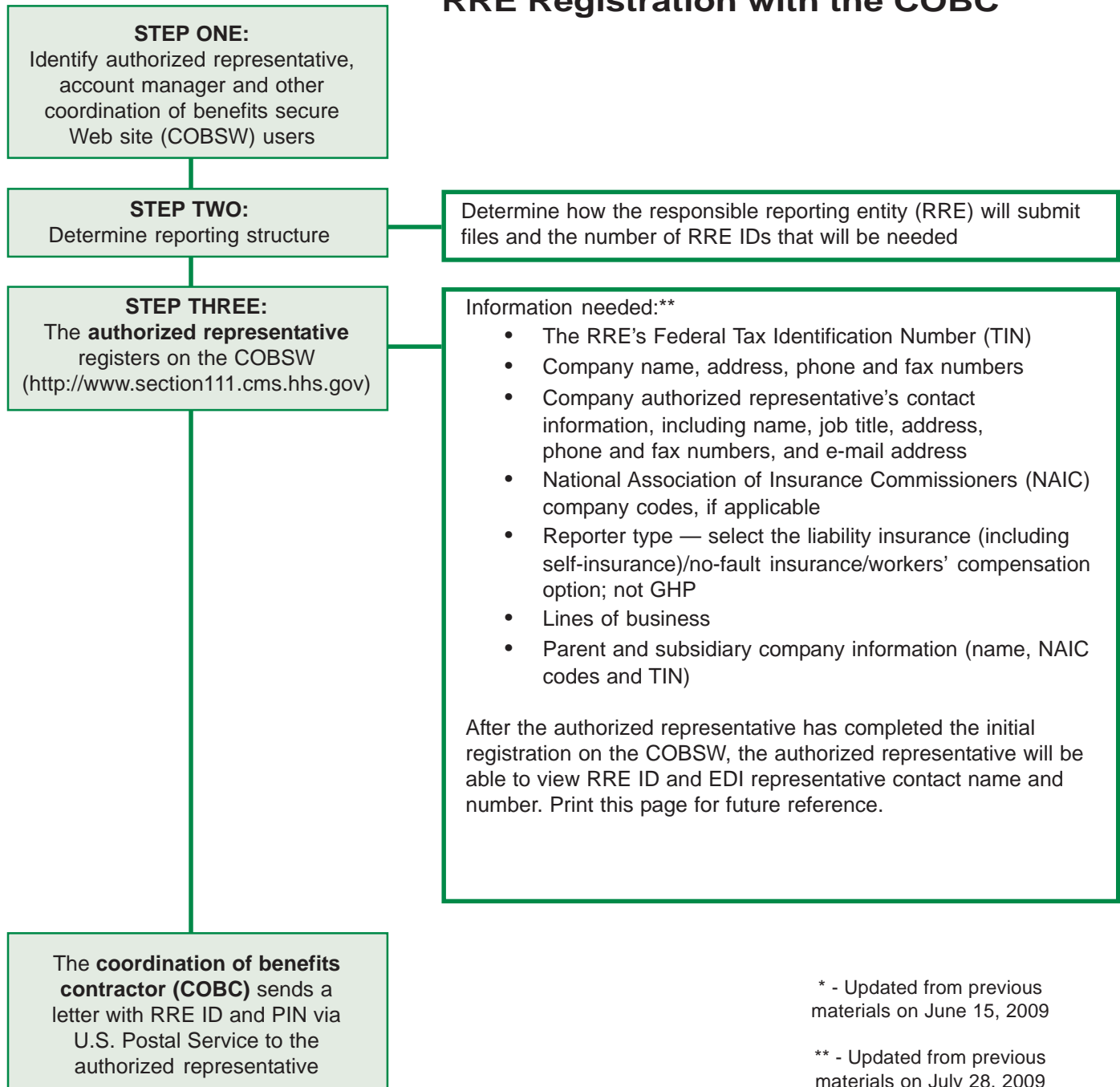




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SCHIP: Five Steps to a Successful RRE Registration with the COBC*



* - Updated from previous materials on June 15, 2009

** - Updated from previous materials on July 28, 2009

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)***



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***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 (770-777-6479)***

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.



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Broadspire's Reporting Agent Solution: Acknowledgement/ addendum is signed and returned

Signed acknowledgements must be scanned and sent to Broadspire via e-mail (SCHIP@choosebroadspire.com) or fax (770-777-6479)***. Please include your company's name in the e-mail.

Contact your Broadspire account executive for the appropriate contract addendum if you:

- Choose a reporting agent other than Broadspire
- Have your own claims system
- Choose to self-administer in Broadspire's claim system

Account manager
logs onto COBSW
(<http://www.section111.cms.hhs.gov>)
and assigns **account designees**

Assign as account designee*:

- Doreen Thompson**
E-mail: doreen.thompson@choosebroadspire.com
Phone number: 847-719-5259

Julie Salvucci***
E-mail: julie.salvucci@choosebroadspire.com
Phone number: 847-719-5236

- Crystal Brotski
Company: PMSI
E-mail: CBrotskiMMSEA111@pmsisettlement.com
Phone number: 888-850-4161
Address: 175 Kelsey Ln.
Tampa, FL 33619

Back-up account designees - Assign as account designee:

- Khristy Stoffer
(SCHIP data specialist)
Company: Broadspire
E-mail: khristy.stoffer@choosebroadspire.com
Phone number: 847-719-5073
Address: Four Corporate Dr.
Lake Zurich, IL 60047
- Becky Englund
(SCHIP data specialist)
Company: Broadspire
E-mail: becky.englund@choosebroadspire.com
Phone number: 847-719-5285
Address: Four Corporate Dr.
Lake Zurich, IL 60047

*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

***Updated from previous 5/13/10



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