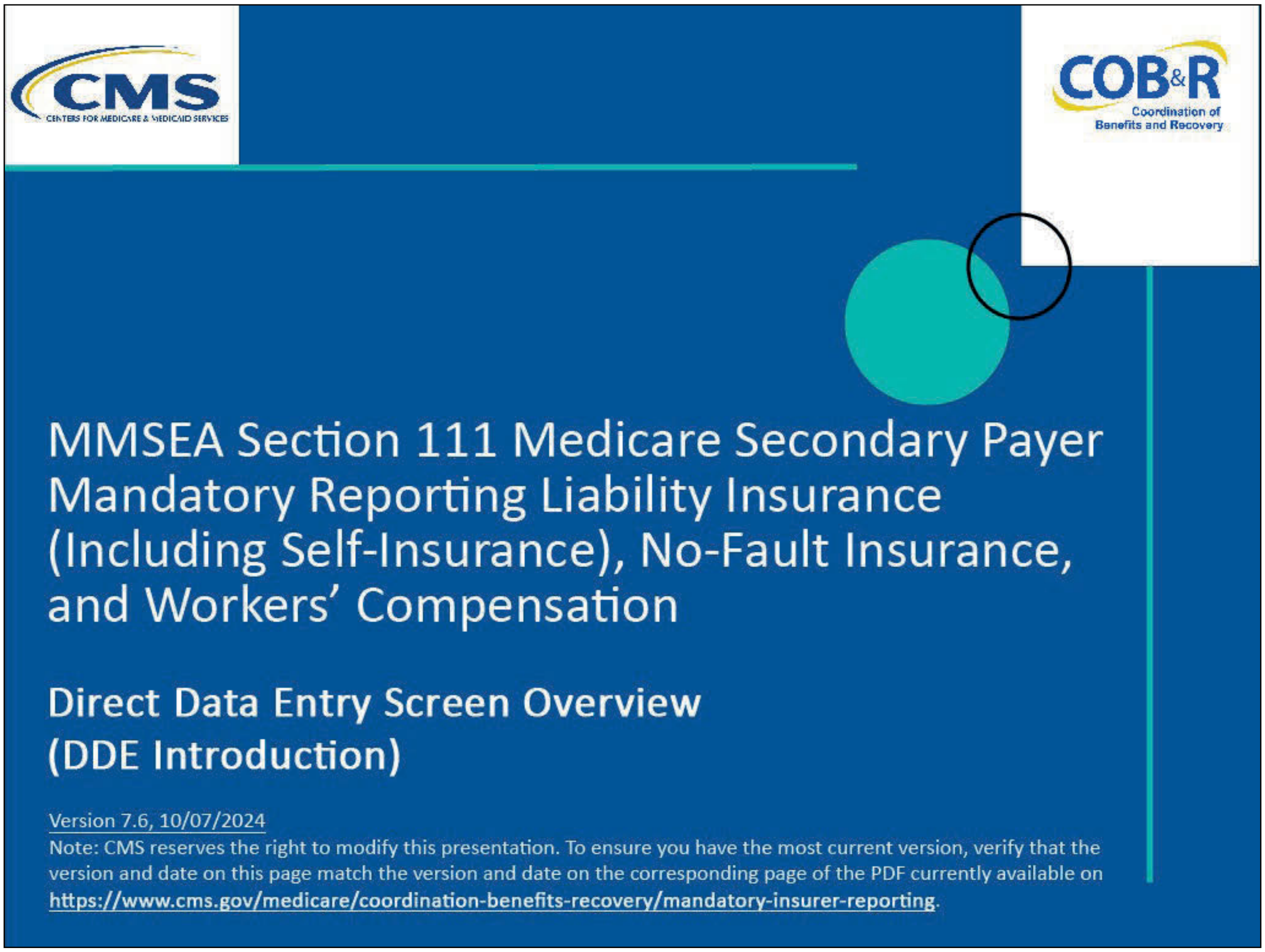
Direct Data Entry (DDE) Screens Overview Introduction

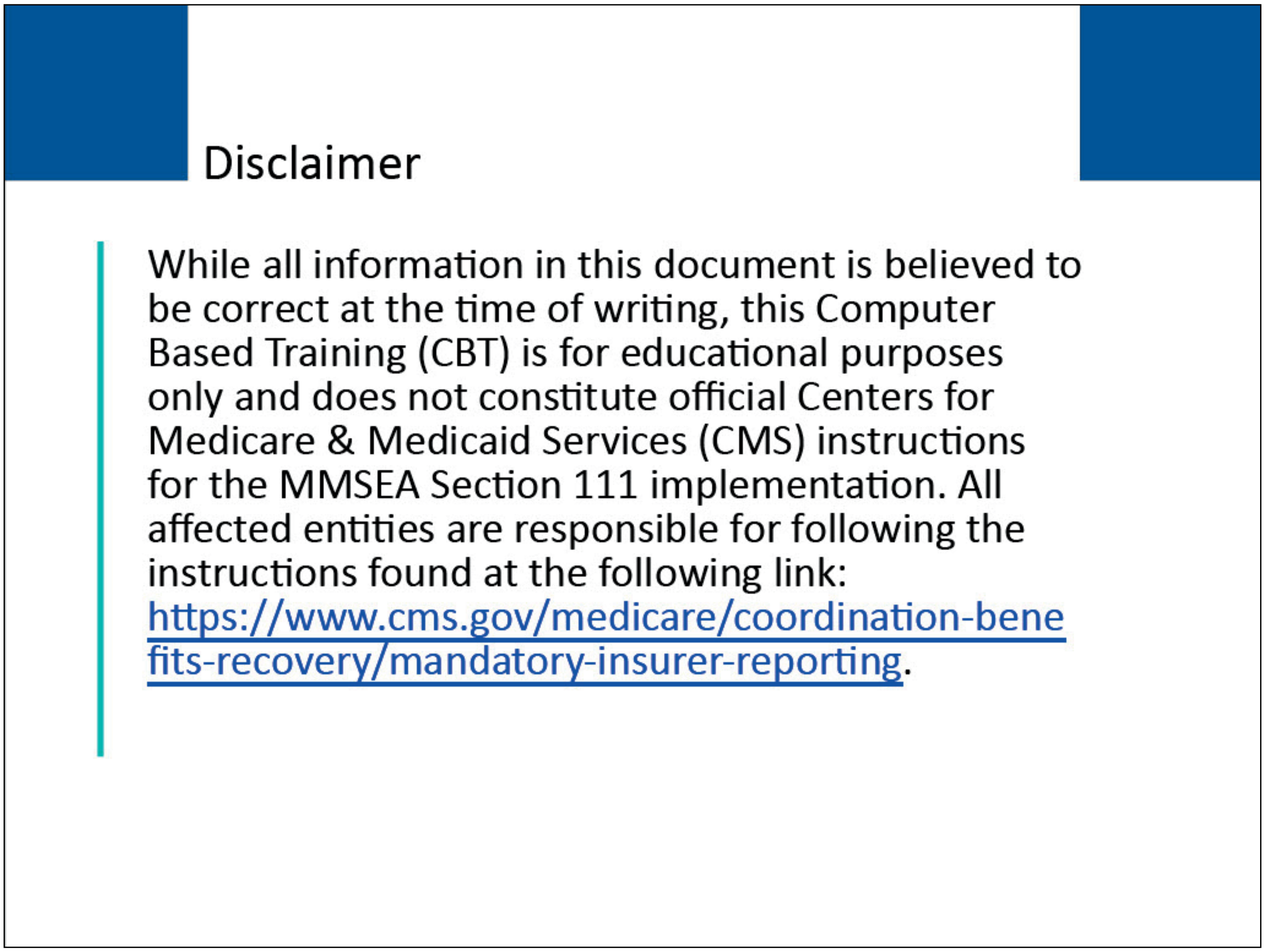
Slide 1 of 47 - Direct Data Entry (DDE) Screens Overview Introduction



Slide notes

Welcome to the Direct Data Entry (DDE) Screens Overview course.

Slide 2 of 47 - Disclaimer

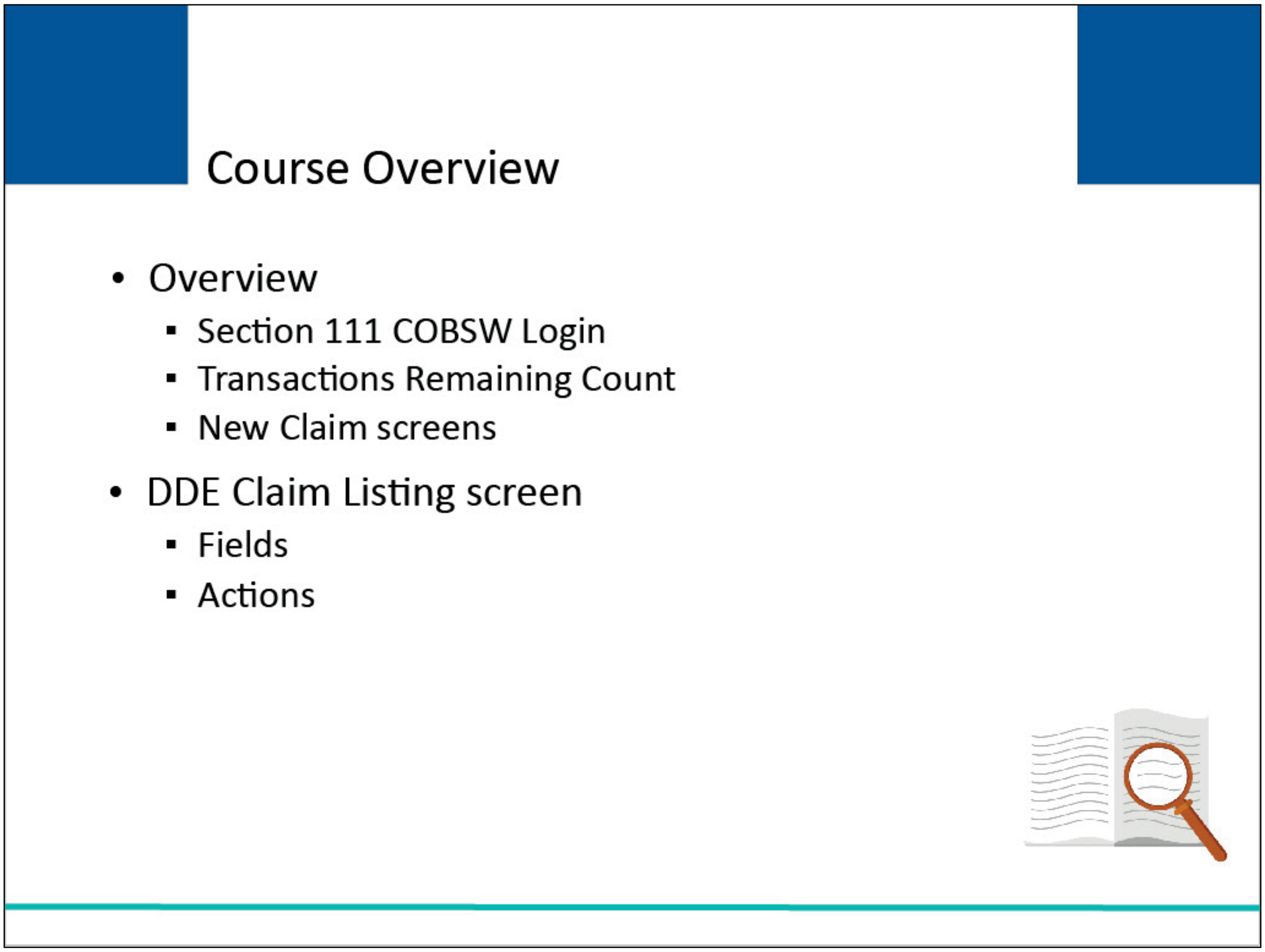


Slide notes

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 site: CMS NGHP Website.

Slide 3 of 47 - Course Overview



Slide notes

This module provides an overview on how to login to the Section 111 Coordination of Benefits Secure Website (COBSW), clarifies what affects the Transactions Remaining Count, and provides an overview on the screens used to enter a DDE claim report.

The second part of this course focuses on the DDE Claim Listing screen. It will explain the fields displayed and includes a discussion on the actions that can be performed from this screen.

Slide 4 of 47 - 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 beneficairy'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.

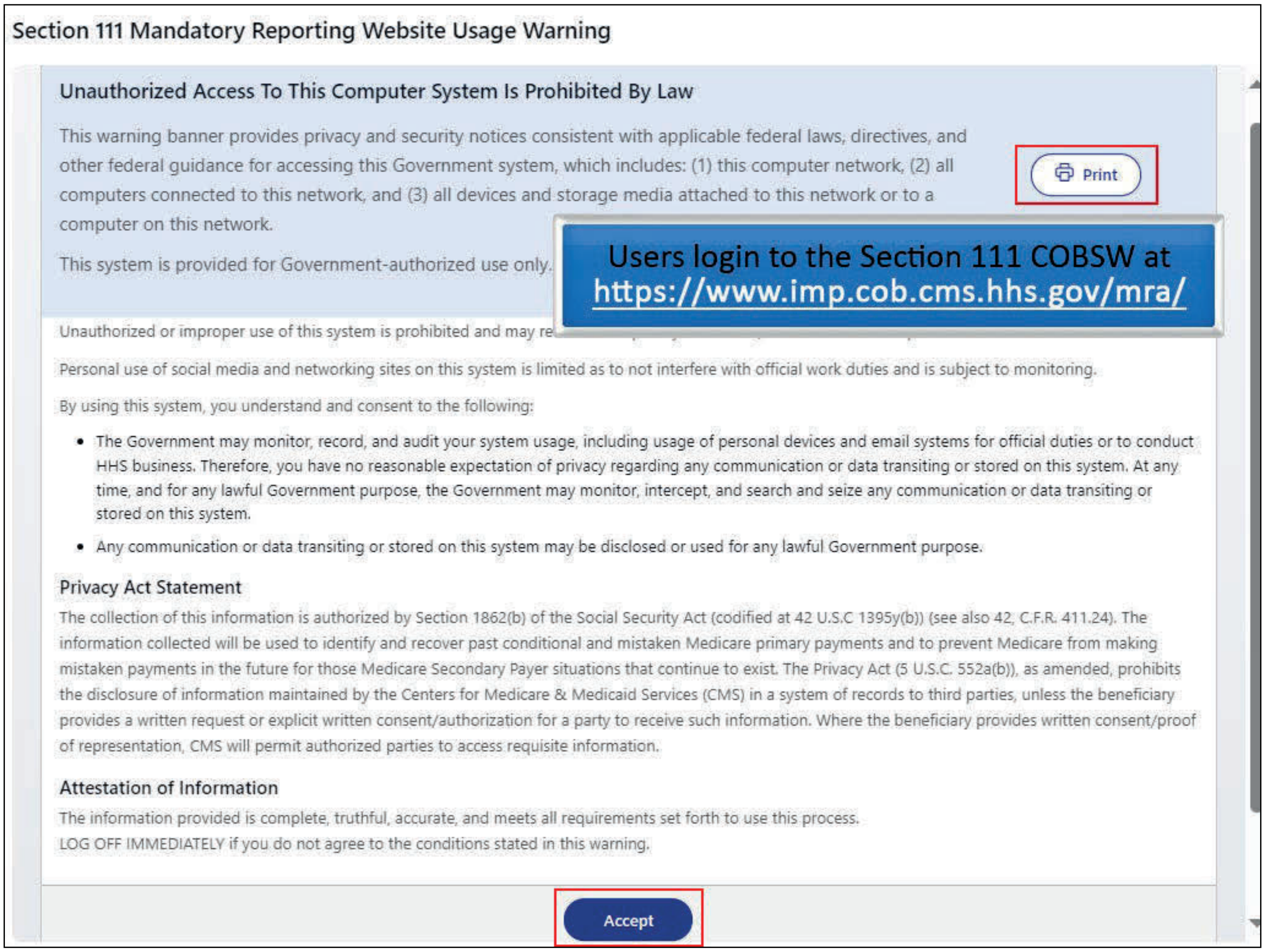
Slide notes

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 47 - Section 111 Mandatory Reporting Website Usage Warning



Slide notes

In order to access the DDE application, users will login to the Section 111 COBSW at [Section 111 COBSW](https://www.imp.cob.cms.hhs.gov/mra/).

