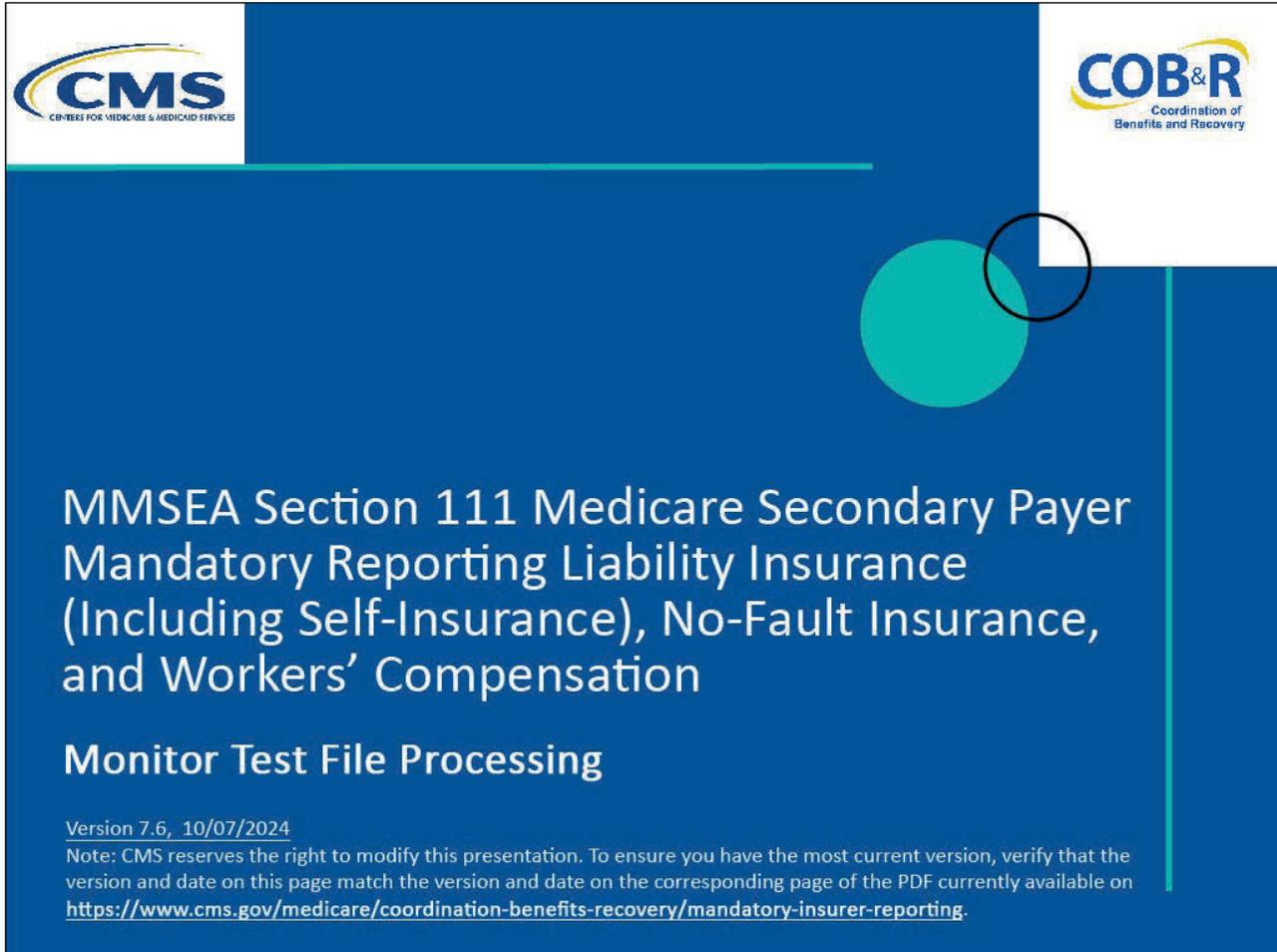


## Monitor Test File Processing

### Slide 1 of 27 - Monitor Test File Processing



The slide features a dark blue background with a teal circle and a white circle with a black outline on the right side. The CMS logo is in the top left, and the COB&R logo is in the top right. The main title is centered in white text, and the version information and note are at the bottom left.

**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

## Monitor Test File Processing

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 Section 111 Coordination of Benefits (COB) Secure Website Monitor Test File Processing course.

**Slide 2 of 27 - 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 at the following link:

<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>.

**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: [CMS NGHP Website](#).

**Slide 3 of 27 - Course Overview**

## Course Overview

- Testing Process
- Reporting Agent Testing
- Threshold and Severe File Submission Errors
- Viewing Test File Results on Section 111 COBSW



**Slide notes**

Upon completion of this course, you be able to explain the testing process, Reporting Agent testing, Threshold and Severe File Submission Errors, and viewing test results on the Section 111 COBSW.

Please refer to the Section 111 User Guides located under the Reference Materials menu option or on the CMS Section 111 website for requirements regarding testing Section 111 files.

