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Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Uploading/Downloading Files via HTTPS course.

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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: http://go.cms.gov/mirghp.

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Slide notes

Topics in this course include Uploading Input Files, which includes Input Submission File Overview, File Upload Guidelines, Uploading Files via Hypertext Transfer Protocol (HTTPS), and Severe/Threshold File Submission Errors, and Downloading Response Files.

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Slide notes

In order for a Responsible Reporting Entity (RRE) to upload or download files via HTTPS on the Section 111 COBSW, the Account Manager must select HTTPS as the file transmission method during Account Setup.

After Account Setup has been completed and the signed profile report has been returned to the Benefits Coordination & Recovery Center (BCRC), the RRE ID will be in a Testing status and they can begin uploading/downloading test file submissions.

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An e-mail is sent to the Authorized Representative and Account Manager to notify them that the RRE ID is in a Testing status.

At this point the RRE may begin sending test file submissions.

Test files can only be uploaded after the RRE ID status has been changed to Testing status.

Test files can still be submitted after the RRE ID status has been changed to Production status, if they need to test internal changes.

Refer to the Section 111 COBSW Monitor Test File Processing course for more information about test file processing.

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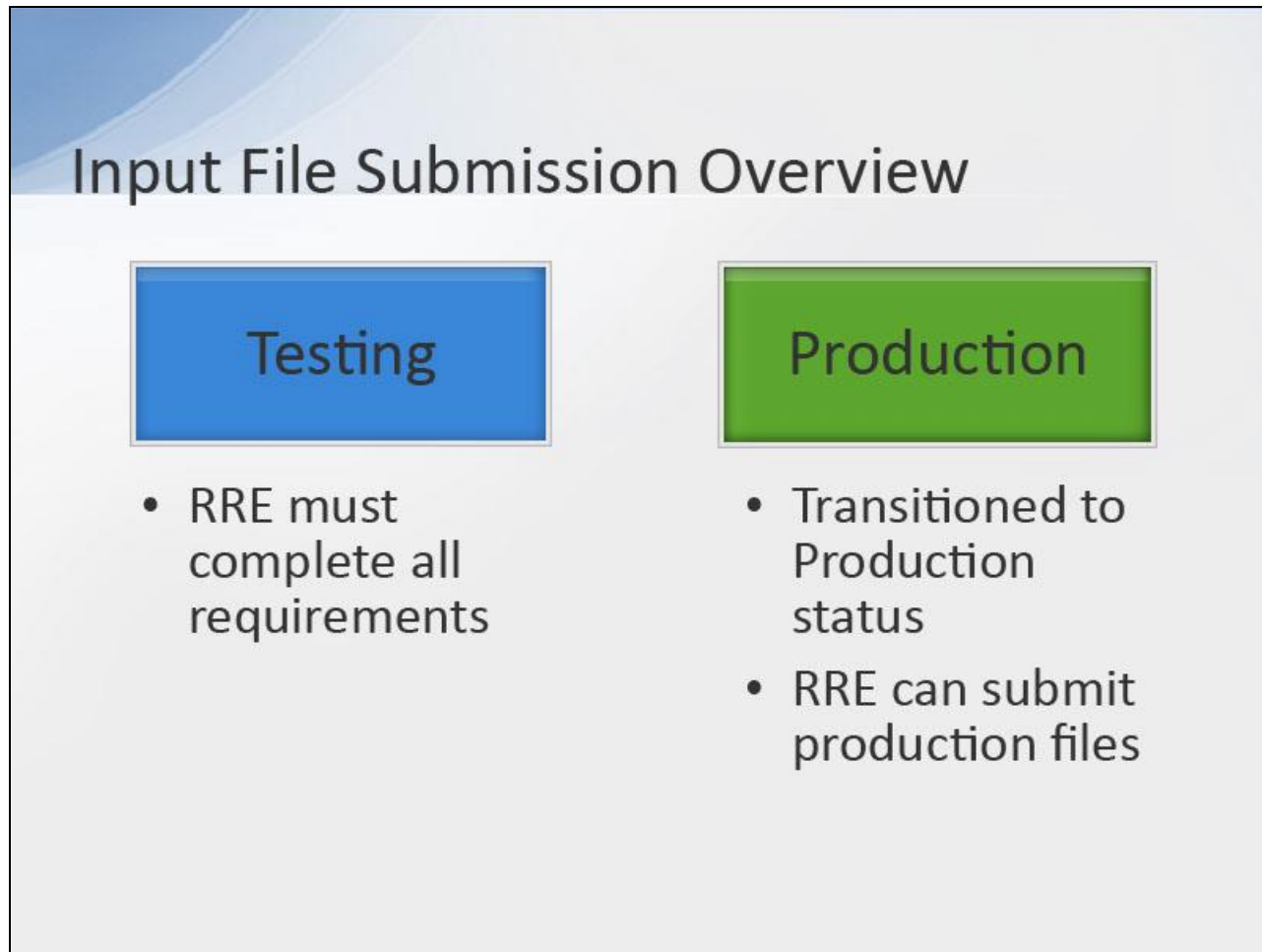
Slide notes

The RRE ID will remain in a Testing status until all Testing requirements have been completed.

Please review the Testing requirements documented in the Section 111 NGHP User Guide.

Once testing has been satisfactorily completed, the RRE ID will be transitioned from a Testing to a Production status and the RRE can begin submitting production files.

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File uploads can be performed directly through the Section 111 COBSW using HTTPS protocol.

This option is only available to RREs that selected HTTPS during registration.

Both Account Managers and Account Designees can upload submission files.

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RREs participating through the Basic Reporting Option who have chosen HTTPS as their File Submission method can upload the following test and production files:

MSP Input File

TIN Reference File

Query Only Input File which can only be submitted once per quarter.

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RREs participating through the Expanded Reporting option who have chosen HTTPS as their File Submission method can upload the following test and production files:

MSP Input File

Non-MSP Input File

TIN Reference File and

Query Only Input File which can only be submitted once per quarter.

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Users associated with the RRE's account will login to the Section 111 application on the COBSW at https://cob.cms.hhs.gov/Section111/.

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After a successful login, the RRE Listing page will display.

This page functions as the main processing screen or Home page to initiate any of the Section 111 COBSW processes.

