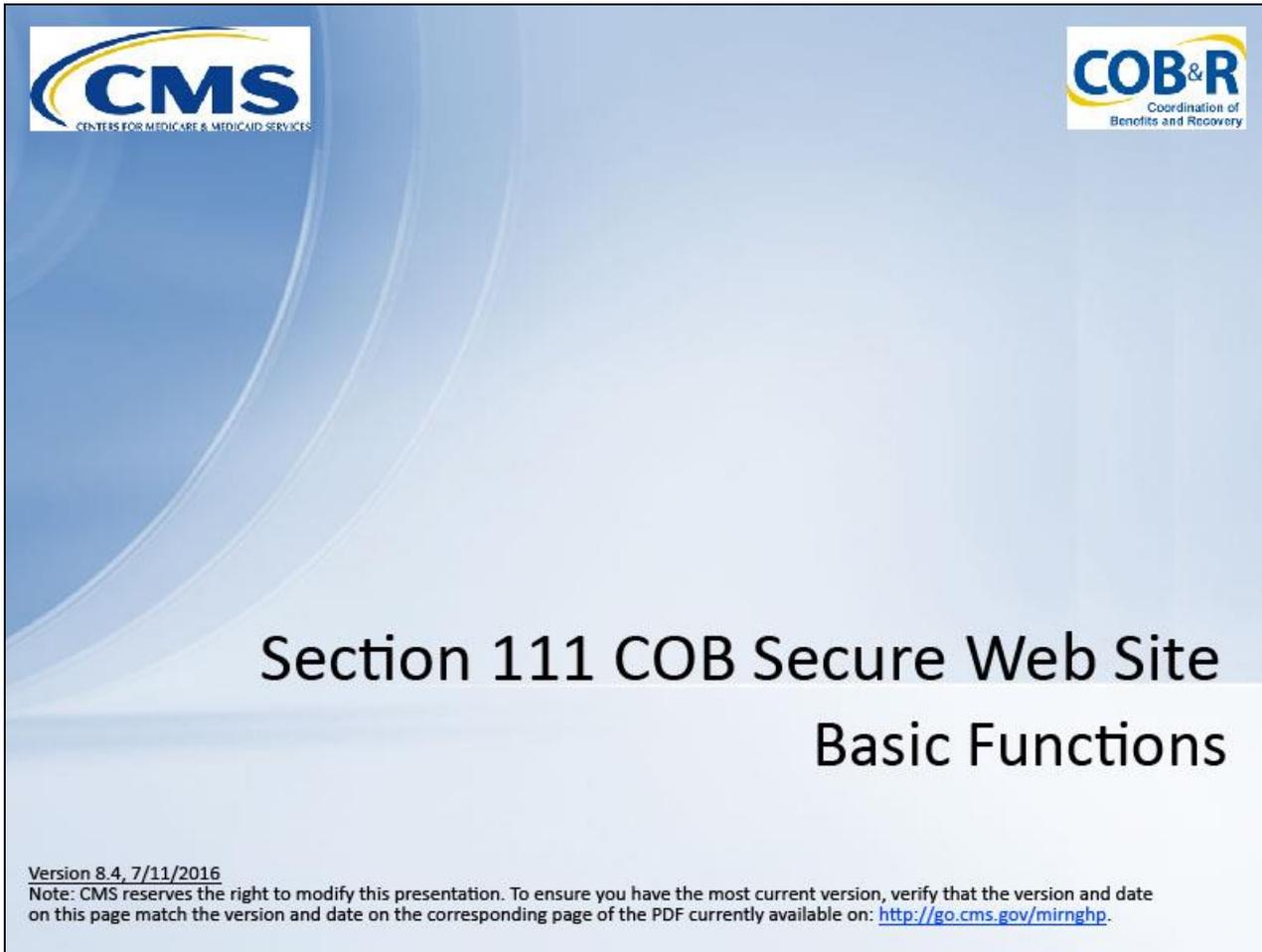


Slide 1 - of 53



The slide features a light blue background with a subtle wave pattern. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in the lower half of the slide. At the bottom left, there is a version number and a note about the presentation's currency.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

Section 111 COB Secure Web Site Basic Functions

Version 8.4, 7/11/2016
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on: <http://go.cms.gov/mirngph>.

Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Basic Functions course.

Slide 2 - of 53

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:

<http://go.cms.gov/mirnghp>.

Slide notes

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:

<http://go.cms.gov/mirnghp>.

Slide 3 - of 53

Course Overview

- Section 111 COBSW Login/Logout Procedures
- Basic functions available from the Home page



Slide notes

This course provides an overview on the Section 111 COBSW Login/Logout procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the Home page.

Slide 4 - of 53

Section 111 COBSW Home Page

- Available at <https://www.cob.cms.hhs.gov/Section111>
- Login to application on Home page using Login fields

SECTION 111
Mandatory Reporting

COB-R

Welcome to the Section 111 COB Secure Web site (COBSW)

SECTION 111 MESSAGE S

Reminder that Responsible Reporting Entities and their agents are now required to report ICD-10-CM diagnosis codes on claim reports with a CMS Date of Incident (DOI) on or after October 1, 2015. For more information on ICD diagnosis code reporting, please refer to the MMSEA Section 111 NCHRP User Guide Technical Information Chapter IV (Section 6.2.5 – ICD-9 and ICD-10 Codes).

Attention Updated versions of the ICD-10 Diagnosis Code Listings have been posted and may be accessed via the Reference Materials file menu above. The prior listings included 'Z' codes inappropriately. All 'Z' codes have been removed from the current listings as they are excluded for purposes of Section 111 Reporting.

This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-178) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

All implementation instructions are available on CMS' dedicated Section 111 Web page at [Mandatory Insurer Reporting for SCHIP](#) and [Mandatory Insurer Reporting for Non-SCHIP](#). Detailed instructions are included in both the Section 111 SCHIP and Liability Insurance (Including Self-Insurance), No-Fault, and Workers' Compensation User Guides.

For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about/mon/discrimination/mon-discrimination-notice.html>

Getting Started
For more information, refer to How To Get Started under the How To menu option.

Step 1: **New Registration** →

Step 2: **Account Setup** →

Account Login

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

Slide notes

The Section 111 COBSW URL is <https://www.cob.cms.hhs.gov/Section111>.

Once you have completed the New Registration and Account Setup steps and obtain a Login ID for the Section 111 COBSW, you may begin using the application.

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Section 111 COBSW Home Page

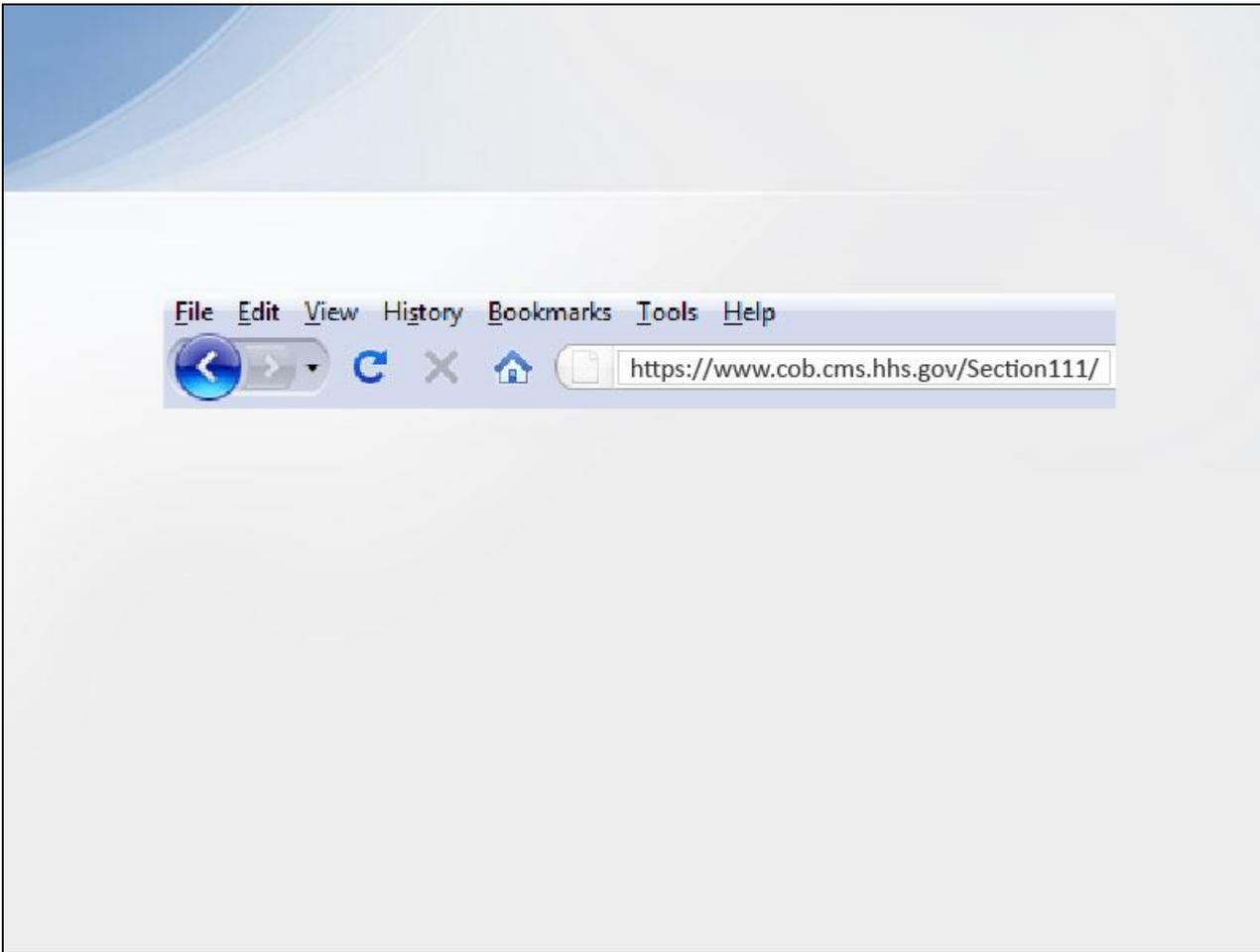
- RREs will login using Login fields to
 - View the RRE Listing page
 - Perform an action for the RRE ID
 - Change a Password
 - Update personal information
- RREs who are unable to login because of a forgotten Login ID or Password may
 - Retrieve their Login ID, or
 - Retrieve their Password

Slide notes

In order to perform the following basic functions, RREs must first login to the Section 111 COBSW using the Login fields displayed on the right side of the Home page: view the RRE Listing Page (Home page), perform an action for an RRE ID, change a Password or update personal information.

RREs who are unable to login because they have forgotten their Login ID or Password will use the Section 111 Home page to retrieve this information.

Slide 6 - of 53



Slide notes

Enter the following URL into your web browser: <https://www.cob.cms.hhs.gov/Section111/>.

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SECTION 111
Mandatory Reporting



About This Site
CMS Links
How To...
Reference Materials
Contact Us
Skip Navigation

Login Warning  [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

*Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1305], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of: (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)

[Decline](#)

Slide notes

The Login Warning page displays, detailing the Data Use Agreement (DUA).

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SECTION 111
Mandatory Reporting



About This Site
CMS Links
How To...
Reference Materials
Contact Us
Skip Navigation

Login Warning  [Print this page](#)

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[I Accept](#)

[Decline](#)

Slide notes

The Login Warning page may be printed by clicking the Print this page link in the upper right corner of the page.

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SECTION 111
Mandatory Reporting



About This SiteCMS LinksHow To...Reference MaterialsContact UsSkip Navigation

Login Warning  [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW
You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
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*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.
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[I Accept](#)
[Decline](#)

Slide notes

Review the Data Use Agreement. To proceed, click the I Accept link.

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SECTION 111
Mandatory Reporting

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[CMS Links](#)
[How To...](#)
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Welcome to the Section 111 COB Secure Web site (COBSW)

SECTION 111 MESSAGES

Reminder that Responsible Reporting Entities and their agents are now required to report ICD-10-CM diagnosis codes on claim reports with a CMS Date of Incident (DOI) on or after October 1, 2015. For more information on ICD diagnosis code reporting, please refer to the MMSEA Section 111 NGHP User Guide Technical Information Chapter IV (Section 6.2.5 – ICD-9 and ICD-10 Codes).

Attention Updated versions of the ICD-10 Diagnosis Code Listings have been posted and may be accessed via the Reference Materials file menu above. The prior listings included 'Z' codes inappropriately. All 'Z' codes have been removed from the current listings as they are excluded for purposes of Section 111 Reporting.

This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

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For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>

Getting Started
For more information, refer to How To Get Started under the How To menu option.

Step 1
Step 2

Account Login

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

Slide notes

The Section 111 COBSW Login page displays.

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SECTION 111
Mandatory Reporting

[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Skip Navigation](#)

Welcome to the Section 111 COB Secure Web site (COBSW)

SECTION 111 MESSAGES

Reminder that Responsible Reporting Entities and their agents are now required to report ICD-10-CM diagnosis codes on claim reports with a CMS Date of Incident (DOI) on or after October 1, 2015. For more information on ICD diagnosis code reporting, please refer to the MMSEA Section 111 NGHP User Guide Technical Information Chapter IV (Section 6.2.5 – ICD-9 and ICD-10 Codes).