**Slide 4 of 27 - 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 27 - Testing Process**

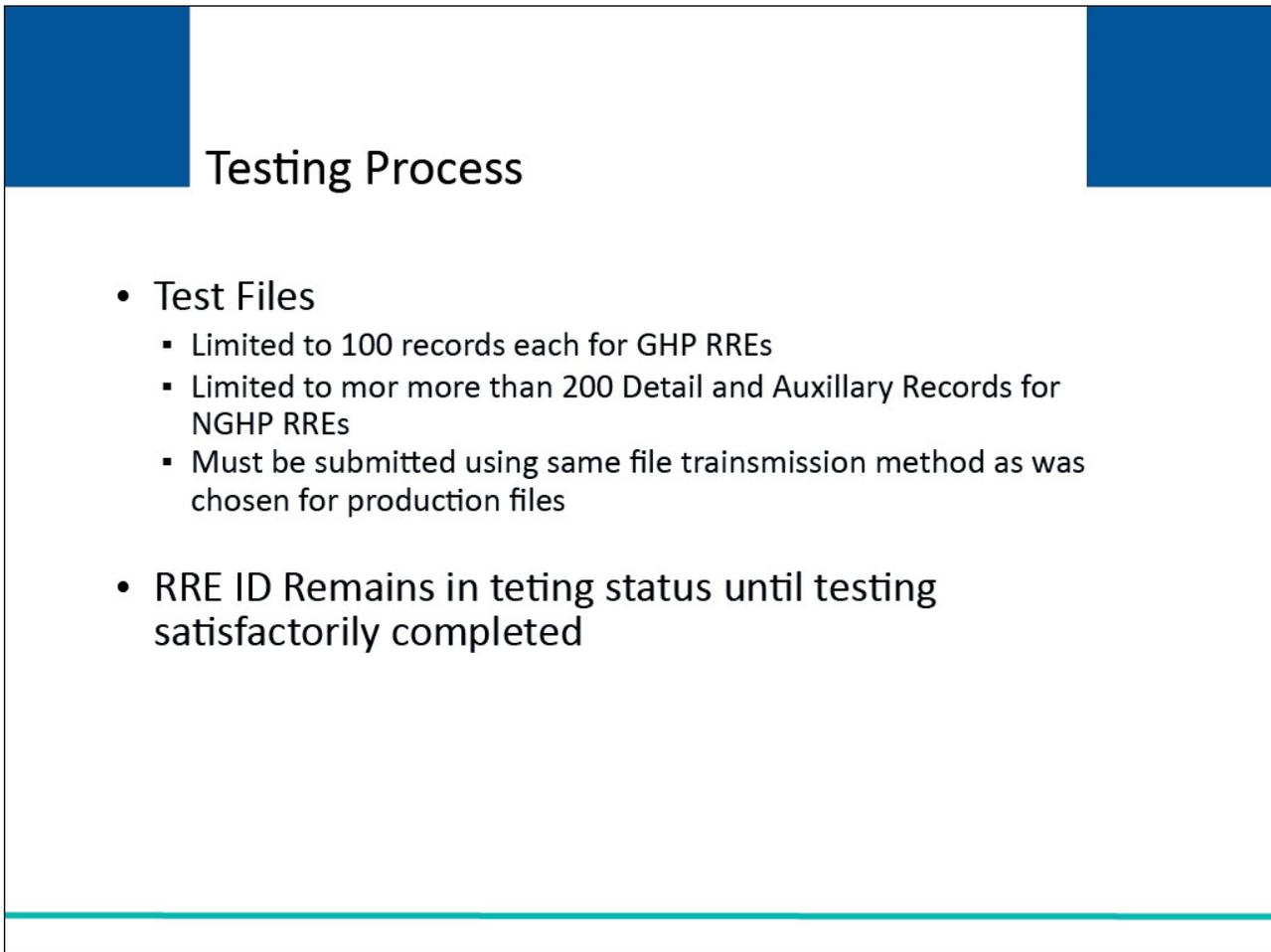
## Testing Process

- Account Setup must be completed and signed profile report returned before testing can begin
- Authorized Representative and Account Manager notified by Email of testing status

**Slide notes**

A Responsible Reporting Entity (RRE) must complete the Account Setup on the Section 111 COBSW and return the signed profile report to the Benefits Coordination and Recovery Center (BCRC) before testing can begin. An email is sent to the Authorized Representative and Account Manager to notify them that the RRE ID is in a testing status.

**Slide 6 of 27 - Testing Process**



## Testing Process

- **Test Files**
  - Limited to 100 records each for GHP RREs
  - Limited to no more than 200 Detail and Auxiliary Records for NGHP RREs
  - Must be submitted using same file transmission method as was chosen for production files
- **RRE ID Remains in testing status until testing satisfactorily completed**

**Slide notes**

Test files are limited to 100 records each and can only be submitted after the RRE ID status has been changed to Testing for Group Health Plan (GHP) RREs.

Test files must be limited to no more than 200 Detail and Auxiliary records (excluding the Header and Trailer) for Non-Group Health Plan (NGHP) RREs.

RREs must submit test files using the same file transmission method as was chosen for submitting production files.

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

Please review the testing requirements in the Section 111 User Guides.