It lists all of the RRE IDs to which you are associated.
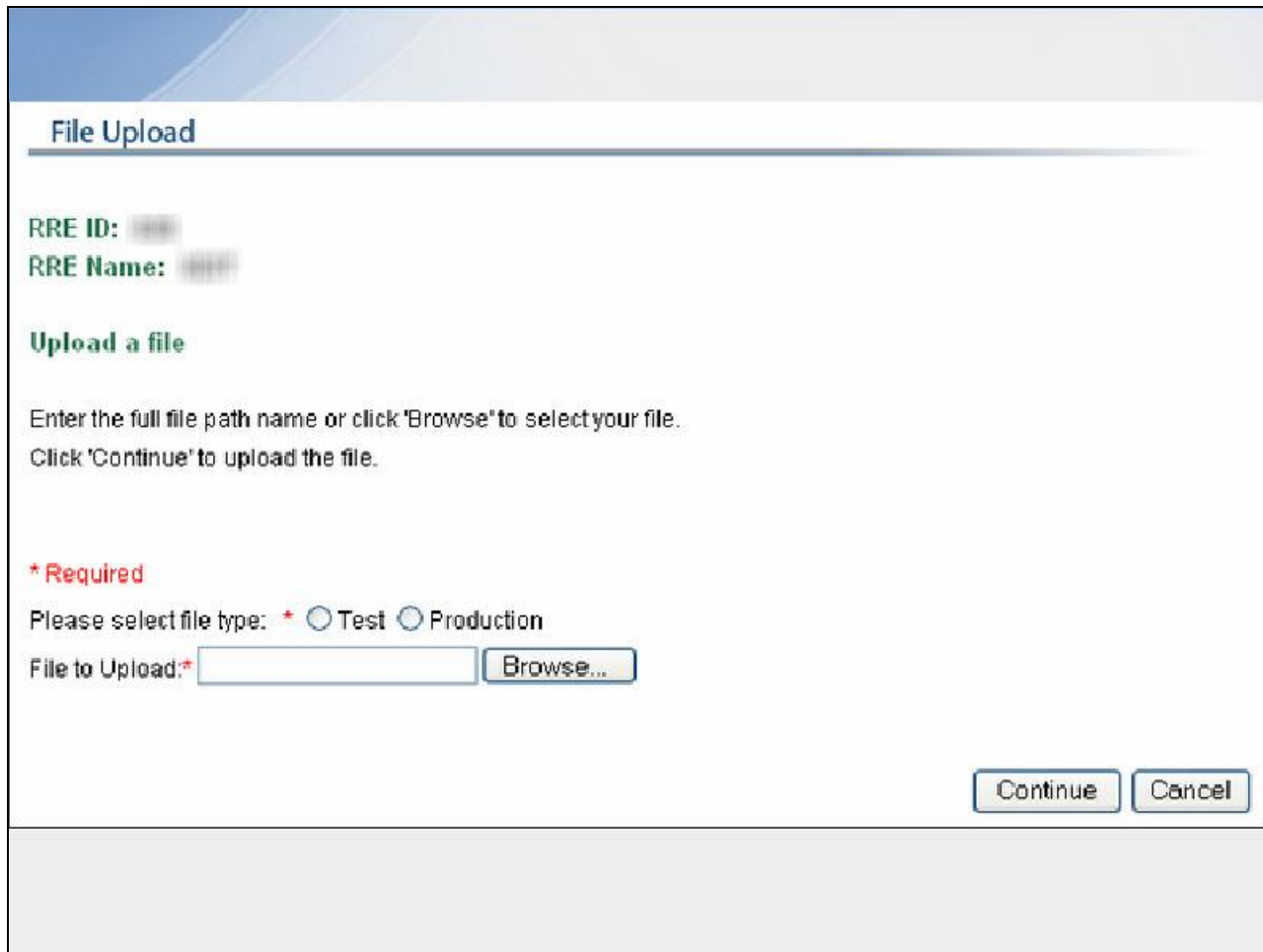
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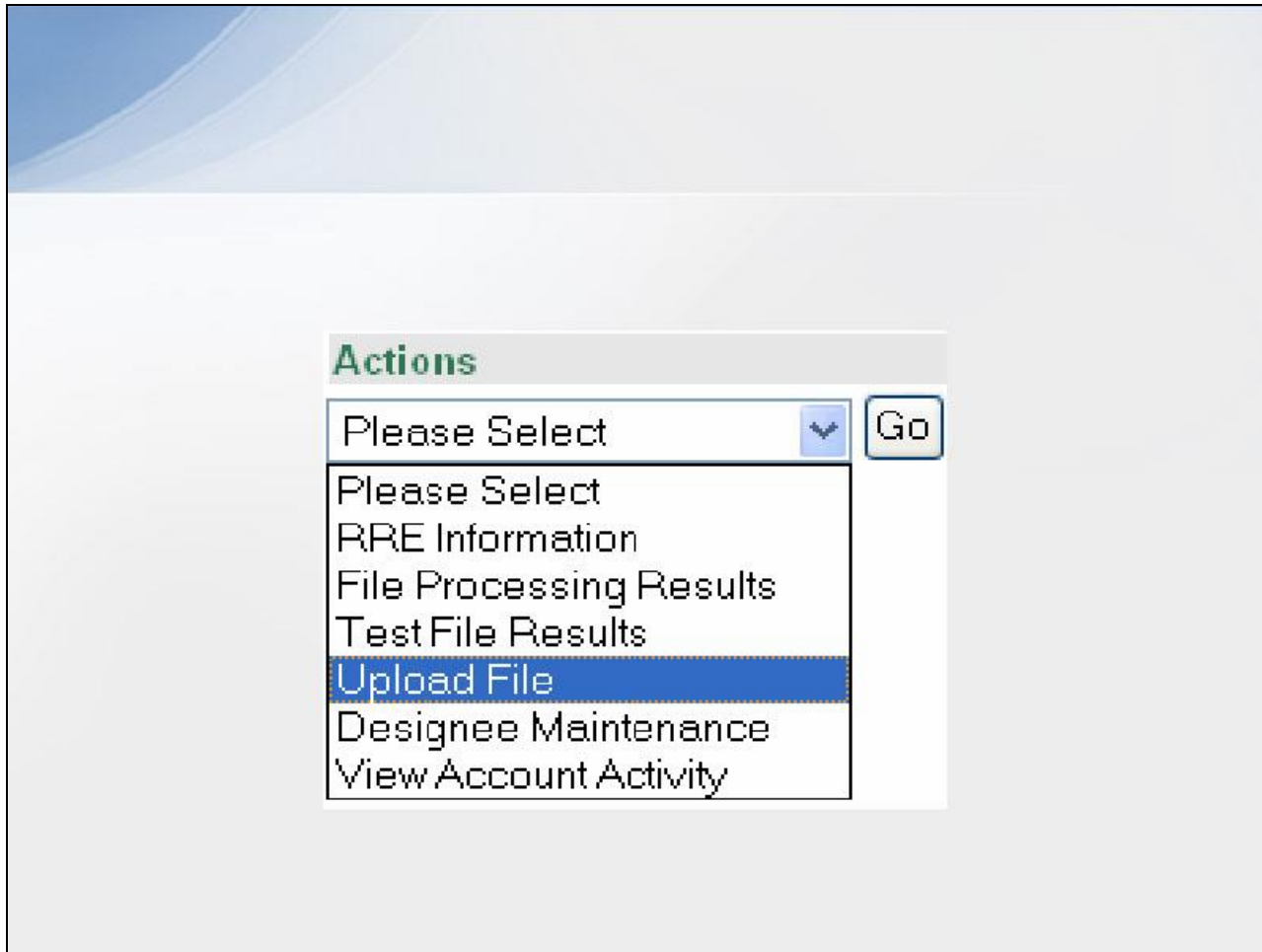
Slide notes

From the RRE Listing page select Upload File from the Actions dropdown box for the applicable RRE ID and click Go.