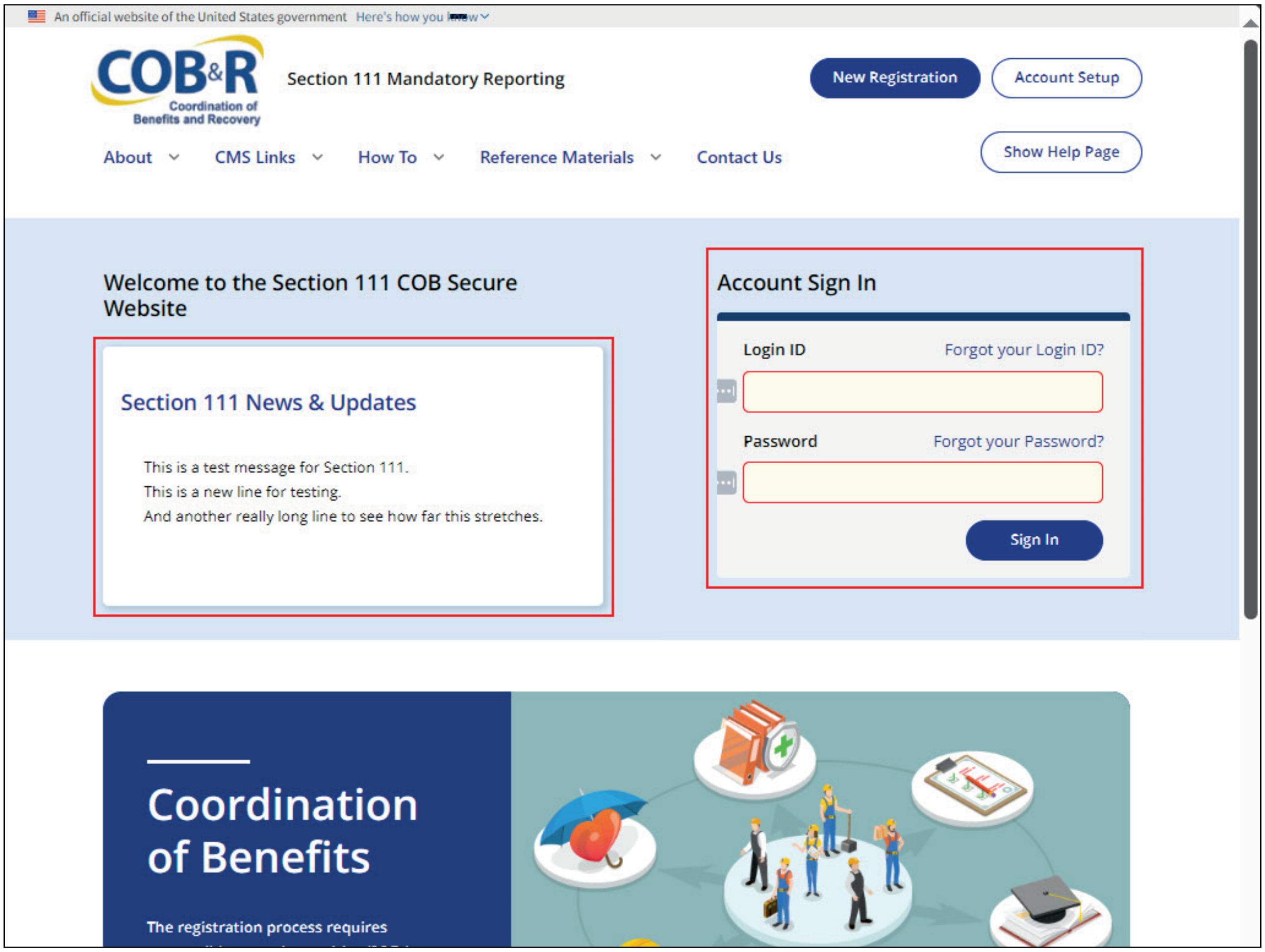
The Section 111 Mandatory Reporting Website Usage Warning page will appear detailing the Data Use Agreement (DUA).

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 Login page.

For assistance using the Section 111 COBSW, please download a copy of the Section 111 COBSW User Guide from the Reference Materials menu option.

Slide 6 of 47 - Welcome to the Section 111 COB Secure Website/Login Page



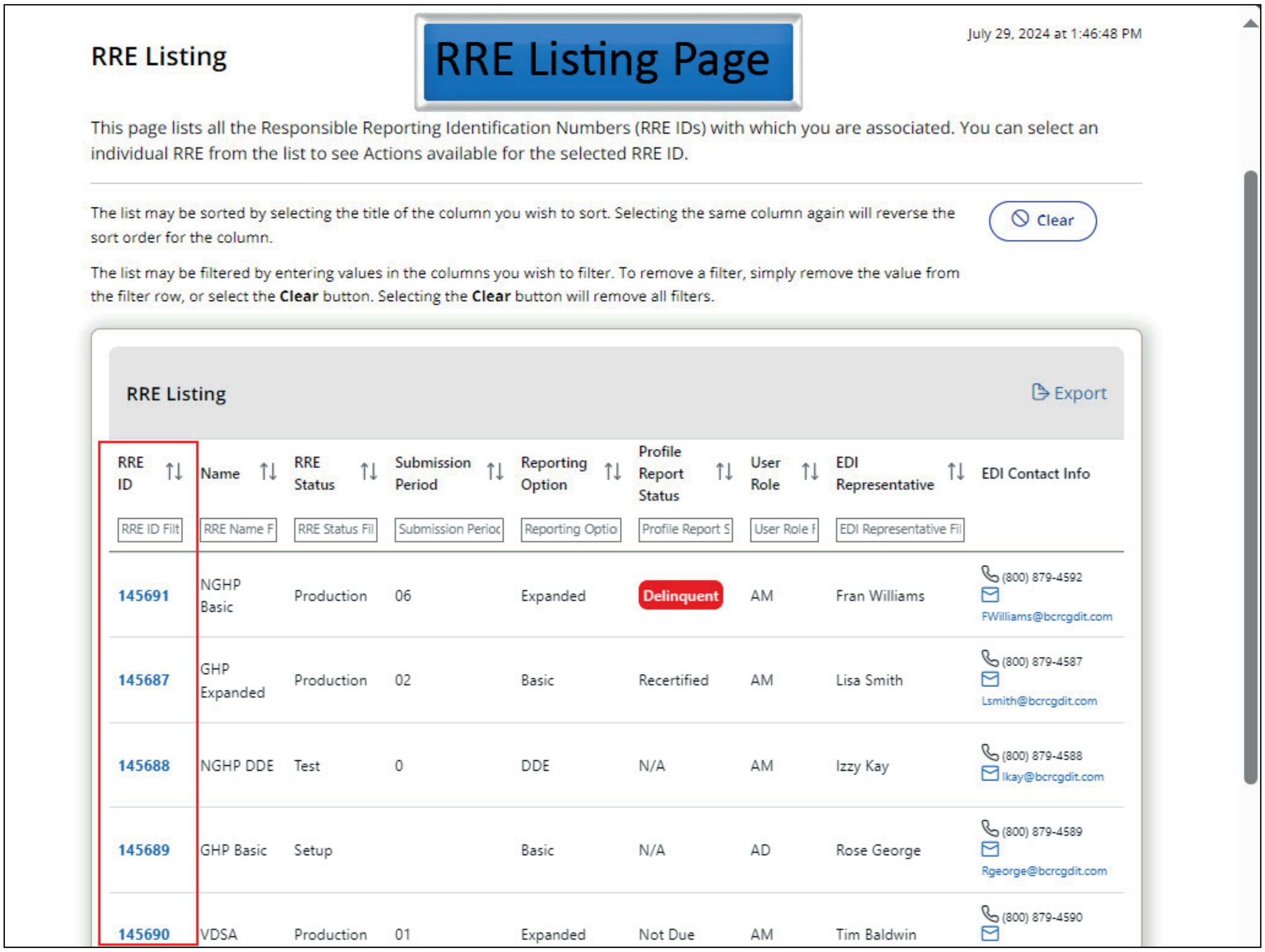
Slide notes

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 Continue.

Slide 7 of 47 - RRE Listing Page

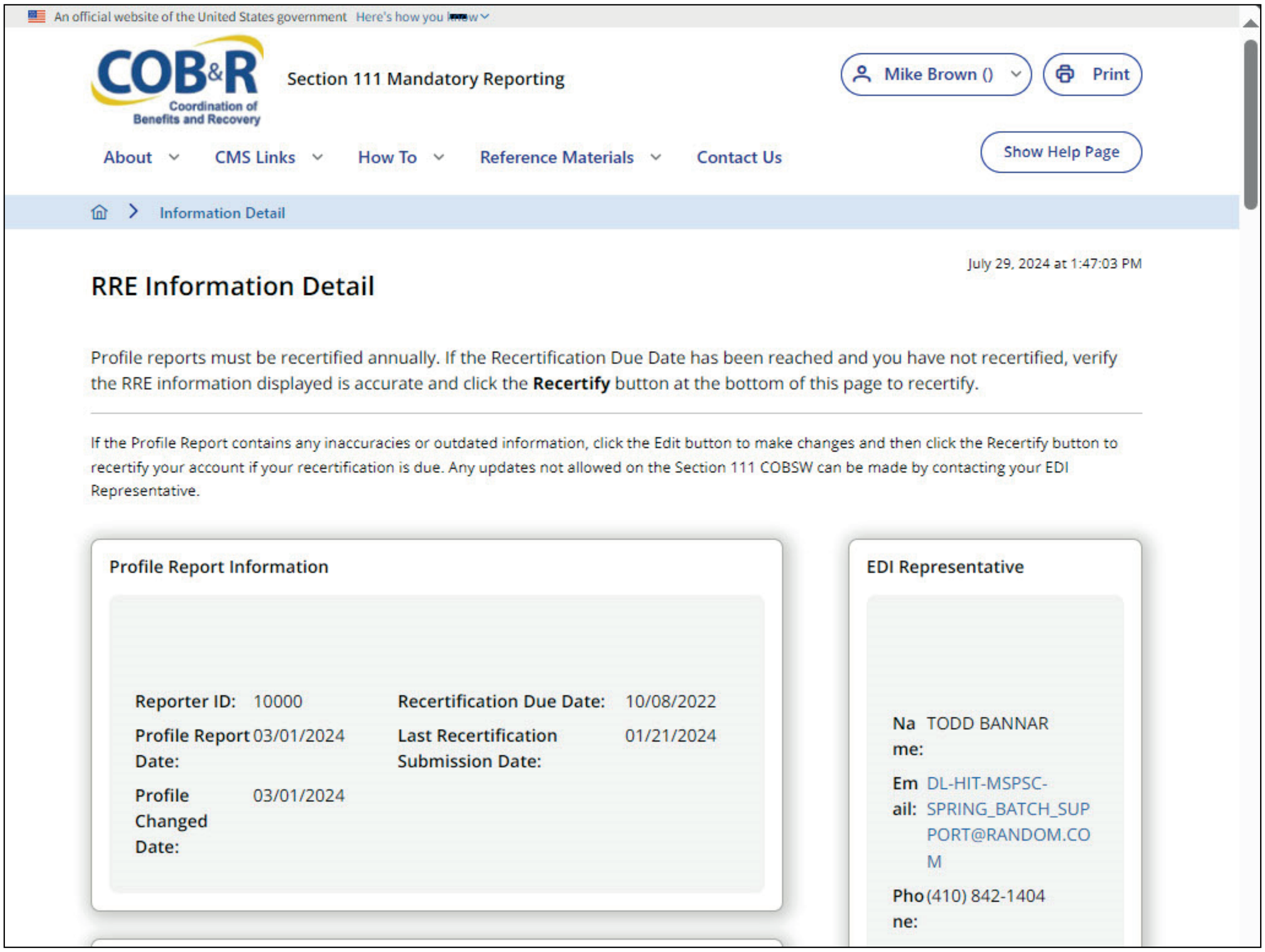


Slide notes

Once the Username and Password are validated, the Responsible Reporting Entity (RRE) Listing Page will appear. This page displays all active RRE IDs associated to the user.

A user may be associated with RRE IDs that have file submission and DDE Reporting Options. Use the RRE ID links to access a specific RRE ID.