**Slide 7 of 27 - Testing Process**

## Testing Process

- Once testing is completed, RRE ID transitions from testing to production status
- An email is sent to the Authorized Representative and Account Manager
- Test files can be submitted after RRE ID is in production status

**Slide notes**

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

An email is sent to the Authorized Representative and Account Manager, notifying them of the status change.

Test files can still be submitted after the RRE ID status has been changed to Production at the discretion of the RRE.

**Slide 8 of 27 - Reporting Agent Testing**

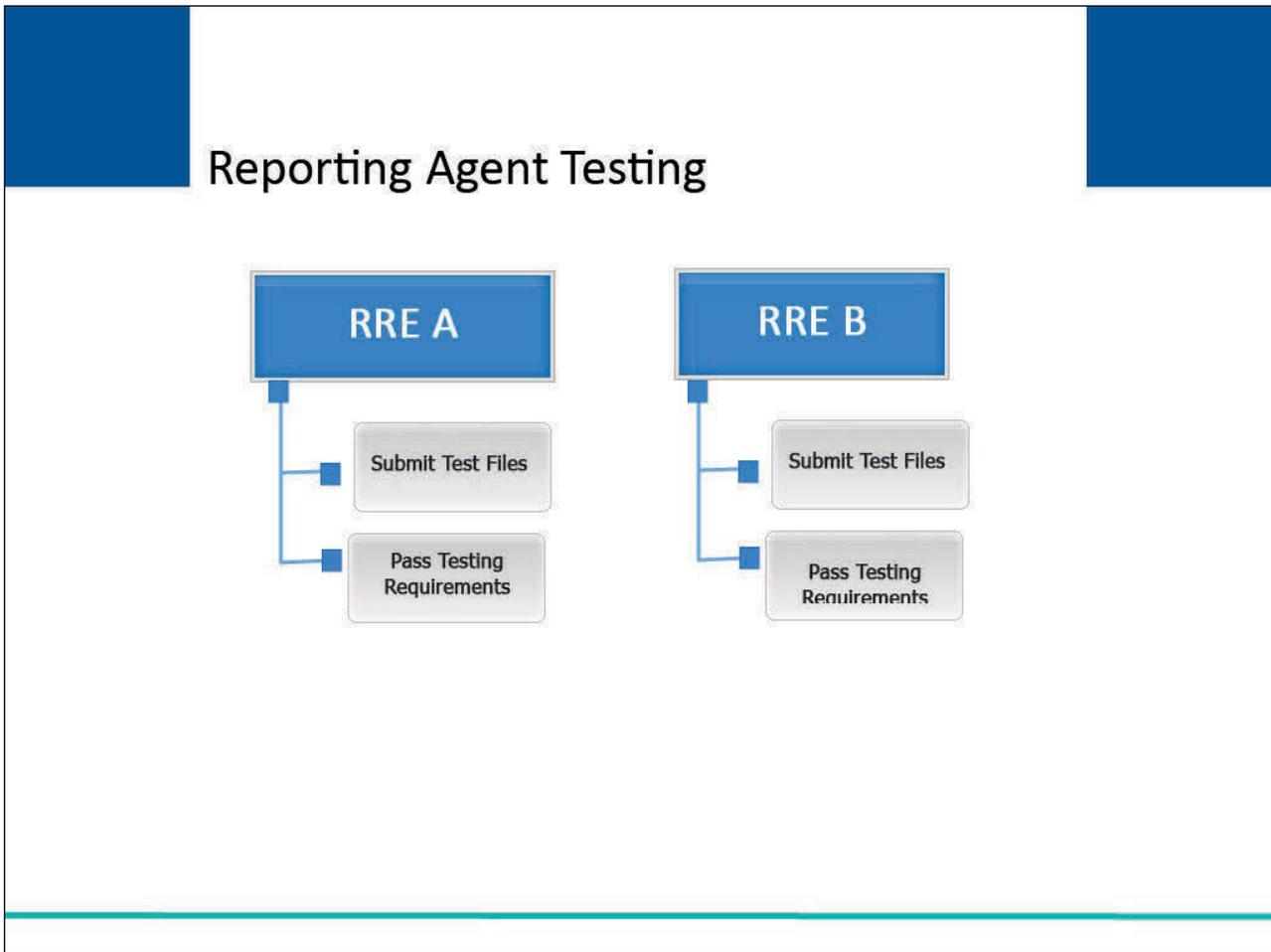
## Reporting Agent Testing

- Reporting agency will submit data for RRE, may test on behalf of RRE
- Individuals from RREs reporting agent company may act as RRE ID Account Manager

**Slide notes**

A reporting agent is an entity that will be submitting data for and may perform testing on behalf of RREs. At the RRE's discretion, individuals from an RRE's reporting agent company may play the role of Account Manager for the RRE ID, but more typically is invited by the RRE's Account Manager to register as Account Designees.

Slide 9 of 27 - Reporting Agent Testing



**Slide notes**

Since testing and production statuses are tracked in the system by RRE ID, when an agent submits files on behalf of an RRE, the agent must submit test files and pass the testing requirements for each RRE ID for which he/she is providing this service.