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Getting Started
For more information, refer to How To Get Started under the How To menu option.

Step 1
Step 2

Account Login

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

Slide notes

The Section 111 Messages area of the Login page may contain important system messages.

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The screenshot displays the Section 111 COB Secure Web site (COBSW) interface. At the top, there is a navigation menu with links: About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Skip Navigation. The CMS logo is on the left, and the COB-R logo is on the right. The main heading is "SECTION 111 Mandatory Reporting".

Below the navigation menu, there is a welcome message: "Welcome to the Section 111 COB Secure Web site (COBSW)".

The "SECTION 111 MESSAGES" section contains a reminder: "Reminder that Responsible Reporting Entities and their agents are now required to report ICD-10-CM diagnosis codes on claim reports with a CMS Date of Incident (DOI) on or after October 1, 2015. For more information on ICD diagnosis code reporting, please refer to the MMSEA Section 111 NGHP User Guide Technical Information Chapter IV (Section 6.2.5 – ICD-9 and ICD-10 Codes)."

Below the reminder, there is a note: "'''Attention''' Updated versions of the ICD-10 Diagnosis Code Listings have been posted and may be accessed via the Reference Materials file menu above. The prior listings included 'Z' codes inappropriately. All 'Z' codes have been removed from the current listings as they are excluded for purposes of Section 111 Reporting."

The "Account Login" section includes a "User Name:" field, a "Forgot Login ID" link, a "Password:" field, a "Forgot Password" link, and "Continue" and "Clear" buttons.

Below the login section, there is a paragraph: "This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions."

Below that, there is a paragraph: "All implementation instructions are available on CMS' dedicated Section 111 Web page at [Mandatory Insurer Reporting for GHP](#) and [Mandatory Insurer Reporting for Non GHP](#). Detailed instructions are included in both the Section 111 GHP and Liability Insurance (Including Self-Insurance), No-Fault, and Workers' Compensation User Guides."

Below that, there is a paragraph: "For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>"

The "Getting Started" section includes a paragraph: "For more information, refer to How To Get Started under the How To menu option."

At the bottom, there is a "Step 1" section with a "New Registration" button and a "Step 2" section with an "Account Setup" button.

Slide notes

Enter your Login ID in the User Name field and your Password in the Password field, and click Continue.

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RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE, enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

 [Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logout](#)

RRE ID:

One item found: 1

RRE ID	Name	Status	Subman Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	firstname@domain.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Screenshot](#)

Slide notes

The RRE Listing page displays. You will learn more about this page later in this course.

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Forgot Login ID

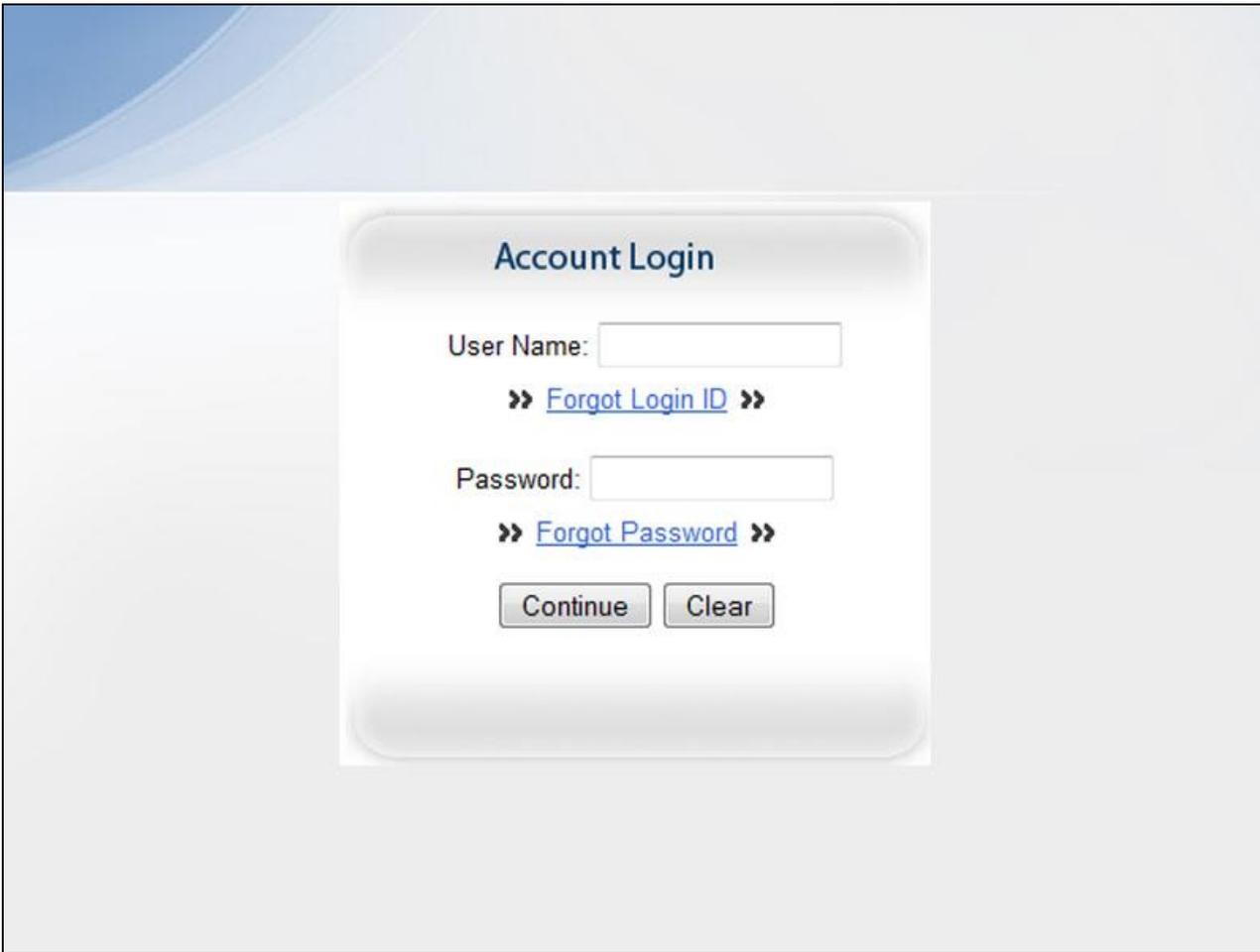
- Use **Forgot Login ID** function
- Enter E-mail address
- Correctly answer security questions
- Login ID E-mailed
 - Contact EDI Representative if not E-mailed within 24 hours

Slide notes

If you forget your Section 111 COBSW Login ID, you may click on the “Forgot Login ID” function under the Account Login box on the Home page.

The system will request that you enter your E-mail address and answer the security questions provided during registration. After correctly answering the questions, your Login ID will be sent to you via E-mail. If you do not receive your E-mail within 24 hours, please contact your assigned Electronic Data Interchange (EDI) Representative.

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The image shows a screenshot of a web application's login interface. The main heading is "Account Login". Below this, there are two input fields: "User Name:" and "Password:". Under the "User Name:" field, there is a blue link that says "»» [Forgot Login ID](#) »»". Under the "Password:" field, there is a blue link that says "»» [Forgot Password](#) »»". At the bottom of the form, there are two buttons: "Continue" and "Clear". The form is centered on a light gray background with a blue decorative element in the top left corner.

Slide notes

On the Login screen, click the Forgot Login ID link in the Account Login box.

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Forgot Login ID

Please provide your e-mail address:

* Required

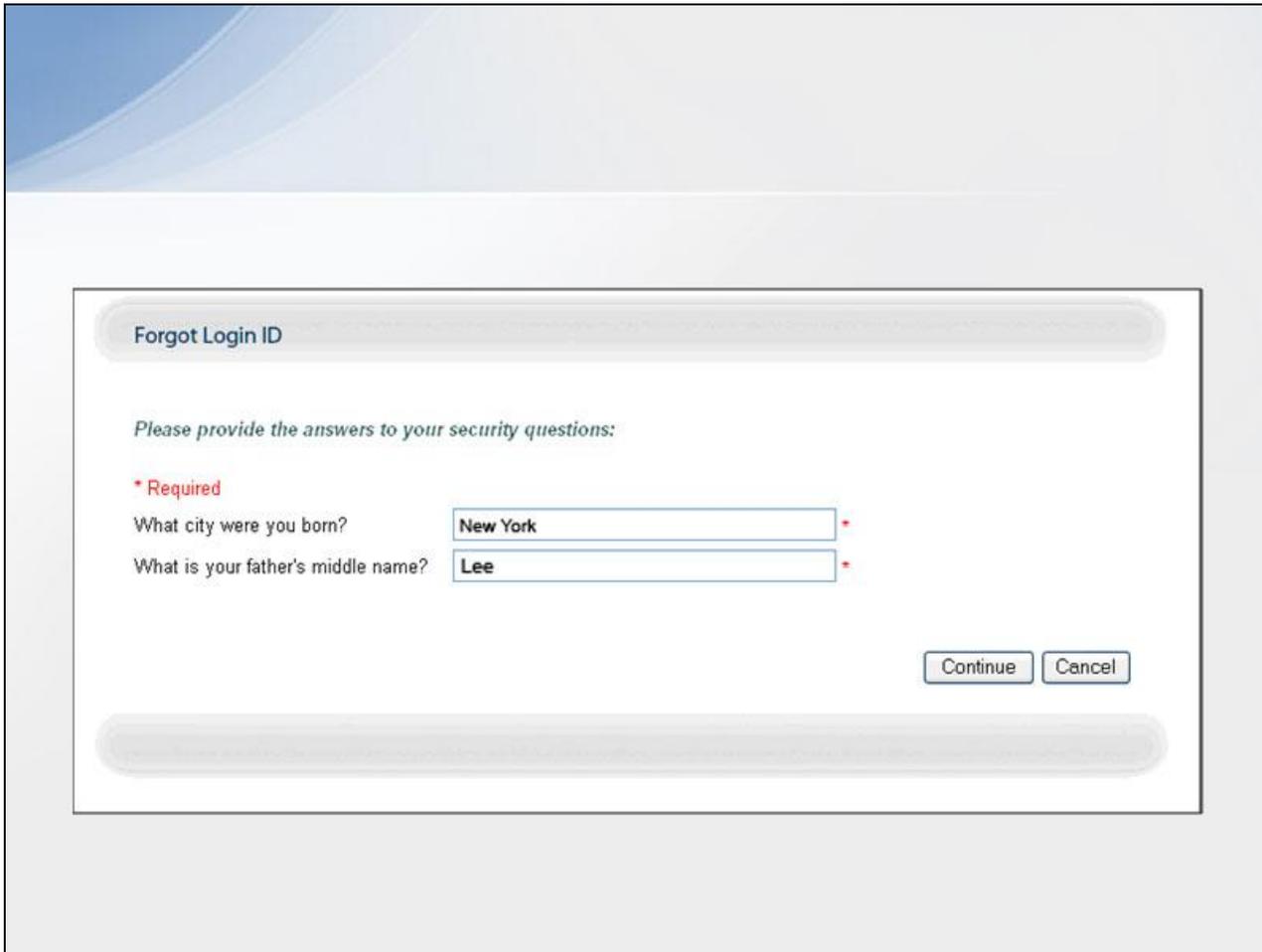
E-mail address: *

Continue Cancel

Slide notes

This displays the Forgot Login ID page. Enter your E-mail address and click Continue.

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The screenshot shows a web interface for a 'Forgot Login ID' process. At the top, there is a header bar with the text 'Forgot Login ID'. Below this, a prompt asks the user to 'Please provide the answers to your security questions:'. A red asterisk indicates that the following questions are required. The first question is 'What city were you born?' with the answer 'New York' entered in a text box. The second question is 'What is your father's middle name?' with the answer 'Lee' entered in a text box. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'. The entire form is enclosed in a light gray border.

Slide notes

The screen then re-displays with the two Security Questions you selected during the registration process. Correctly answer each of your pre-selected Security Questions and then click the Continue button.

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The screenshot shows a web form titled "Forgot Login ID". Below the title, it asks the user to provide answers to security questions. There are two questions, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in the text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in the text box. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Slide notes

If the information you entered is correct, your Login ID will be sent via E-mail.