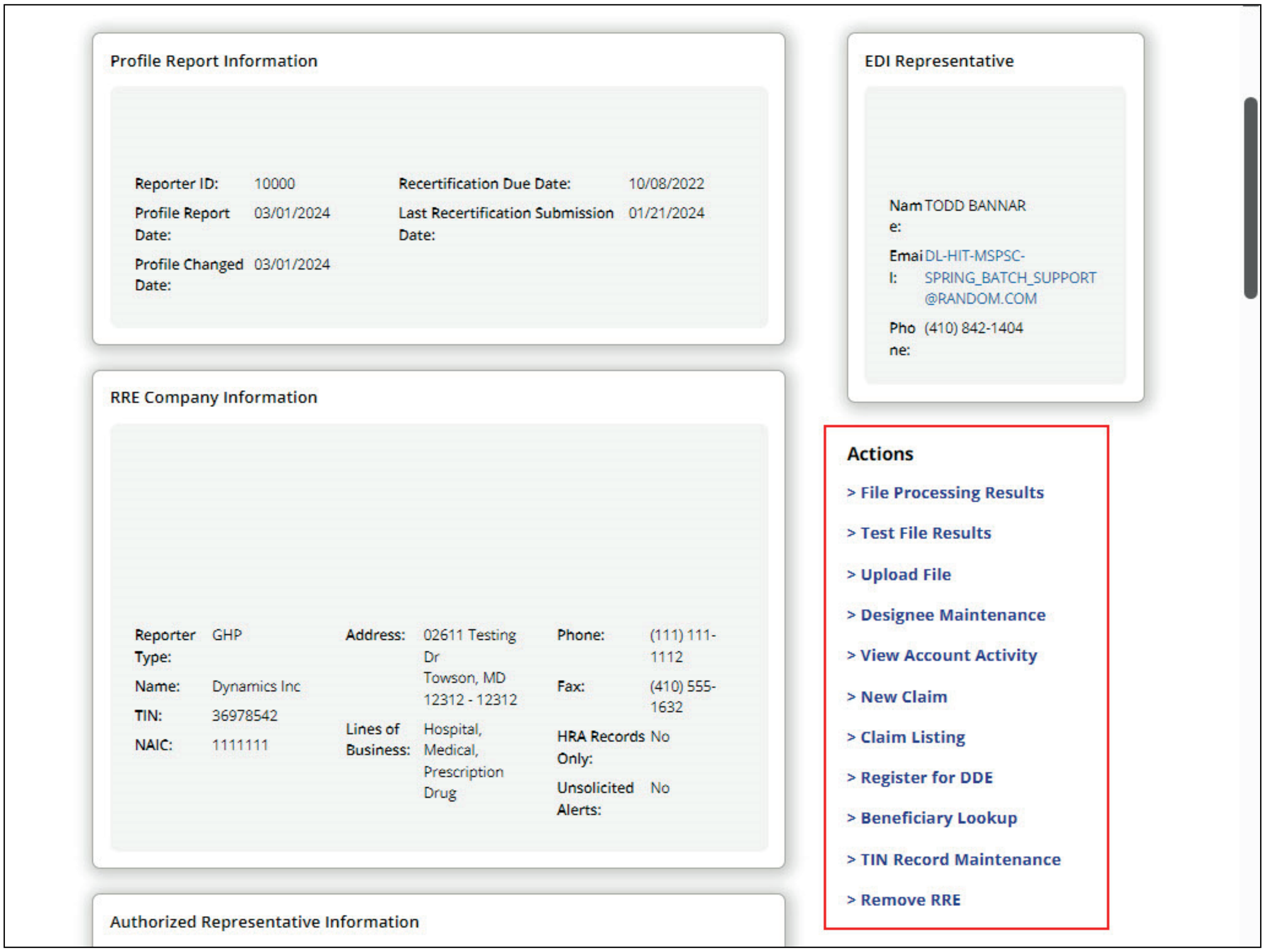
Slide 8 of 47 - RRE Information Detail Page



Slide notes

The RRE Information Detail page will appear. This page allows you to access the Actions links available to this specific RRE ID. Use the scroll bar on the far right of the screen to scroll down to the Actions links.

Slide 9 of 47 - RRE Information Detail - Actions



Slide notes

Each RRE ID has a list of actions that may be performed for that RRE. RREs that have chosen the DDE submission method will have the following actions available to them:

- New Claim (to Add a new claim report via DDE),
- Claim Listing (to View, Update or Delete a previously submitted DDE claim report),
- Designee Maintenance (to View, Update, Delete or Add an Account Designee), and
- View Account Activity (to view all activity performed for the selected RRE ID).

If the RRE using the DDE submission method changed their file submission method from a file submission method to the DDE submission method and has existing file submissions, their action list will also include Production File Listing and Test File Listing.

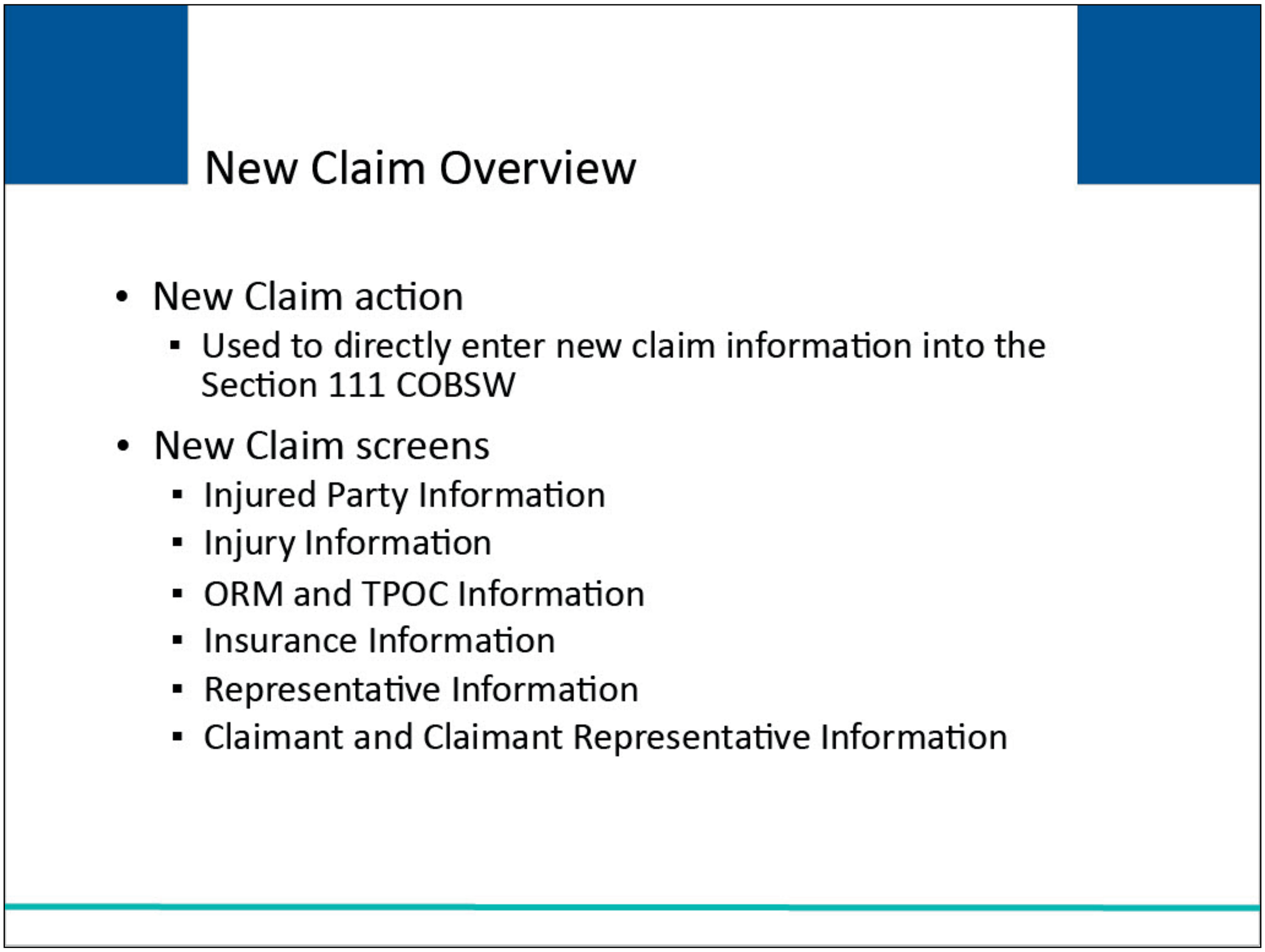
These two actions give the RREs the ability to continue to view file processing results for their previously submitted test and production files. Users will make their selection from the Actions list and will click the link needed to perform that action.

Slide 10 of 47 - DDE New Claim

Slide notes

DDE New Claim

Slide 11 of 47 - New Claim Overview



Slide notes

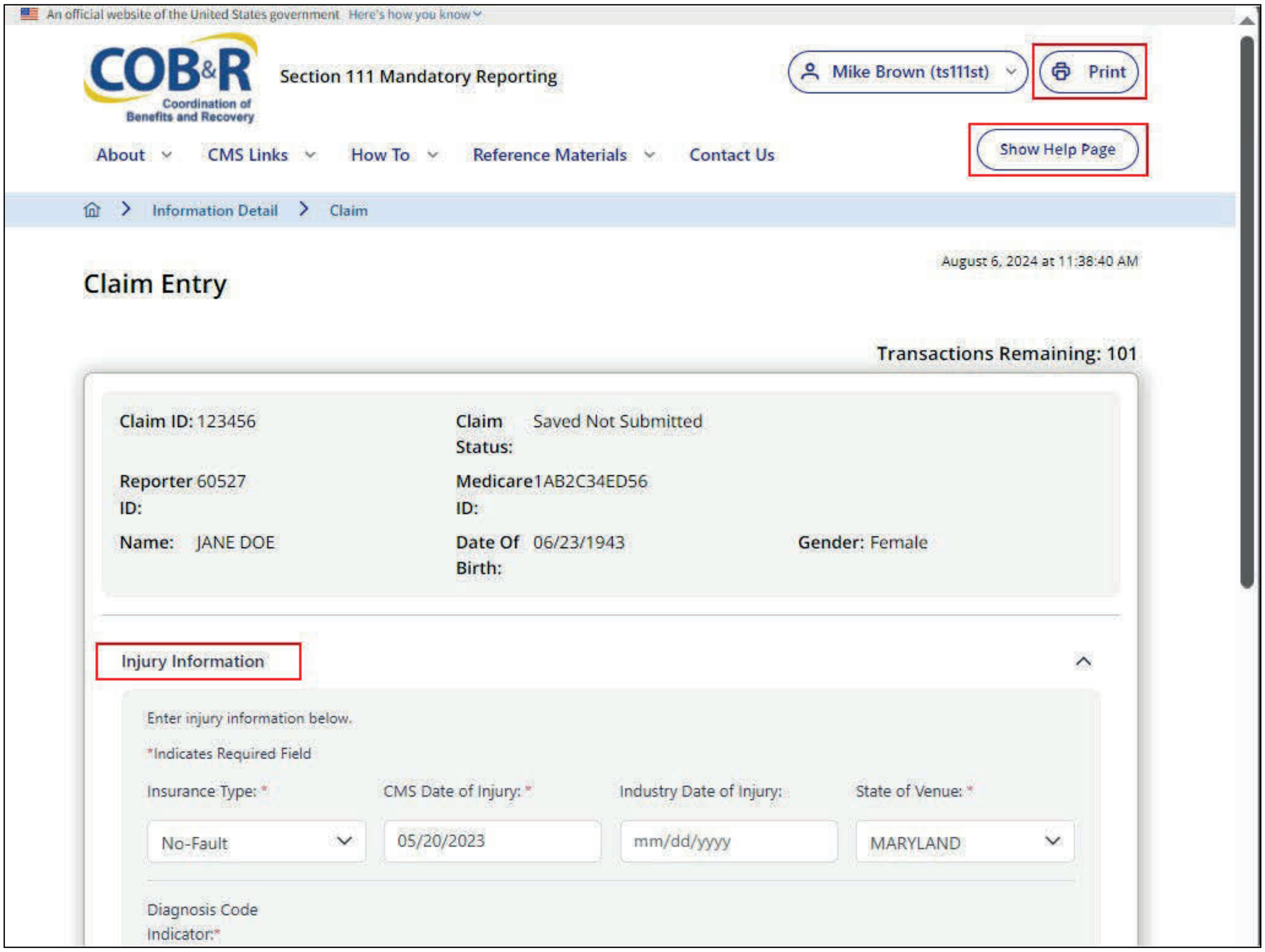
The New Claim action will be used to directly enter new claim information into the Section 111 COBSW.

When this action is selected, users will be presented with six DDE New Claim data-entry screens to capture all necessary information for Section 111 reporting.

The screens are as follows:

- Injured Party Information,
- Injury Information,
- Ongoing Responsibilities for Medicals (ORM) and Total Payment Obligation to Claimant (TPOC) Information,
- Insurance Information,
- Representative Information, and
- Claimant and Claimant Representative Information.