In other words, even if an agent passes the testing process for one RRE ID, it is still required to submit test files for each subsequent RRE ID that he/she represents.

Slide 10 of 27 - File Status

**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.

If there are errors, the file must be corrected and resubmitted as soon as possible

For questions, contact an EDI Representative

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 Fil"/>	<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	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
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**

File status is shown on the File Listing page under the associated RRE ID.

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.

If there are errors in the file, it will have to be corrected and resubmitted as soon as possible.

RREs with questions about file status should contact their assigned Electronic Data Interchange (EDI) Representative listed here on the RRE Listing page.

**Slide 11 of 27 - Thresholds and File Submission**

## Thresholds and Severe File Submission Errors

File may be rejected/suspended from processing due to severe errors

- Missing or improperly formatted Header or Trailer Records
- Record counts that do not match those actually submitted
- File Header Records does not contain a valid RRE ID

**Slide notes**

Submitted files may be rejected or suspended from processing due to severe errors.

For example, missing or improperly formatted Header or Trailer Records, record counts that do not match those actually submitted, or file Header Record does not contain a valid RRE ID.

Slide 12 of 27 - Severe File Submission Errors

## Severe File Submission Errors

```
Subject: Section 111 Reporting: RRE ID# [RPTR_ID] [FILE_TYPE_NAME] Severe Error Notification
***PLEASE DO NOT REPLY TO THIS EMAIL***
RRE ID:
RRE Name:
Authorized Representative:
Account Manager:
A _____ file received on _____ cannot be processed due to the following severe error:
[ERROR_MESSAGE]
This file is not acceptable and cannot be processed. Please submit a corrected file or contact your EDI Representative immediately for further instructions.If the account information included in this email is not correct, please contact your EDI Representative.
```

**Slide notes**

A file that receives a Severe Error, such as a missing Header or Trailer Record, will be suspended from further processing until the suspension is overridden by your EDI Representative.

An email will be sent to the Account Manager for the RRE ID regarding the Severe Error found. A sample of this email is shown on the screen.

**Slide 13 of 27 -Severe File Submission Errors**

## Severe File Submission Errors

- Contact your EDI Representative
- The EDI Representative will delete the file and provide instructions
- File must be corrected and resubmitted

### **Slide notes**

You must contact your EDI Representative to discuss the situation.

The EDI Representative will then delete the file and provide you with instructions as to when to send a corrected file.

If the rejected file is a required, quarterly submission of your MSP Input File, for GHPs, or Claim Input File, for NGHPs, then it must be corrected and resubmitted as soon as possible.

**Slide 14 of 27- Thresholds and File Submission**

## Thresholds and Severe File Submission Errors

- Suspend files from processing
- Applied to
  - MSP Input File (GHP)
  - Non-MspP Input File (GHP)
  - Claim Input File (NGHP)
- Catch files suspected to be erroneous before
- Medicare's databases are updated

