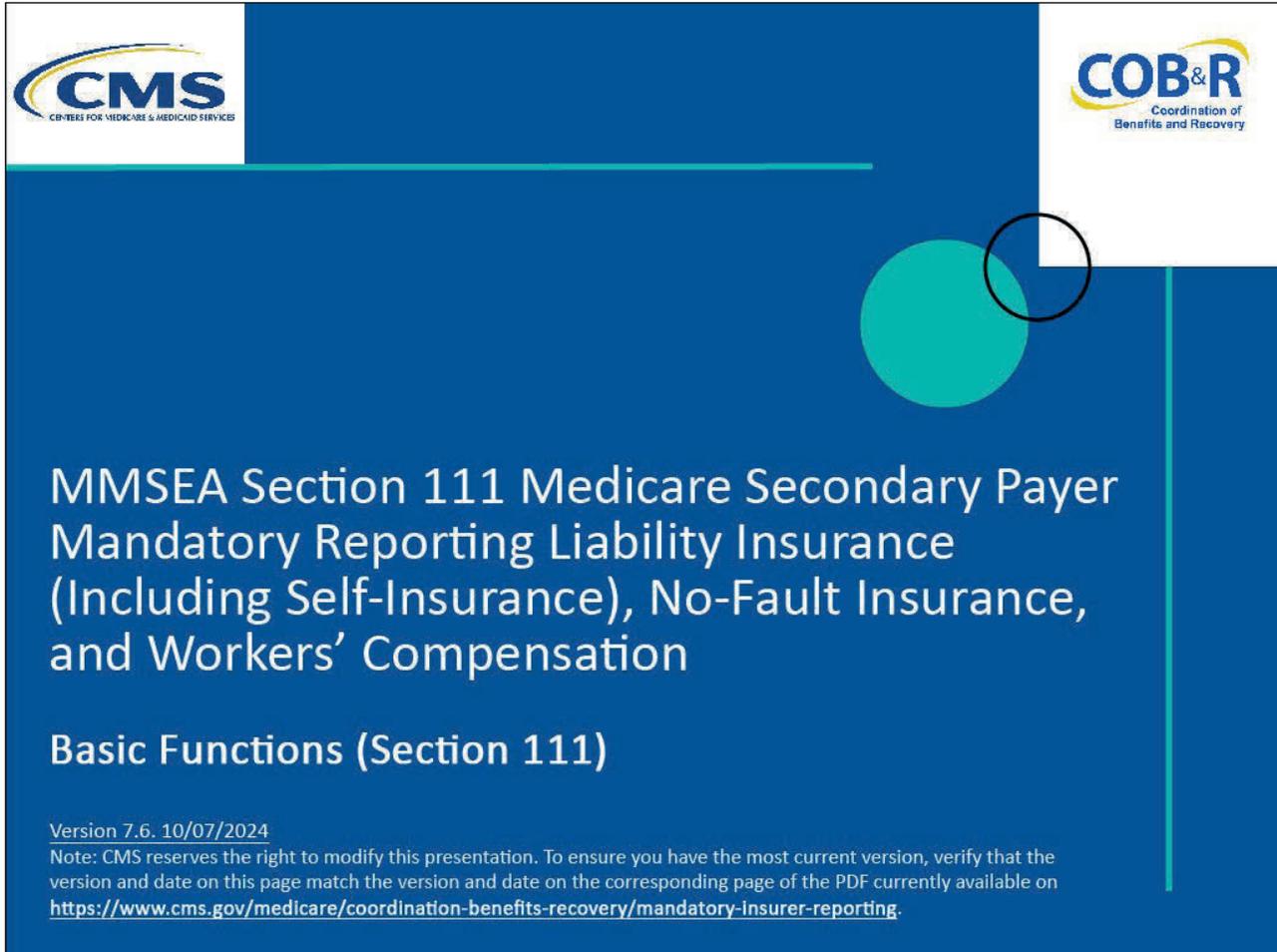


## COBSW Basic Functions Introduction

### Slide 1 of 41 - COBSW Basic Functions Introduction



The slide features a dark blue background with a teal circle and a white circle with a black outline. 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 white text. Below the title is the subtitle 'Basic Functions (Section 111)'. At the bottom left, there is version information and a note about the presentation's currency, with a URL provided.

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**COB&R**  
Coordination of  
Benefits and Recovery

# MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

## Basic Functions (Section 111)

Version 7.6. 10/07/2024  
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 <https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>.

### Slide notes

Welcome to the MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation Coordination of Benefits Secure Website (COBSW) Basic Functions course.

**Slide 2 of 41 - Disclaimer**

## 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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the *Reference Materials* menu at the following link:

<https://www.imp.cob.cms.hhs.gov/mra/>.

**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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: [Section 111 COBSW](#).

**Slide 3 of 41 - Course Overview**

## Course Overview

- Section 111 COBSW Log in/Log off Procedures
- Basic Functions available from the RRE Listing and RRE Information Detail page



**Slide notes**

This course will provide an overview of the Section 111 COBSW Log in/Log out procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the RRE Listing and RRE Detail Information page.

**Slide 4 of 41 - PAID Act**

## PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

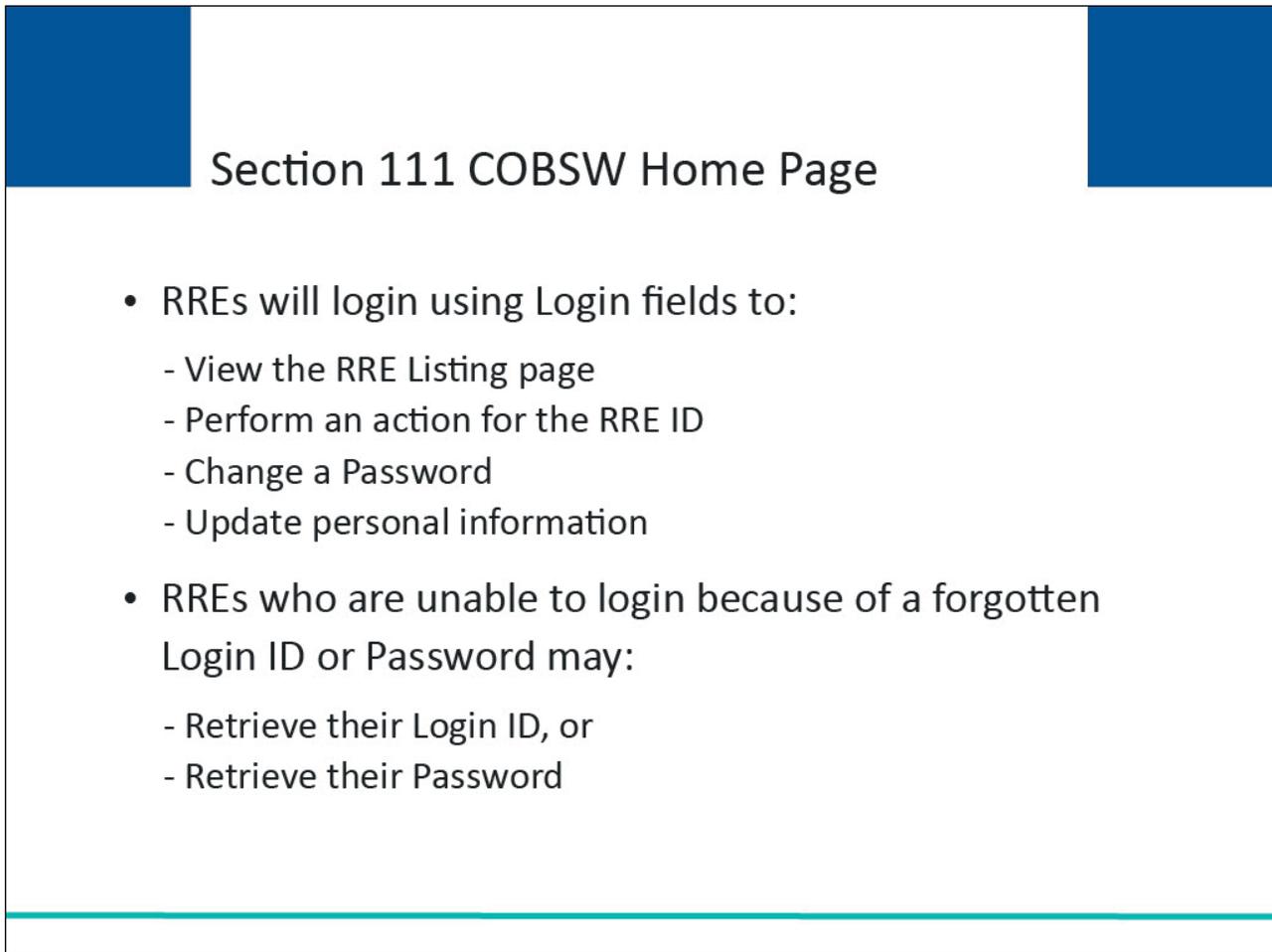
This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

**Slide notes**

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past three years.

This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

**Slide 5 of 41 - Section 111 COBSW Welcome/Sign In Page**The slide features a white background with two blue rectangular accents at the top corners. The title 'Section 111 COBSW Home Page' is centered at the top. Below the title, there are two main bullet points. The first bullet point is 'RREs will login using Login fields to:', followed by four sub-bullets: 'View the RRE Listing page', 'Perform an action for the RRE ID', 'Change a Password', and 'Update personal information'. The second bullet point is 'RREs who are unable to login because of a forgotten Login ID or Password may:', followed by two sub-bullets: 'Retrieve their Login ID, or' and 'Retrieve their Password'. A thin teal horizontal line is located at the bottom of the slide content area.

## 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 Welcome/Login page:

- view the RRE Listing Page,
- perform an action for an RRE ID on the RRE Information Detail page,
- change a Password, and
- 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 their login or password information.

Additionally, as of July 2023, RREs will be notified when another source has updated their submitted records, RREs may now opt-in via the Section 111 Coordination of Benefits Secure Website (COBSW) application to receive a monthly NGHP Unsolicited Response File. This will provide key information about updates to ORM records originally submitted in the last 12 months and allow RREs to either update their own internal data or contact the BCRC for a correction.

The modifier type codes CEM (Employer/Other Plan Sponsor Name), DSA (Name of the Voluntary Data Sharing Agreement (VDSA) entity), and PRV (From a Provider) will not be used in the NGHP Unsolicited Response File and have been removed from the list.