Slide 12 of 47 - Screen Titles, Page Counters, and Quick Help

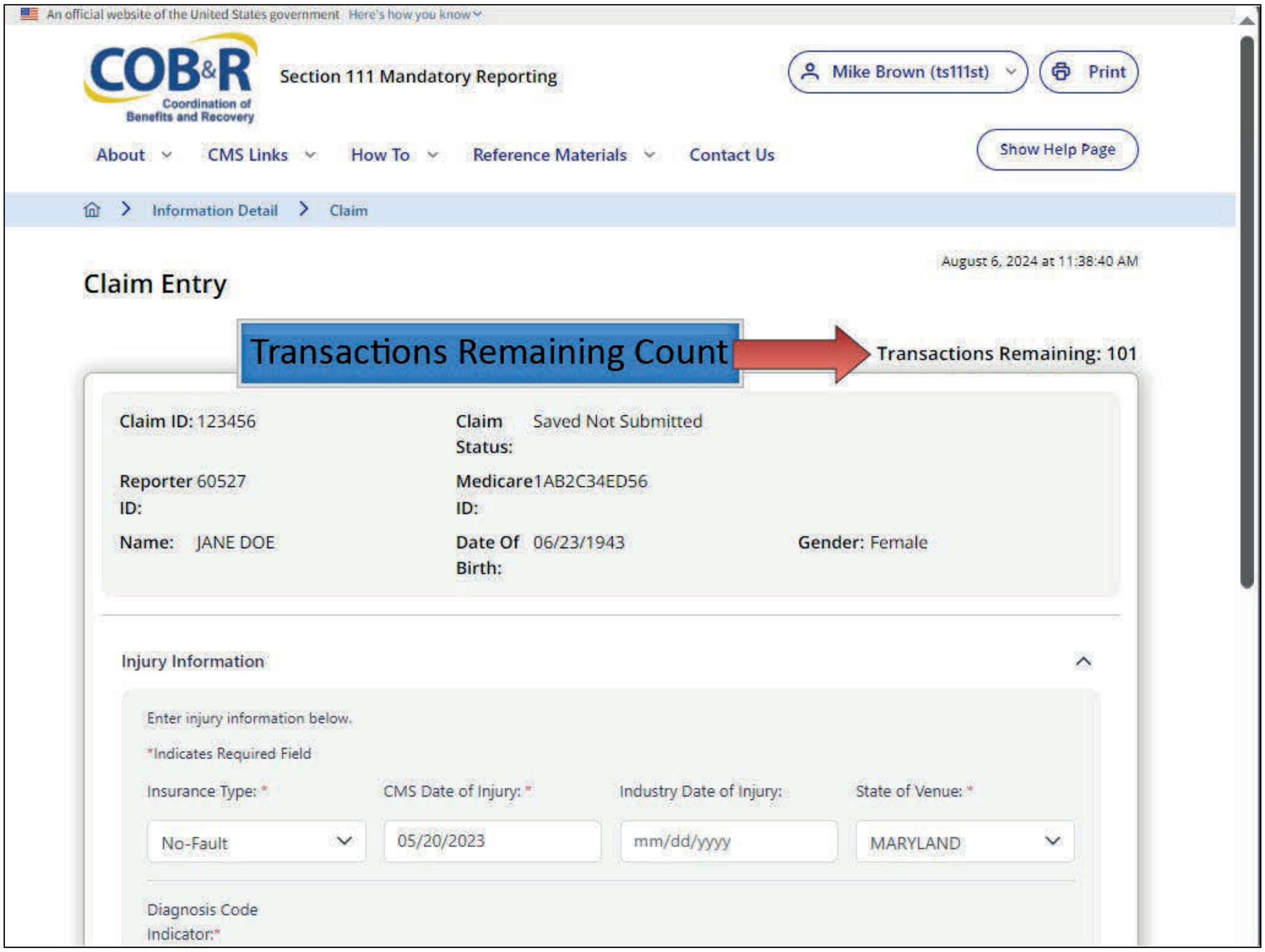


Slide notes

Each New Claim screen will include a screen title that identifies the set of data elements included on the page. Access to help will always be available on each page.

The Show Help Page link will provide users with immediate access to information for the screen they are currently viewing. The Print link will allow you to print the information for your records.

Slide 13 of 47 - Transactions Remaining Count



Slide notes

The Transactions Remaining Count will be displayed on various pages in the DDE application to let the users know how many DDE transactions are left for the RRE ID.

RREs are limited to Adding, Updating, or Deleting 500 potential transactions (claim reports) during their annual reporting period.

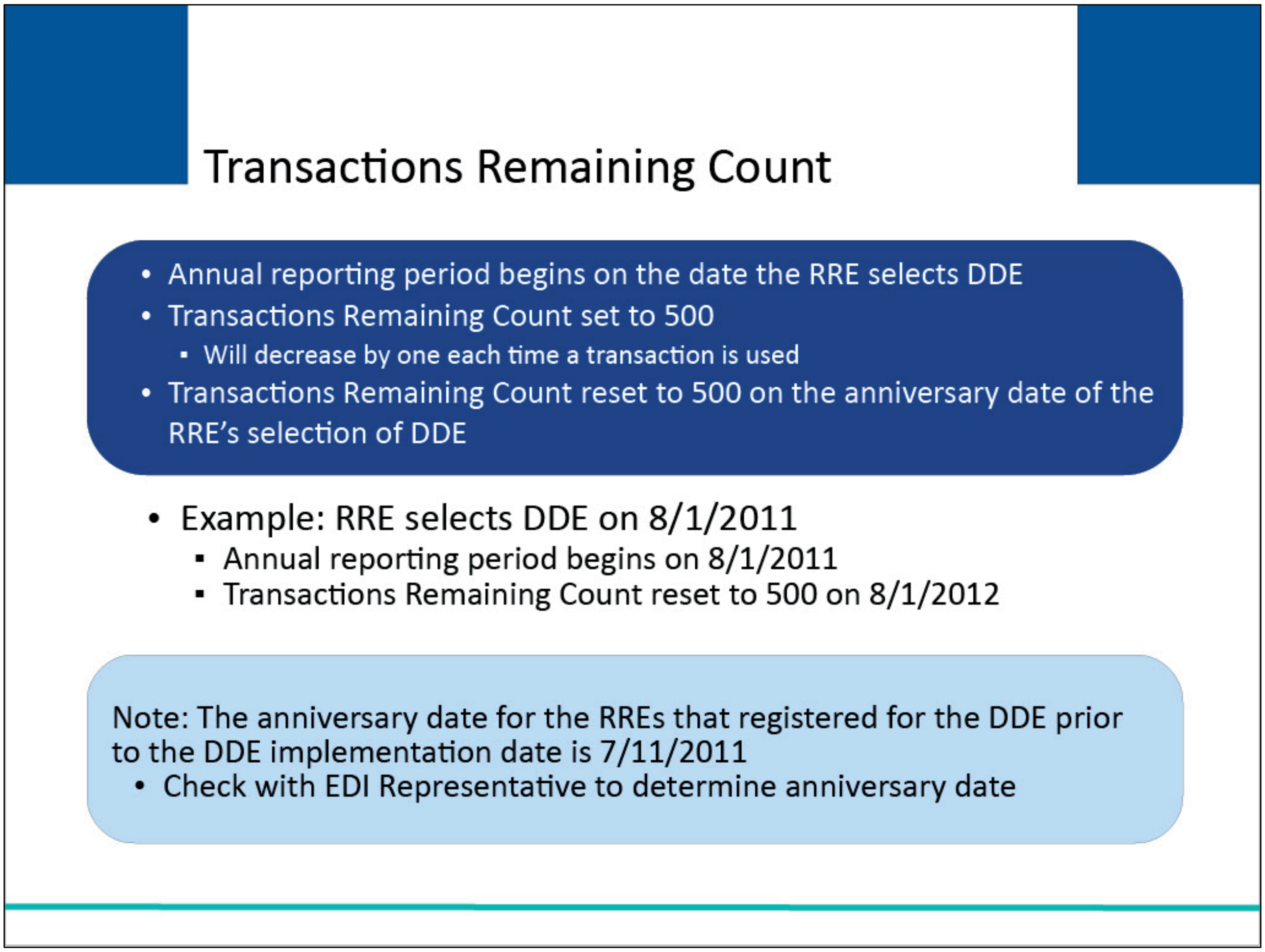
After the 499th claim transaction has been used, a message will be displayed indicating that only one transaction remains.

When an RRE enters their 500th transaction, a message will display indicating that the RRE has reached their maximum submission of claim transactions, and they should contact their EDI Representative.

After 500 claim transactions have been used, adds, updates, and deletes will not be allowed.

Note: DDE RREs accessing certain pages in the COBSW Section 111 will not see the “Transaction Remaining” field as the lookup is not limited for those RREs.

Slide 14 of 48 - Transactions Remaining Count



Slide notes

RREs that use DDE will be assigned an annual reporting period that will begin on the date the RRE selects DDE.

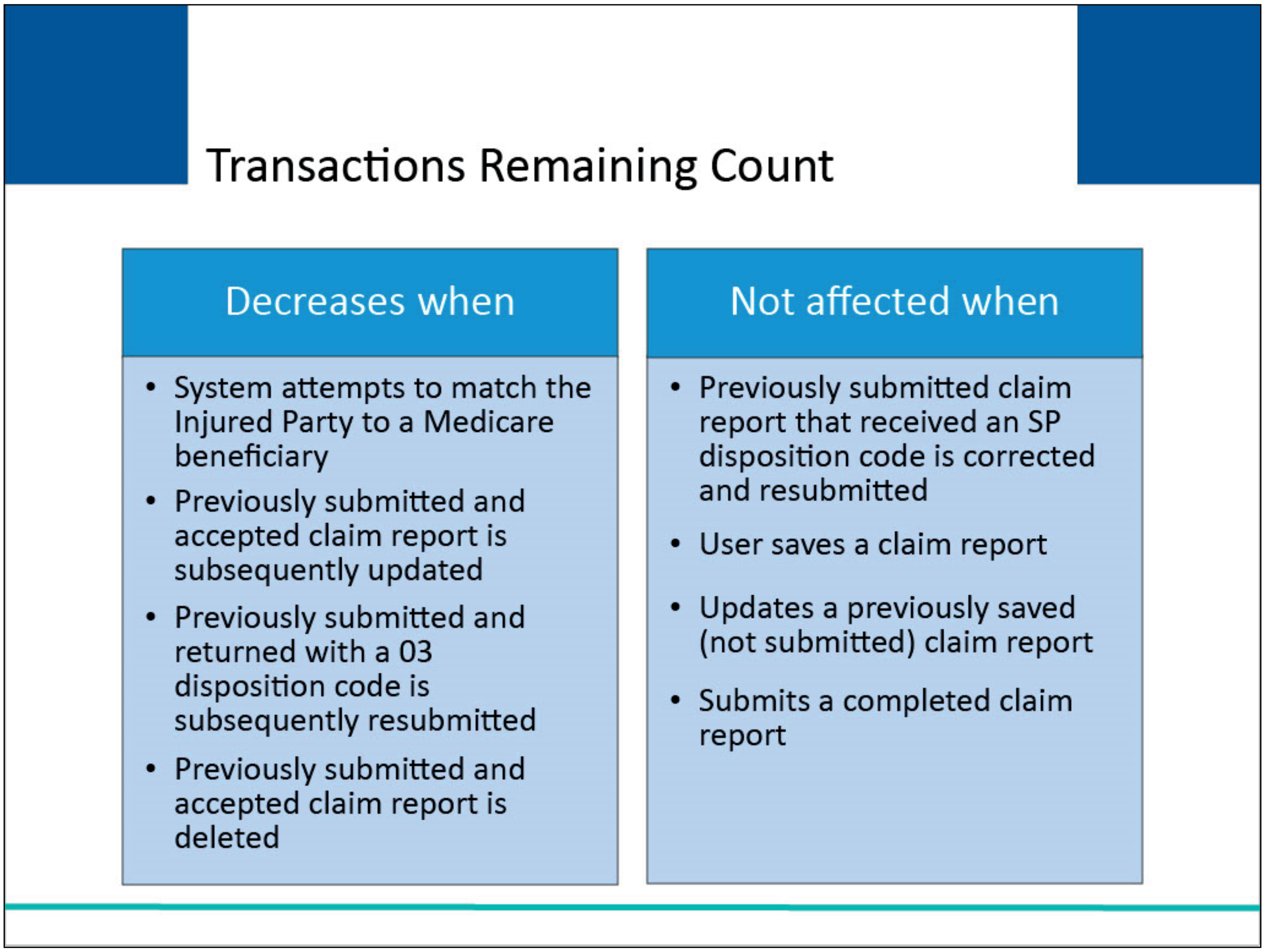
At the start of the first annual reporting period, the Transactions Remaining Count will be set to 500 and will decrease by one each time a transaction is used.

The Transactions Remaining Count will be reset to 500 automatically on the anniversary date of the RRE’s selection of DDE.

For example, if an RRE selects DDE on August 1, 2011, their reporting period will begin on August 1, 2011. Their transaction limit will be reset to 500 on August 1, 2012.

Note: For RREs that registered for DDE prior to the DDE implementation date, their annual reporting period is July 11th, 2011. RREs may check with their EDI Representative to determine their anniversary date.

Slide 15 of 48 - Transactions Remaining Count



Slide notes

The Transactions Remaining for an RRE will be decreased in the following situations:

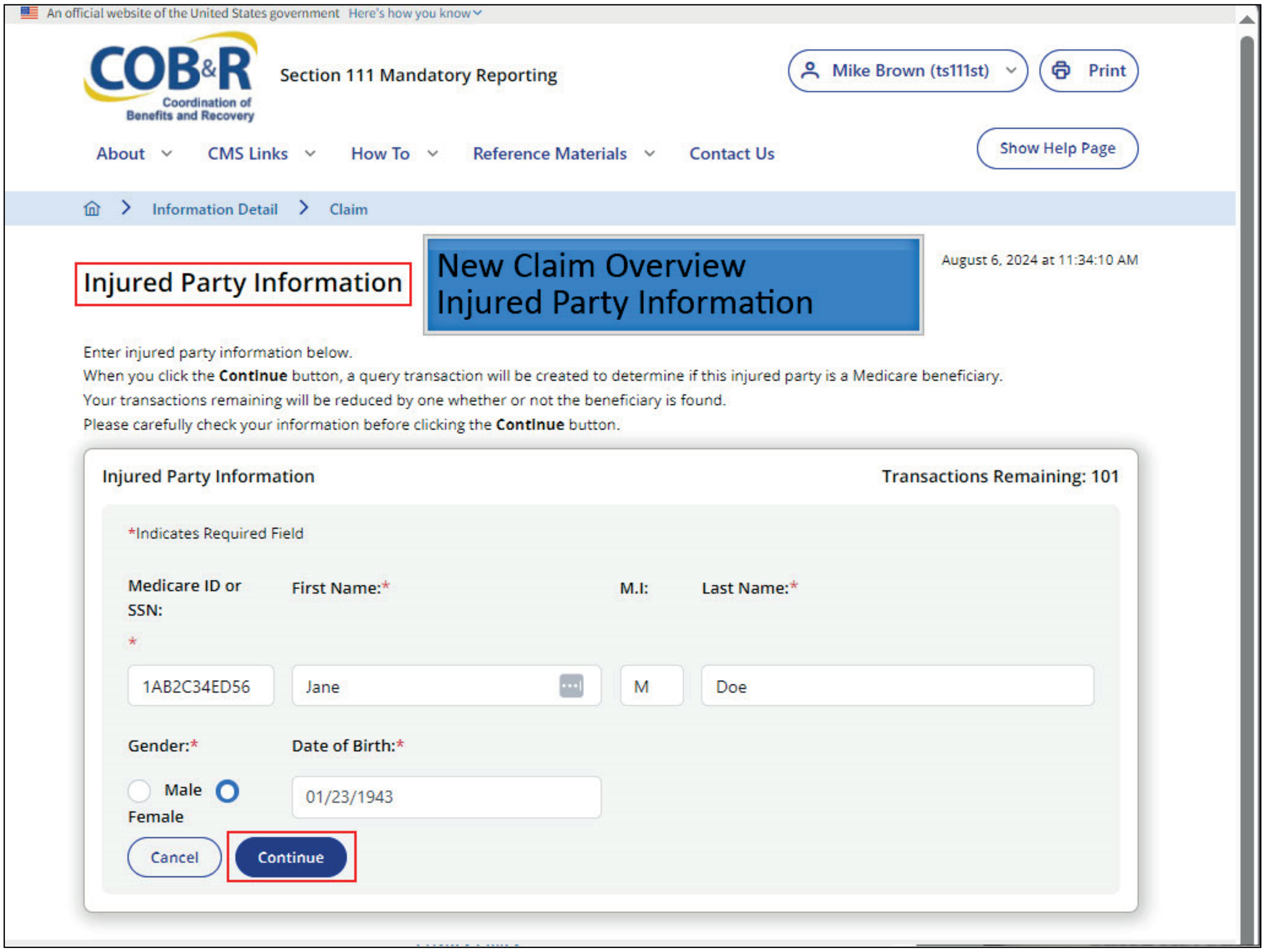
- When the system attempts to match the Injured Party to a Medicare beneficiary i.e., a user clicks [Next] on the Injured Party Information page during new claim entry, even if the Injured Party is not identified as a Medicare beneficiary;
- When a previously submitted and accepted claim report is subsequently updated i.e., a new claim was submitted and returned as accepted with a 01 or 02 disposition code and subsequently the RRE submits an update to apply a change to the original report;
- When a previously submitted claim report that was returned with a 03 disposition code is subsequently resubmitted i.e., the RRE resubmits to check on the injured party’s Medicare status due to continued ORM or a subsequent TPOC; and
- When a previously submitted and accepted claim report is subsequently deleted.