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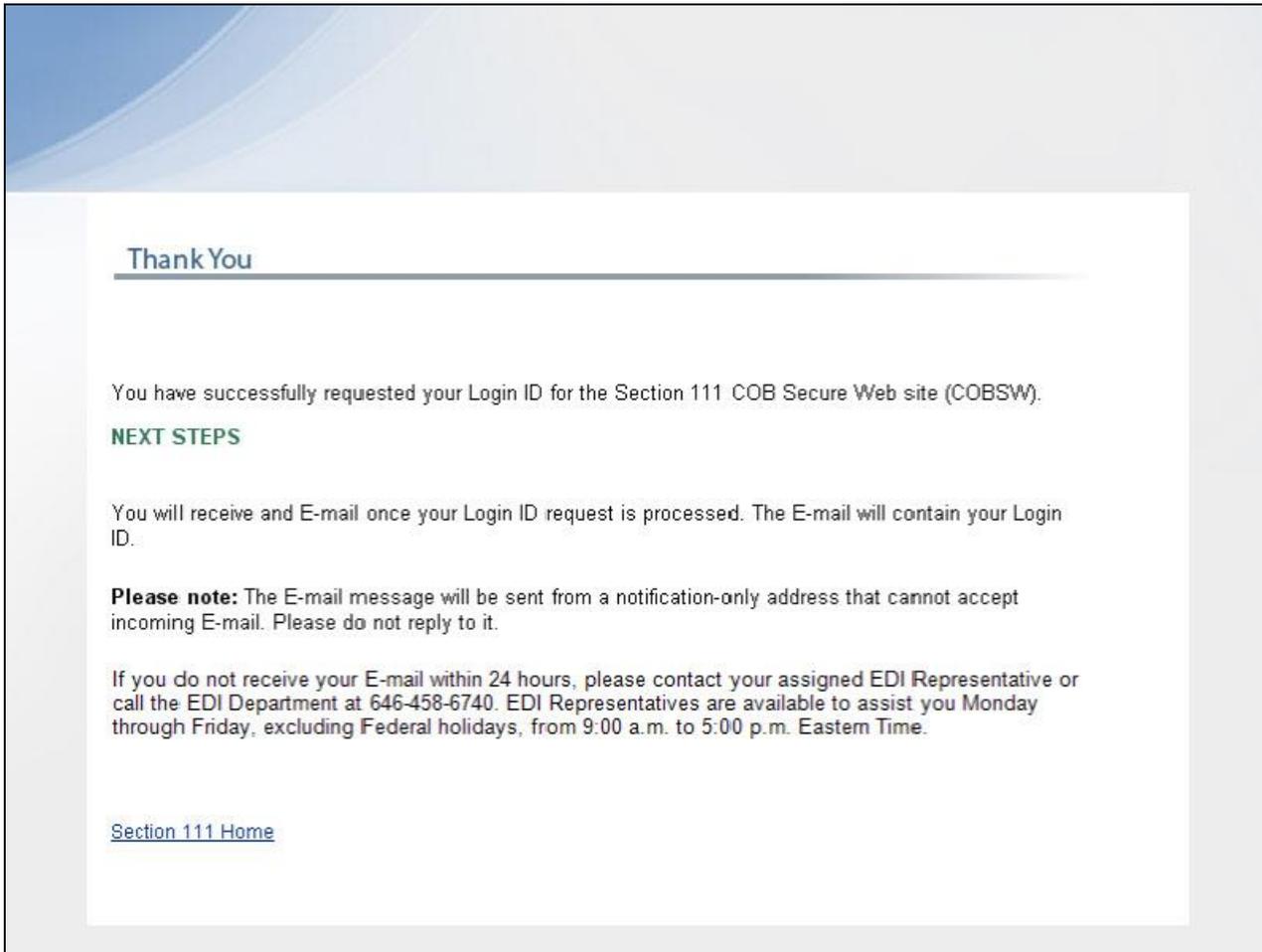
The screenshot shows a web form titled "Forgot Login ID". Below the title, it asks the user to "Please provide the answers to your security questions:". There are two questions, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in the text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in the text box. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Slide notes

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values.

If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

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The screenshot shows a web page with a blue header and a white main content area. The text on the page is as follows:

Thank You

You have successfully requested your Login ID for the Section 111 COB Secure Web site (COBSW).

NEXT STEPS

You will receive an E-mail once your Login ID request is processed. The E-mail will contain your Login ID.

Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

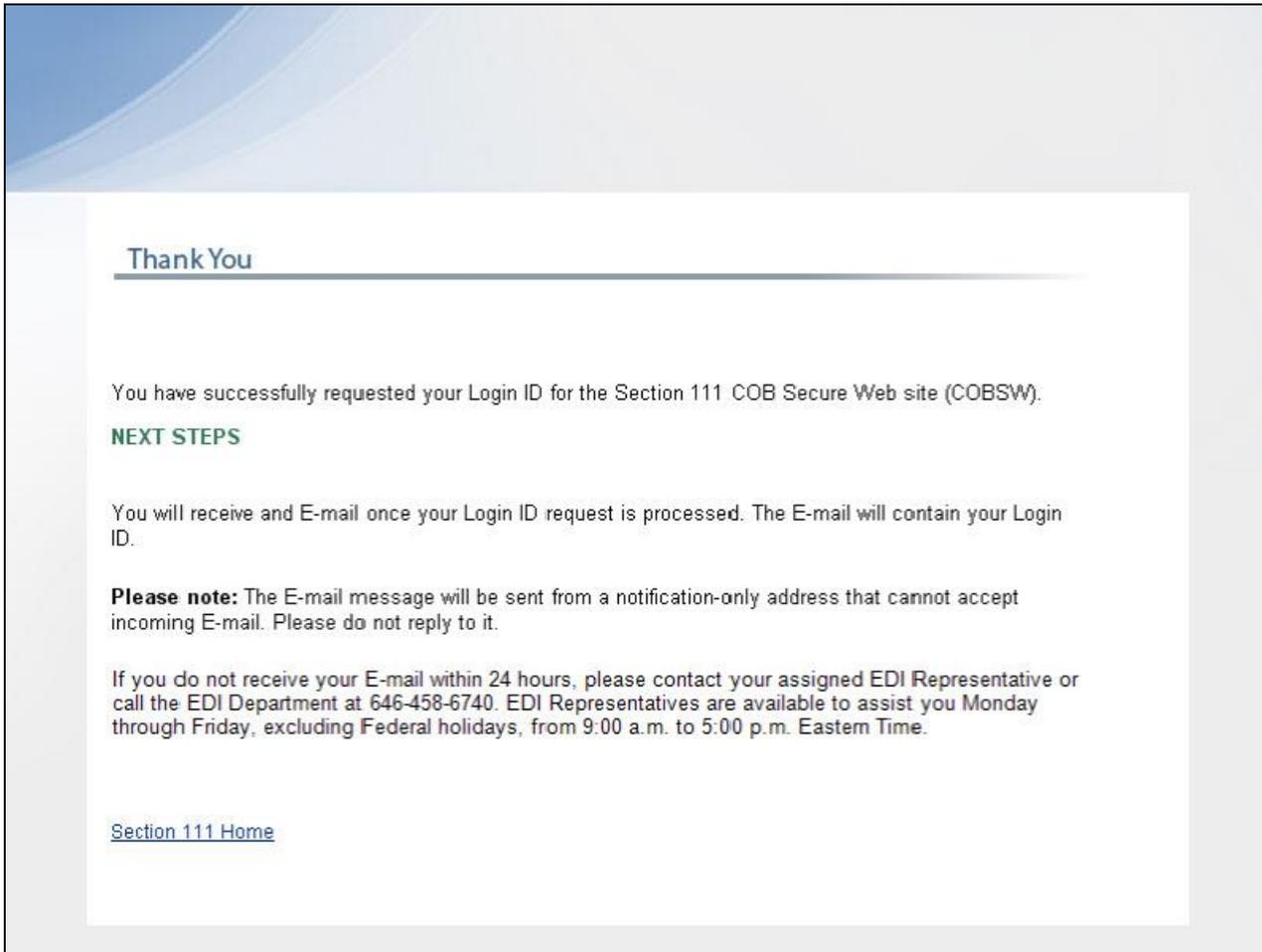
If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

[Section 111 Home](#)

Slide notes

The Thank You page displays if your answers are correct. This page confirms that you have successfully requested your Login ID.

Slide 21 - of 53



Thank You

You have successfully requested your Login ID for the Section 111 COB Secure Web site (COBSW).

NEXT STEPS

You will receive an E-mail once your Login ID request is processed. The E-mail will contain your Login ID.

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[Section 111 Home](#)

Slide notes

You will then receive an E-mail containing your Login ID. After receipt of the E-mail, please return to the Section 111 COBSW and login using your Login ID and Password.

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Forgot Password

- Use **Forgot Password** function
- Enter Login ID
- Correctly answer security questions
- Temporary Password E-mailed
 - Contact EDI Representative if not E-mailed within 24 hours

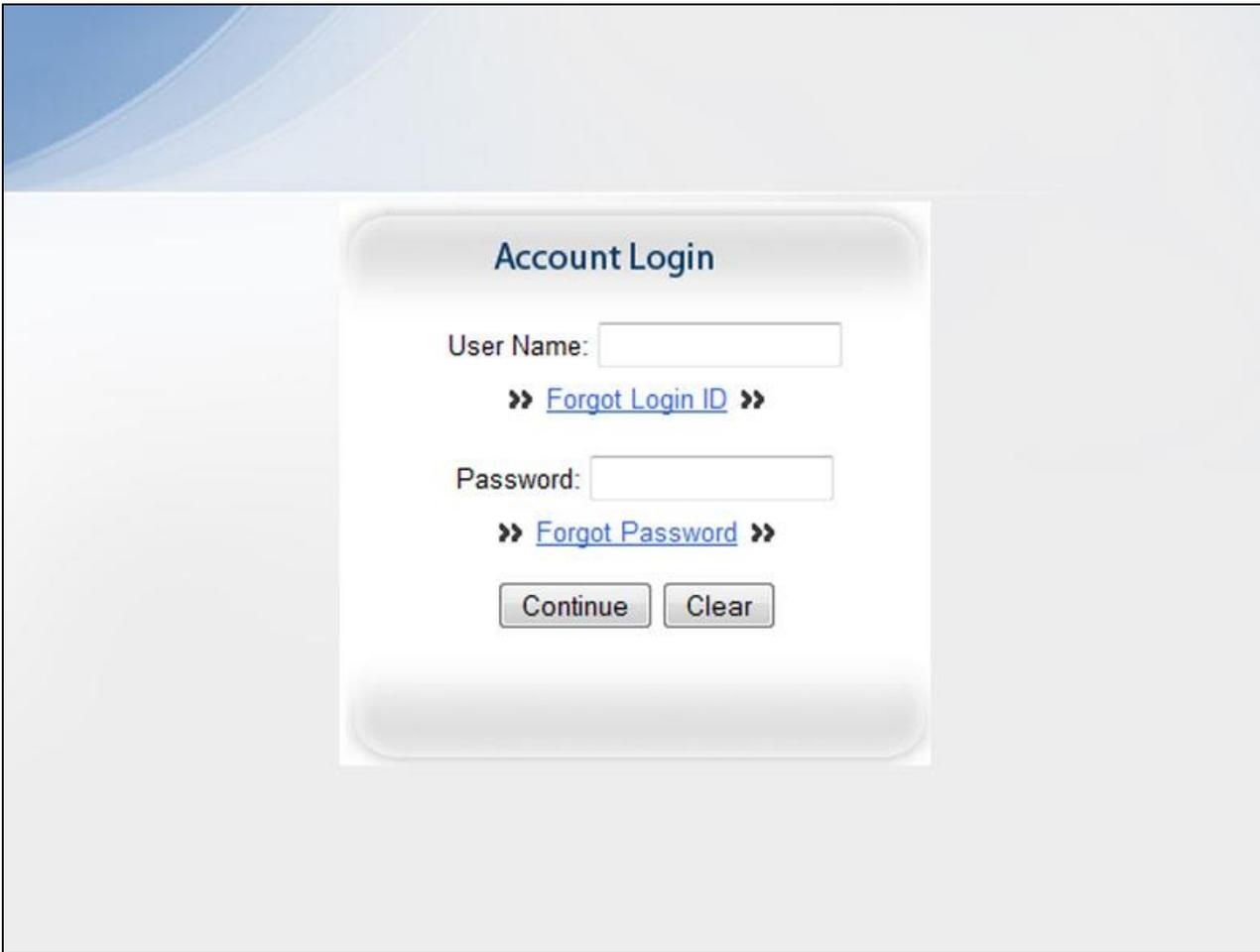
Slide notes

If you forget your Section 111 COBSW Password, you may click on the “Forgot Password” link under the Password box on the Home page. The system will request

that you enter your Login ID and answer the security questions provided during registration. After correctly answering the questions, your temporary Password

will be sent to you via E-mail. If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative.