Note: July 12, 2023 - Notice Regarding the Receipt of Empty (Header & Trailer Record Only) Non-Group Health Plan (NGHP) Unsolicited Response Files Questions have been received from NGHP Responsible Reporting Entities (RREs) regarding receipt of empty (header and trailer record only) Unsolicited Response Files. Please be aware that a file will be transmitted regardless of record count. This means that an RRE that has opted in to receive the Unsolicited Response File will always receive a file that includes any updates made in the last 30 days. If there are no records updated by an outside source that are linked to that RRE ID in that timeframe, the Unsolicited Response File will be empty. Please note that the Non-Group Health Plan User Guide will also be updated to clarify the receipt of empty files.

**Slide 6 of 41 – Section 111 Mandatory Reporting Website Usage Warning Page**

**Section 111 Mandatory Reporting Website Usage Warning**

**Unauthorized Access To This Computer System Is Prohibited By Law**

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

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

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this 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 system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

**Privacy Act Statement**

The collection of this information is authorized by Section 1862(b) of the Social Security Act (codified at 42 U.S.C 1395y(b)) (see also 42, C.F.R. 411.24). The information collected will be used to identify and recover past conditional and mistaken Medicare primary payments and to prevent Medicare from making mistaken payments in the future for those Medicare Secondary Payer situations that continue to exist. The Privacy Act (5 U.S.C. 552a(b)), as amended, prohibits the disclosure of information maintained by the Centers for Medicare & Medicaid Services (CMS) in a system of records to third parties, unless the beneficiary provides a written request or explicit written consent/authorization for a party to receive such information. Where the beneficiary provides written consent/proof of representation, CMS will permit authorized parties to access requisite information.

**Attestation of Information**

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process.

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[Print](#)

[Accept](#)

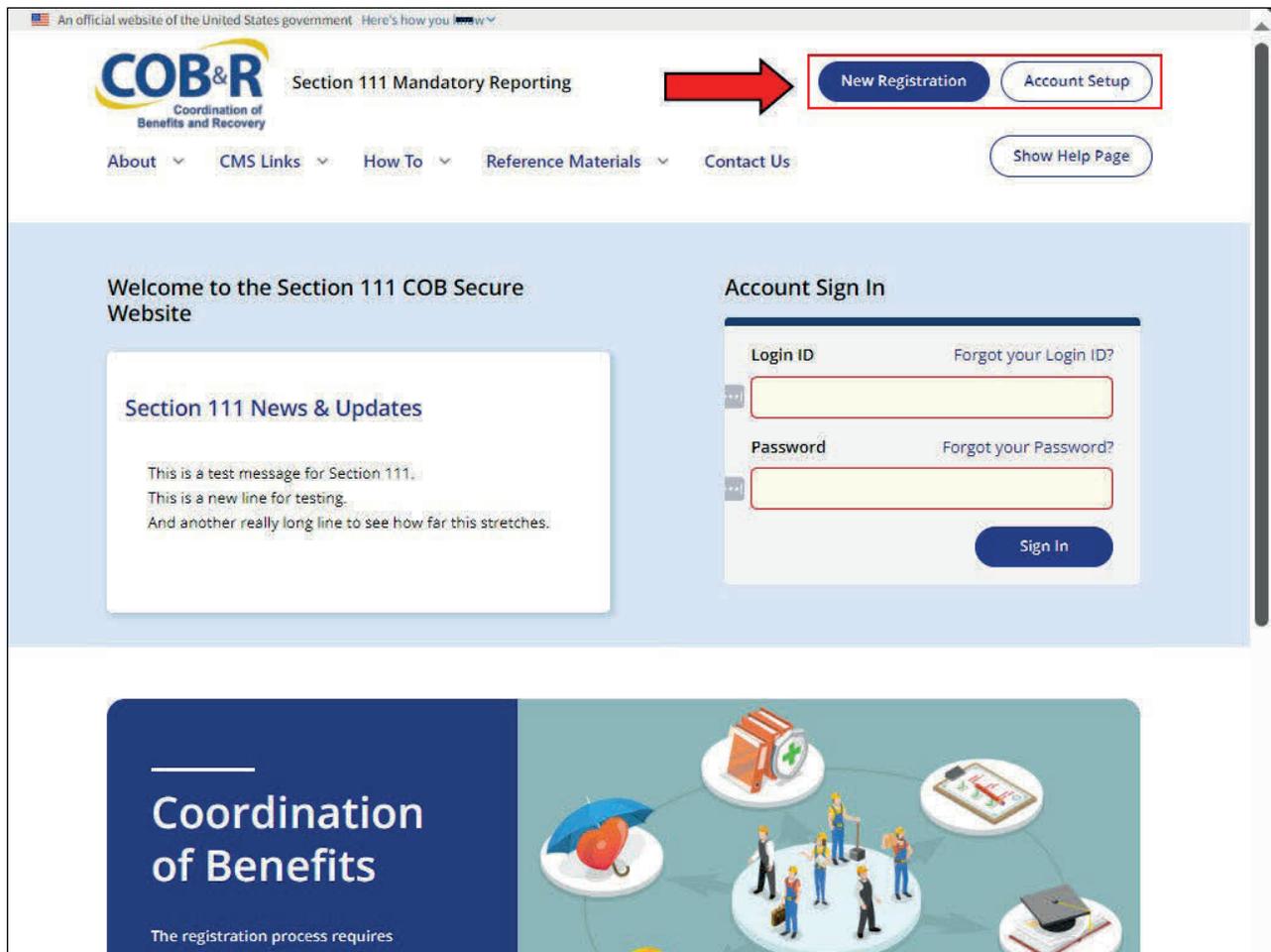
**Slide notes**

When accessing the Section 111 website, the Mandatory Reporting Website Usage Warning page will appear detailing the Data Use Agreement (DUA).

You may print this page by clicking the Print link in the upper right-hand corner of the page.

Review the Data Use Agreement and click Accept at the bottom of the page to proceed to the Welcome/Sign In page.

Slide 7 of 41 - COBSW Section 111 URL

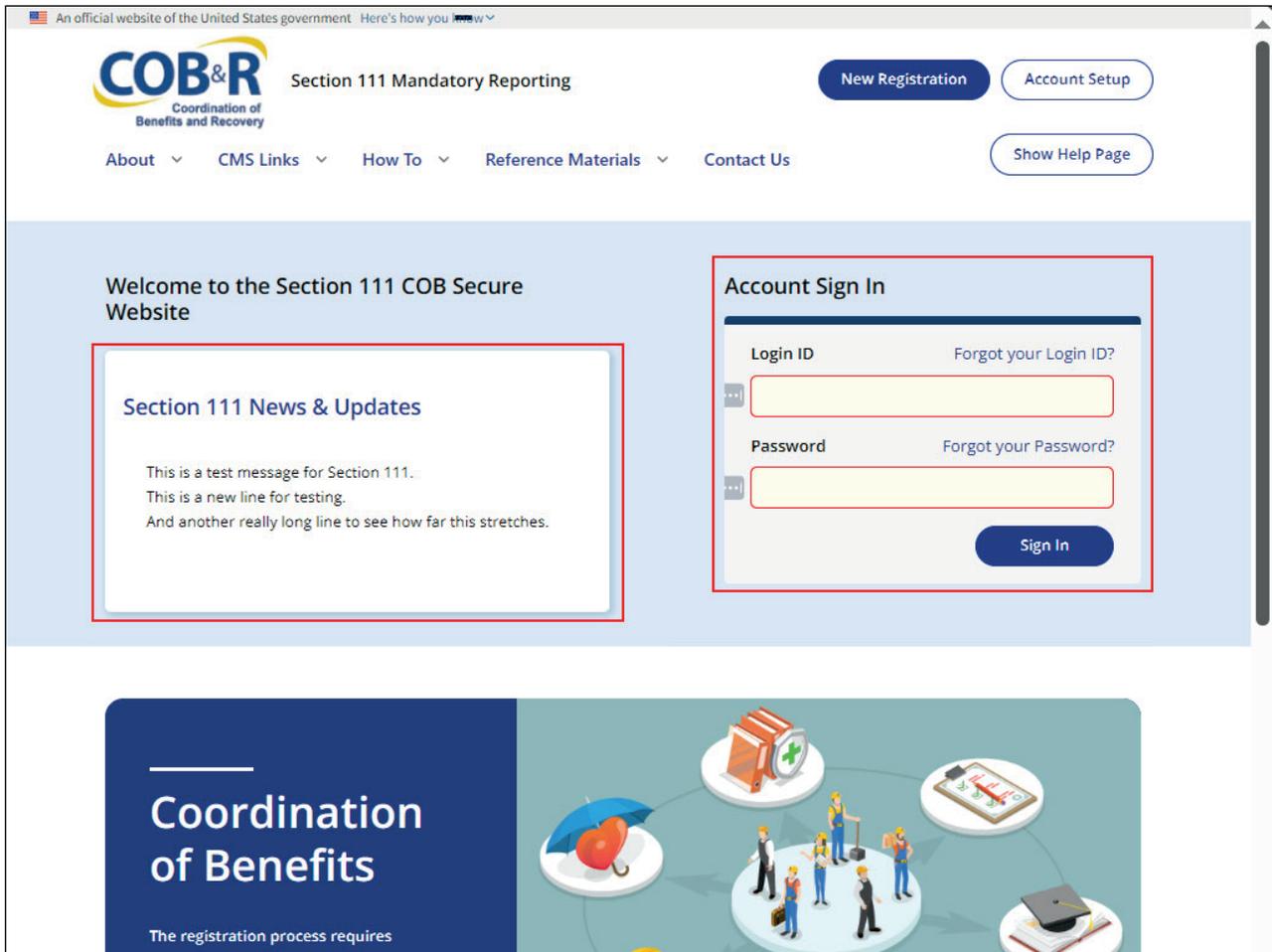


Slide notes

Before accessing the Section 111 COBSW website, you must complete the New Registration and Account Setup steps and obtain a Login ID, then you may begin using the application.

Note: For more information on completing the New Registration and Account Setup steps, access the [Section 111 Registration Part I and Part II Courses](#).

**Slide 8 of 41 - Welcome to the Section 111 COB Secure Website/Sign In Page**



**Slide notes**

The Welcome to the Section 111 COB Secure Website/Account Sign In page will appear.

The Section 111 News and Updates area of the Sign In page may contain important system messages so you should pay close attention to this section each time you access the system.

Enter your Login ID and your Password, and then click Sign In.

Slide 9 of 41 - RRE Listing Page

RRE Listing July 29, 2024 at 1:46:48 PM

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select an individual RRE from the list to see Actions available for the selected RRE ID.