Note: If a claim report is returned to you with an SP disposition code and associated error and subsequently you update and resubmit this report to correct the error, the Transaction Remaining count is not decreased.

In other words, a claim matched to a Medicare beneficiary is only counted once during the process to submit the initial report.

The Transactions Remaining for an RRE will also not be affected (i.e., will not decrease) when a user saves a claim report, updates a previously saved (not submitted) claim report, or submits a completed claim report.

Slide 16 of 47 - Injured Party Information Page



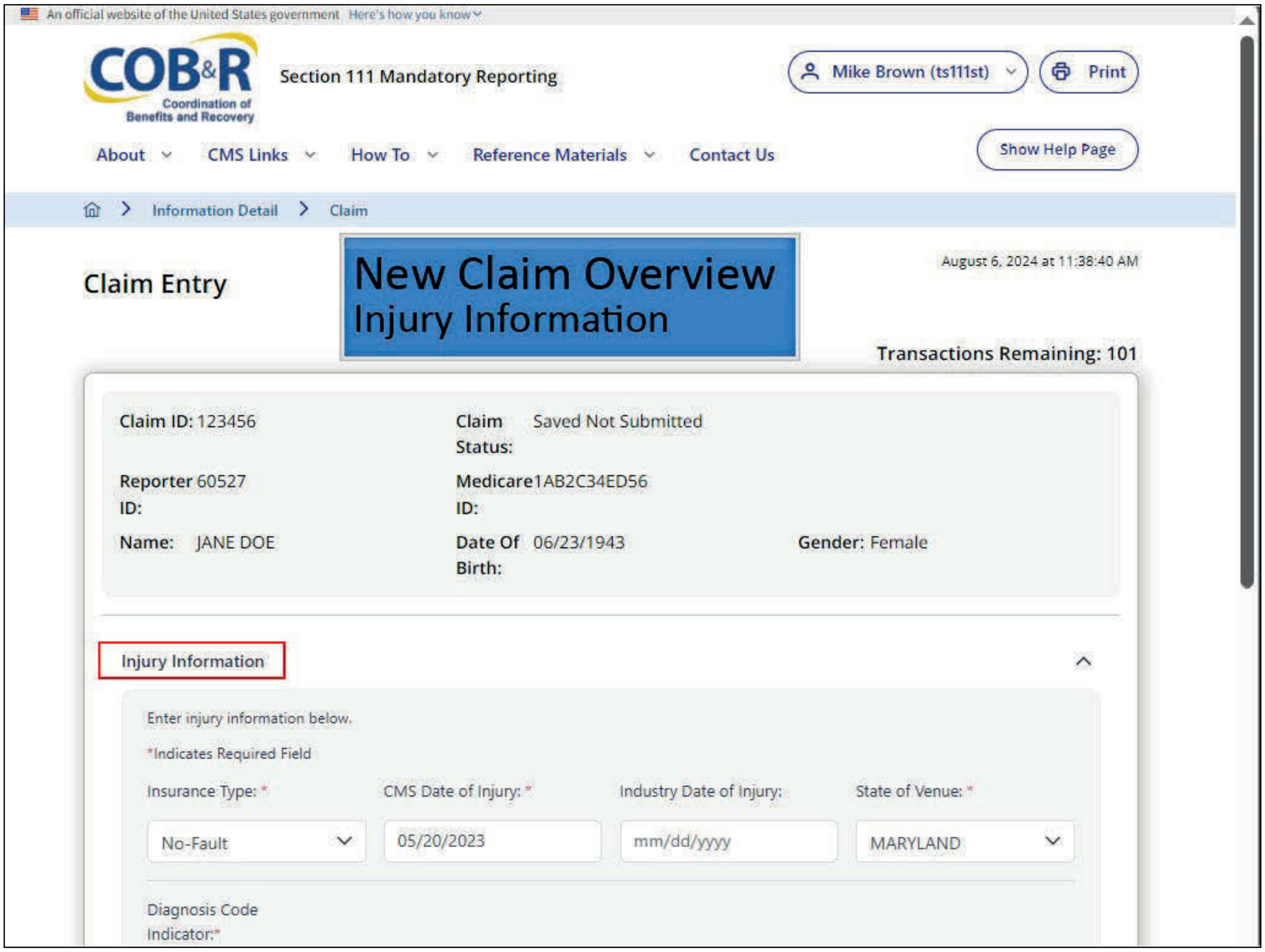
Slide notes

The first New Claim screen that users will see is the Injured Party Information screen where information for the Injured Party will be entered. Information entered on this screen will be used to determine whether the Injured Party is/is not a Medicare beneficiary.

Once information has been entered on this screen and the user clicks Continue, the transaction count will be decreased by 1. All required data fields on the New Claim screens will be denoted by asterisks.

Note: CMS now accepts records with MSP dates up to three months in the future; these records will no longer be held and submitted when the beneficiary's eligibility comes into effect.

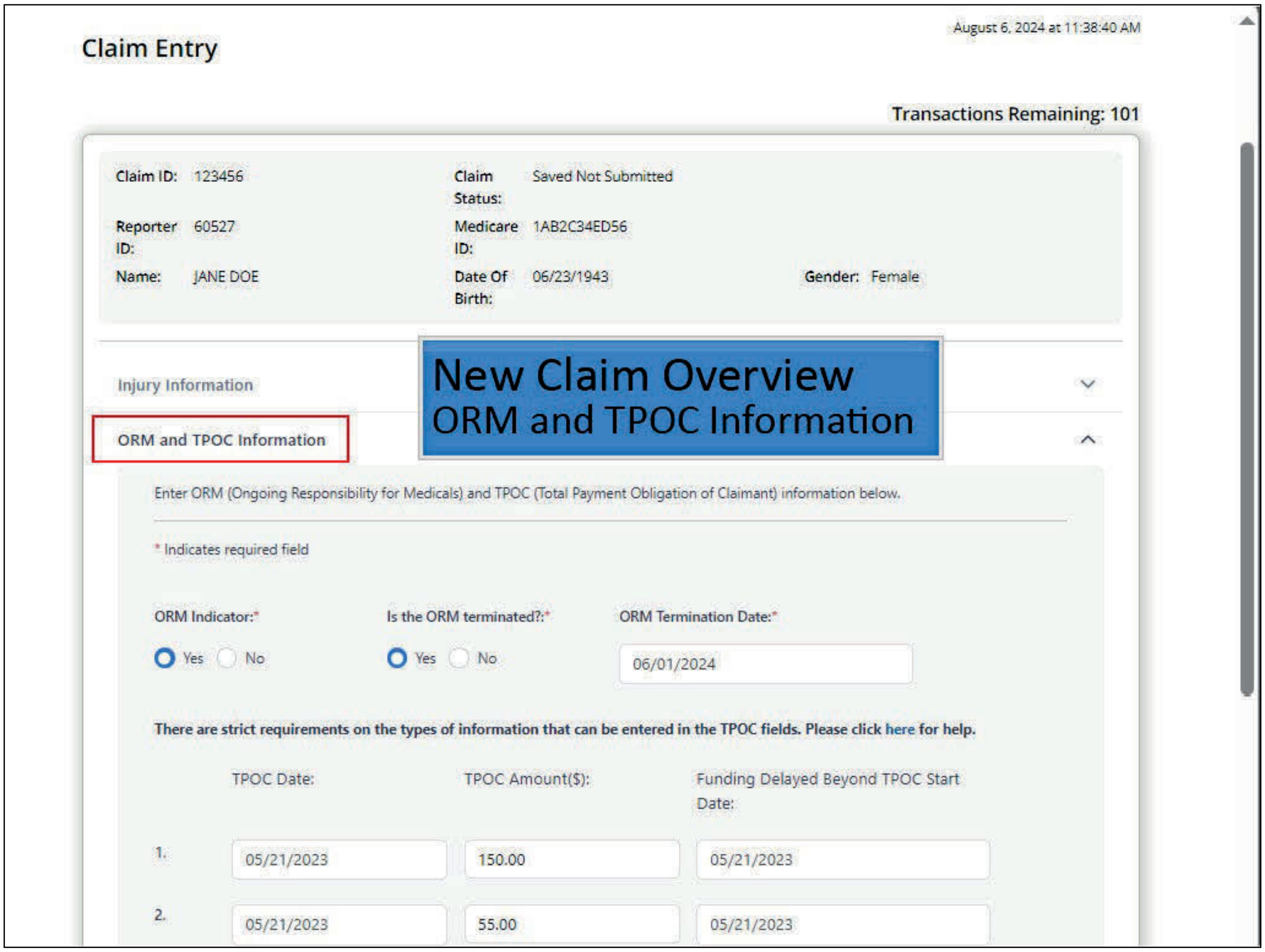
Slide 17 of 47 - Injury Information Page



Slide notes

The second screen in the New Claim process is the Injury Information screen where information regarding the injury will be entered.

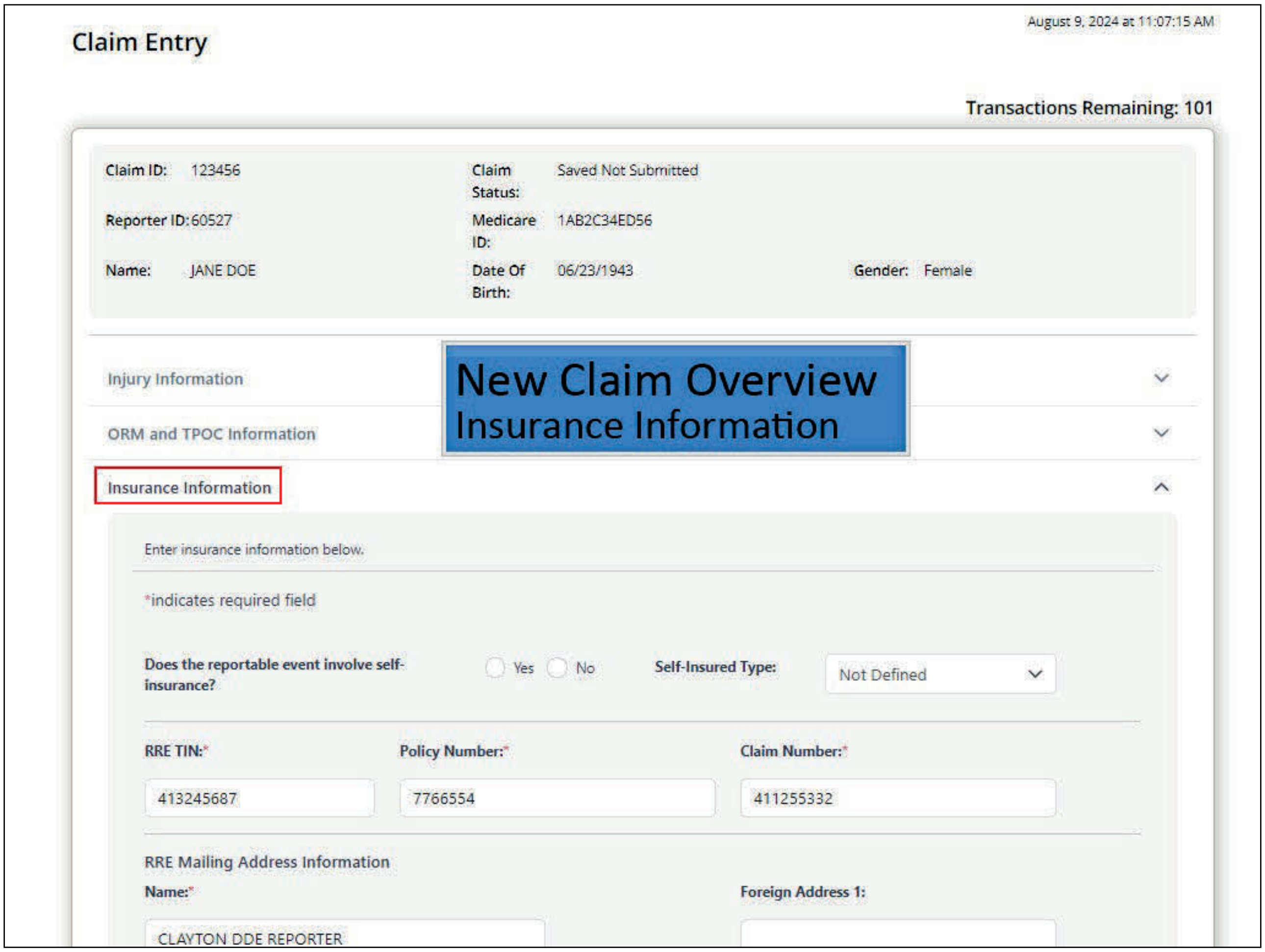
Slide 18 of 47 - ORM and TPOC Information Page



Slide notes

The third screen in the New Claim process is the ORM and TPOC Information screen where information regarding ORM and TPOC(s) will be entered.