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Slide notes

The File Upload page displays for the selected RRE.

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Specify the type of file to be uploaded, Test or Production.

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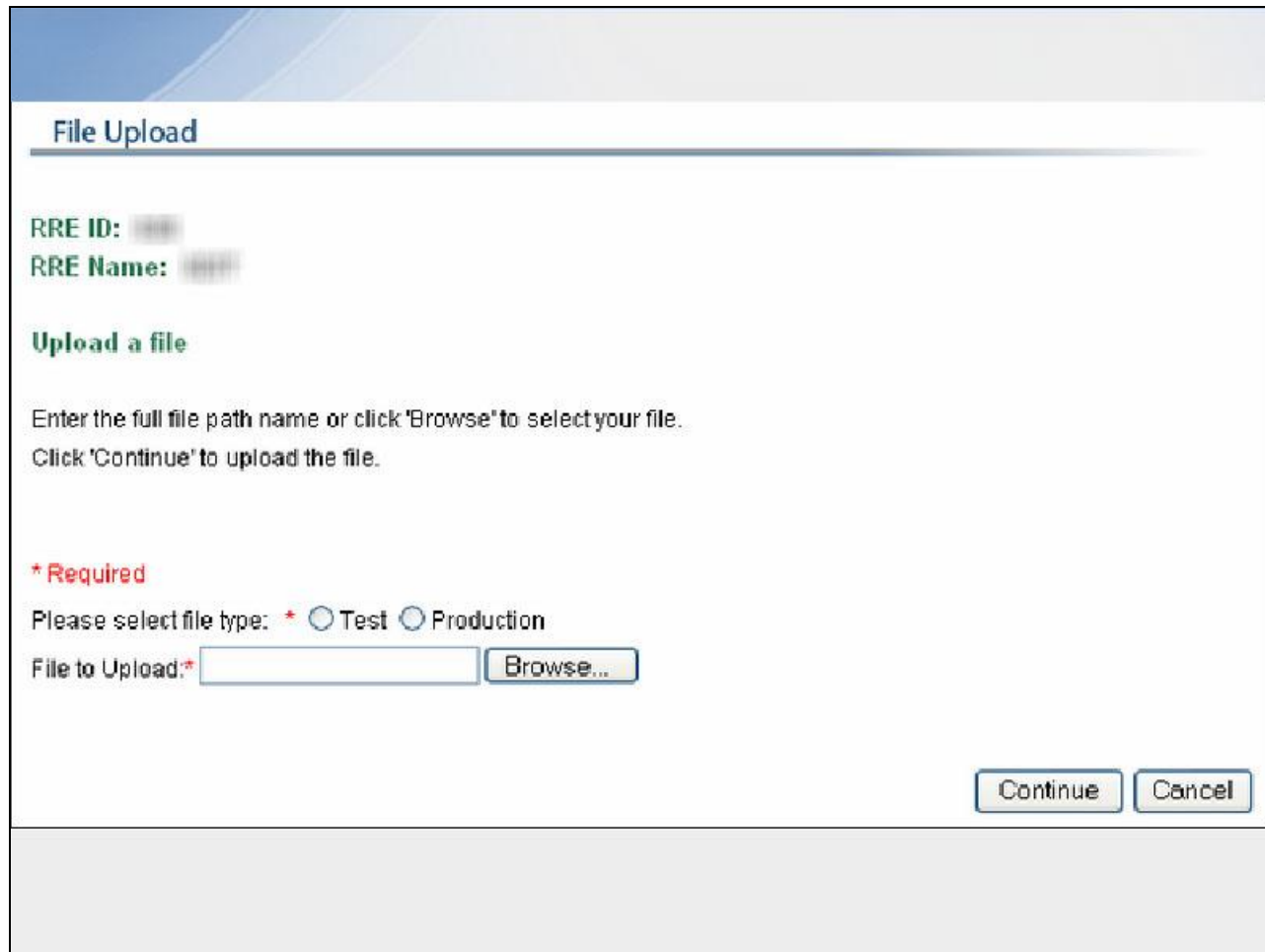
Slide notes

Click Browse to specify the file location and file name to be uploaded, or type in the file path and name, if you know it.

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Click Continue. Do not logoff of the Section 111 COBSW or close any associated browser window until the file upload is complete.

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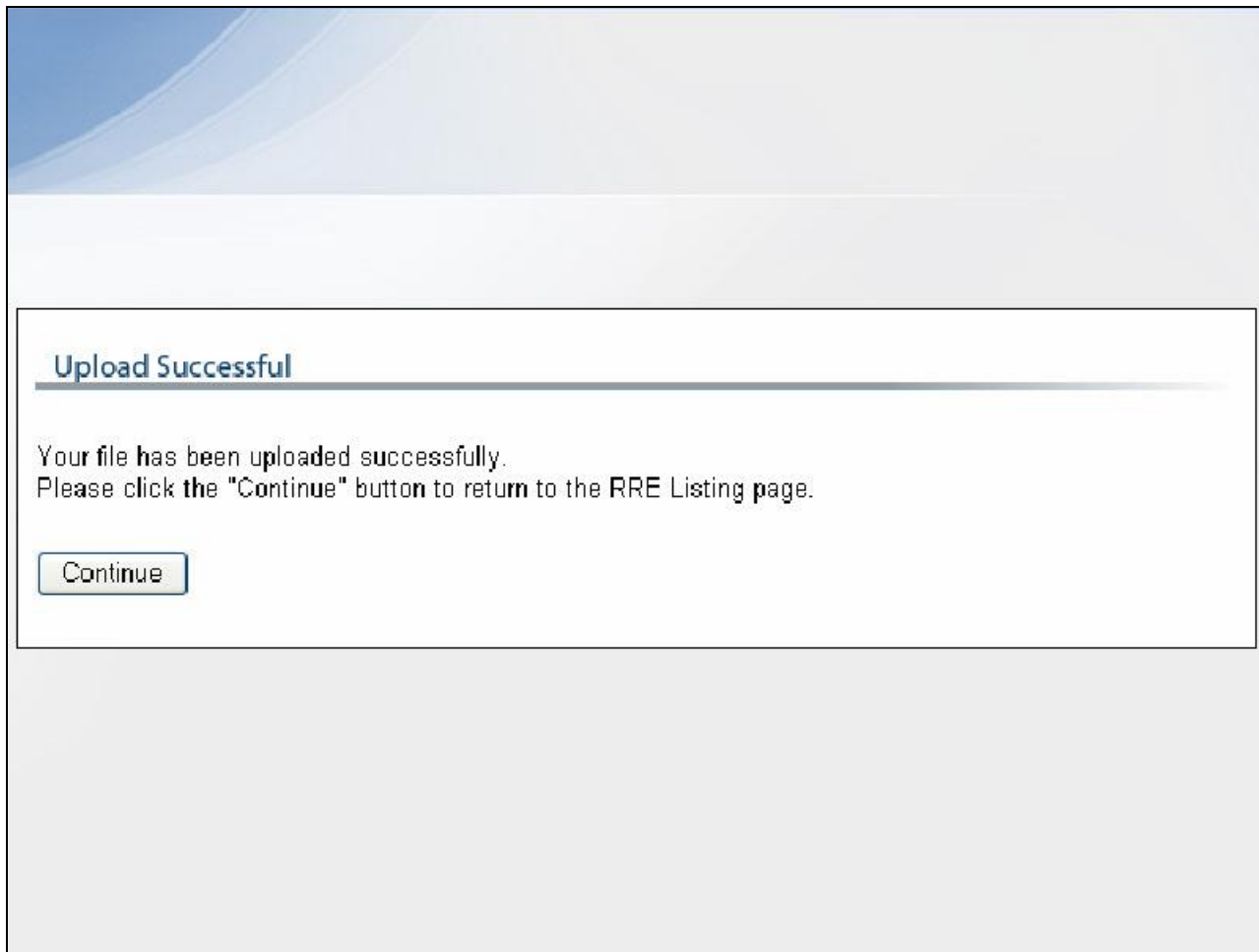
Slide notes

If the file has been uploaded successfully, the Upload Successful page displays.