The list may be sorted by selecting the title of the column you wish to sort. Selecting the same column again will reverse the sort order for the column. Clear

The list may be filtered by entering values in the columns you wish to filter. To remove a filter, simply remove the value from the filter row, or select the **Clear** button. Selecting the **Clear** button will remove all filters.

**RRE Listing** Export

RRE ID	Name	RRE Status	Submission Period	Reporting Option	Profile Report Status	User Role	EDI Representative	EDI Contact Info
<input type="text" value="RRE ID Filtr"/>	<input type="text" value="RRE Name F"/>	<input type="text" value="RRE Status Fil"/>	<input type="text" value="Submission Period"/>	<input type="text" value="Reporting Optio"/>	<input type="text" value="Profile Report S"/>	<input type="text" value="User Role f"/>	<input type="text" value="EDI Representative Fil"/>	
145691	NGHP Basic	Production	06	Expanded	<span style="background-color: red; color: white; padding: 2px;">Delinquent</span>	AM	Fran Williams	(800) 879-4592 FWilliams@bcrcgdit.com
145687	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrcgdit.com
145688	NGHP DDE	Test	0	DDE	N/A	AM	Izzy Kay	(800) 879-4588 Ikay@bcrcgdit.com
145689	GHP Basic	Setup		Basic	N/A	AD	Rose George	(800) 879-4589 Rgeorge@bcrcgdit.com
145690	VDSA	Production	01	Expanded	Not Due	AM	Tim Baldwin	(800) 879-4590

Slide notes

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

**Slide 10 of 41 - Forgot Login ID**

## Forgot Login ID

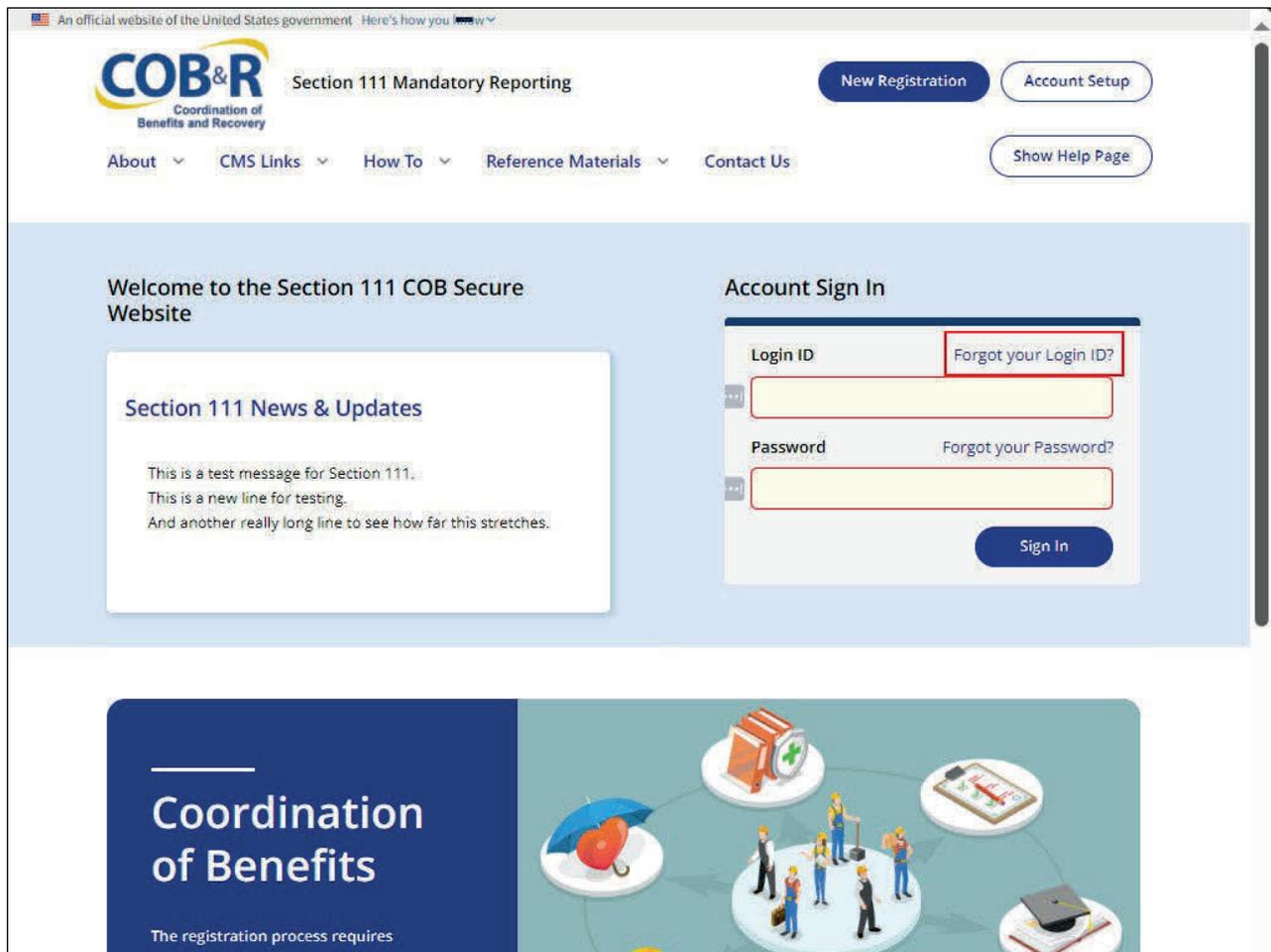
- Use Forgot Login ID function
- Enter email address
- Correctly answer security questions
- Login ID emailed
  - Contact EDI Representative if not emailed within 24 hours

**Slide notes**

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

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

Slide 11 of 41 - Welcome/Sign In Page - Forget your Login ID Link



Slide notes

On the Account Sign In screen, click the Forget your Login ID? link in the Account Sign In box.

**Slide 12 of 41 - Forgot User ID Page**

The screenshot shows a web browser window displaying the 'Forgot User ID' page. At the top left, there is a logo for 'COB&R Coordination of Benefits and Recovery' and the text 'Section 111 Mandatory Reporting'. To the right of the logo are buttons for 'New Registration' and 'Account Setup'. Below the logo is a navigation menu with links for 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us'. On the right side, there is a button for 'Show Help Page'. The main heading is 'Forgot User ID', followed by the instruction 'Please provide your E-mail'. Below this is a text input field labeled 'E-mail: \*'. At the bottom of the form area are two buttons: 'Continue' and 'Cancel'. The footer of the page includes the 'CMS.gov' logo, the 'U.S. DEPARTMENT OF HUMAN SERVICES' logo, and a link for 'Helpful Links'.

**Slide notes**

The Forgot Login ID page will appear. Enter the email address used to register for your account and click Continue.

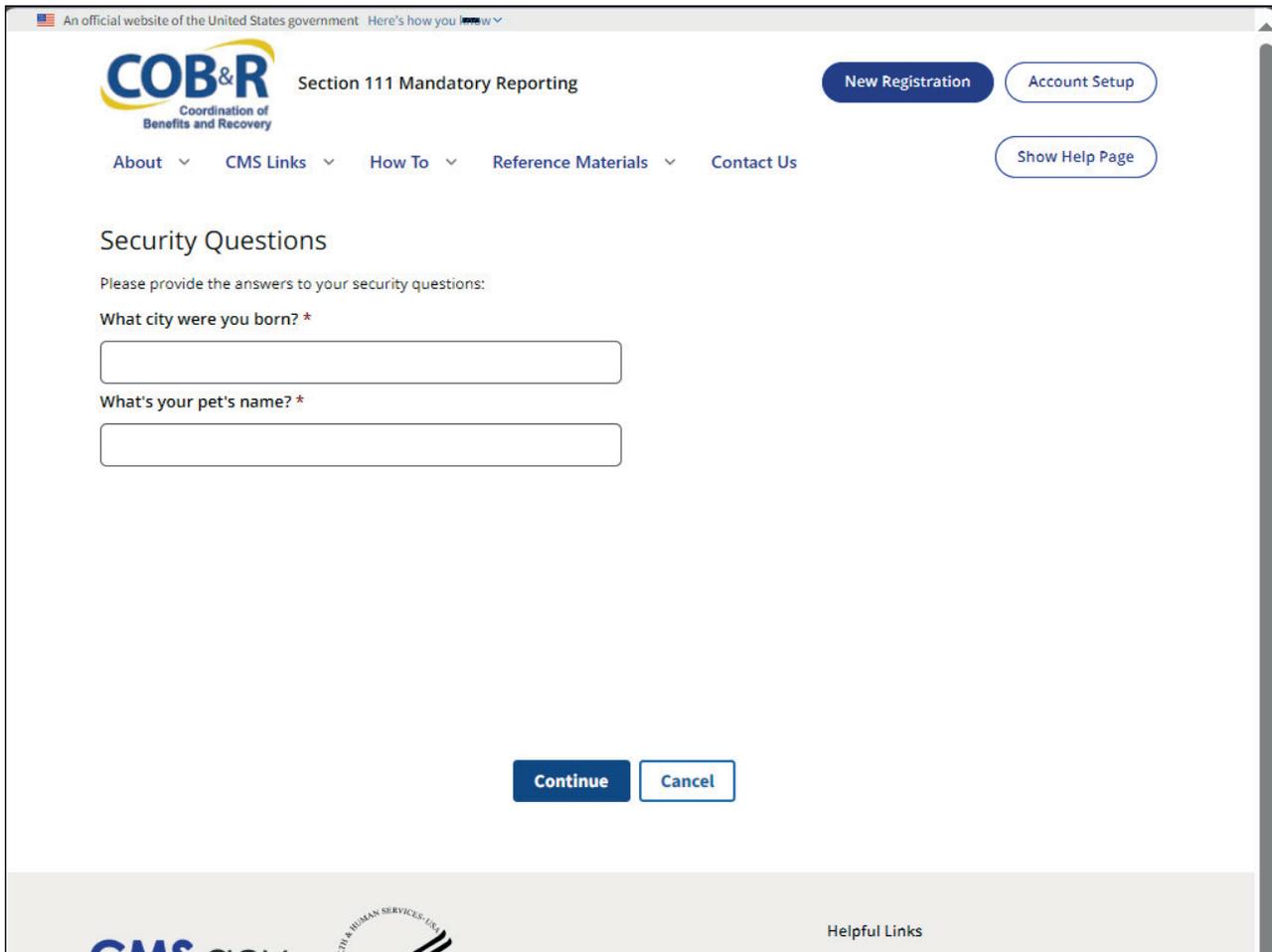
**Slide 13 of 41 - Preliminary Security Questions Page**

The screenshot shows a web browser window displaying the 'Section 111 Mandatory Reporting' page for COB&R (Coordination of Benefits and Recovery). The page header includes the COB&R logo, the text 'Section 111 Mandatory Reporting', and navigation links: 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us'. On the right side, there are buttons for 'New Registration', 'Account Setup', and 'Show Help Page'. The main content area is titled 'Preliminary Security Questions' and contains the instruction: 'Please provide the answers to the following preliminary questions to verify your identity:'. Below this are three required text input fields: 'What is your First Name? \*', 'What is your Last Name? \*', and 'What is your Zip Code? \*'. At the bottom of the form area, there are two buttons: 'Continue' and 'Cancel'. The footer of the page includes the CMS.gov logo, the Department of Health & Human Services logo, and a 'Helpful Links' section.