Slide 19 of 47 - Insurance Information Page



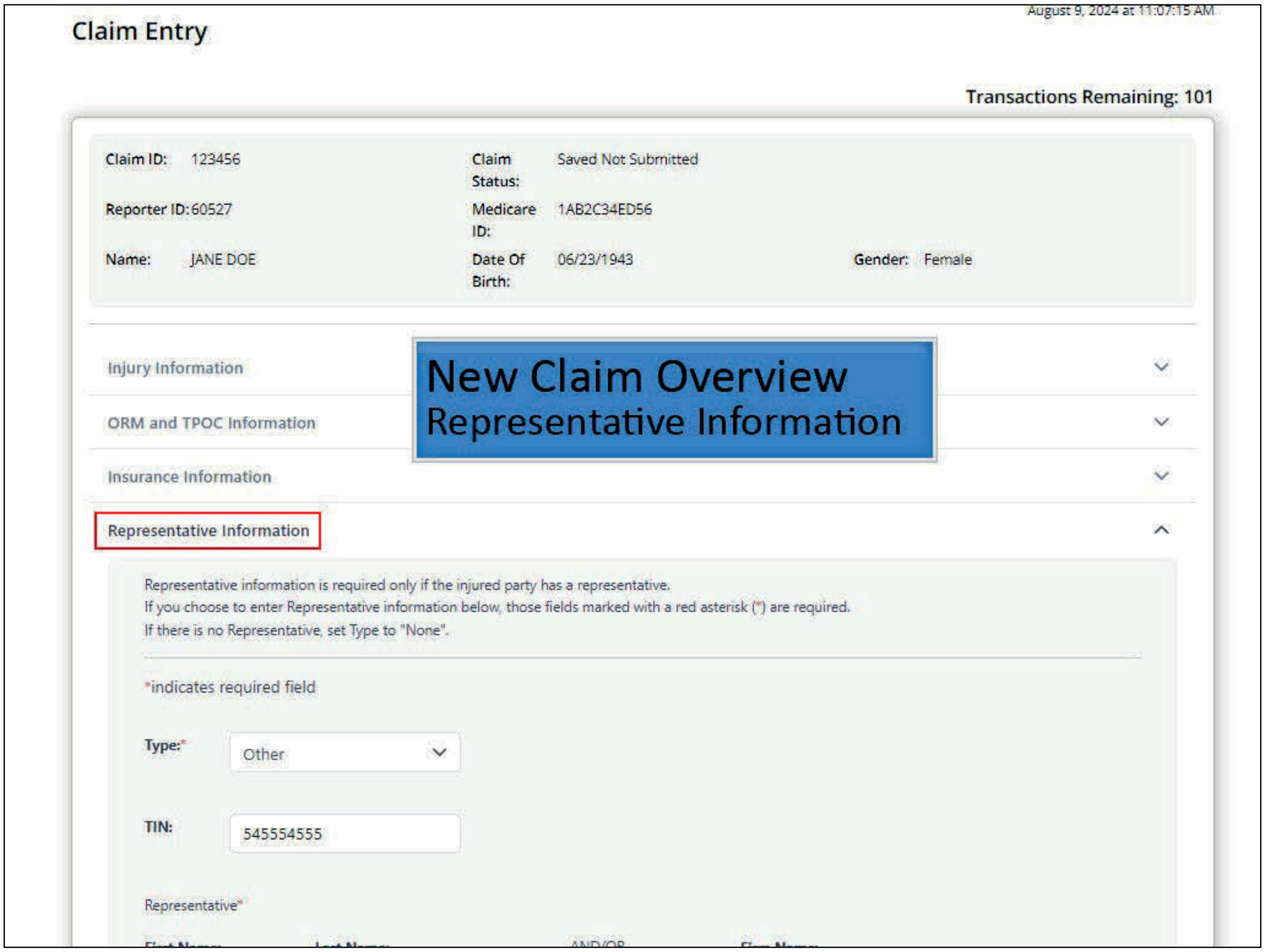
Slide notes

The fourth screen in the New Claim process is the Insurance Information screen. A portion of this screen is displayed. When using the DDE application, users will scroll down to enter all required data elements.

This screen is where users will enter all insurance information including the RRE's Federal Tax Identification Number (TIN).

Throughout the New Claim process, certain fields will include guidelines to assist the user in understanding what and/or how information should be entered in a data field.

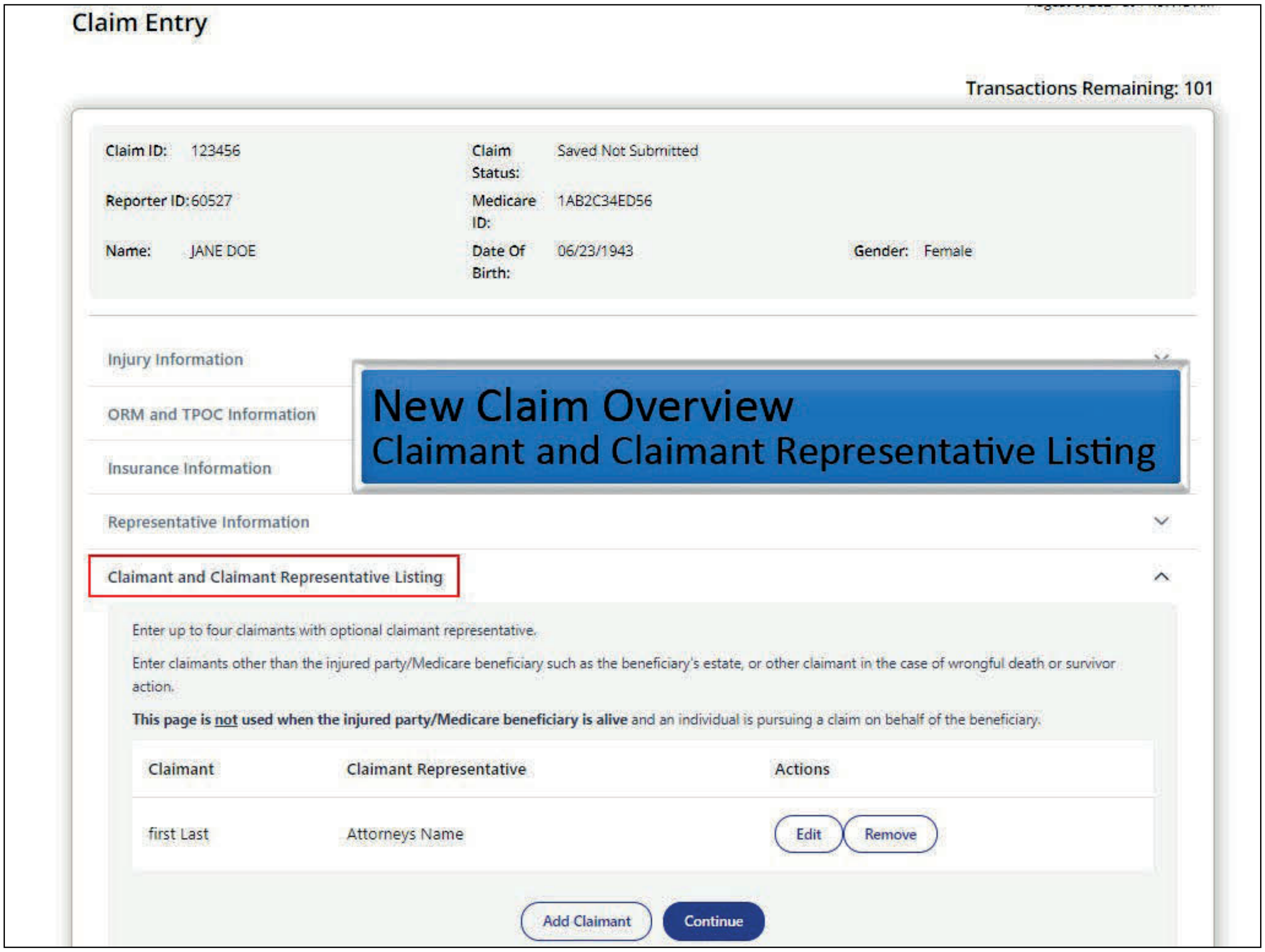
Slide 20 of 47 - Representative Information Page



Slide notes

The fifth screen in the New Claim process is the Representative Information screen where users will enter information for the injured party or claimant's representative.

Slide 21 of 47 - Claimant and Claimant Representative Listing Page



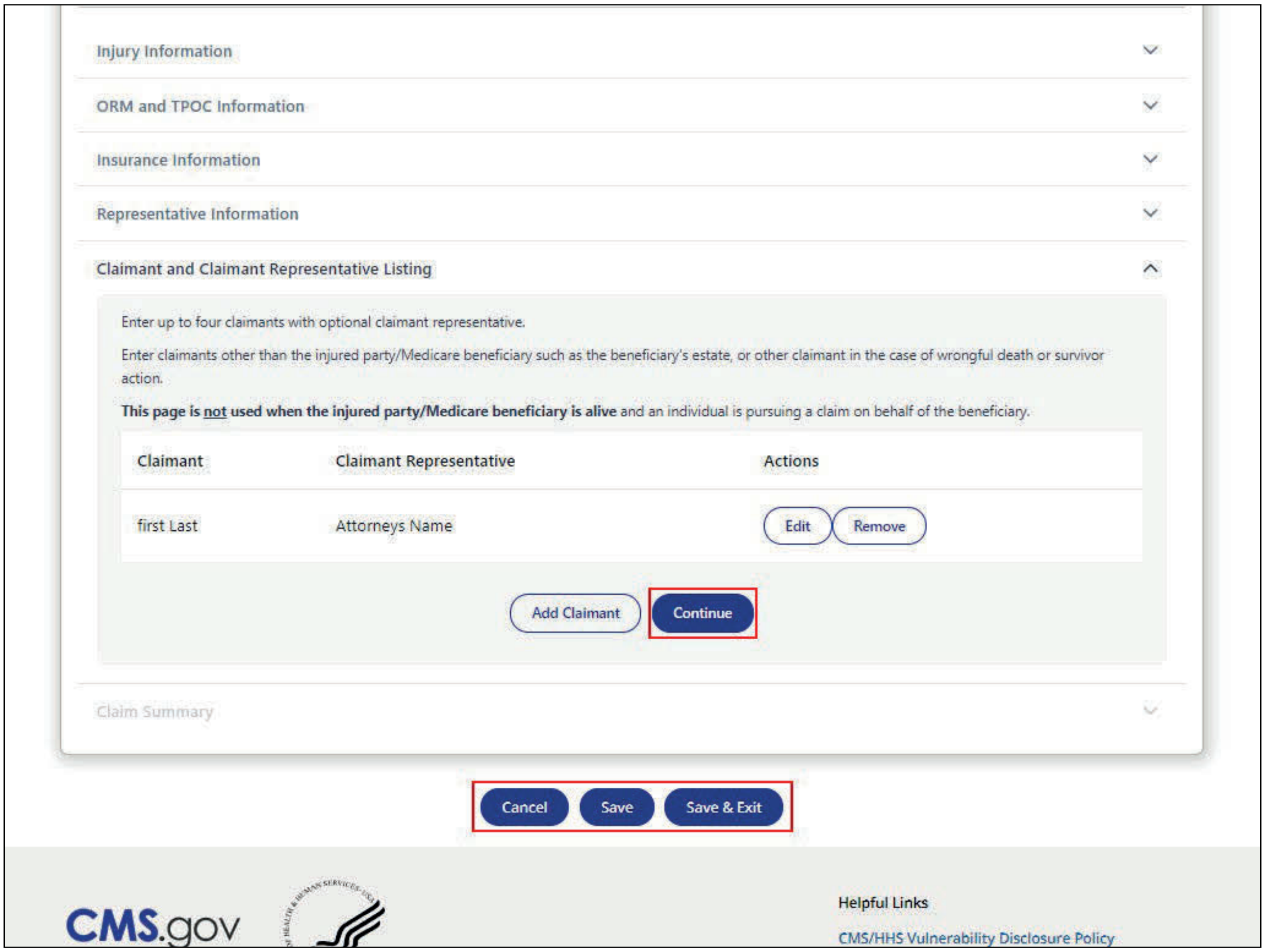
Slide notes

The last data entry screen in the New Claim process is for the Claimant and Claimant Representative Listing.

Data will only be entered on this screen if the injured party/Medicare beneficiary is deceased, and the claimant is the beneficiary's estate or another individual/entity.

If you are submitting a claim on behalf of a living Medicare beneficiary, do NOT enter information on this page.

Slide 22 of 47 - New Claim Overview Buttons



Slide notes

Unless otherwise noted, all pages presented during the New Claim process will include the following buttons: Continue, Save, Save & Exit, and Cancel.

Continue will proceed you to the next page in the New Claim process.