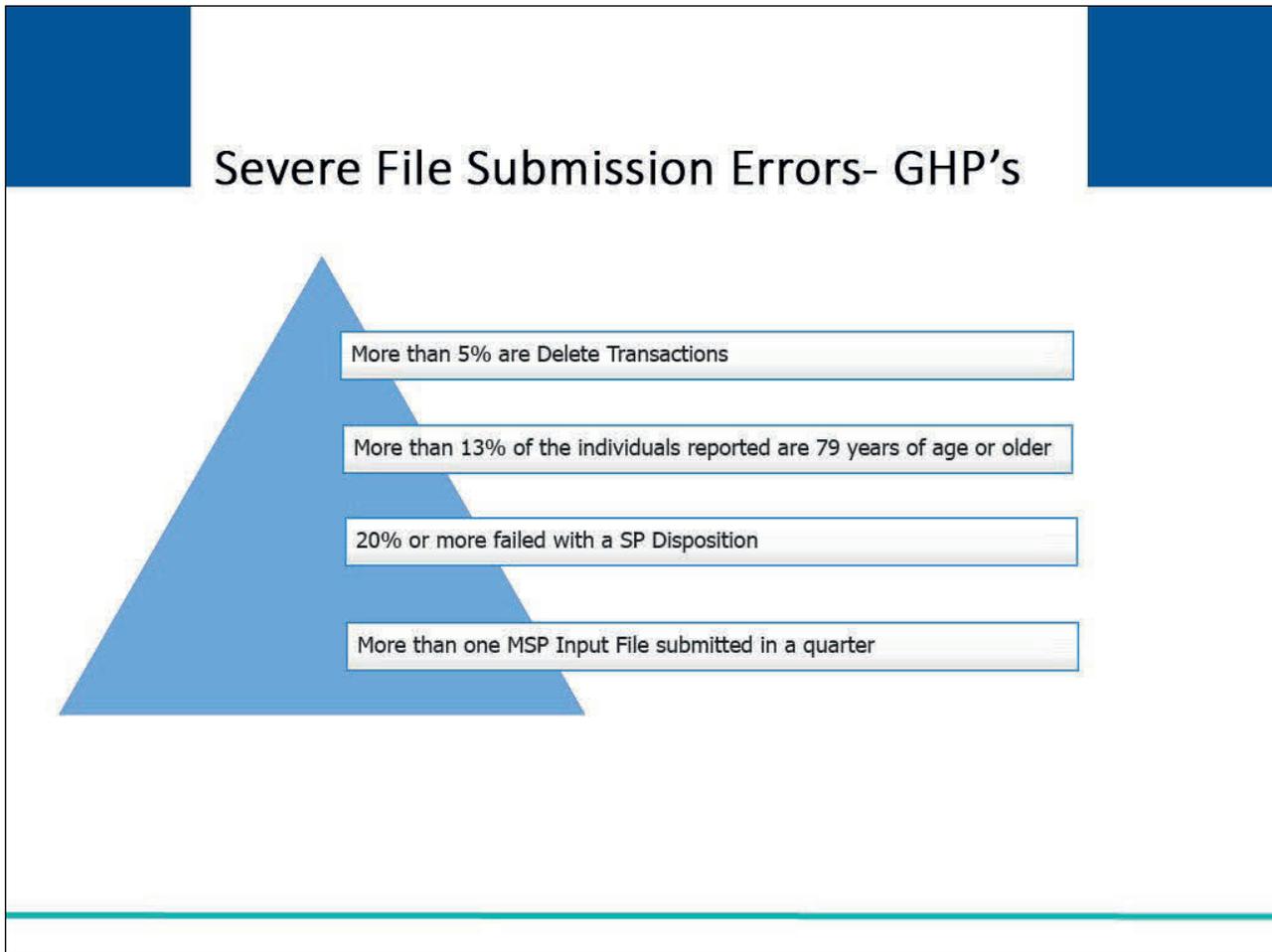
**Slide notes**

The BCRC has certain threshold checks in place that will suspend files from further processing until the suspension is overridden by your EDI Representative.

The threshold checks are applied to the Medicare Secondary Payer (MSP) and Non-MSP Input Files, for GHPs, and Claim Input Files, for NGHPs.

The threshold restrictions are in place to catch files that are suspected to be erroneous before the BCRC completes processing and updates Medicare's databases.