**Slide notes**

The Preliminary Security Questions page will appear. Provide the answers to each question to verify your identity and then click continue.

**Slide 14 of 41 - Forgot Login ID or Password Page**



**Slide notes**

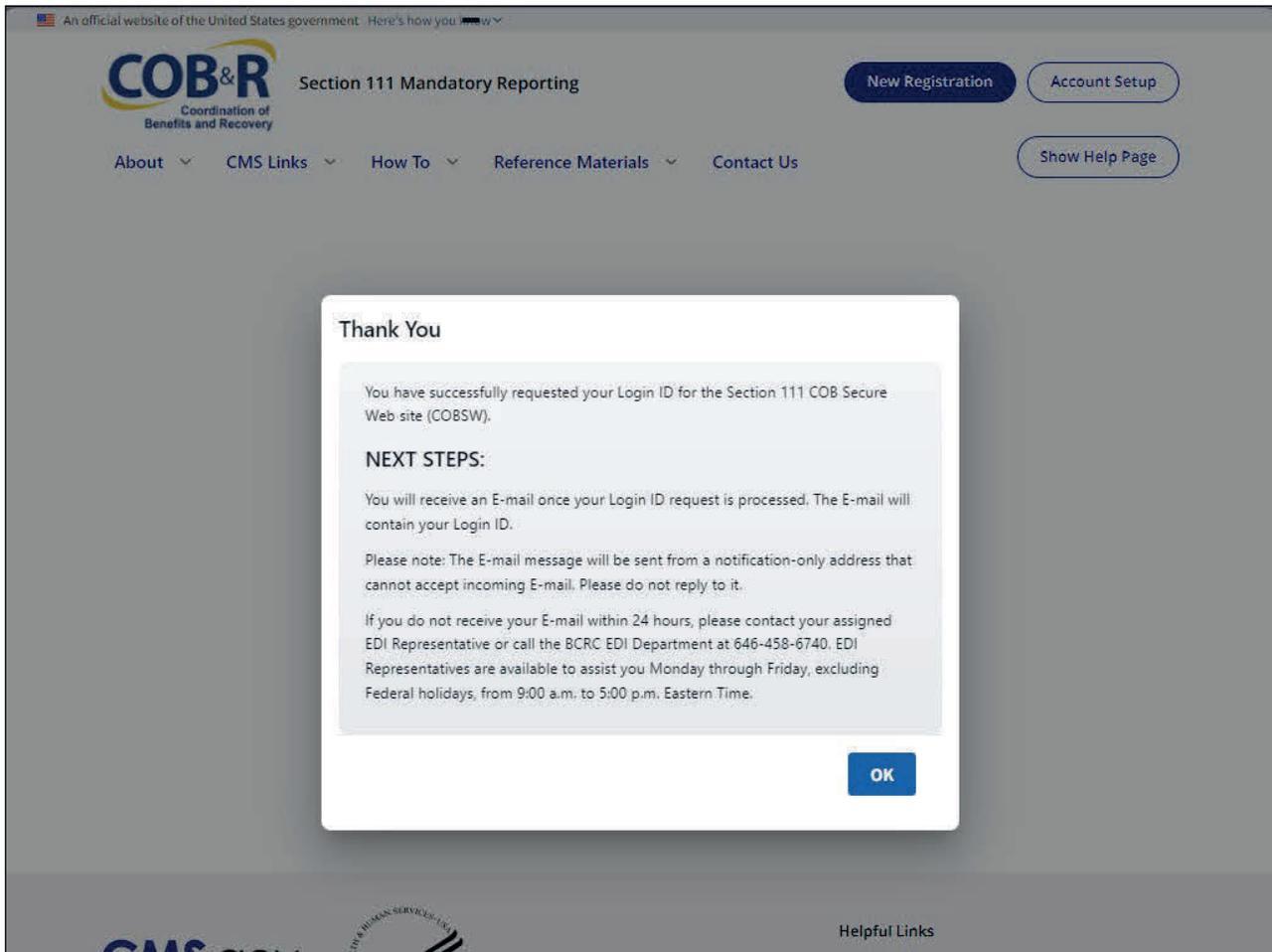
The Security Questions page will appear. Answer the two Security Questions you selected during the registration process and click Continue.

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

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.

Slide 15 of 41 - Thank You Page



Slide notes

The Thank You page will appear once your answers are correct. This page confirms that you have successfully requested your Login ID.

You will then receive an email containing your Login ID. After receipt of the email, please return to the Section 111 COBSW Welcome/Login page and login using your Login ID and Password.

**Slide 16 of 41 - Forgot Password**

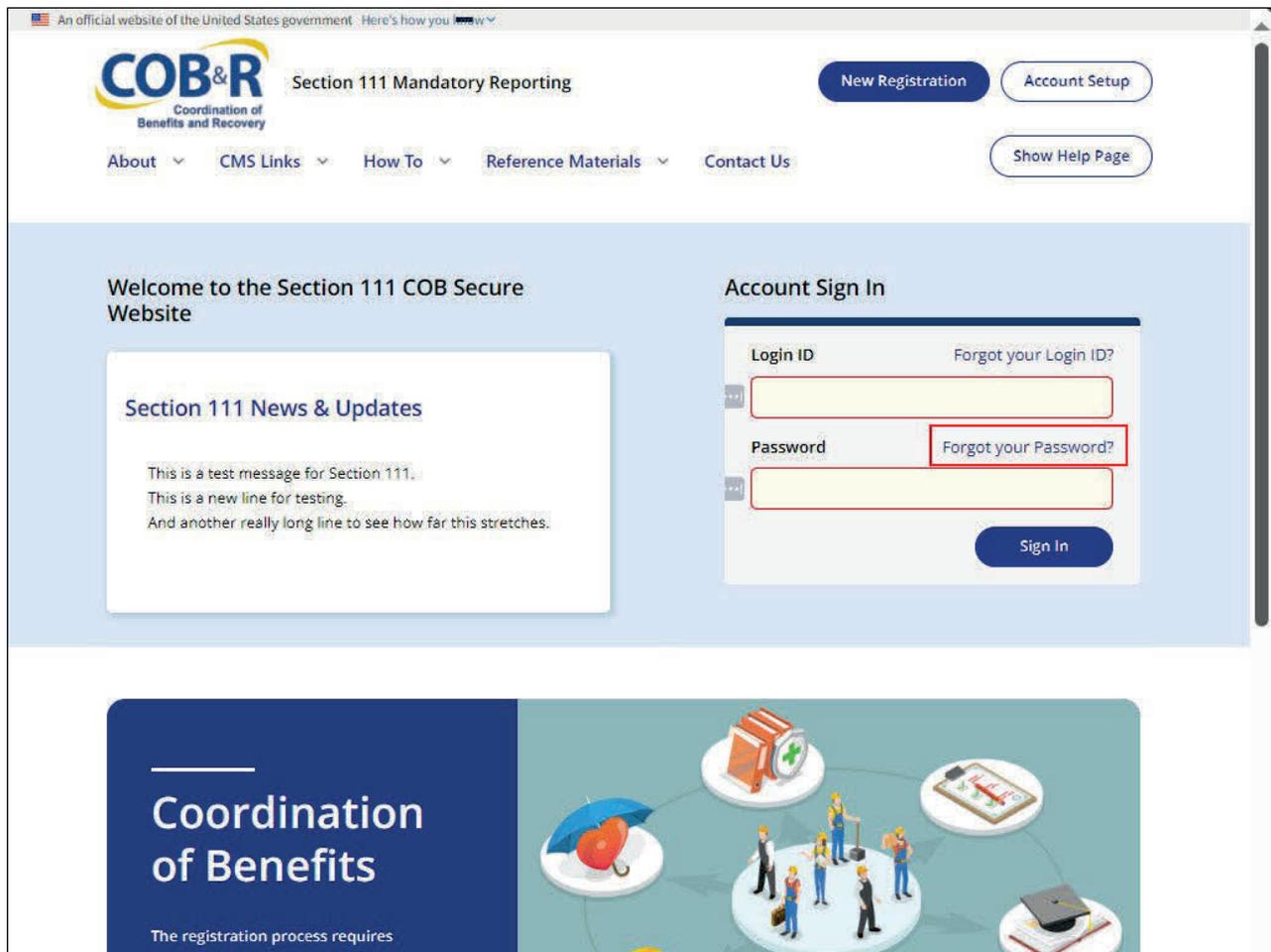
## Forgot Password

- Use Forgot Password function
- Enter Login ID
- Correctly answer security questions
- Temporary Password emailed
  - Contact EDI Representative if not emailed 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 Welcome/Sign In 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 email. If you do not receive your email within 24 hours, please contact your assigned EDI Representative.