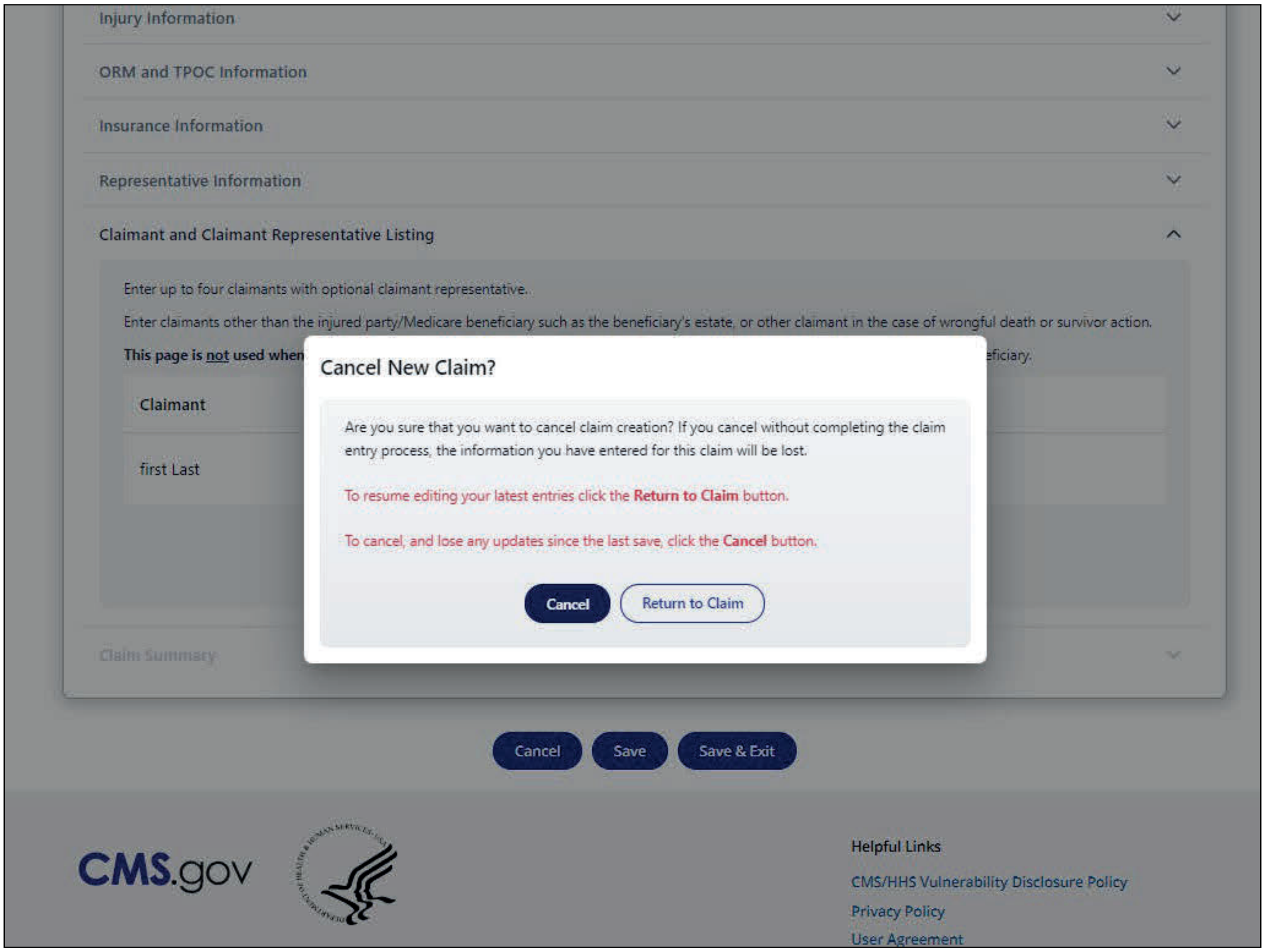
The Save button allows you to save the claim information that has been entered on the current page before progressing to the next page. The first time Save is used, the system will assign a Document Control Number (DCN) to the claim report.

Note: The DCN is the Claim ID.

The Save & Exit button allows a user to provide and save partial information for a claim report if they do not have all of the information readily available to complete and submit the claim.

During the New Claim creation process, the user will click Cancel when they do not want to continue with the New Claim submission.

Slide 23 of 47 - Cancel New Claim Page



Slide notes

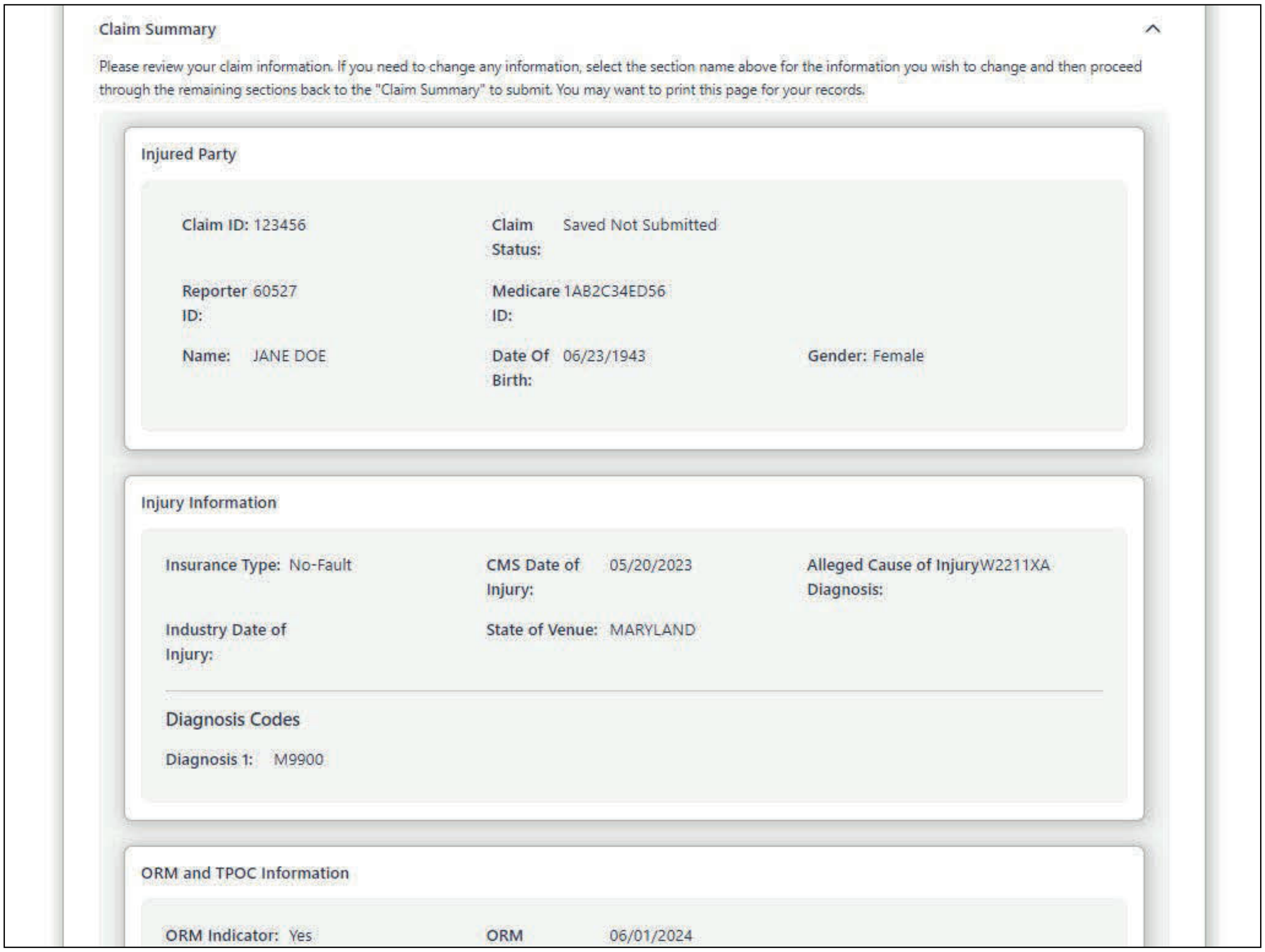
When the Cancel button is clicked during the New Claim creation process, the Cancel New Claim pop-up will appear. If you clicked Cancel by mistake, click Return to Claim to return to the claim entry pages to save your changes.

However, if you click Cancel on this page, any unsaved information entered for the claim will be deleted.

Note: If you did not save the new claim at any time during the data entry function, the claim entry will not display on the Claim Listing page.

If you did save the claim during the claim entry process, only the data that was entered prior to the save will be retained.

Slide 24 of 47 - Advancing to the Next Page



Slide notes

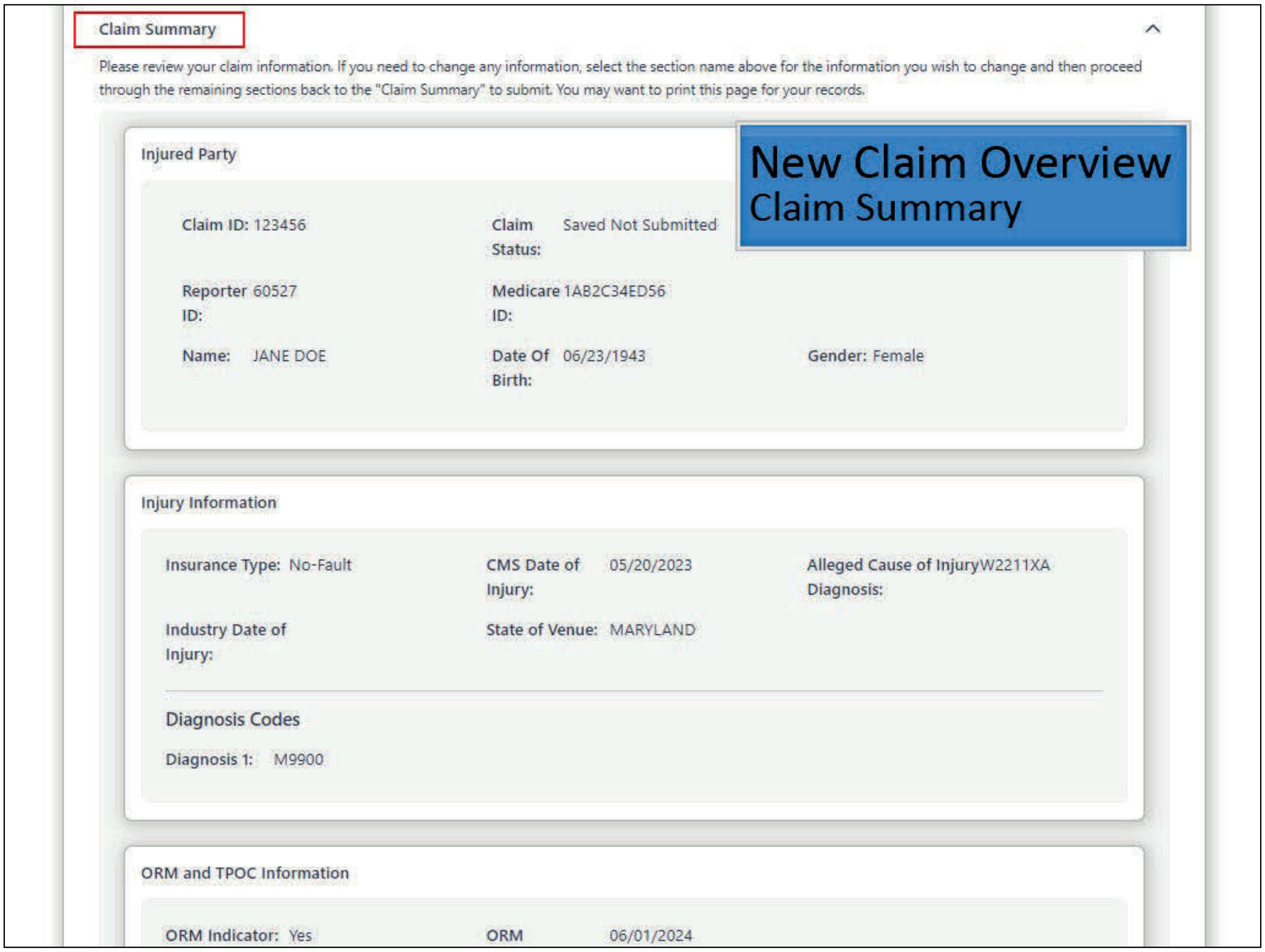
The Continue button will advance the user to the next page in the New Claim process if there are no errors on the current screen.

When Next is pressed, the DDE system will ensure that all entered data conforms to Section 111 reporting requirements.

If errors are found, the system will display applicable error messages and the cursor shall be placed on the first field that generates an error.

This will either be a required field that is missing data or a field that contains a data error. Errors must be corrected before the system will advance the user to the next page.

Slide 25 of 47 - Claim Summary Page

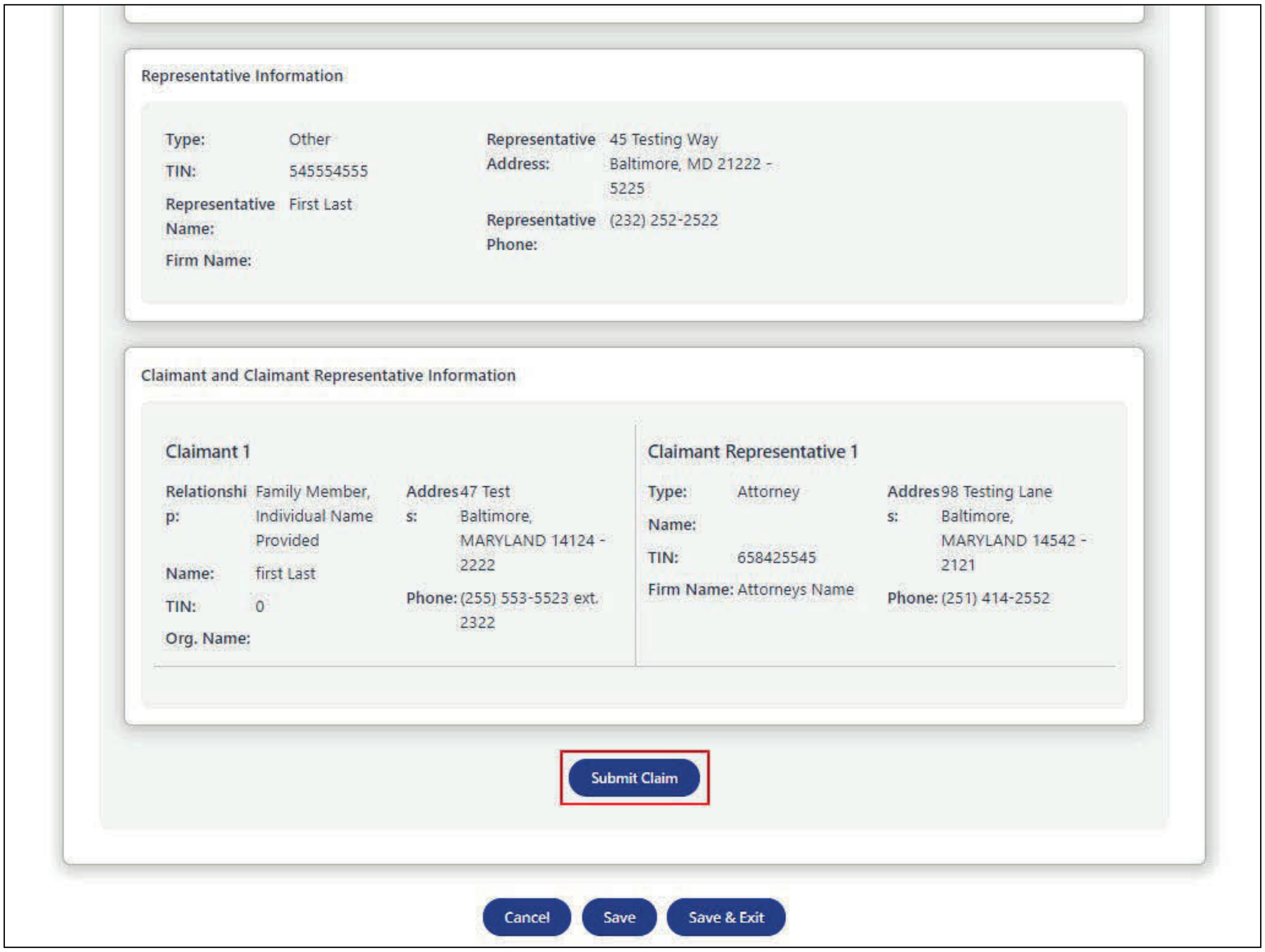


Slide notes

When all of the mandatory data elements have been entered on screens 1-6, a Claim Summary page will be presented to the user.