**Slide 15 of 27 - Severe File Submission Errors**



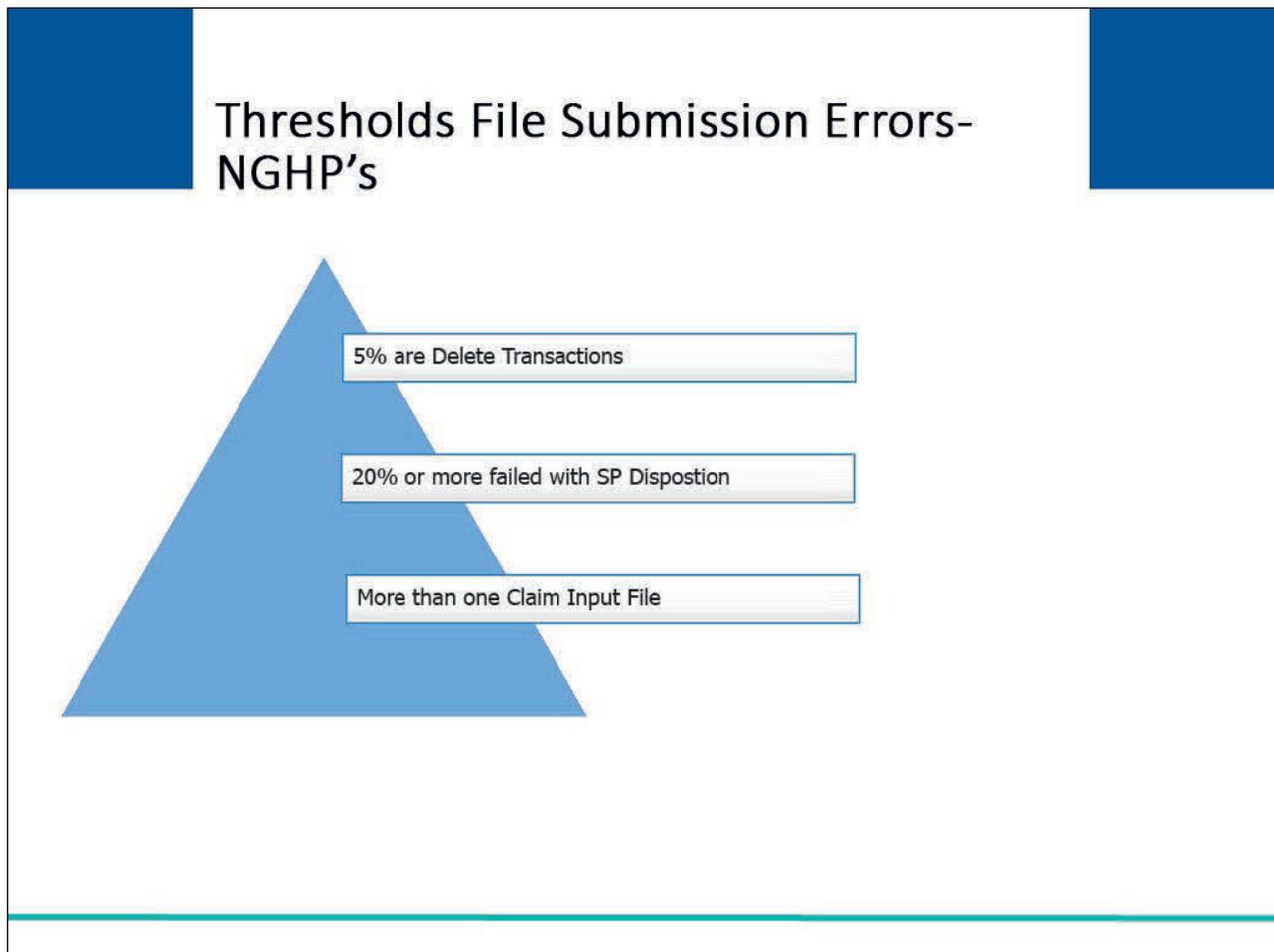
**Slide notes**

Your MSP or Non-MSP Input File will be in error if it exceeds the following thresholds:

- more than 5% of the total submitted records are Delete Transactions,
- more than 13% of the individuals reported are 79 years of age or older,
- 20% or more of the total submitted records failed with a Disposition Code of SP due to errors, or
- that you submitted more than one MSP Input File during your defined quarter.

Please refer to the Section 111 GHP User Guide for more information on these edits.

## Slide 16 - of 27 - Thresholds File Submission Errors-NGHP's

**Slide notes**

Your Claim Input File will be in error if it exceeds the following thresholds:

- 5% or more of the total submitted records are Delete Transactions,
- 20% or more of the total submitted records failed with a Disposition Code of SP due to errors,
- or you submitted more than one Claim Input File during your defined quarter.
- Please refer to the Section 111 NGHP User Guide for more information on these edits.

**Slide 17 of 27 - Thresholds File Submission Errors**

## Thresholds File Submission Errors

- Systems generates email to Account Manager
- Account Manager/Account Designee must contact the EDI Representative to discuss and resolve error
- File may be
  - Released for processing
  - Deleted by the EDI Representative
    - Corrected
    - Resubmitted

**Slide notes**

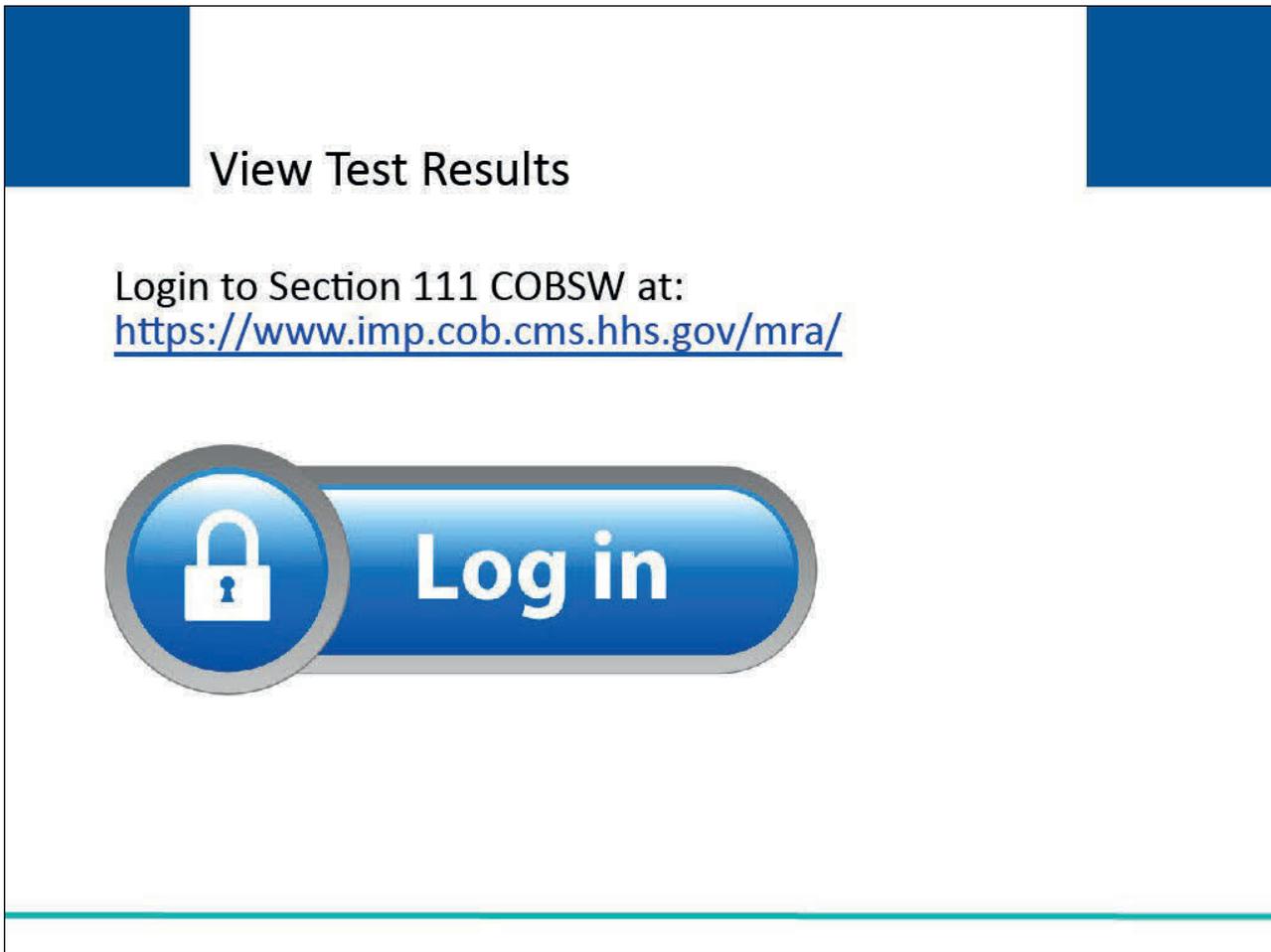
The system generates an email to inform the Account Manager that the file has been suspended from processing and lists the threshold error found.