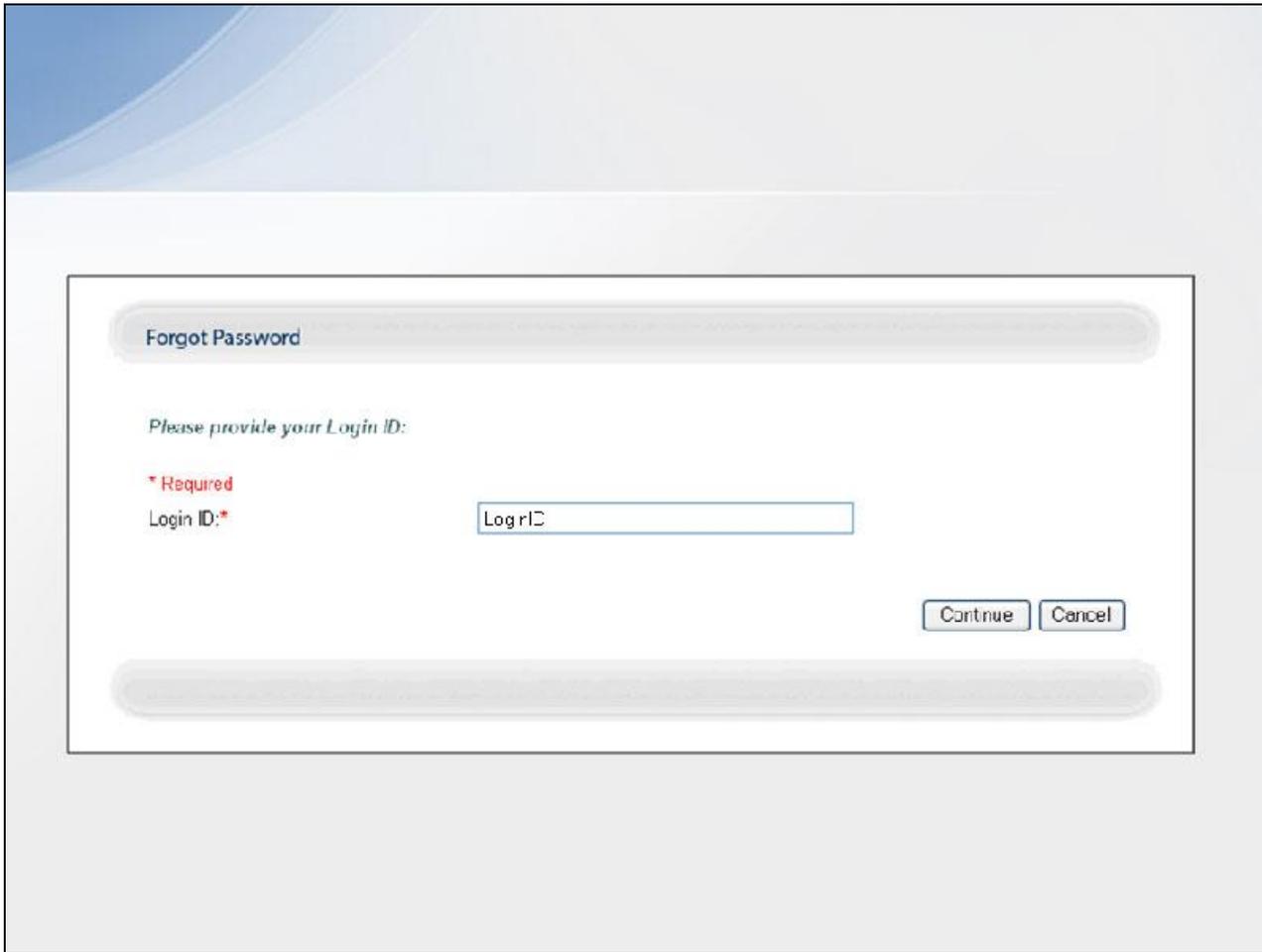
Slide 23 - of 53



Slide notes

On the Login screen, click the Forgot Password link under the Password box on the Home page.

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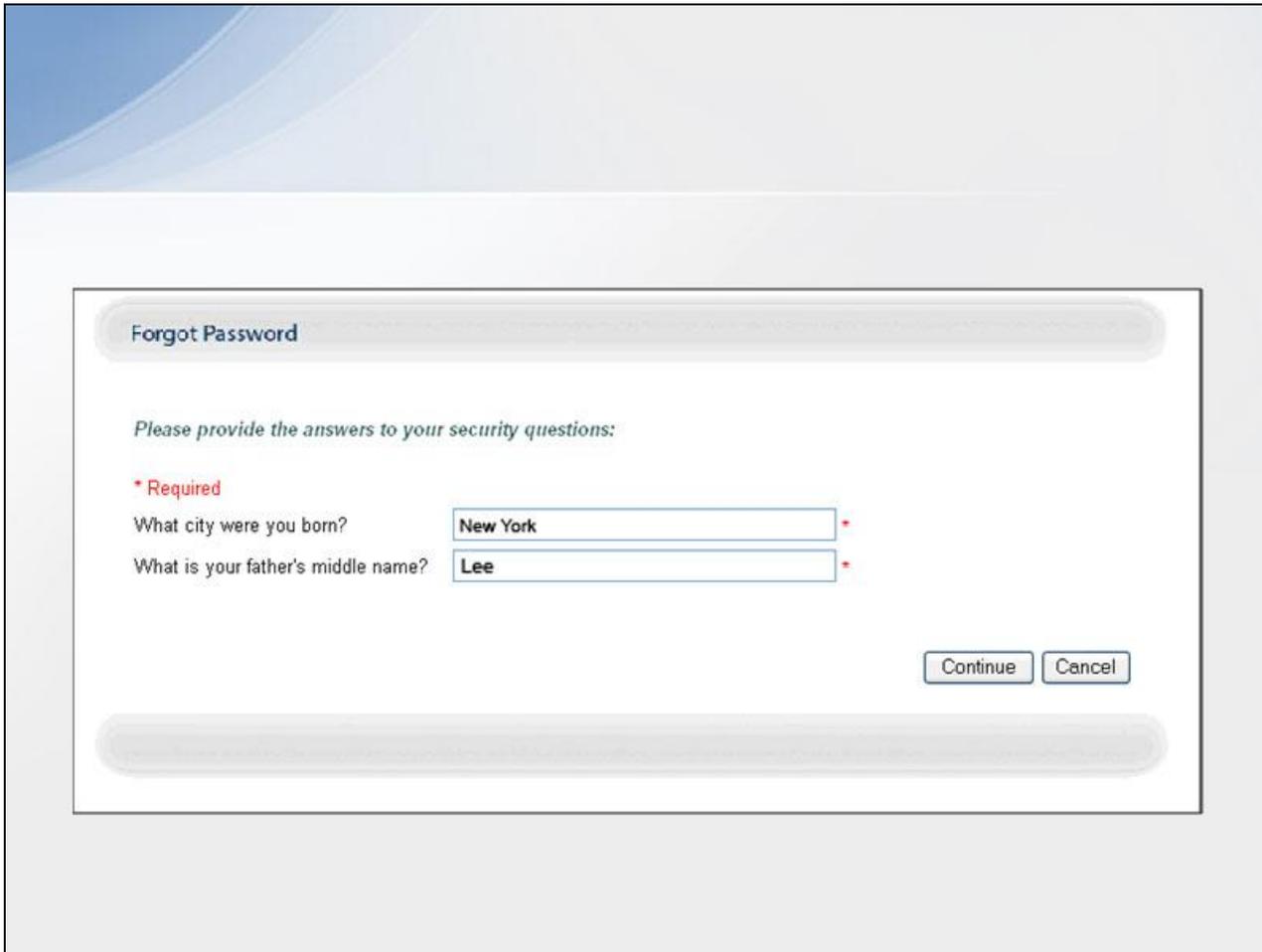
The screenshot shows a web form titled "Forgot Password" within a light gray border. At the top left of the form is a blue decorative graphic. The form contains the following elements:

- A title bar with the text "Forgot Password".
- A prompt: "Please provide your Login ID:".
- A red asterisk and the word "Required" indicating a mandatory field.
- A label "Login ID:" followed by a text input field containing the placeholder text "Log rID".
- Two buttons at the bottom right: "Continue" and "Cancel".
- A horizontal separator bar at the bottom of the form.

Slide notes

This displays the Forgot Password page. Enter your Login ID and click Continue.

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The screenshot shows a web form titled "Forgot Password" with a light blue header. Below the title, it asks the user to provide answers to their security questions. There are two questions, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in the text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in the text box. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Forgot Password

Please provide the answers to your security questions:

* Required

What city were you born? *

What is your father's middle name? *

Slide notes

The screen then re-displays with the two Security Questions you selected during the registration process. Correctly answer each of your pre-selected Security Questions and then click the Continue button.

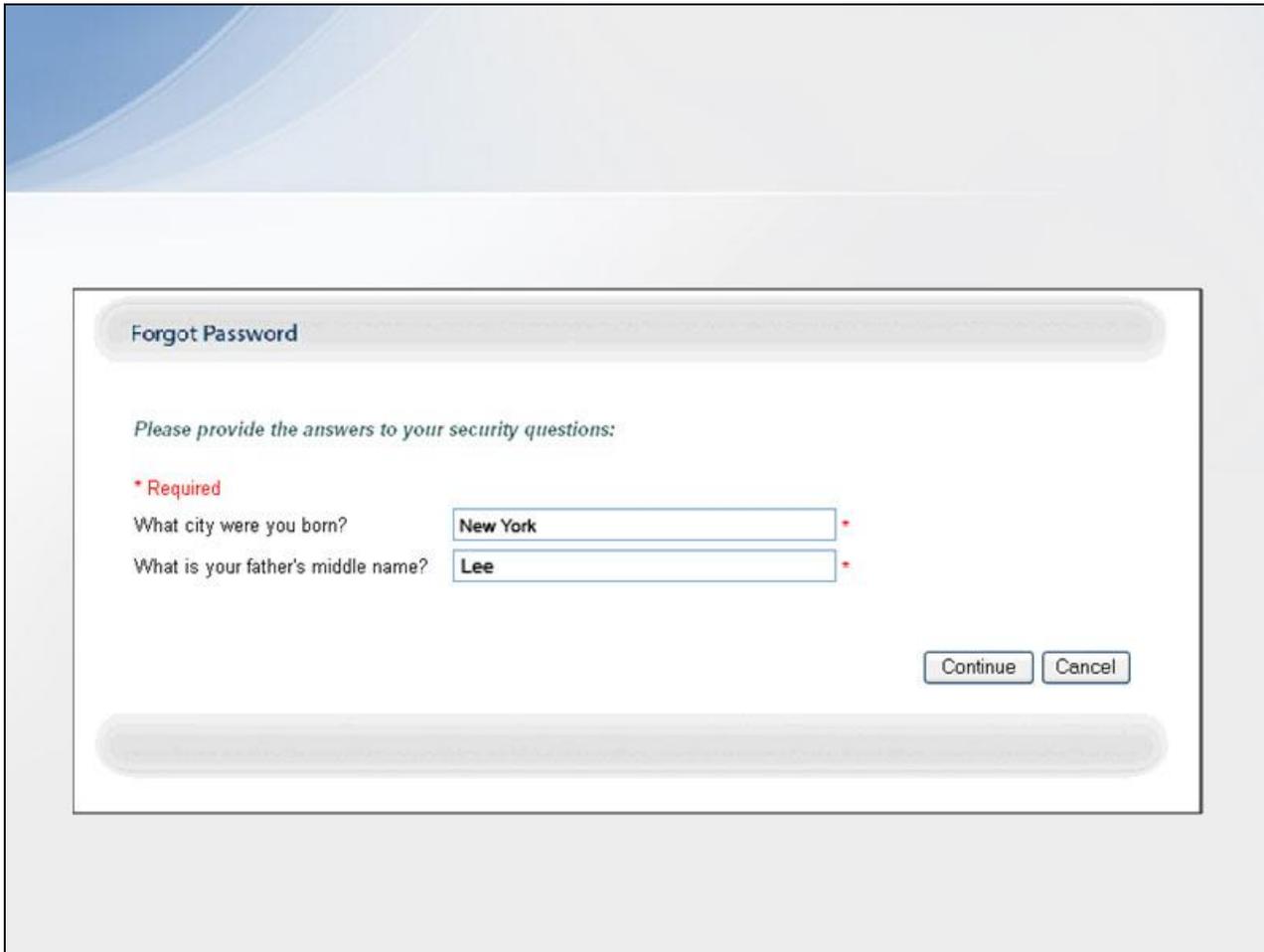
Slide 26 - of 53

The screenshot shows a web form titled "Forgot Password". Below the title, it asks the user to provide answers to their security questions. There are two questions, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in the text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in the text box. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Slide notes

If the information you entered is correct, your new temporary Password will be sent via E-mail.