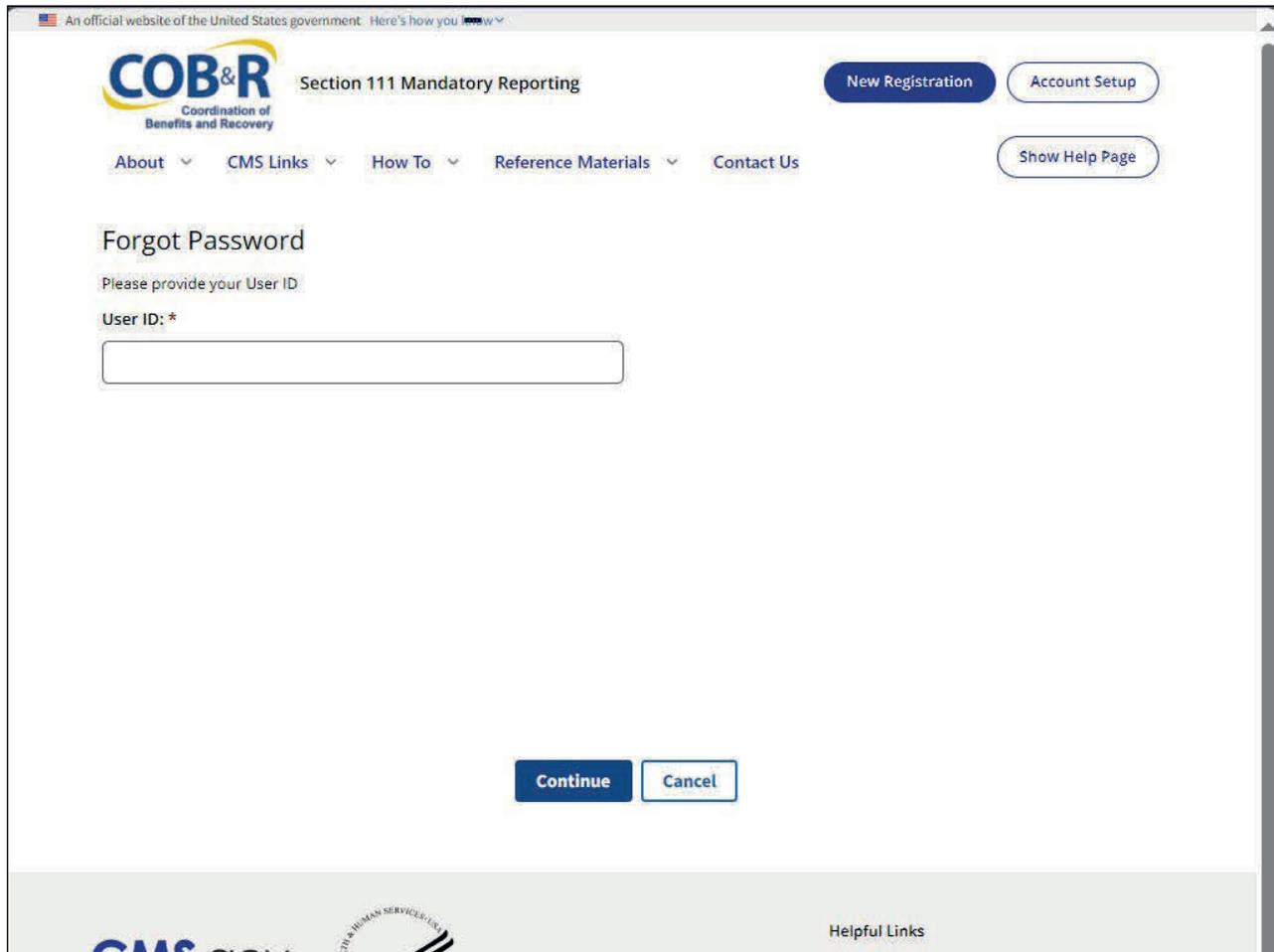
Slide 17 of 41 - Welcome/Sign In Page - Forgot your Password Link



Slide notes

On the Account Sign In screen, click the Forgot your Password? link under the Password box.

**Slide 18 of 41 - Forgot Password Page**



**Slide notes**

The Forgot Password page will appear. Enter your User ID and click Continue.

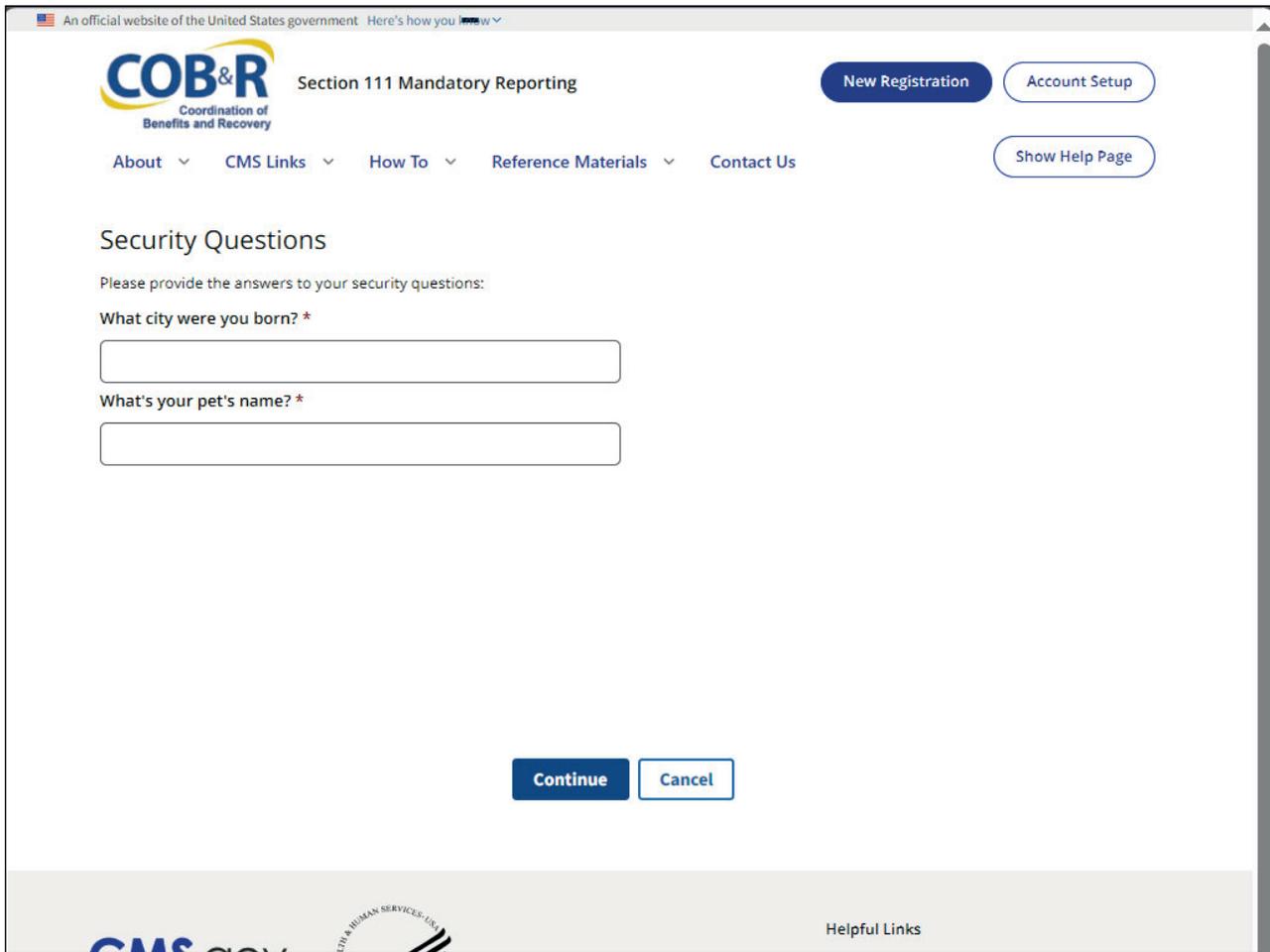
**Slide 19 of 41 - Preliminary Security Questions Page**

The screenshot shows a web browser window displaying the 'Section 111 Mandatory Reporting' page for COB&R (Coordination of Benefits and Recovery). The page header includes the COB&R logo, the text 'Section 111 Mandatory Reporting', and navigation links: 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us'. On the right side, there are buttons for 'New Registration', 'Account Setup', and 'Show Help Page'. The main content area is titled 'Preliminary Security Questions' and contains the instruction: 'Please provide the answers to the following preliminary questions to verify your identity:'. Below this are three required text input fields: 'What is your First Name? \*', 'What is your Last Name? \*', and 'What is your Zip Code? \*'. At the bottom of the form area, there are two buttons: 'Continue' and 'Cancel'. The footer of the page includes the CMS.gov logo, the Department of Health & Human Services logo, and a 'Helpful Links' section.

**Slide notes**

The Preliminary Security Questions page will appear. Provide the answers to each question to verify your identity and then click Continue.

**Slide 20 of 41 - Forgot Login ID or Password Page**



**Slide notes**

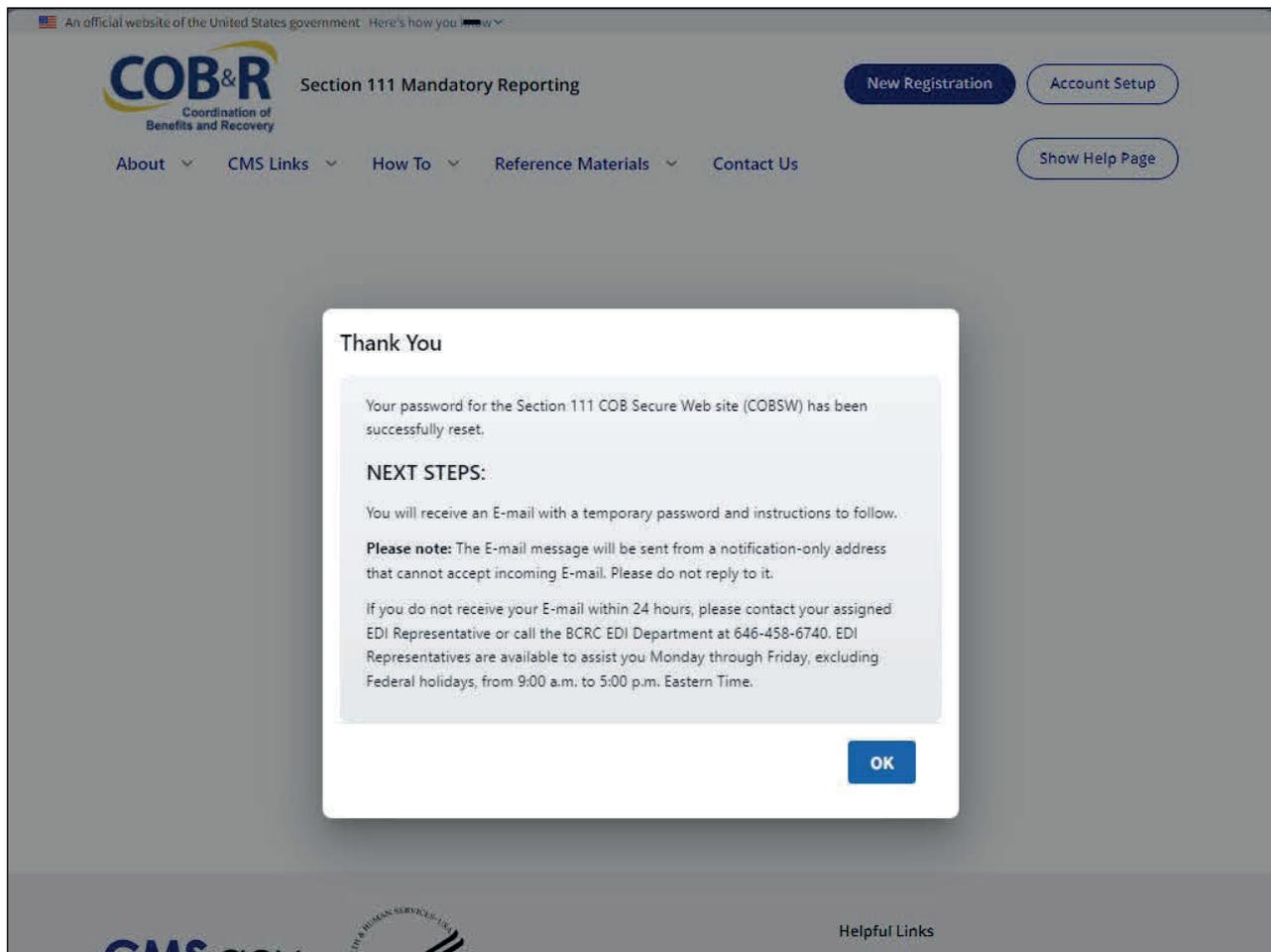
The Security Questions page will appear. Answer the two Security Questions you selected during the registration process and click Continue.