An Account Manager or Account Designee must contact the EDI Representative assigned to the RRE ID to discuss and resolve the file threshold error.

The file may be released for processing or, if sent in error, deleted by the EDI Representative in which case a corrected file must be submitted as instructed.

If you uploaded the wrong input file, please contact your EDI Representative immediately.

Slide 18 of 27 - View Test Results

The slide features a white background with two blue rectangular accents in the top corners. The title "View Test Results" is centered at the top in a dark blue font. Below the title, the text "Login to Section 111 COBSW at:" is followed by a blue underlined URL: <https://www.imp.cob.cms.hhs.gov/mra/>. A large, blue, rounded rectangular button with a white padlock icon and the text "Log in" is centered on the slide. A thin teal horizontal line is positioned at the bottom of the slide content area.

**Slide notes**

To monitor test file processing, Section 111 COBSW users associated with the RRE’s account will logon to the Section 111 application on the [Section 111 COBSW](#).

Note: All users associated with the RRE ID can monitor the status of the testing process regardless of which file transmission method they are using.

Slide 19 of 27 - 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 a successful login, the RRE Listing Page will appear. It lists all of the RRE IDs to which you are associated. Select the RRE ID link from the list to see the Actions available for the selected RRE ID.

Slide 20 of 27 - RRE Information Detail Page

The screenshot shows the 'RRE Information Detail' page on the COB&R website. The page header includes the COB&R logo, 'Section 111 Mandatory Reporting', and user information for 'Mike Brown'. Navigation links include 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us'. A 'Show Help Page' button is also present. The main content area is titled 'RRE Information Detail' and includes a timestamp of 'July 29, 2024 at 1:47:03 PM'. Two informational paragraphs are present: one stating that profile reports must be recertified annually and another explaining how to edit and recertify. Below the text are two side-by-side panels: 'Profile Report Information' and 'EDI Representative'. The 'Profile Report Information' panel contains the following data:

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

The 'EDI Representative' panel contains the following contact information:

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

Slide notes

The RRE Information Detail page will appear. Use the scroll bar to the far right to scroll down to the Actions links for the selected RRE ID.

Slide 21 of 27 - RRE Information Detail - Actions Links

The screenshot displays a user interface for RRE Information Detail. It is divided into several sections:

- Profile Report Information:** A table with fields for Reporter ID (10000), Profile Report Date (03/01/2024), Profile Changed Date (03/01/2024), Recertification Due Date (10/08/2022), and Last Recertification Submission Date (01/21/2024).
- RRE Company Information:** A table with fields for Reporter Type (GHP), Name (Dynamics Inc), TIN (36978542), NAIC (1111111), Address (02611 Testing Dr, Towson, MD 12312 - 12312), Phone ((111) 111-1112), Fax ((410) 555-1632), Lines of Business (Hospital, Medical, Prescription Drug), and HRA Records Only (No), Unsolicited Alerts (No).
- EDI Representative:** A card showing Name (TODD BANNAR), Email (DL-HIT-MSPSC-SPRING\_BATCH\_SUPPORT@RANDOM.COM), and Phone ((410) 842-1404).
- Authorized Representative Information:** A section at the bottom left, currently empty.
- Actions:** A list of links on the right side, enclosed in a red box. A red arrow points to the "Test File Results" link. The links are: > File Processing Results, > Test File Results, > Upload File, > Designee Maintenance, > View Account Activity, > New Claim, > Claim Listing, > Register for DDE, > Beneficiary Lookup, > TIN Record Maintenance, and > Remove RRE.

Slide notes

From the Actions links, select the Test File Results link to access the File Listing page.

Slide 22 of 27 - File Listing: Tests Page

### File Listing: Tests

Files submitted for this RRE ID are listed below.  
After files have been processed by the BCRC, they are separated into components depending on the File Type and record identifiers.  
To see file processing details, click on the Record Type link associated with the file.  
To download a response file via HTTPS, click on the response file name link that appears on the right.  
Links for response files displayed on this site for more than 60 days will be deactivated. Should you require a copy of a response file that is not available on this page, please contact your assigned EDI Representative for assistance.