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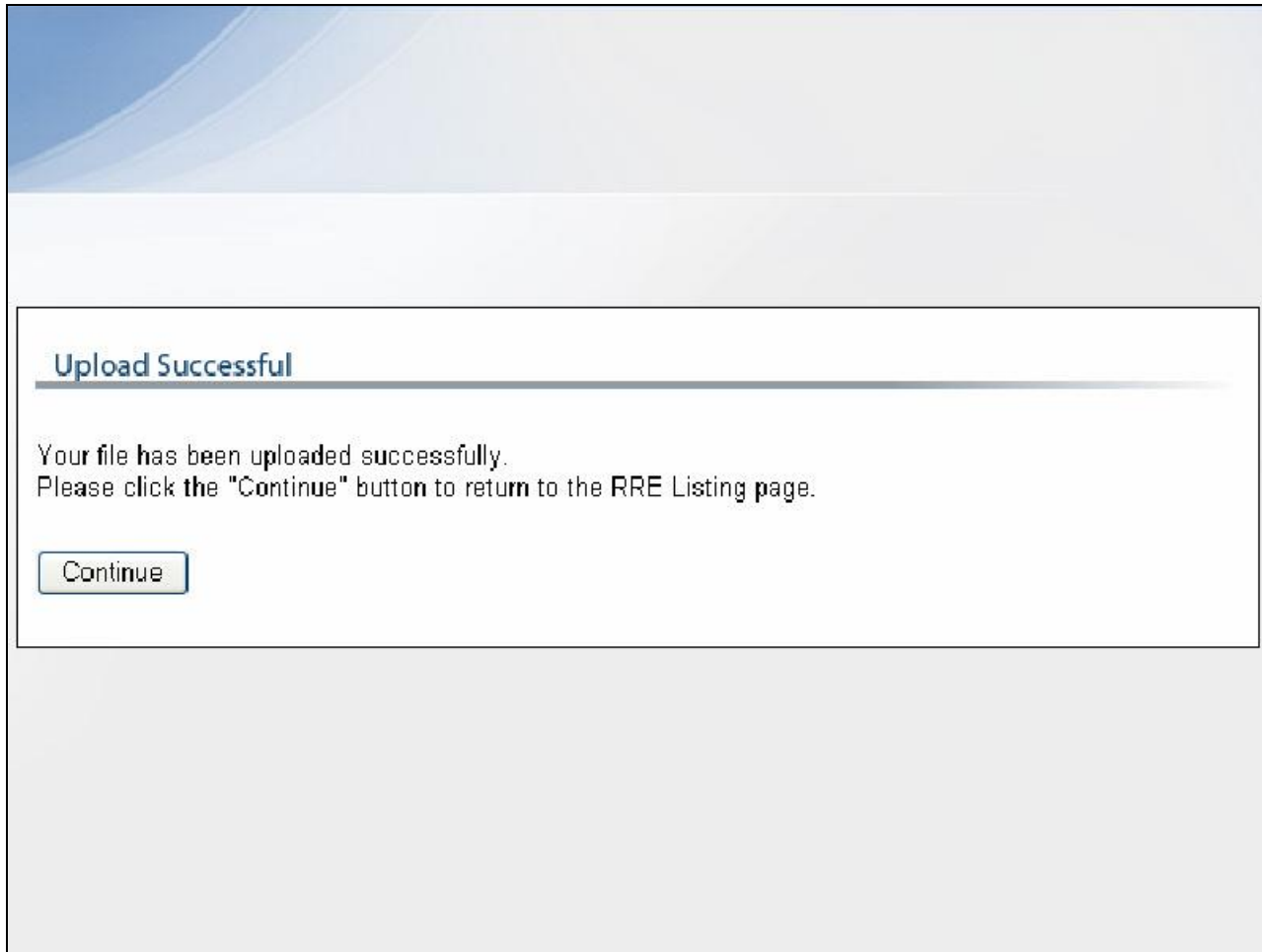
Slide notes

Click Continue.

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The RRE Listing page displays.

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Once a file has been successfully uploaded to the Section 111 COBSW, it cannot be viewed or deleted.

If a file is uploaded in error, the RRE does not have the ability to delete it.

They must contact their Electronic Data Interchange (EDI) Representative for assistance.

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As files are received by the application, file information is saved and stored on a database, and a status code is used to track the file as it processes through the system.

This file status is displayed on the File Listing page under the associated RRE ID.

For more information on how to monitor file processing results, please view the Monitor File Processing Results CBT and the Section 111 COBSW User Guide.

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Submitted files may be rejected or suspended from processing due to severe errors (such as, file received without header record or file header record does not contain a valid Section 111 RRE ID) or if they meet certain threshold checks.

Please refer to the Section 111 GHP User Guide and the Monitor Test File Processing and Monitor File Processing CBT's for more information on these edits.

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HTTPS Response Files

- Sent using same transmission method as uploaded files
- Available on File Listing page
  - Displays results after the BCRC has processed
- E-mail sent to Account Manager when a response file is ready

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Response files are sent to the RRE using the same transmission method that was selected for input files.

Files transmitted using the HTTPS method will have response files available for download on the File Listing page.

This page displays the results after the BCRC has processed your input files.

The system will send an e-mail to the Account Manager assigned to the RRE ID when a response file is ready on the Section 111 COBSW.

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Test and Production Response file downloads can be performed directly through the Section 111 COBSW user interface using HTTPS protocol.

This option is only available to RREs that selected HTTPS during Account Setup.

The RRE has the option of changing the electronic file submission methodology; however, you must contact your EDI Representative to make this change for you.

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Both Account Managers and Account Designees associated with the RRE ID can download response files.

RREs or their agents must develop software to process response files and take Actions on the disposition codes and other information provided.

For guidance on interpreting response files, refer to the Section 111 NGHP User Guide.

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GHP basic submitters who have chosen HTTPS as their file submission method can download the following test and production files:

MSP Response File

Query Only Response File

TIN Reference Response File

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GHP expanded submitters who have chosen HTTPS as their file submission method can download the following test and production files:

MSP Response File

Non-MSP Response File

Query Only Response File

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To begin the download process for production files, the RRE must successfully login to the Section 111 application on the COBSW at https://cob.cms.hhs.gov/Section111/.