If the information you entered is correct, a temporary password will be sent to you via email.

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.

Slide 21 of 41 – Thank You/Next Steps



Slide notes

The Thank You page will appear confirming that your password has been successfully reset and that you will receive an email with a temporary password. Follow the instructions in the email to reset your temporary password.

**Slide 22 of 41 - RRE Listing**

## RRE Listing

- Lists associated RRE IDs
  - RRE ID
  - Name associated with the RRE ID
  - RRE Status
  - Submission period
  - Reporting Option (For GHP RREs)
  - Profile Report Status
  - User Role
  - EDI Representative
  - EDI Contact Information

**Slide notes**

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)
- Name associated with the RRE ID
- Status of the RRE:
  - Setup
  - Test
  - Production
- Submission Period
- Reporting Option:
  - Basic or
  - Expanded for Group Health Plan (GHP) RREs and DDE
- Profile Report Status
- User Role
- EDI Representative Name

- EDI Contact Information

Slide 23 of 41 - RRE Listing Page

RRE Listing July 29, 2024 at 1:46:48 PM

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select an individual RRE from the list to see Actions available for the selected RRE ID.

The list may be sorted by selecting the title of the column you wish to sort. Selecting the same column again will reverse the sort order for the column. Clear

The list may be filtered by entering values in the columns you wish to filter. To remove a filter, simply remove the value from the filter row, or select the **Clear** button. Selecting the **Clear** button will remove all filters.

**RRE Listing** Export

RRE ID ↑↓	Name ↑↓	RRE Status ↑↓	Submission Period ↑↓	Reporting Option ↑↓	Profile Report Status ↑↓	User Role ↑↓	EDI Representative ↑↓	EDI Contact Info
<input type="text" value="RRE ID Filtr"/>	<input type="text" value="RRE Name F"/>	<input type="text" value="RRE Status Fil"/>	<input type="text" value="Submission Period"/>	<input type="text" value="Reporting Optio"/>	<input type="text" value="Profile Report S"/>	<input type="text" value="User Role f"/>	<input type="text" value="EDI Representative Fil"/>	
<a href="#">145691</a>	NGHP Basic	Production	06	Expanded	<span style="background-color: red; color: white; padding: 2px;">Delinquent</span>	AM	Fran Williams	(800) 879-4592 FWilliams@bcrcgdit.com
<a href="#">145687</a>	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrcgdit.com
<a href="#">145688</a>	NGHP DDE	Test	0	DDE	N/A	AM	Izzy Kay	(800) 879-4588 ikay@bcrcgdit.com
<a href="#">145689</a>	GHP Basic	Setup		Basic	N/A	AD	Rose George	(800) 879-4589 Rgeorge@bcrcgdit.com
<a href="#">145690</a>	VDSA	Production	01	Expanded	Not Due	AM	Tim Baldwin	(800) 879-4590 

Slide notes

After successfully logging in, the RRE Listing page will appear. To access an RRE ID, click the RRE ID link in the table on the RRE Listing Page.

Slide 24 of 41 – RRE Information Detail - Actions

The screenshot displays the 'RRE Information Detail' page within the COBSW system. At the top left is the COBSW logo and the text 'Section 111 Mandatory Reporting'. The top right features a user profile for 'Mike Brown (ts111st)' and a 'Print' button. A navigation bar includes 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us', along with a 'Show Help Page' button. The main content area is titled 'RRE Information Detail' and includes a timestamp 'July 29, 2024 at 4:33:26 PM'. Below the title, there are two paragraphs of instructional text regarding annual recertification and the use of the 'Recertify' and 'Edit' buttons. The page is divided into three main sections: 'Profile Report Information', 'EDI Representative', and 'RRE Company Information'. The 'Profile Report Information' section contains a table with the following data:

Reporter ID:	10000	Recertification Due Date:	10/08/2022
Profile Report Date:	03/01/2024	Last Recertification Submission Date:	01/21/2024
Profile Changed Date:	03/01/2024		

The 'EDI Representative' section lists the following contact information:

- Name: TODD BANNAR
- Email: DL-HIT-MSPSC-SPRING\_BATCH\_SUPPORT@RANDOM.COM
- Phone: (410) 842-1404

The 'RRE Company Information' section is currently empty. At the bottom right, there is an 'Actions' menu with a red border, containing a link '> File Processing Results'.

Slide notes

The RRE Information Detail page will appear. From this page, the Account Manager can access the Action links.

**Slide 25 of 41 - Account Manager Actions**

## Account Manager Actions

- Actions dropdown menu
  - Beneficiary Lookup
  - 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);
- 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); and
- Claim Listing - View, edit, or delete a DDE claim (DDE method only).

**Slide 26 of 41 - Account Manager Drop Down Menu**

Reporter ID: 10000	Recertification Due Date: 10/08/2022	me: Email: DL-HIT-MSPSC- SPRING_BATCH_SUPPORT@RANDOM.COM Phone: (410) 842-1404
Profile Report Date: 03/01/2024	Last Recertification Submission Date: 01/21/2024	
Profile Changed Date: 03/01/2024		
<b>RRE Company Information</b>		
<p>Reporter: GHP      Address: 02611 Testing Dr      Phone: (111) 111-1112 Type:      Towson, MD      Fax: (410) 555-1632 Name: Dynamics Inc.      12312 - 12312 TIN: 36978542      Lines of Business: Hospital, Prescription Drug      HRA Records Only: No NAIC: 1111111      Unsolicited Alerts: No</p>		
<b>Authorized Representative Information</b>		
<p><b>Actions</b></p> <ul style="list-style-type: none"><li>&gt; File Processing Results</li><li>&gt; Test File Results</li><li>&gt; Upload File</li><li>&gt; Designee Maintenance</li><li>&gt; View Account Activity</li><li>&gt; New Claim</li><li>&gt; Claim Listing</li><li>&gt; Register for DDE</li><li>&gt; Beneficiary Lookup</li><li>&gt; TIN Record Maintenance</li><li>&gt; Remove RRE</li></ul>		

**Slide notes**

To access a function, the Account Manager will scroll down to Actions and select the appropriate link.

**Slide 27 of 41 - Account Designee Actions**

## Account Designee Actions

- Actions Links
  - 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 links from the list on the RRE Detail Information 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); and
- Claim Listing - View, edit or delete a DDE claim (DDE method only).

**Slide 28 of 41 – RRE Detail Information – Actions Links**

Reporter ID: 10000	Recertification Due Date: 10/08/2022	me: Email: DL-HIT-MSPSC- SPRING_BATCH_SUPPORT@RANDOM.COM Phone: (410) 842-1404
Profile Report Date: 03/01/2024	Last Recertification Submission Date: 01/21/2024	
Profile Changed Date: 03/01/2024		
<b>RRE Company Information</b>		
<p>Reporter: GHP      Address: 02611 Testing Dr      Phone: (111) 111-1112 Type:      Towson, MD      Fax: (410) 555-1632 Name: Dynamics Inc.      12312 - 12312 TIN: 36978542      Lines of Business: Hospital, Prescription Drug      HRA Records Only: No NAIC: 1111111      Unsolicited Alerts: No</p>		
<b>Authorized Representative Information</b>		
<p><b>Actions</b></p> <ul style="list-style-type: none"><li>&gt; File Processing Results</li><li>&gt; Test File Results</li><li>&gt; Upload File</li><li>&gt; Designee Maintenance</li><li>&gt; View Account Activity</li><li>&gt; New Claim</li><li>&gt; Claim Listing</li><li>&gt; Register for DDE</li><li>&gt; Beneficiary Lookup</li><li>&gt; TIN Record Maintenance</li><li>&gt; Remove RRE</li></ul>		

**Slide notes**

To access a function, the Account Designee will scroll to Actions and select the appropriate function.

**Slide 29 of 41 - Change Password Link**

## Change Password Link

- 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.

Slide 30 of 41 - RRE Listing - Change Password Link

**COB&R** Section 111 Mandatory Reporting  
Coordination of Benefits and Recovery

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Mike Brown (ts111st) Print

User Profile

**Change Password** Show Help Page

Logout

### RRE Listing

July 30, 2024 at 4:28:48 PM

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select an individual RRE from the list to see Actions available for the selected RRE ID.

The list may be sorted by selecting the title of the column you wish to sort. Selecting the same column again will reverse the sort order for the column. [Clear](#)

The list may be filtered by entering values in the columns you wish to filter. To remove a filter, simply remove the value from the filter row, or select the **Clear** button. Selecting the **Clear** button will remove all filters.

RRE ID	Name	RRE Status	Submission Period	Reporting Option	Profile Report Status	User Role	EDI Representative	EDI Contact Info
145691	NGHP Basic	Production	06	Expanded	Delinquent	AM	Fran Williams	(800) 879-4592 FWilliams@bcrcgdit.com
145687	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrcgdit.com

Slide notes

On the RRE Listing page, you can click the Change Password link from the user drop-down in the top right-hand corner to change your current password.