Slide 27 - of 53



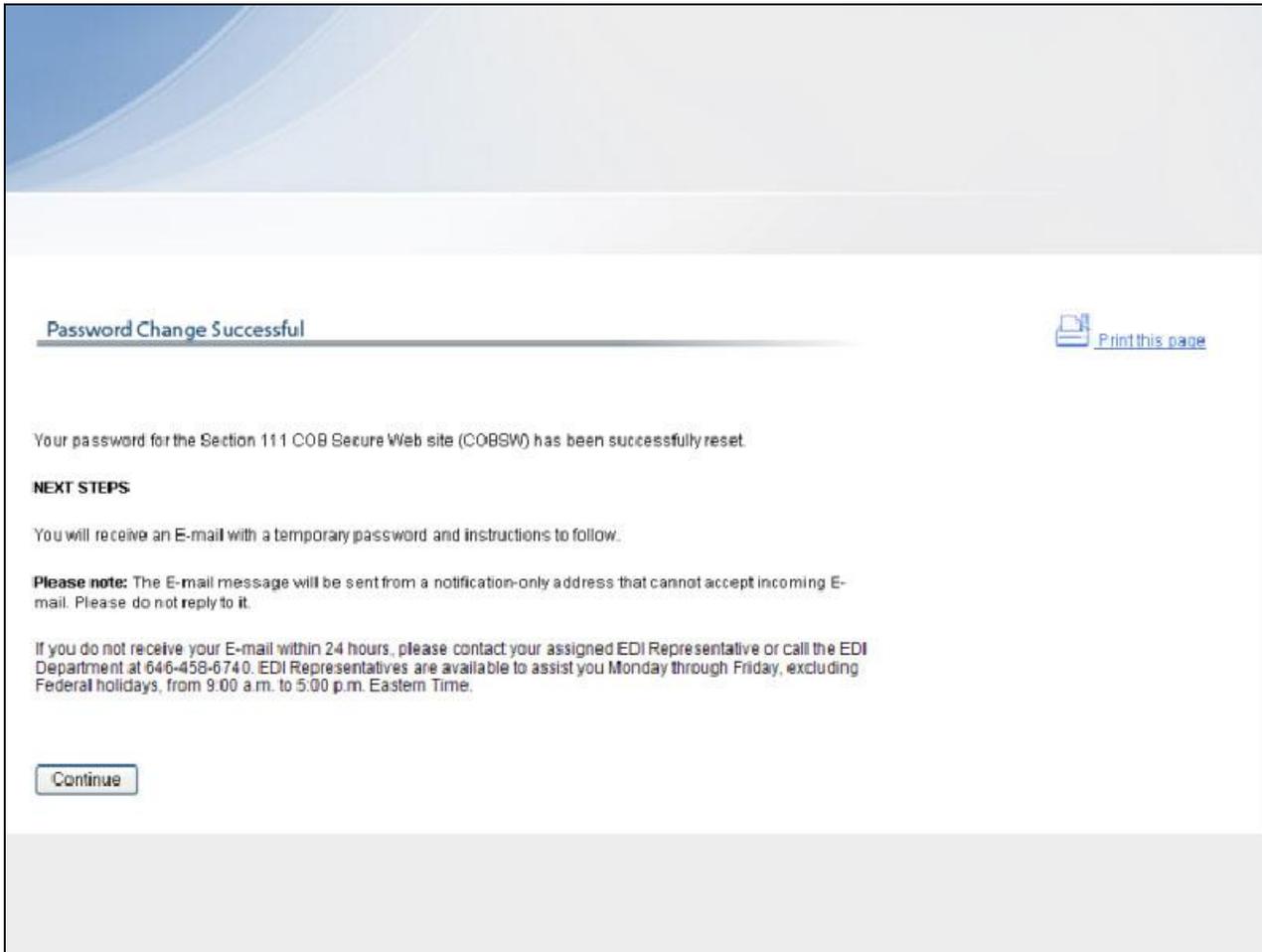
The screenshot shows a web form titled "Forgot Password" with a light blue header. Below the title, it asks the user to provide answers to security questions. There are two questions, both marked as required with a red asterisk. The first question is "What city were you born?" with the answer "New York" entered in a text box. The second question is "What is your father's middle name?" with the answer "Lee" entered in a text box. At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Slide notes

If you receive an error indicating that the answers are incorrect, check your answers and re-enter the corrected values.

If you cannot remember the answers to your Security Questions, contact your assigned EDI Representative.

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The screenshot shows a web page with a blue header and a white main content area. The title 'Password Change Successful' is underlined. A 'Print this page' link with a printer icon is in the top right. The main text states that the password for the Section 111 COB Secure Web site (COBSW) has been successfully reset. It includes a 'NEXT STEPS' section, a 'Please note' section, and a contact section for the EDI Department. A 'Continue' button is at the bottom left.

Password Change Successful  [Print this page](#)

Your password for the Section 111 COB Secure Web site (COBSW) has been successfully reset.

NEXT STEPS

You will receive an E-mail with a temporary password and instructions to follow.

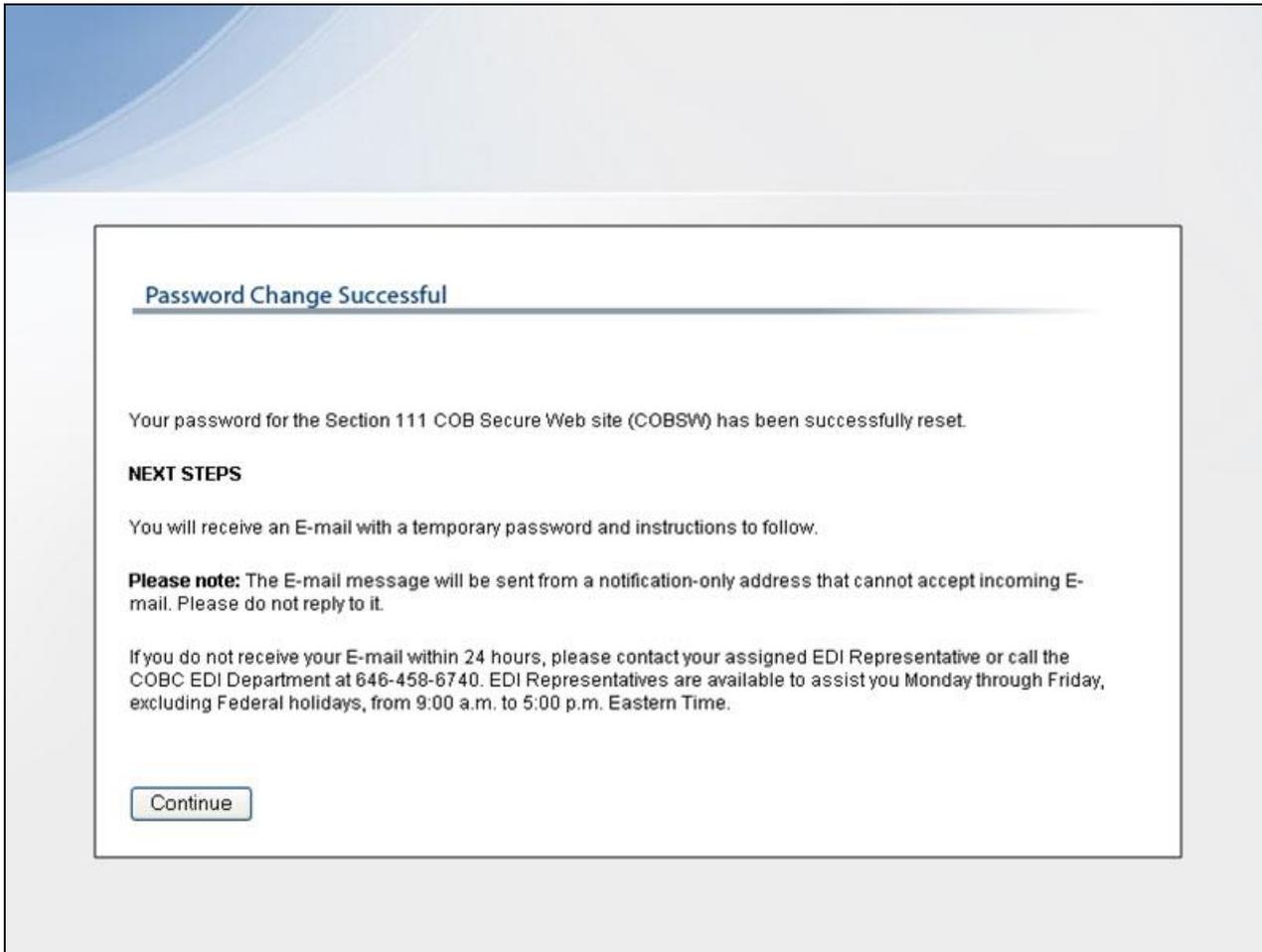
Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

Slide notes

The Password Change Successful page displays, indicating that the system has generated a temporary Password and has sent it to your registered E-mail address.

Slide 29 - of 53



Password Change Successful

Your password for the Section 111 COB Secure Web site (COBSW) has been successfully reset.

NEXT STEPS

You will receive an E-mail with a temporary password and instructions to follow.

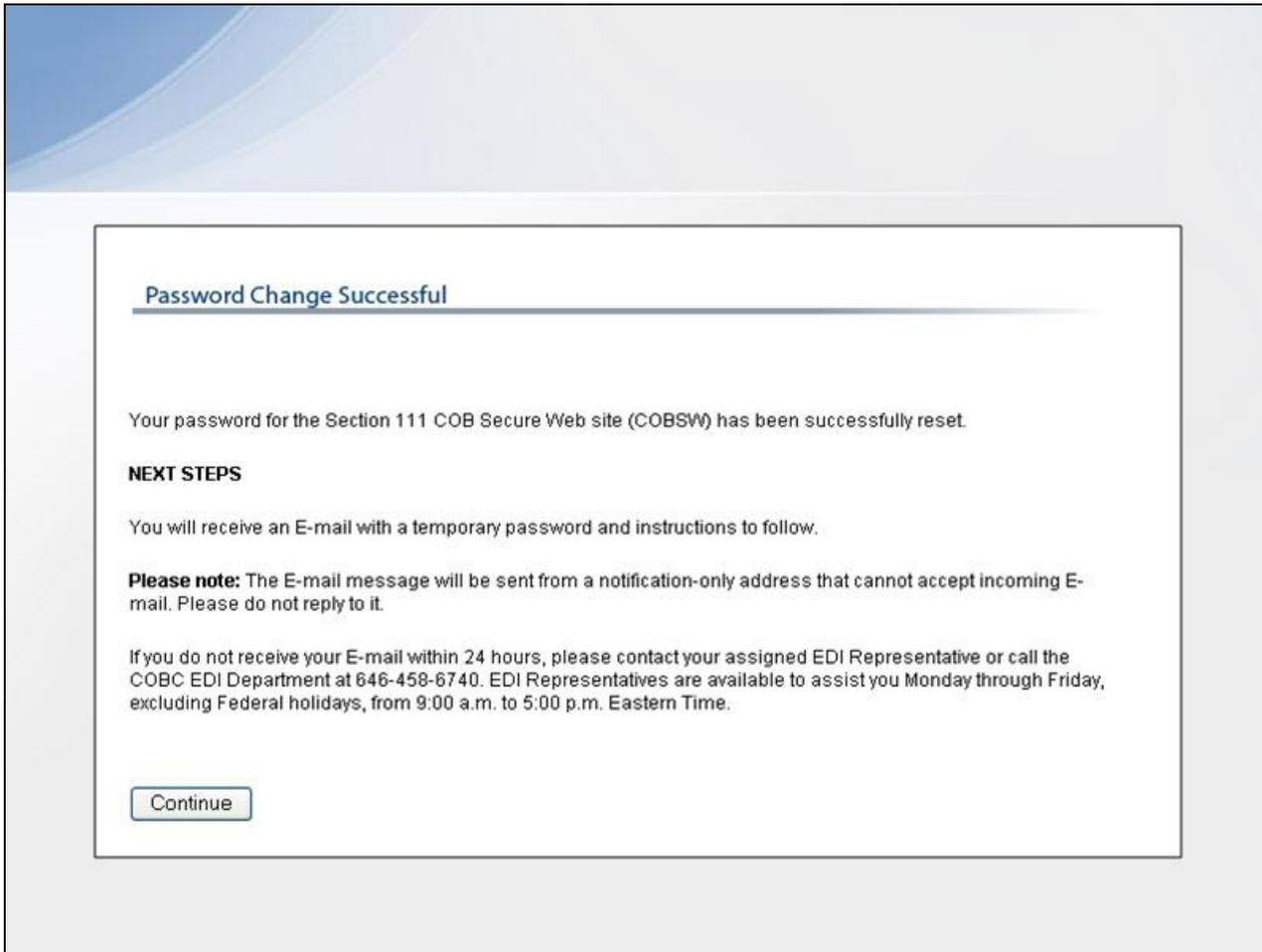
Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the COBC EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

Slide notes

Click Continue at the bottom of the page to return to the Login Warning page.

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Password Change Successful

Your password for the Section 111 COB Secure Web site (COBSW) has been successfully reset.

NEXT STEPS

You will receive an E-mail with a temporary password and instructions to follow.

Please note: The E-mail message will be sent from a notification-only address that cannot accept incoming E-mail. Please do not reply to it.

If you do not receive your E-mail within 24 hours, please contact your assigned EDI Representative or call the COBC EDI Department at 646-458-6740. EDI Representatives are available to assist you Monday through Friday, excluding Federal holidays, from 9:00 a.m. to 5:00 p.m. Eastern Time.

Slide notes

You must change your temporary Password the next time you login to the Section 111 COBSW. You will learn more about how to change your Password later in this course.

Slide 31 - of 53

RRE Listing Page

- Functions as the main processing screen
 - Home link returns to the RRE Listing page
 - Logoff returns to the Login Warning page
- Lists associated RRE IDs
 - RRE ID
 - Company name
 - RRE status
 - Submission period
 - Reporting Option (for GHP RREs)
 - Actions

Slide notes

The RRE Listing page is the first page displayed after a successful login. This page functions as the main processing screen or Home page.

From this page, a valid Section 111 User can initiate any of the Section 111 COBSW processes, manage personal information, change their Password and logoff the Section 111 COBSW.