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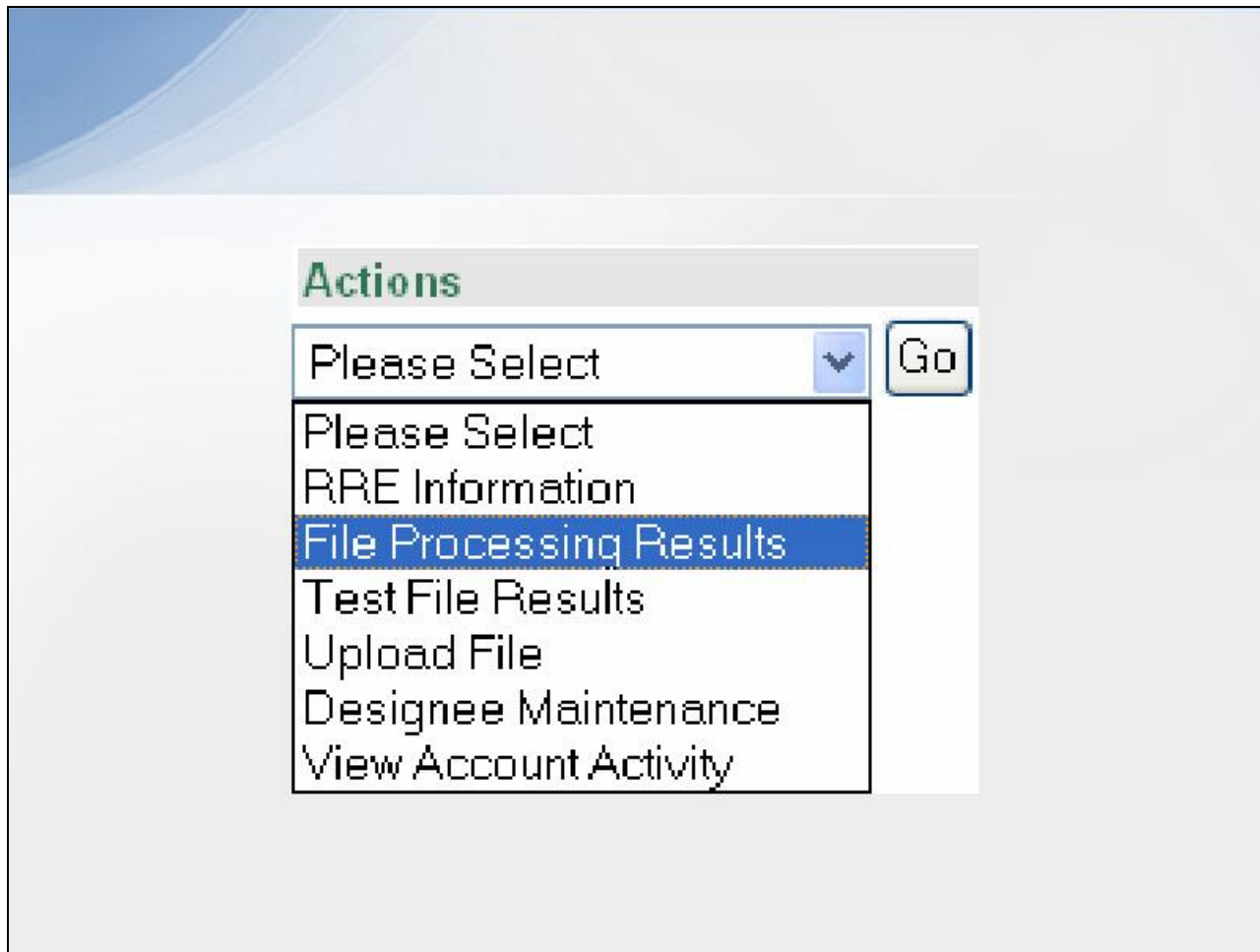
Slide notes

Once the RRE Listing Page displays, select File Processing Results from the Actions dropdown box for the applicable RRE ID and click Go.

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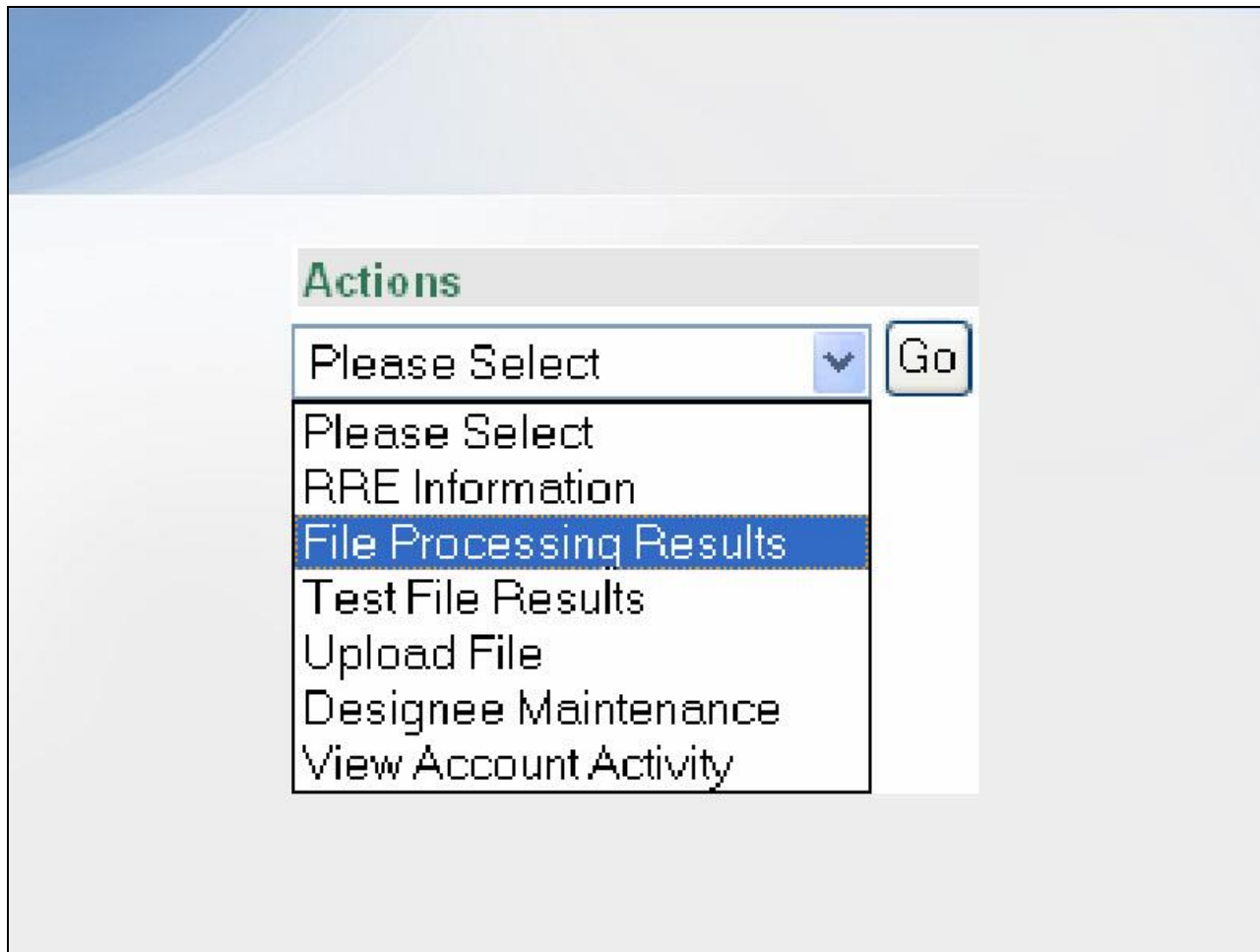
Slide notes

If the RRE is downloading test files, select Test File Results from the Actions dropdown box for the applicable RRE ID and click Go.