August 13, 2024 at 11:11:18 AM

**Record Types**

MS - MSP Input File	CM - Claim Input File
TR - TIN Reference File	NM - Non-MSP Input File
QY - Query Only Input File	UN - Unsolicited Alert File

**File Listing**

**RRE ID:** 145688      **RRE Name:** University of Towson Health Systems

File ID	Record Type	Receipt Date	Process Date	Record Count	Status	Bene Match	Bene No-Match	
456322	MS	08/13/2024	08/13/2024	2	Deleted	2	1	
		<b>Response Date:</b> 08/13/2024	<b>Response File:</b> test-file3.txt					
▶	TR	08/13/2024	08/13/2024	2	Deleted	N/A	N/A	
▶	456321	CM	08/13/2024	08/13/2024	5	Deleted	2	3
▶	NM	08/13/2024	08/13/2024	2	Severe Error	2	1	

RRE Listing
RRE Information

Slide notes

The File Listing: Tests page will appear showing test file information for the RRE ID.

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 shown on this page under the associated RRE ID.

In order to view more detailed information about a particular file that was submitted, click on the Record Type link for the file you wish to view. You can also use the drop-down arrow next to each File ID to extend the information to include the Response Date and Response File link.

Page 22 of 27

Slide 23 of 27 - File Detail Page

An official website of the United States government. Here's how you know

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

Mike Brown (ts111st) Print

About CMS Links How To Reference Materials Contact Us Show Help Page

Information Detail > File Listing > File Details

August 13, 2024 at 11:40:03 AM

### File Details

RRE ID: 145688

File ID: 456322 Sub File ID: 1

Record Type: MS

File Detail

MSP Add Count:	4	Rx Add Count:	7	Error Count:	13
MSP Update Count:	5	Rx Update Count:	2		
MSP Delete Count:	23	Rx Delete Count:	22		
MSP Split Count:	12	Rx Applied Count:	7		
MSP Applied Count:	43	Rx Rejected Count:	10		
MSP Rejected Count:	2				
MSP Late Count:	2				

Back to File Listing

Slide notes

The File Details page appears, listing statistics associated with the selected file.

The statistics will vary, depending on the type of file submitted.

You will use the counts shown on the File Detail page to determine whether the submitted MSP Input or Claim Input test files passed the testing criteria specified in the reporting user guides (e.g. 1078 Adds were successfully processed on the initial test file, etc.).

Slide 24 of 27 – Logging Out

The screenshot shows the COB&R website interface. At the top, there is a navigation bar with the COB&R logo and the text "Section 111 Mandatory Reporting". Below this are several menu items: "About", "CMS Links", "How To", "Reference Materials", and "Contact Us". A breadcrumb trail indicates the current location: "Information Detail > File Listing > File Details".

In the top right corner, there is a user profile dropdown menu for "Mike Brown (ts111st)". The dropdown menu is open, showing options: "User Profile", "Change Password", and "Logout". A red arrow points to the "Logout" option. There is also a "Print" button and a "Show Help Page" button.

The main content area is titled "File Details" and shows the following information:

- RRE ID: 145688
- File ID: 456322
- Sub File ID: 1
- Record Type: MS

Below this information is a "File Detail" table with the following data:

MSP Add Count:	4	Rx Add Count:	7	Error Count:	13
MSP Update Count:	5	Rx Update Count:	2		
MSP Delete Count:	23	Rx Delete Count:	22		
MSP Split Count:	12	Rx Applied Count:	7		
MSP Applied Count:	43	Rx Rejected Count:	10		
MSP Rejected Count:	2				
MSP Late Count:	2				

At the bottom of the page, there is a "Back to File Listing" button.

Slide notes

Once you have reviewed the information and are ready to Logoff, you can use the user profile dropdown to select the logout link, or you can click the Back to File List page to access the link to the RRE Information Detail page in order to perform another task on the Section 111 COBSW.

**Slide 25 of 27- Course Summary**

## Course Summary

- Testing Process
- Reporting Agent Testing
- Threshold and Severe File Submission Errors
- Viewing Test File Results on Section 111 COBSW



**Slide notes**

You are now able to explain the testing process, Reporting Agent testing, Threshold and Severe File Submission Errors and viewing test results on the Section 111 COBSW.

Please refer to the Section 111 User Guides located under the Reference Materials menu option or on the CMS Section 111 website for requirements regarding testing Section 111 files.

**Slide 26 of 27 - Conclusion**



You have completed the COBSW Monitor Test Files course. Information in this course can be referenced by using the NGHP 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.](https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting)

**Slide notes**

You have completed the COBSW Monitor Test Files course. Information in this course can be referenced by using the NGHP User Guide's table of contents. This document is available for download at the following link [CMS NGHP Website](#).

**Slide 27 of 27 - NGHP Training Survey**



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 to the following URL: [NGHP Training Survey](https://www.surveymonkey.com/s/NGHPTraining).