The RRE Listing page lists all the RRE IDs to which you are associated. For each assigned RRE ID, the following information is displayed:

RRE ID (Responsible Reporting Entity Identification Number); Company Name associated with the RRE ID; Status of the RRE – Setup, Ready to Test, or Production;

Submission period - 1-12 for file submissions, 0 for Direct Data Entry (DDE); Reporting Option – Basic or Expanded for Group Health Plan (GHP) RREs;

Actions – dropdown box of available Actions. Actions displayed depend on your user role for the RRE ID (Account Manager or Account Designee).

Slide 32 - of 53

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE, enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID: Search

One item found: 1

RRE ID	Name	Status	Submission Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	firstname@domain.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

QUICK HELP
[Help About This Page](#)
[Submission Periods](#)

[Print this page](#)

I'd like to...
[Manage Personal Information](#)
[Change Password](#)
[Logout](#)

Slide notes

The RRE Listing page is displayed.

Slide 33 - of 53

Account Manager Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - RRE Information
 - File Processing Results
 - Upload File
 - Test File Results
 - Designee Maintenance
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When the RRE's Account Manager accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);

RRE Information - View or update information for the associated RRE; File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;

Upload File - Upload GHP or Non-Group Health Plan (NGHP) test and production files using the HTTPS method;

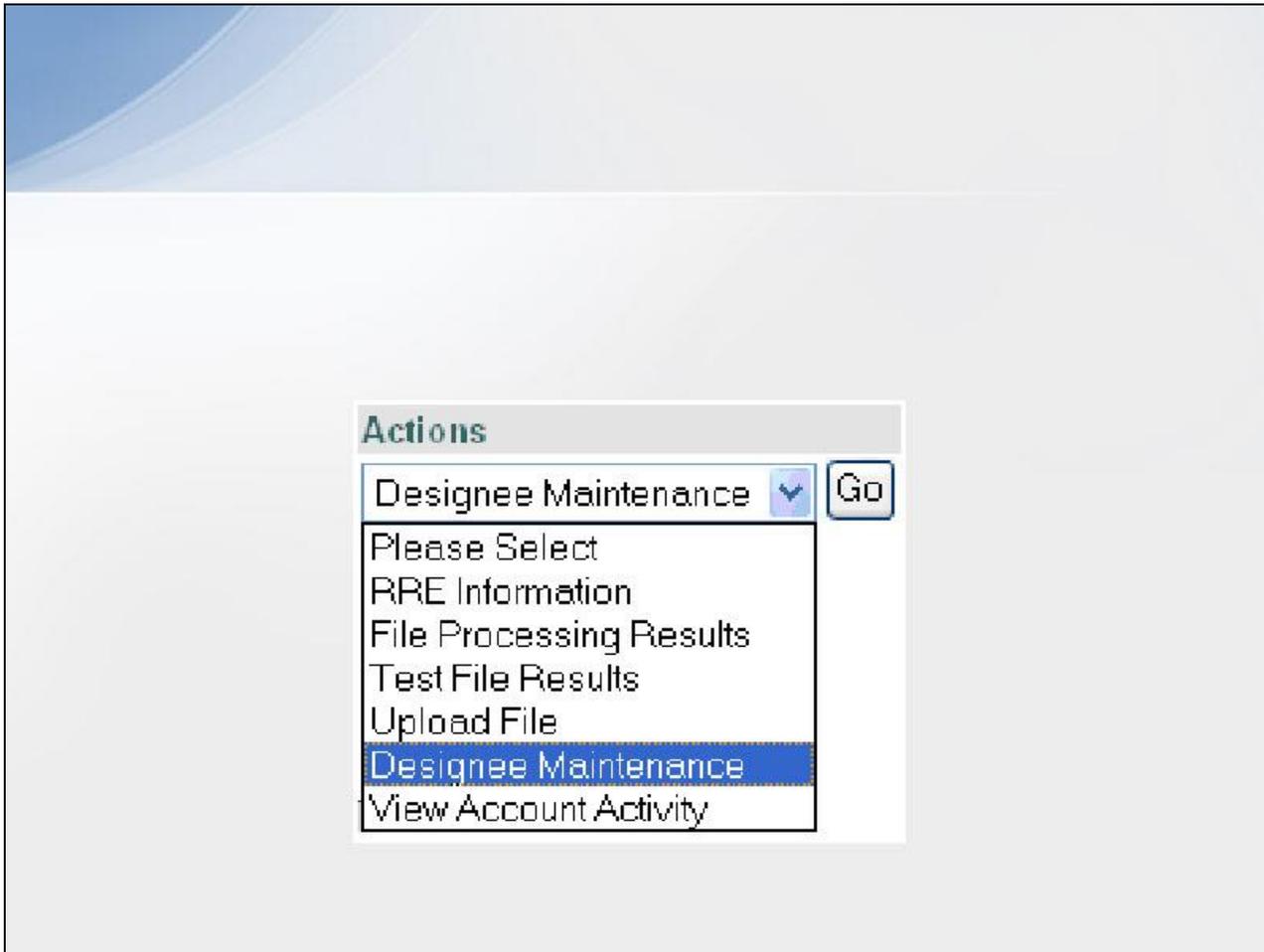
Test File Results - View results of test file submissions (for RREs set up with file transmission only);

Designee Maintenance - View, delete, edit, or add an Account Designee; View Account Activity - View account activity detail;

Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);

New Claim - Enter a new claim using DDE (DDE method only); Claim Listing - View, edit or delete a DDE claim (DDE method only).

Slide 34 - of 53



Slide notes

To access a function, the Account Manager will select an Action and click on Go.

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Account Designee Actions

- Actions dropdown menu
 - Beneficiary Lookup
 - File Processing Results
 - Upload File
 - Test File Results
 - View Account Activity
 - Register for DDE
 - New Claim
 - Claim Listing

Slide notes

When any of the RRE's Account Designees accesses the RRE Listing page, they can select one of the following options from the Actions dropdown menu for each RRE ID listed on this page:

Beneficiary Lookup - Search for specific beneficiaries (for all RREs except DDE users);

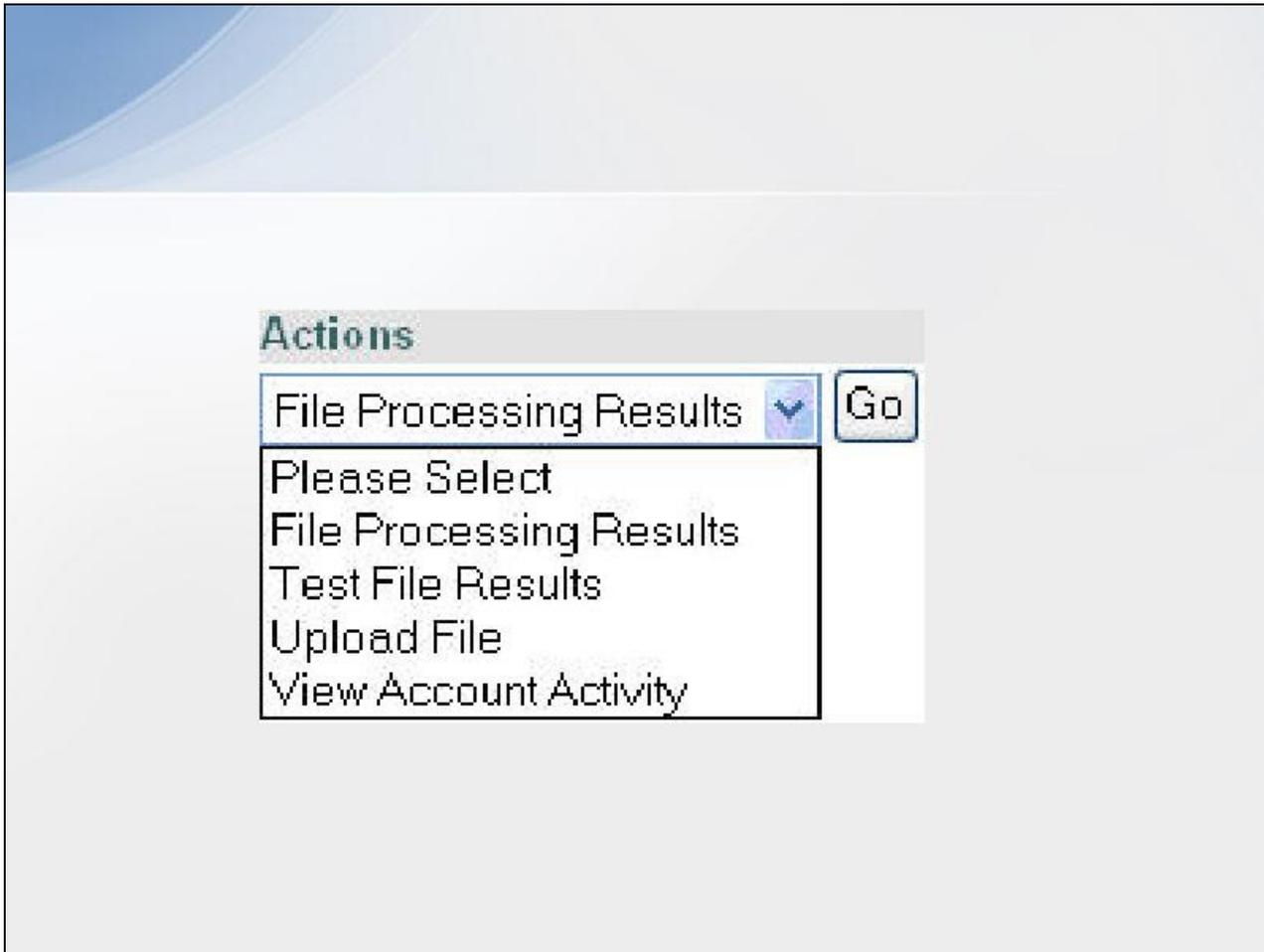
File Processing Results - Monitor production file submission processing and history and download response files using the HTTPS method;

Upload File - Upload GHP or NGHP test and production files using the HTTPS method; Test File Results - View results of test file submissions (for RREs set up with file transmission only);

View Account Activity - View account activity detail; Register for DDE - Change claim submission method to DDE (for NGHP RREs currently set up with file transmission methods only);

New Claim - Enter a new claim using DDE (DDE method only); Claim Listing - View, edit or delete a DDE claim (DDE method only).

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Slide notes

To access a function, the Account Designee will select an Action and click on Go.

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Change Password

- Passwords for the Section 111 COBSW must be changed every 60 days
- Must login to application to change Password
- The BCRC recommends that you change your Password once per month
- Note: If user changes Password in a COBSW application, it is changed in all COBSW applications

Slide notes

Passwords for the Section 111 COBSW must be changed every 60 days. You must login to the Section 111 application on the COBSW in order to change your Password.

The Benefits Coordination & Recovery Center (BCRC) recommends that you login to the Section 111 COBSW and perform the Change Password function once a month to avoid Password expiration.

Note: If a user changes their password in a COBSW application, it will be changed in all COBSW applications.

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RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE, enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

 [Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logout](#)

RRE ID: Search

One item found: 1

RRE ID	Name	Status	Submission Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	Q	DDE	First Lastname	#####	firstname@domain.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

Slide notes

On the RRE Listing page, click the Change Password link in the Account Settings box on the right side of the page.

Slide 39 - of 53

Change Password

* Required

Choose your password carefully.

- Password must be changed every sixty (60) days
- Password must consist of at least eight (8) characters
- Password must contain at least one upper case letter, one lower case letter, one number and one special character
- Password must contain a minimum of four (4) changed characters from the previous password
- Password cannot be changed more than once per day
- Password must be different from the last 24 passwords
- Password cannot contain a reserved word (see Help About This Page for a complete list)

Current Password:*

New Password:*

Re-enter New Password:*

Continue Cancel

Slide notes

This displays the Change Password page.

Slide 40 - of 53

Change Password

* Required

Choose your password carefully.