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If File Processing Results was selected, the File Listing page of production files previously submitted and their corresponding response files will display for the RRE ID.

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Slide notes

If Test File Results was selected, the File Listing page of test files previously submitted and their corresponding response files will display for the RRE ID.

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Click the link formed by the response file name inside the double arrows (>> >>) associated with the completed file.

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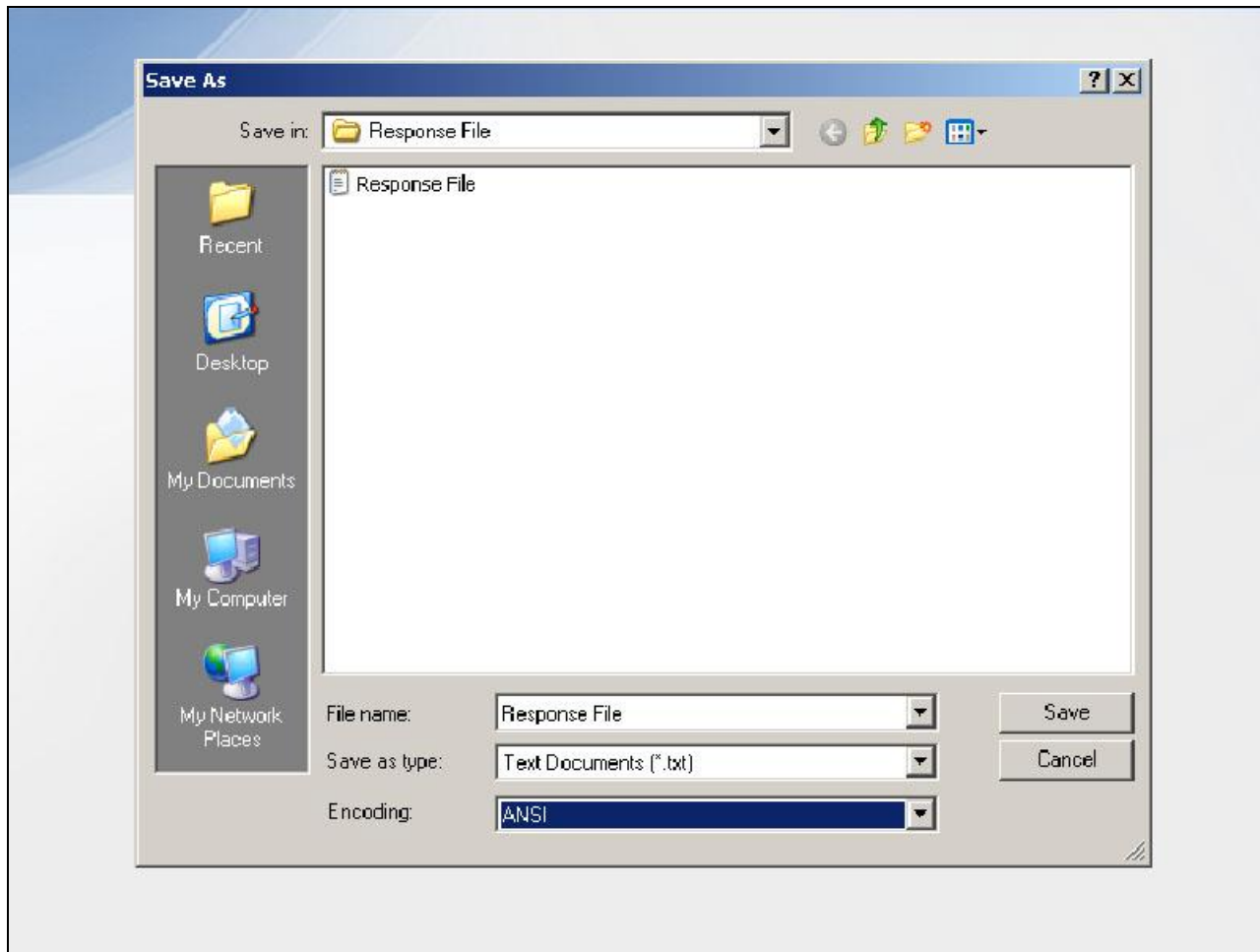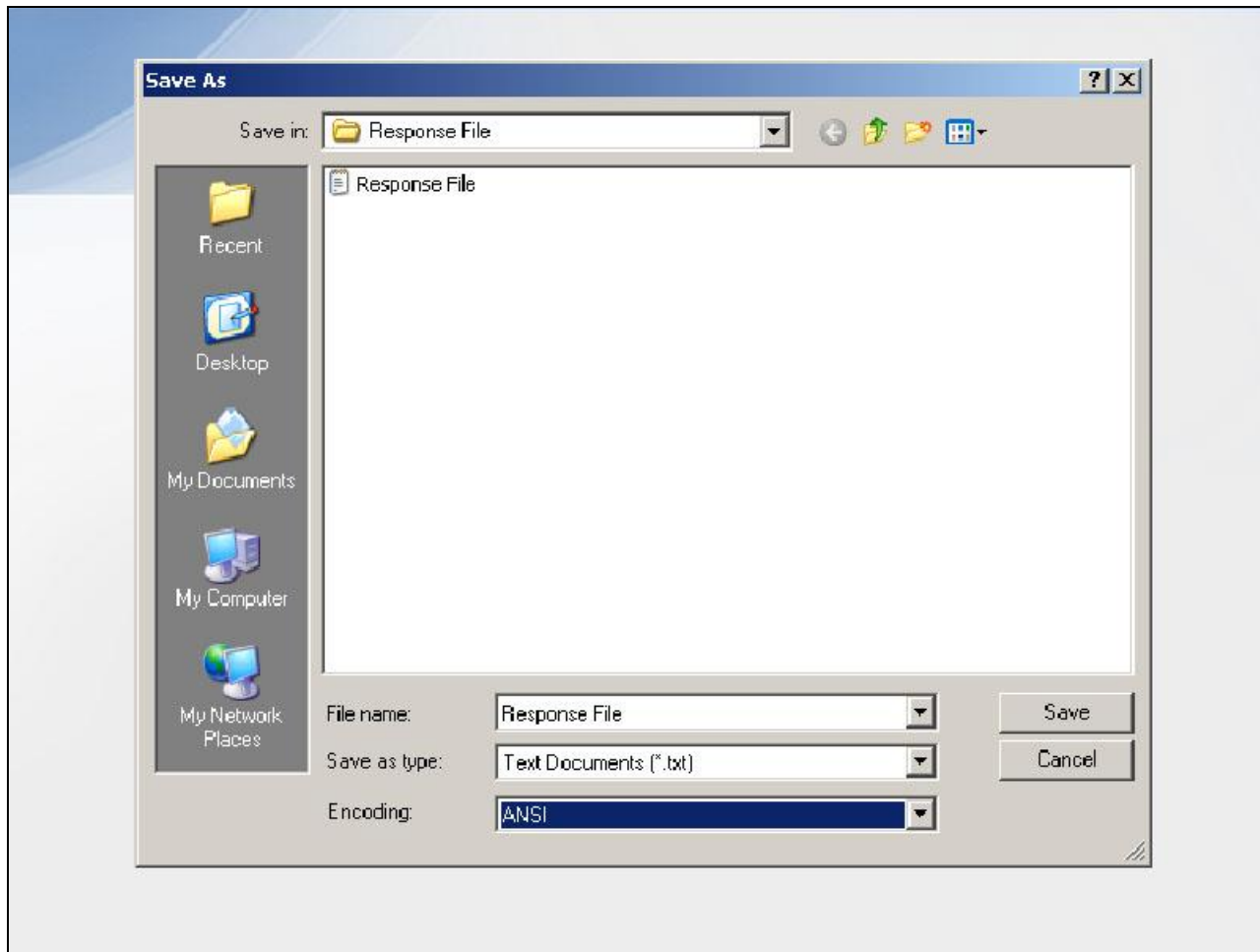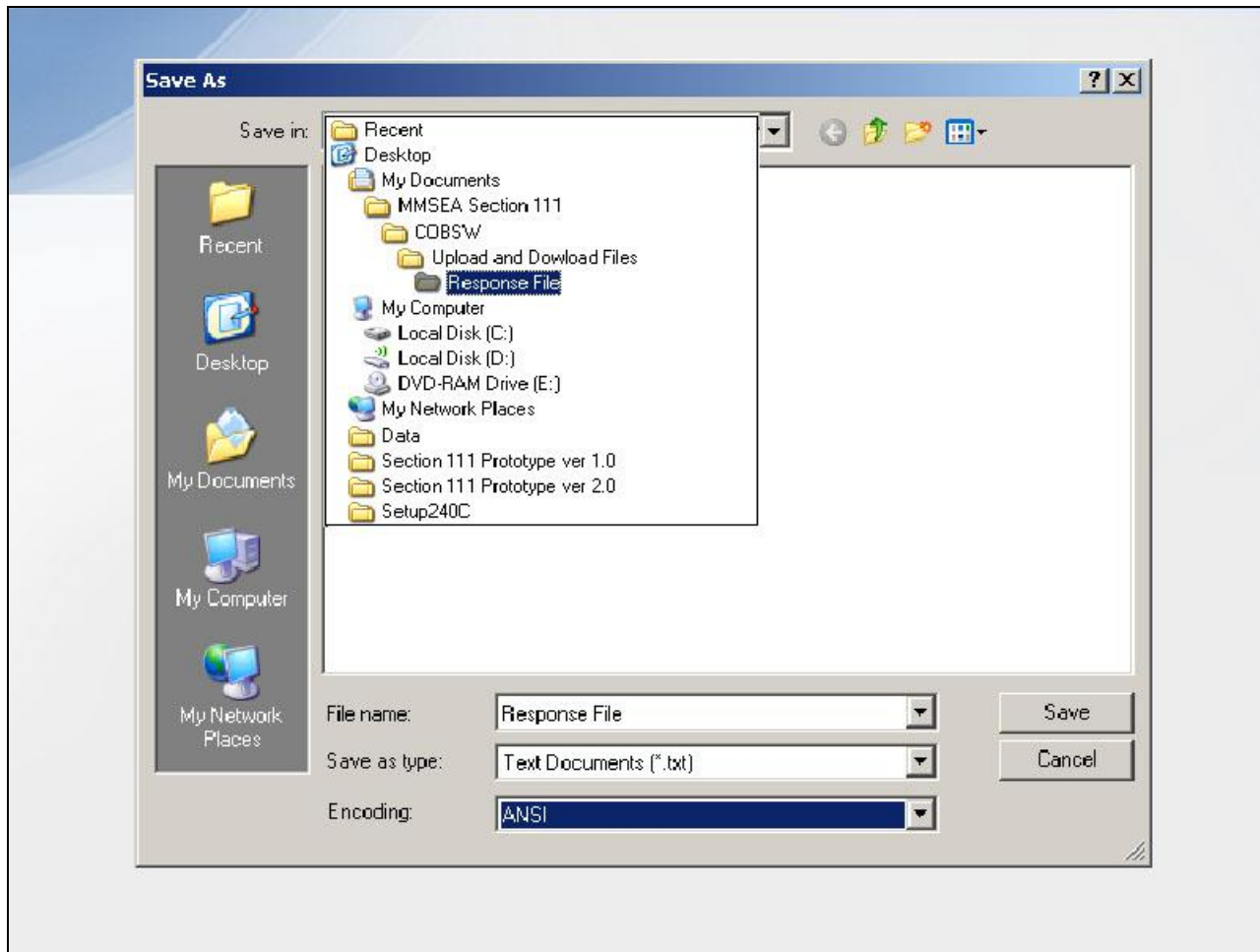