Slide 31 of 41 - Change Password Page

**COB&R** Section 111 Mandatory Reporting

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Change Password July 30, 2024 at 4:29:43 PM

Change Password

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password cannot be changed more than once per day.
- Password must be different from the previous twenty-four (24) passwords.
- Password must:
  - ✓ Contain at least eight (8) characters.
  - ✓ Contain at least one lowercase letter.
  - ✓ Contain at least one uppercase letter.
  - ✓ Contain at least one number.
  - ✓ Contain at least one special character.
  - ✓ Contain at least four (4) changed characters from the previous password.
  - ✓ Password cannot contain a reserved word. (Show List)
  - ✓ Password re-entry must match new password.

\* Current Password

\* Password

\* Re-enter Password

Continue Cancel

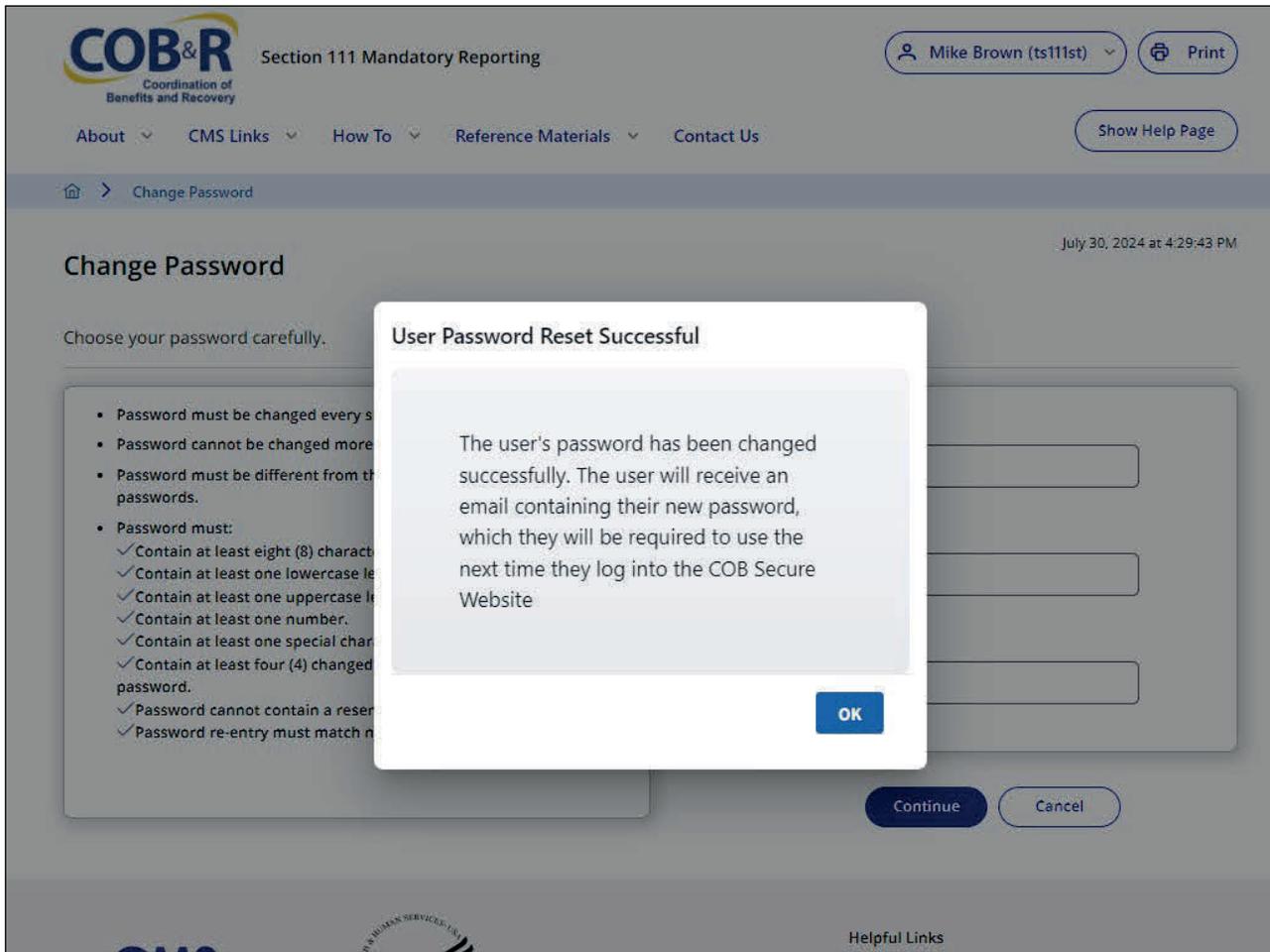
Helpful Links

Slide notes

The Change Password page will appear.

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

Slide 32 of 41 – User Password Reset Successful Page



Slide notes

The User Password Reset Successful pop-up will appear.

Click OK to return to the RRE Listing page.

**Slide 33 of 41 - Update Personal Information**

## Update Personal Information

- Personal information recorded during registration can be updated from the User Profile Link
  - Name
  - Job Title
  - Email 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, Email address, address, phone number, and fax number. However, this information may be updated and changed, if necessary.

Slide 34 of 41 - RRE Listing – User Profile Link

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Mike Brown (ts11st) User Profile Change Password Logout Print Show Help Page

July 30, 2024 at 4:38:06 PM

### RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select an individual RRE from the list to see Actions available for the selected RRE ID.

The list may be sorted by selecting the title of the column you wish to sort. Selecting the same column again will reverse the sort order for the column. [Clear](#)

The list may be filtered by entering values in the columns you wish to filter. To remove a filter, simply remove the value from the filter row, or select the **Clear** button. Selecting the **Clear** button will remove all filters.

RRE ID	Name	RRE Status	Submission Period	Reporting Option	Profile Report Status	User Role	EDI Representative	EDI Contact Info
<a href="#">145691</a>	NGHP Basic	Production	06	Expanded	<span style="color: red;">Delinquent</span>	AM	Fran Williams	(800) 879-4592 FWilliams@bcrcgdit.com
<a href="#">145687</a>	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrcgdit.com

Slide notes

From the RRE Listing page, click the users drop-down menu and select User Profile.

Slide 35 of 41 – User Profile Page

July 30, 2024 at 4:36:23 PM

### User Profile

Personal information associated with your Login ID is shown below. Please make changes as needed and click on the **Save** button to submit. Or click on the **Cancel** button to return the previous page without making changes.

#### Personal Information

First Name: \*

Last Name: \*

Job Title: \*

#### Contact Information

E-mail Address: \*

Confirm E-mail Address: \*

Telephone: \*      Ext:  
     

Fax:

#### Mailing Address

Street 1: \*

Street 2:

City: \*

State: \*      Zip Code: \*      Zip Ext:

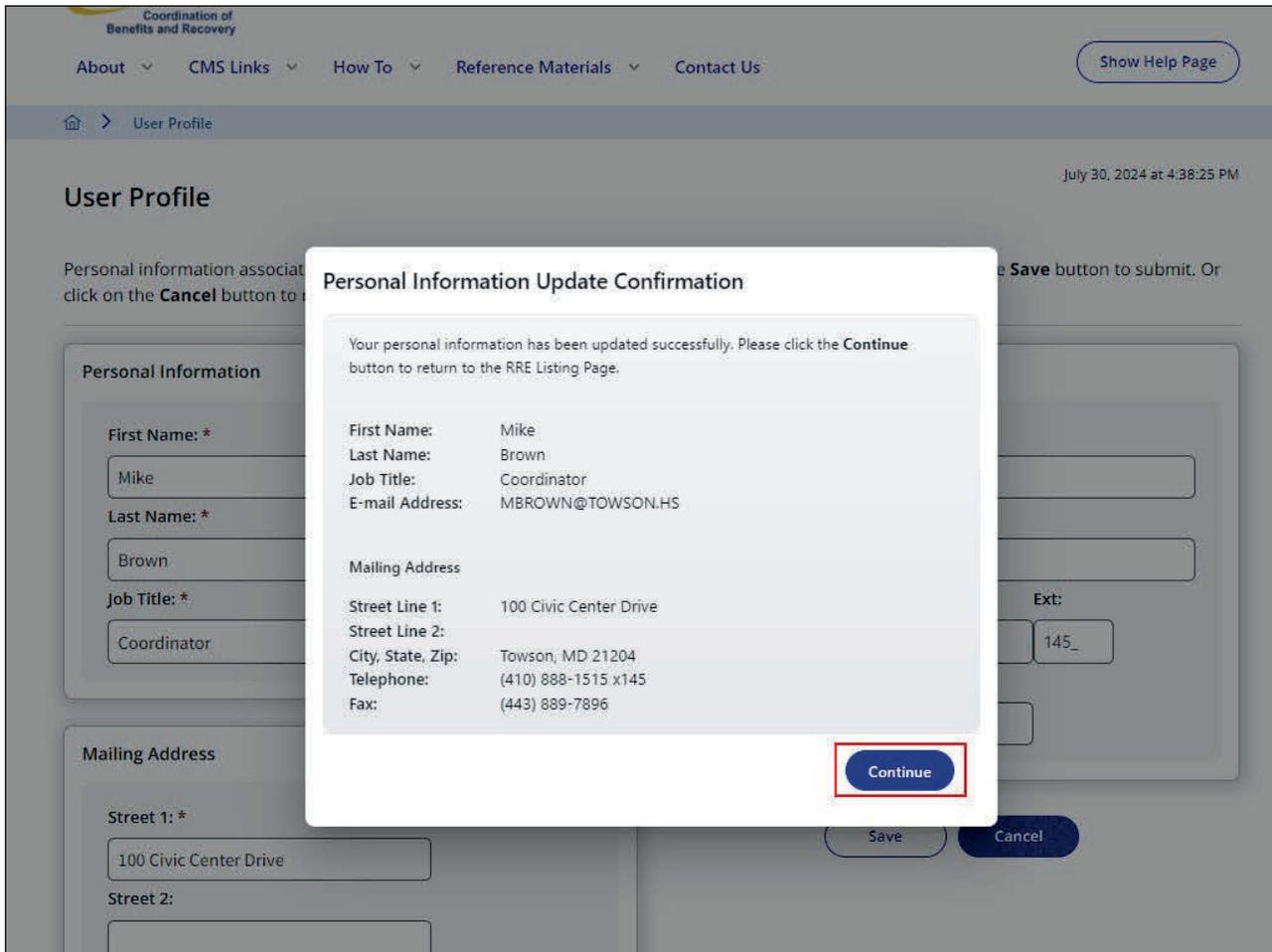
**Slide notes**

The User Profile page will appear.