- Password must be changed every sixty (60) days
- Password must consist of at least eight (8) characters
- Password must contain at least one upper case letter, one lower case letter, one number and one special character
- Password must contain a minimum of four (4) changed characters from the previous password
- Password cannot be changed more than once per day
- Password must be different from the last 24 passwords
- Password cannot contain a reserved word (see Help About This Page for a complete list)

Current Password: *

New Password: *

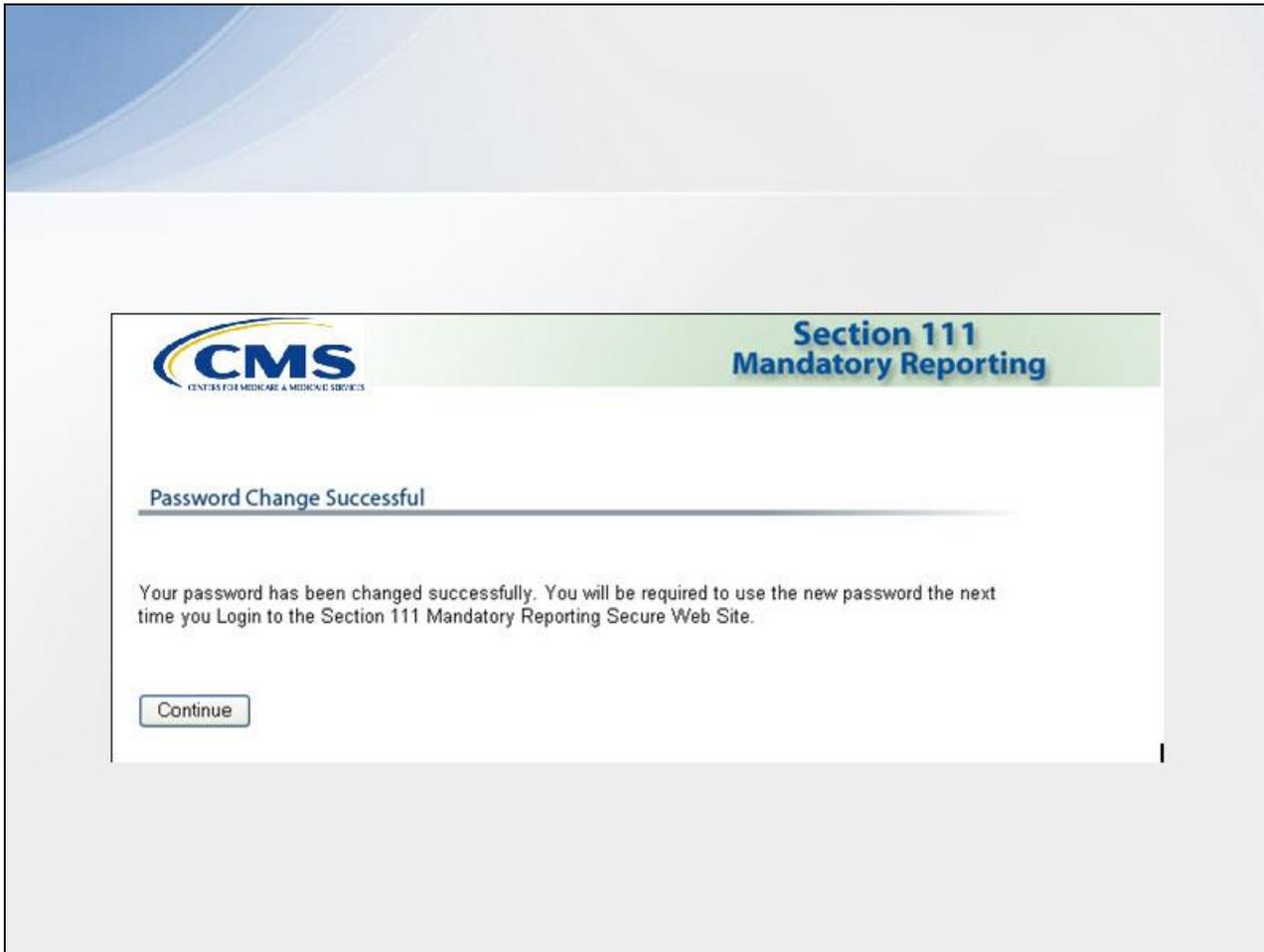
Re-enter New Password: *

Continue Cancel

Slide notes

Enter and re-enter a new Password that meets the requirements specified in the Section 111 COBSW User Guide and then click Continue.

Slide 41 - of 53



Slide notes

The Password Change Successful page displays.

Click Continue to go to the RRE Listing page.

Slide 42 - of 53

Update Personal Information

- Personal information recorded during registration
 - Name
 - Job Title
 - E-mail Address
 - Company Address
 - Company Phone Number
 - Company Fax Number
- May be updated/changed

Slide notes

Your personal information is recorded during your initial registration process. This includes your name, job title, E-mail address, company address, company phone number, and company fax number.

However, this information may be updated and changed, if necessary.

Slide 43 - of 53

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE, enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID: Search

One item found: 1

RRE ID	Name	Status	Subman Period	Reporting Option	FDI Representative Name	FDI Phone Number	FDI Email	Actions
#####	EXAMPLE RRE NAME	PROD	0	DDE	First Lastname	#####	firstname@domain.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

 [Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Logout](#)

Slide notes

On the RRE Listing page, click the Manage Personal Information link in the Account Settings box on the right side of the page.

Slide 44 - of 53

Manage Personal Information

* Required

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

E-mail Address:*

Company Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Company Telephone:* () - ext

Company Fax: () -

Slide notes

This displays the Manage Personal Information page.

Slide 45 - of 53

Manage Personal Information

* Required

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

E-mail Address:*

Company Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Company Telephone:* () - ext

Company Fax: () -

Slide notes

Your current personal information is displayed on this page.

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The screenshot shows a web form titled "Manage Personal Information". The form contains several input fields and a dropdown menu. The fields are as follows:

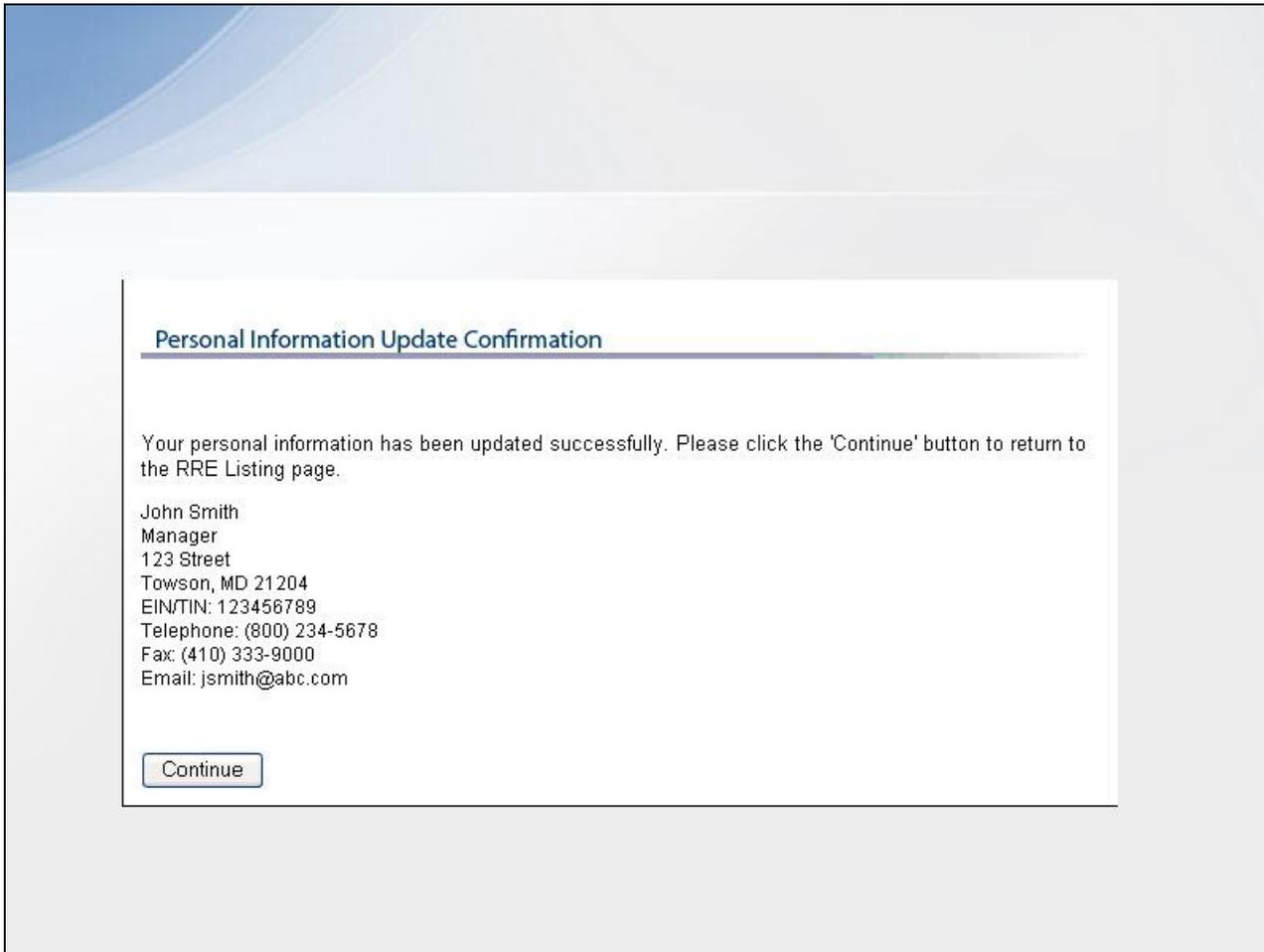
- * Required**
- First Name: *
- Last Name: *
- Job Title: *
- E-mail Address: *
- E-mail Address: *
- Company Address**
- Street Line 1: *
- Street Line 2:
- City, State, Zip: * , -
- Company Telephone: * () - ext
- Company Fax: () -

At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Slide notes

After making any necessary changes, click the Continue button at the bottom of the page.

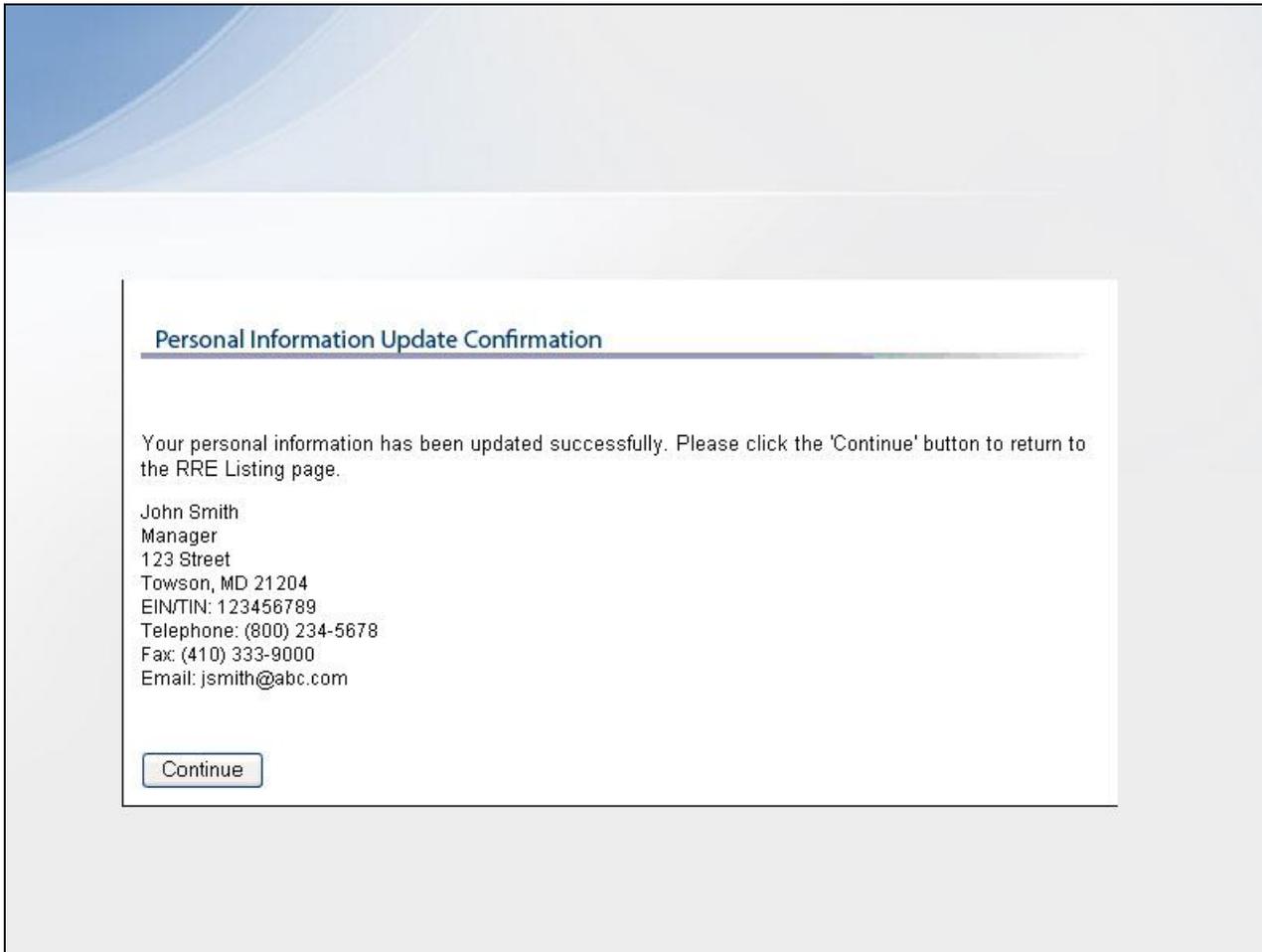
Slide 47 - of 53



Slide notes

This displays the Personal Information Update Confirmation page which lists all of your personal information, including modifications.

Slide 48 - of 53

A screenshot of a web application dialog box titled "Personal Information Update Confirmation". The dialog box has a white background and a thin black border. At the top left, there is a blue decorative graphic. The text inside the dialog box reads: "Your personal information has been updated successfully. Please click the 'Continue' button to return to the RRE Listing page." Below this message, the following personal information is listed: "John Smith", "Manager", "123 Street", "Towson, MD 21204", "EIN/TIN: 123456789", "Telephone: (800) 234-5678", "Fax: (410) 333-9000", and "Email: jsmith@abc.com". At the bottom left of the dialog box, there is a button labeled "Continue".