Slide notes

The Save dialog box displays.

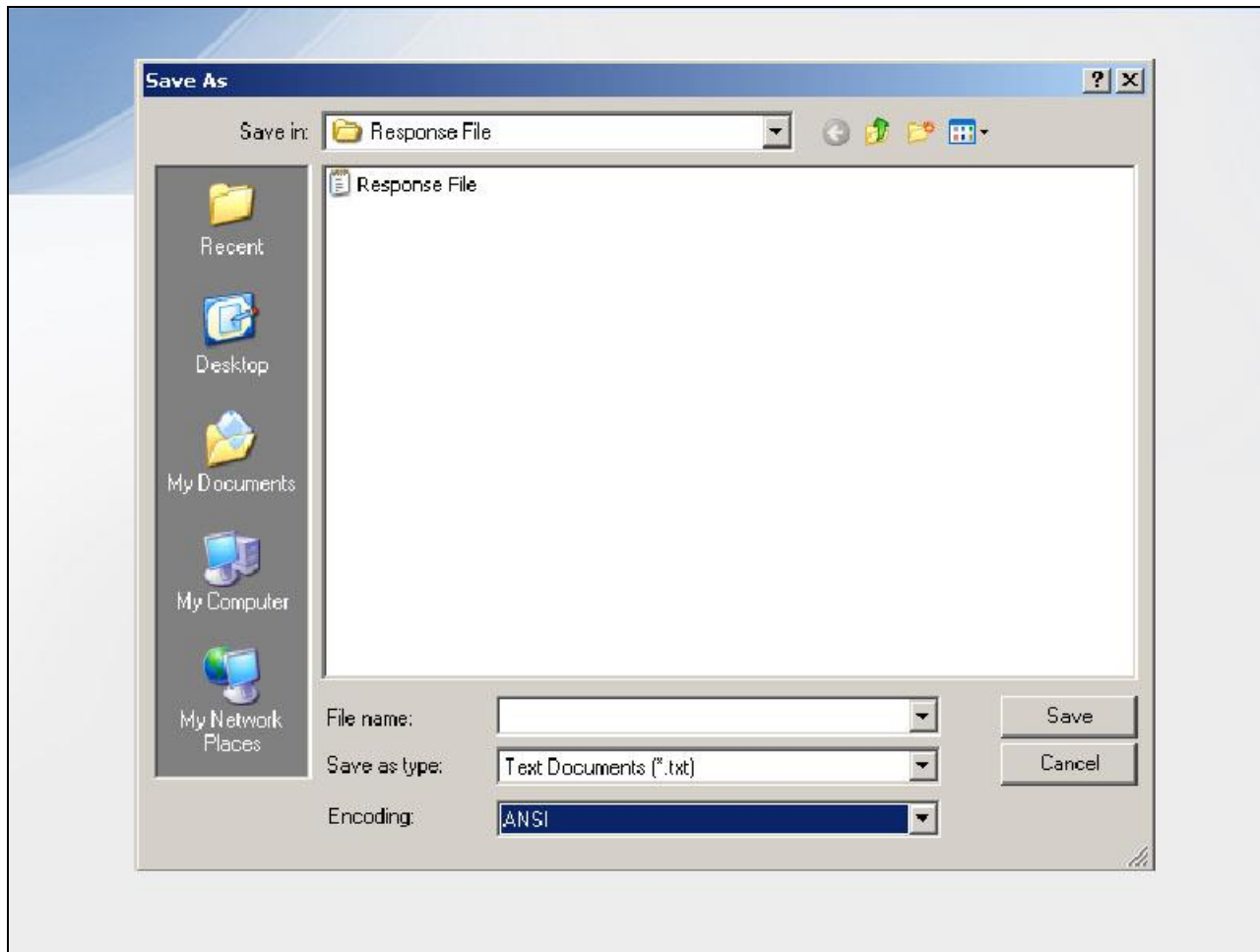**Slide 35 - of 41**

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Select a location on your computer or network from the Save In field at the top of the Save dialog box.
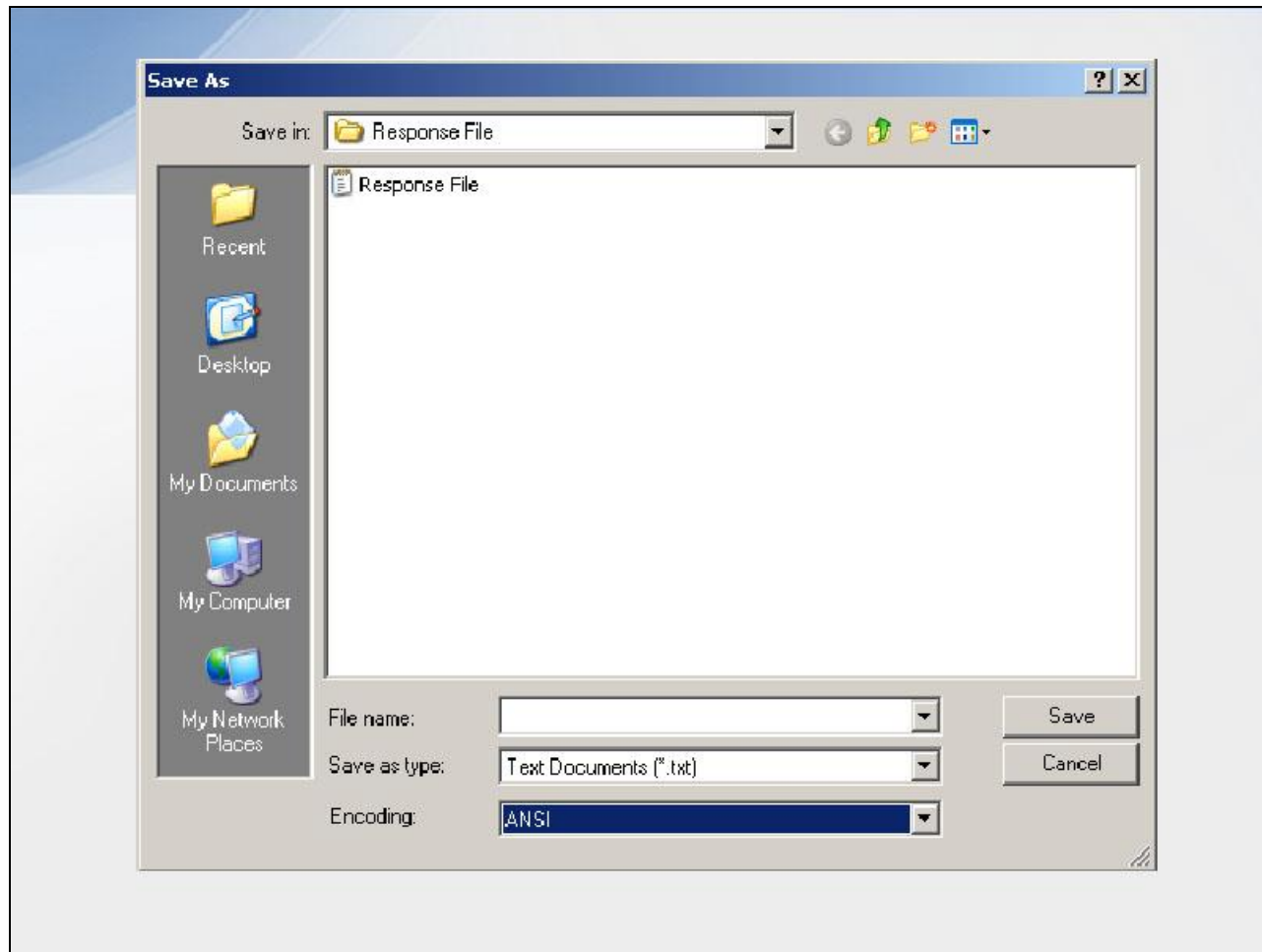
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Enter a file name of your choosing in the File Name field.

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Note: Leave the File Download dialog box and all browser pages open during the download.

Do not log off or close your browser.

You must stay logged on to the Section 111 COBSW with an active session during the download process.

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After completing your download, click the Return to RRE Listing button at the bottom of the page.

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The system then displays the RRE Listing page.

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HTTPS Response files will remain available for downloading for 180 days.

There is no limit to the number of times a file can be downloaded in that time.

The RRE cannot delete response files from the Section 111 COBSW.

The BCRC will remove these files automatically after 180 days.

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You have completed the Section 111 COBSW Uploading/Downloading Files via HTTPS 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.

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