MSPRP Learning Plan

Table 1 – MSPRP Learning Plan

ID#	Title	Type	Description
01	Learning Plan	PDF	A printable listing of the courses and their descriptions for the MSPRP CBT Curriculum.
02	Benefits of Using the MSPRP	PDF	This course explains the benefits of using the MSPRP and informs users what they will need to use the MSPRP.
03	Application Overview	PDF	This course will provide an overview of the MSPRP including general navigation guidelines. It will also include information on how to search for a case and the Case Information page.
04	Application Overview – Beneficiary	PDF	This course will discuss an overview of the MSPRP including general navigation guidelines. It will also include information on how to search for a case and the Case Information page. Note: This module is intended for beneficiaries.
05	Corporate Registration	PDF	This course explains on how to complete a New Registration on the MSPRP for a corporate account type and the steps that must be followed once the registration has been submitted. Note: This module is intended for those entities who will register for a corporate account. A corporate account indicates that the entity has an Employer Identification Number (EIN) and will be regularly submitting MSPRP requests.
06	Corporate Account Setup	PDF	This course will outline the Account Setup process for a Corporate account. It will describe the role of the Account Manager and explain how the Account Manager will complete the Account Setup and register themselves as the Account Manager. It will conclude with the steps to follow once the Account Setup has been completed. Note: This module is intended for those entities who will register for a corporate account. A corporate account indicates that the entity has an EIN and will be regularly submitting MSPRP requests.
07	Representative Registration	PDF	This course will provide instructions on how to complete a representative registration on the MSPRP and the steps to follow once the registration has been submitted. Note: This module is intended for those entities who will register for a representative account. A representative account is intended for a non-corporate, single representative of a beneficiary without a corporate EIN.

ID#	Title	Type	Description
08	Representative Account Setup	PDF	This course will explain the Account Setup process for a Representative account. It will describe the role of the Account Manager and explain how the Account Manager will complete the Account Setup and register themselves as the Account Manager. It will conclude with the steps to follow once the Account Setup has been completed. Note: This module is intended for those entities who will register for a representative account. A representative account is intended for a non-corporate, single representative of a beneficiary without a corporate EIN.
09	Requesting Authorization	PDF	This course will describe the Consent to Release (CTR) Authorization and Proof of Representation (POR) Authorization, explain how and when to submit these Documents, and clarify what to expect once a document has been submitted.
10	Conditional Payments	PDF	This course will provide background information on how claims are selected for a case. It will clarify how and why a user would request an update to the conditional payment amount and/or request a copy of the Conditional Payment letter (CPL).
11	Conditional Payments – Beneficiary	PDF	This course will provide background information on how claims are selected for a case. It will clarify how and why a user would request an update to the conditional payment amount and/or request a copy of the Conditional Payment letter (CPL). Note: This module is intended for beneficiaries.
12	Disputing a Claim	PDF	This course will describe the process for disputing a claim that is not related to the case and what to expect once a claim has been submitted for dispute.
13	Disputing a Claim – Beneficiary	PDF	This course will explain the process for disputing a claim that is not related to the case and what to expect once a claim has been submitted for dispute. Note: This module is intended for beneficiaries.
14	Submitting Settlement Information	PDF	This course will outline how, when, and why settlement information is to be entered on the MSPRP, what to expect once settlement information has been submitted, and the requirements for selecting the Fixed Percentage Option.
15	Account Manager Functions	PDF	This course will discuss the role of the Account Manager and how they will manage the account profile and perform designee maintenance.
16	Account Designee Access	PDF	This course will describe the basic registration process you will follow to become an Account Designee, (i.e., how you will set up your Login ID and Password for the first time), and the access privileges you will receive once you are registered.

ID#	Title	Type	Description
17	User Maintenance	PDF	This course will describe the following Account Setting functions: update personal information, change password, and view account activity.
18	Multi-Factor Authentication	PDF	This course will explain the steps the user, a beneficiary, and a non-beneficiary user must take to be able to view unmasked case information in the MSPRP.
19	Final Conditional Payment Process	PDF	This course will explain how to notify CMS that a specific case is approaching settlement and request that the case be a part of the Final Conditional Payment (Final CP) process.
20	Self-Reporting	PDF	This course will explain the steps users, beneficiaries and designees must take to self-report new cases in the MSPRP.
21	Electronic Payments	PDF	This course will explain how MSPRP users can initiate payment. Users will be directed to Pay.gov with the payment amounts that can be paid using direct debit, debit card, and PayPal.

*PDFs may be printed or may also be saved to your PC. Note: CMS reserves the right to modify all presentations. To ensure that you have the most current version, verify that the version and date on the document in your possession match the version and date on the corresponding page of the PDF currently on the CMS Website.