Your current personal information will be displayed.

After making any necessary changes, click the Save button at the bottom of the page. If all information is correct, you can click cancel to return to the RRE Listing page.

**Slide 36 of 41 - Personal Information Update Confirmation Pop-up**



**Slide notes**

The Personal Information Update Confirmation pop-up box will appear which lists all of your personal information, including modifications.

Click the Continue button to return to the RRE Listing page. The system then generates and sends you an email indicating that your personal information has been updated successfully.

Slide 37 of 41 - Logout Link

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Mike Brown (ts11st)

User Profile

Change Password

Logout

Print

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July 30, 2024 at 4:38:41 PM

### RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select an individual RRE from the list to see Actions available for the selected RRE ID.

The list may be sorted by selecting the title of the column you wish to sort. Selecting the same column again will reverse the sort order for the column. [Clear](#)

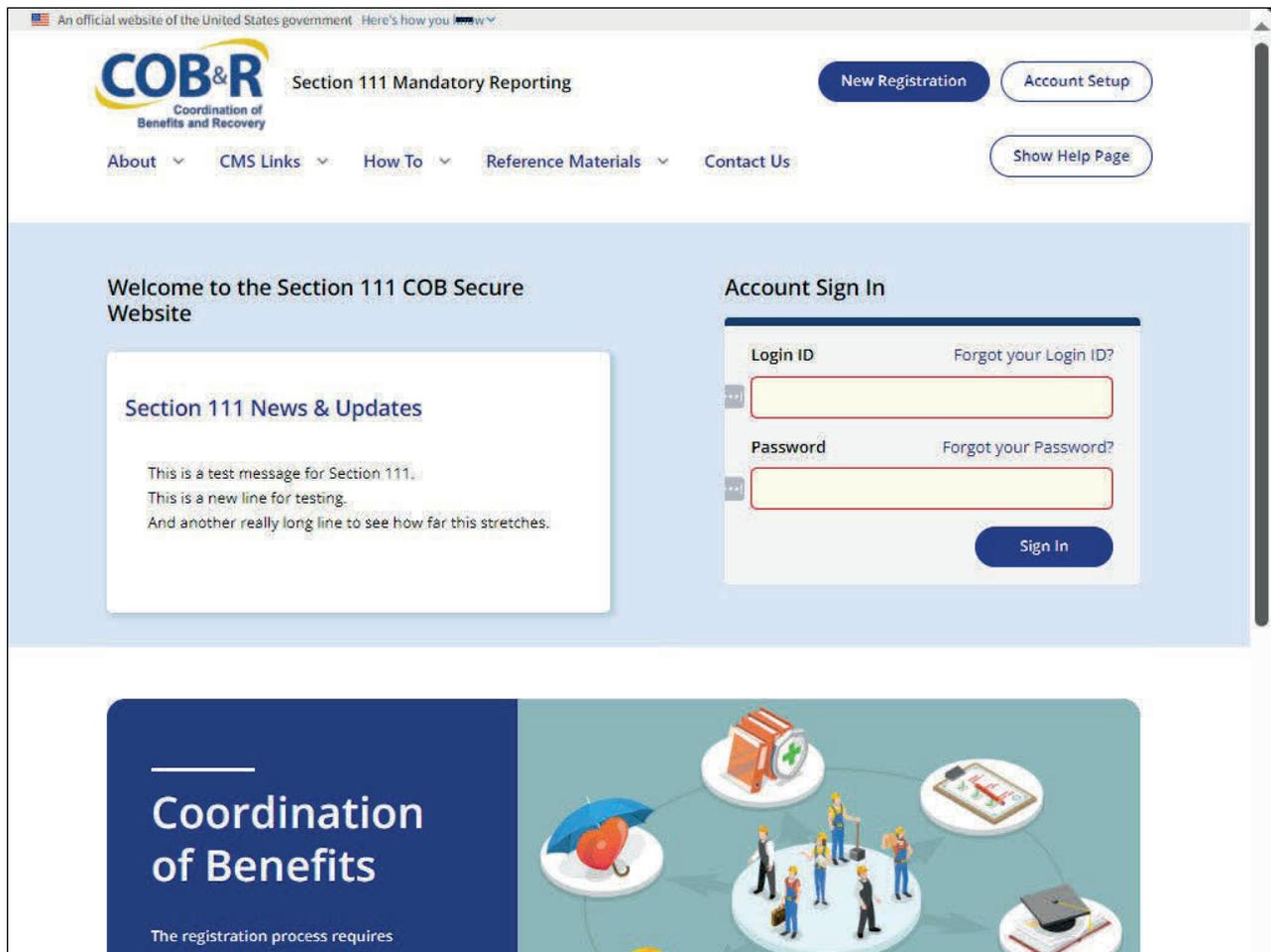
The list may be filtered by entering values in the columns you wish to filter. To remove a filter, simply remove the value from the filter row, or select the **Clear** button. Selecting the **Clear** button will remove all filters.

RRE ID	Name	RRE Status	Submission Period	Reporting Option	Profile Report Status	User Role	EDI Representative	EDI Contact Info
145691	NGHP Basic	Production	06	Expanded	Delinquent	AM	Fran Williams	(800) 879-4592 FWilliams@bcrcgdit.com
145687	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrcgdit.com

Slide notes

When you have finished using the Section 111 COBSW, click the Logout link under the users drop down menu to exit the system.

Slide 38 of 41 – Welcome/Sign In Page



Slide notes

The system will then end your session and return you to the Section 111 COBSW Welcome Page.

**Slide 39 of 41 - Course Summary**

## Course Summary

- Section 111 COBSW Log in/Log off Procedures
- Basic Functions available from the RRE Listing and RRE Information Detail page



**Slide notes**

This course provided an overview of the Section 111 COBSW Log in/Log out procedures and some of the basic functions available to Responsible Reporting Entities (RREs) from the RRE Listing and RRE Detail Information page.

**Slide 40 of 41 - Conclusion**

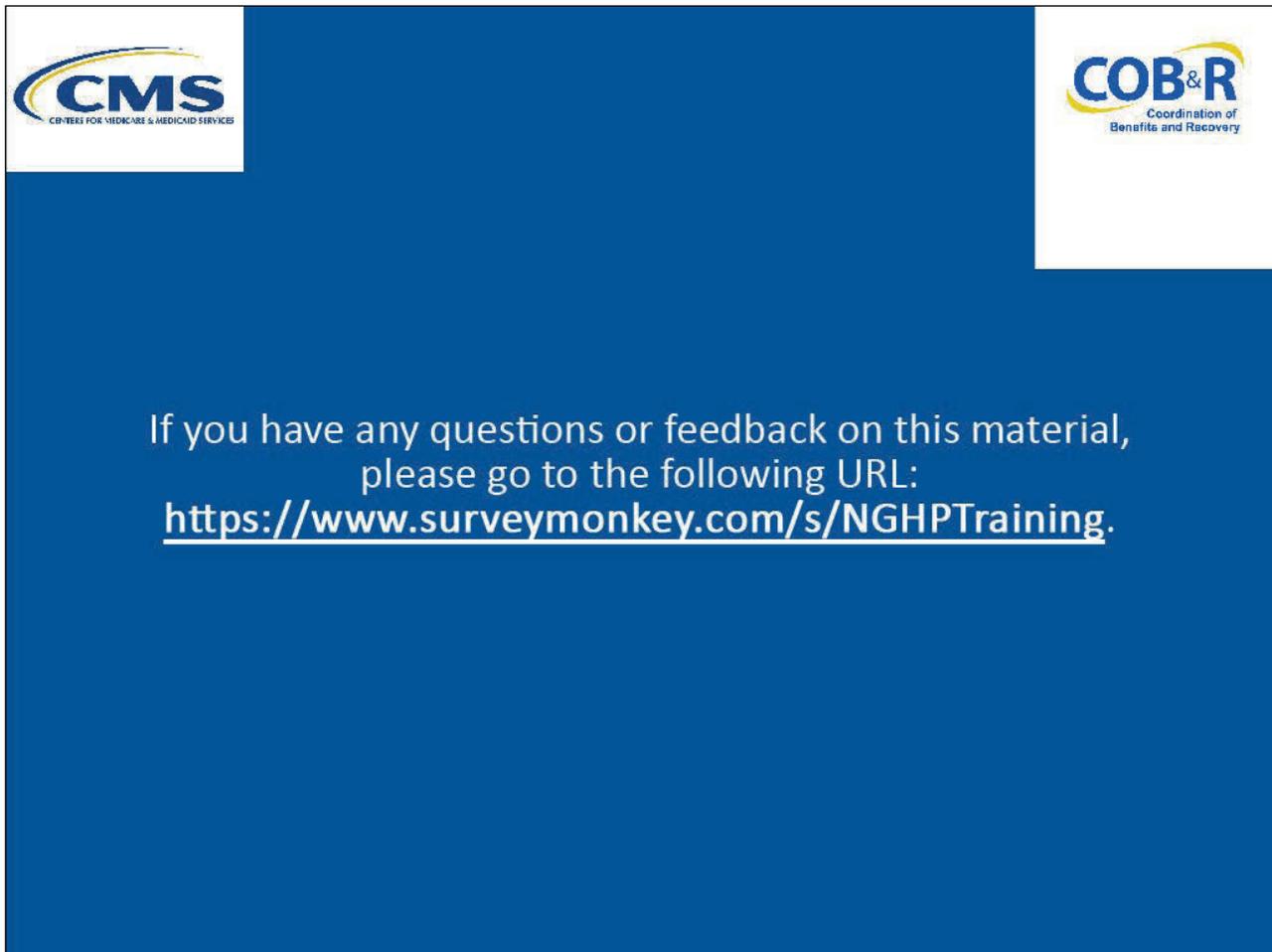
You have completed the Basic Functions -Section 111 course. Information in this course can be referenced by using the Section 111 User Guide's table of contents. This document is available for download at the following link:  
<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>.

**Slide notes**

You have completed the COBSW Basic Functions course. Information in this course can be referenced by using the NGHP User Guide's table of contents.

These documents are available for download at the following link: [CMS NGHP Website](#).

**Slide 41 of 41 - NGHP Training Survey**



The slide features a blue background with two logos in the top corners: CMS (Centers for Medicare & Medicaid Services) on the left and COB&R (Coordination of Benefits and Recovery) on the right. The central text reads: "If you have any questions or feedback on this material, please go to the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

**Slide notes**

If you have any questions or feedback on this material, please go to the following URL: [NGHP Training Survey](https://www.surveymonkey.com/s/NGHPTraining).