Personal Information Update Confirmation

Your personal information has been updated successfully. Please click the 'Continue' button to return to the RRE Listing page.

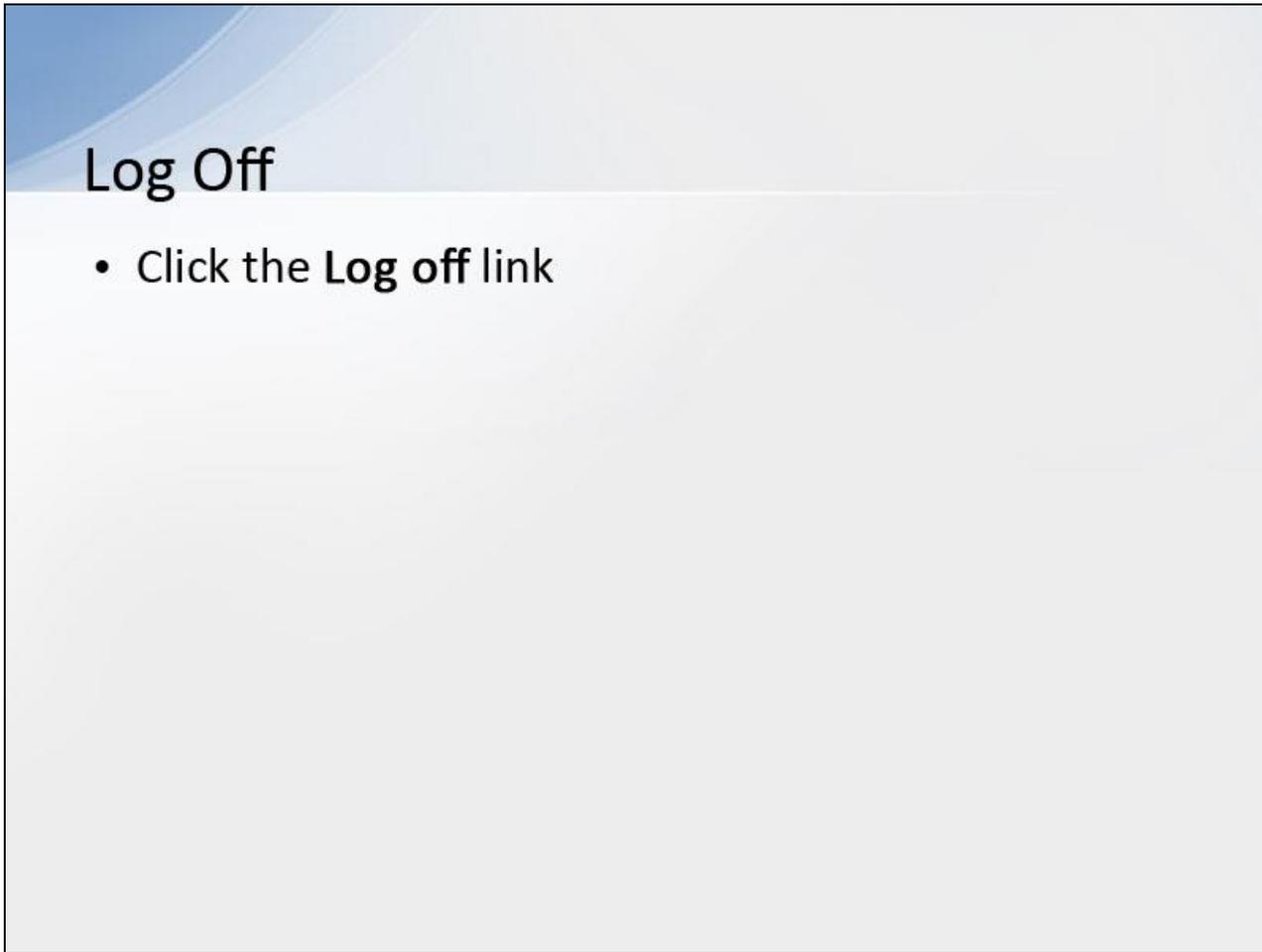
John Smith
Manager
123 Street
Towson, MD 21204
EIN/TIN: 123456789
Telephone: (800) 234-5678
Fax: (410) 333-9000
Email: jsmith@abc.com

Continue

Slide notes

Click the Continue button to return to the RRE Listing page. The system then generates and sends you an E-mail, indicating that your personal information has been changed.

Slide 49 - of 53



Slide notes

When you have finished using the Section 111 COBSW, click on the Log off link at the top of any page.

Slide 50 - of 53



Slide notes

From any page, click the Log off link at the top of the screen.

Slide 51 - of 53



SECTION 111
Mandatory Reporting



About This Site
CMS Links
How To...
Reference Materials
Contact Us
Skip Navigation

Login Warning  [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

*Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. § 1305], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of: (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

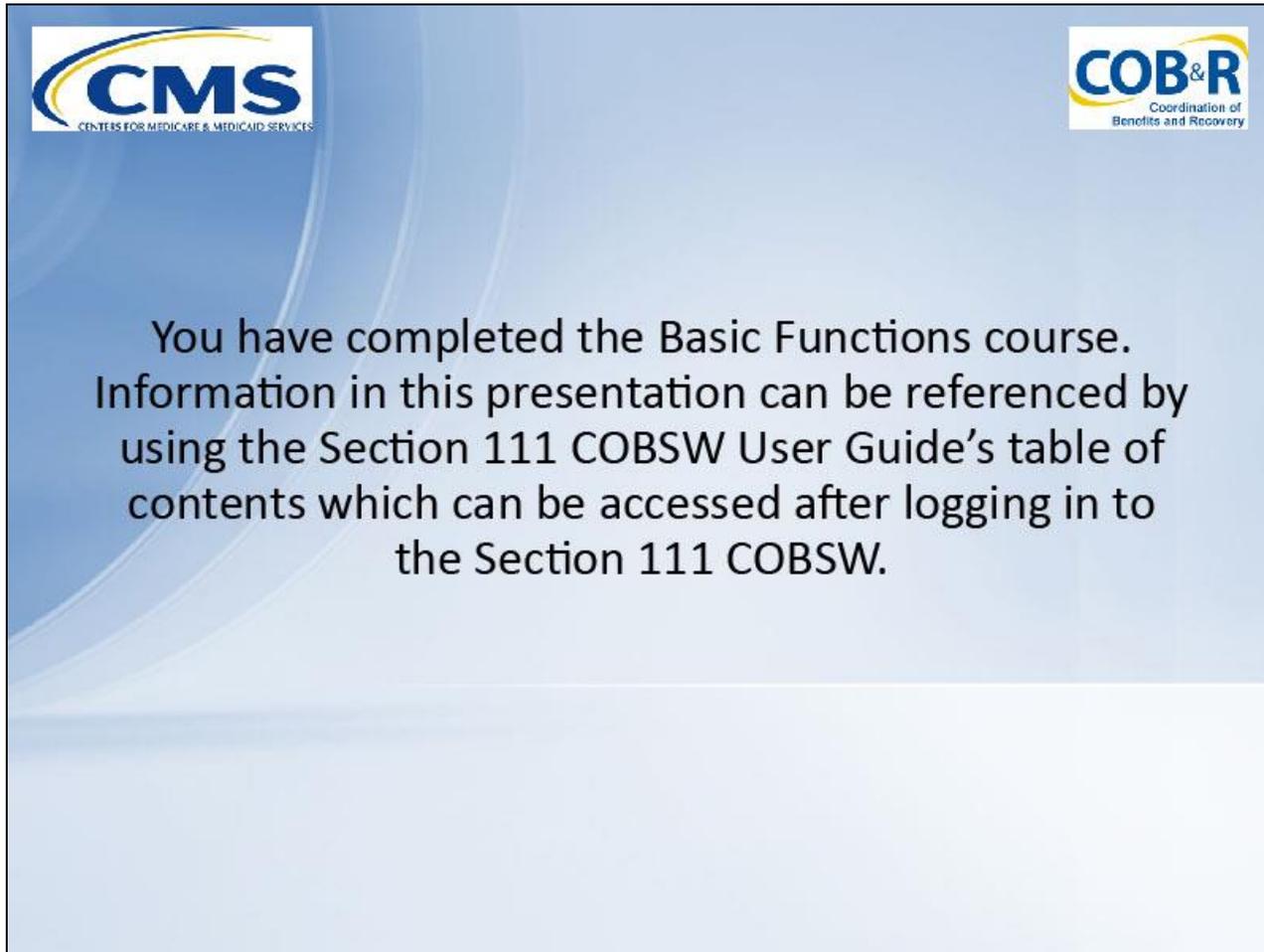
[I Accept](#)

[Decline](#)

Slide notes

The system will then end your session and return you to the Section 111 COBSW Login Warning page. Once the Login Warning page displays, you should close your browser.

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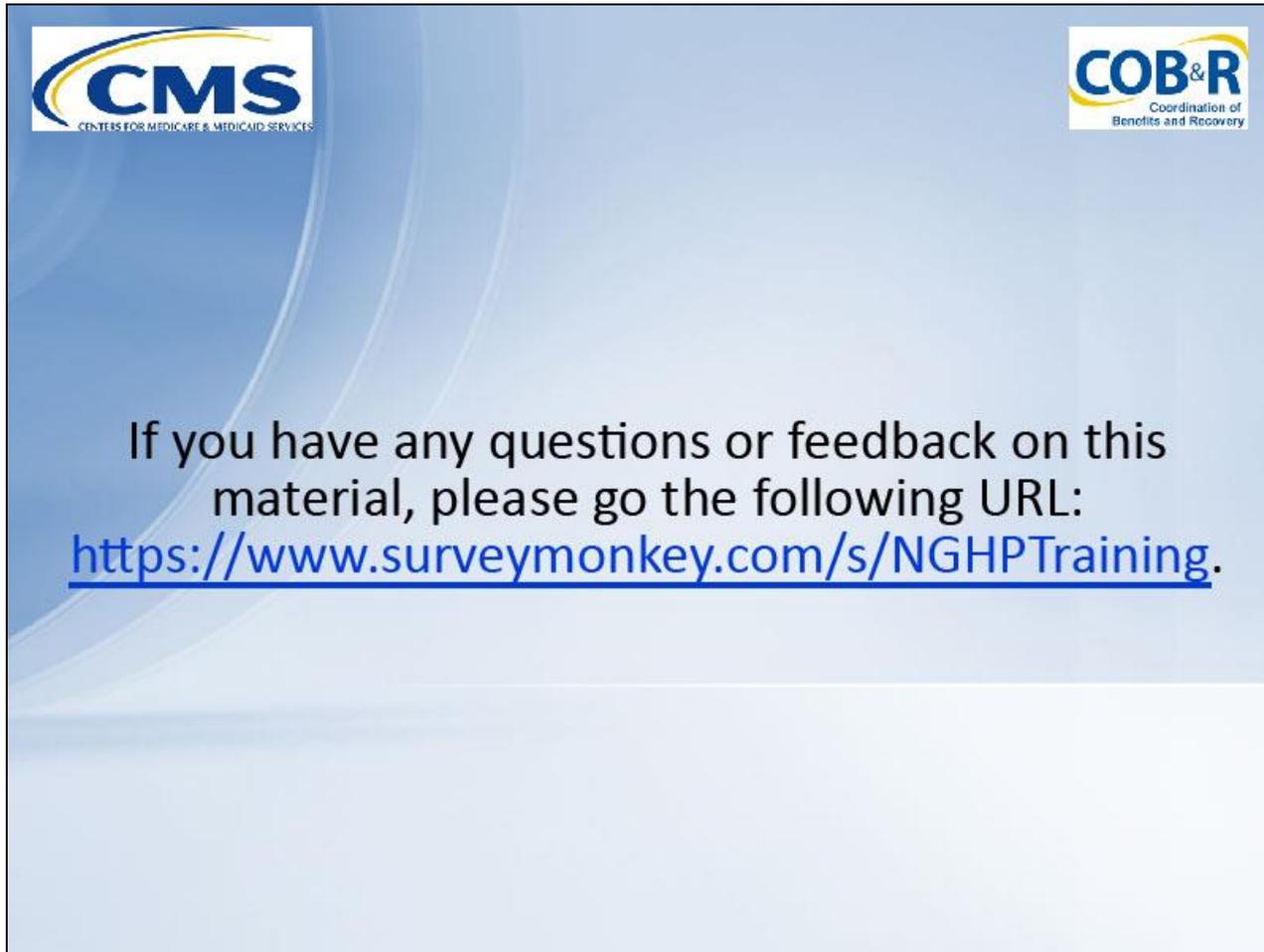
The slide features a light blue background with a white horizontal band at the bottom. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The central text reads: "You have completed the Basic Functions course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW."

Slide notes

You have completed the Basic Functions course.

Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

Slide 53 - of 41



The slide features a light blue background with a white horizontal band at the bottom. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The central text reads: "If you have any questions or feedback on this material, please go the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

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