The summary page will list all of the information that has been entered for the claim report.

Slide 26 of 47 - Submit Claim Button

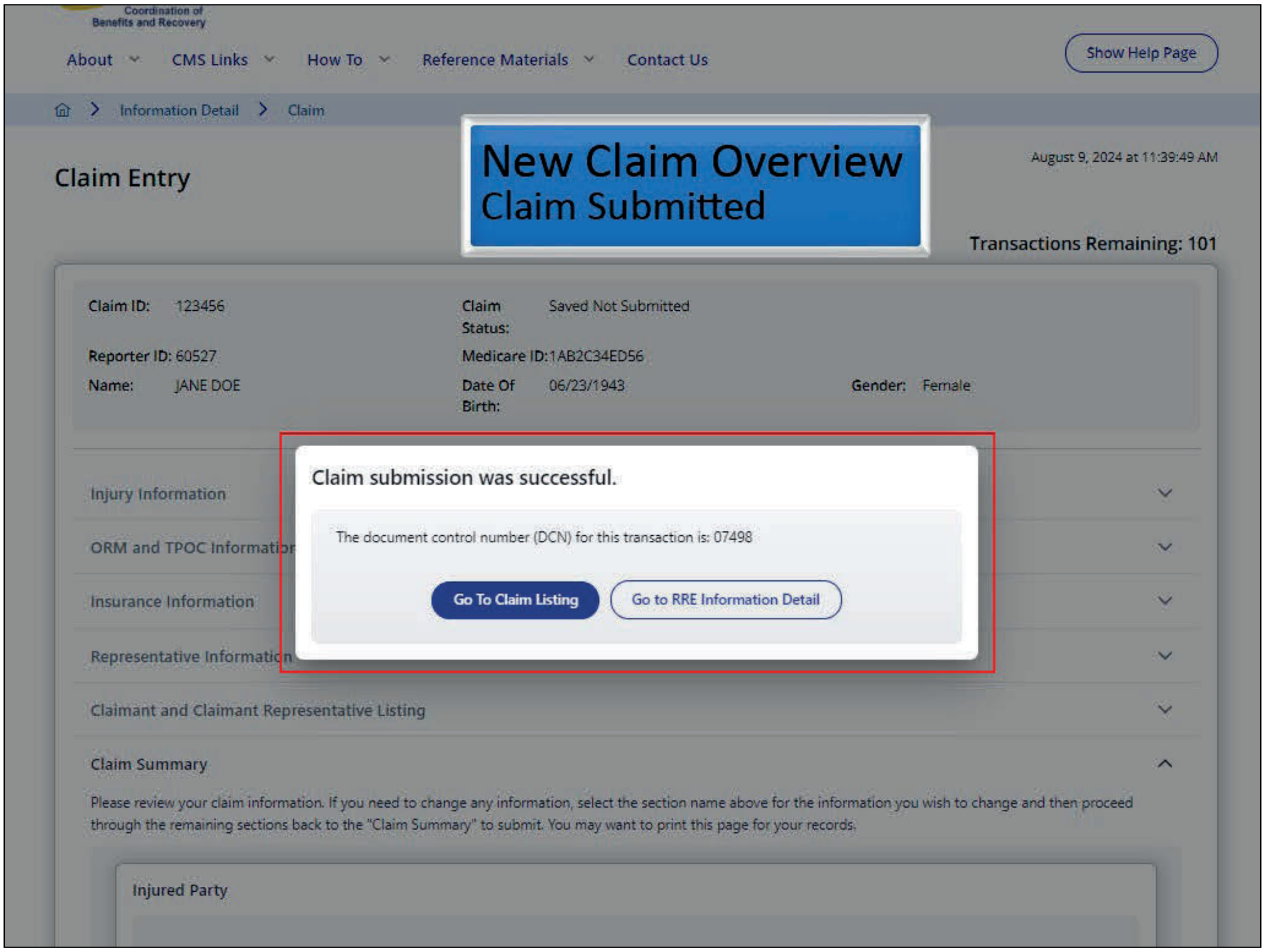


Slide notes

Once all data has been reviewed for completeness and accuracy, the user can scroll to the bottom of the Claim Summary page to submit the claim report. The Submit Claim button will only display on the Claim Summary page.

Note: From this page, a user may also choose to cancel the creation of the claim report or to save the claim report without submitting it.

Slide 27 of 47 - Claim Submission Successful Page



Slide notes

When the user selects Submit Claim, the Claim submission was successful pop-up will be presented with the DCN for the claim transaction.

Remember, the DCN can be used to identify the claim for viewing, updating, or deleting at a later time.

Please note: The system will retain the same DCN when you update/edit a claim report that is in New status or Saved (Not Submitted) status.

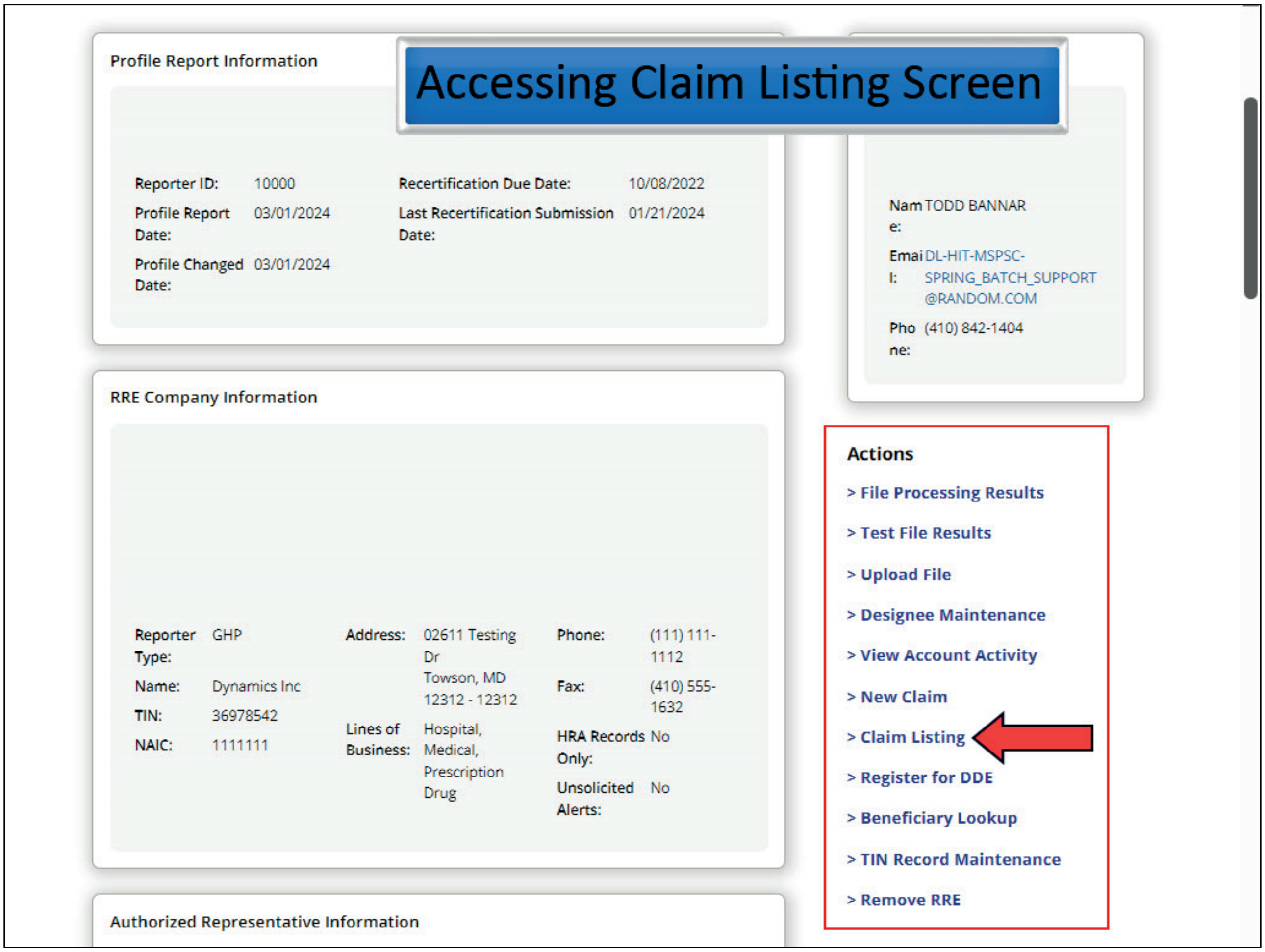
The system will assign a new DCN when you save or submit a new claim report and when you update/edit a claim that is in Completed status. When a new DCN is assigned by the system, the previous DCN will no longer be valid for the claim report.

Slide 28 of 47 - DDE Claim Listing

Slide notes

DDE Claim Listing

Slide 29 of 47 - Accessing Claim Listing Screen



Slide notes

In order to access the Claim Listing screen, users will select the Claim Listing action on the RRE Information Detail page.

Slide 30 of 47 - Claim Listing Overview

Claim Listing Overview

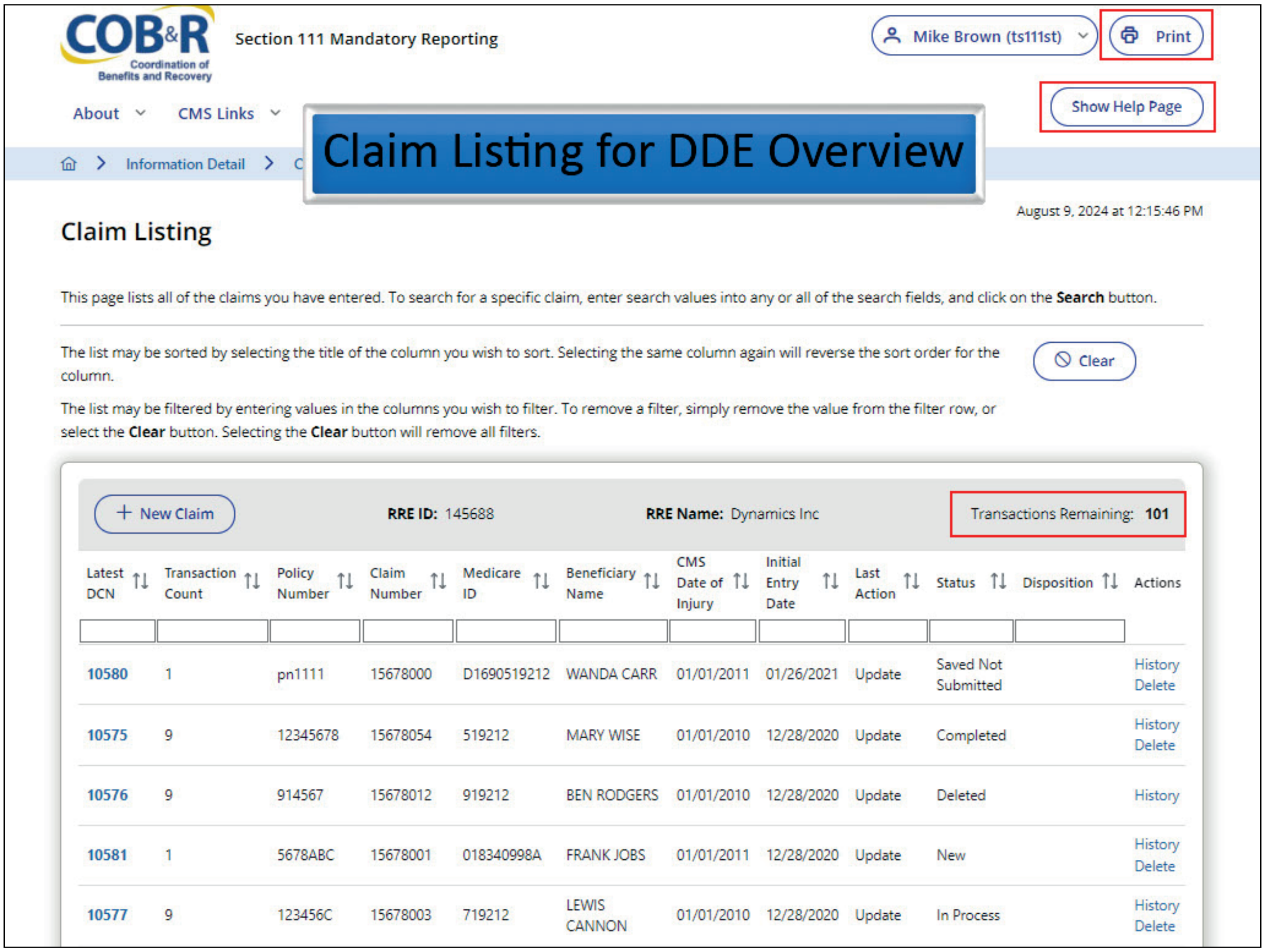
- Lists all previously submitted or saved (not submitted) DDE claim transactions and other information related to the claim report
- Used by RREs to
  - Update or delete a previously submitted DDE claim report, or
  - Complete or delete a saved (not submitted) DDE claim report

Slide notes

The Claim Listing screen will display a list of all previously submitted or saved (not submitted) DDE claim transactions and other information related to the claim report such as status.

This screen will be accessed when the user needs to update or delete a previously submitted DDE claim report, or to complete or delete a saved (not submitted) DDE claim report.

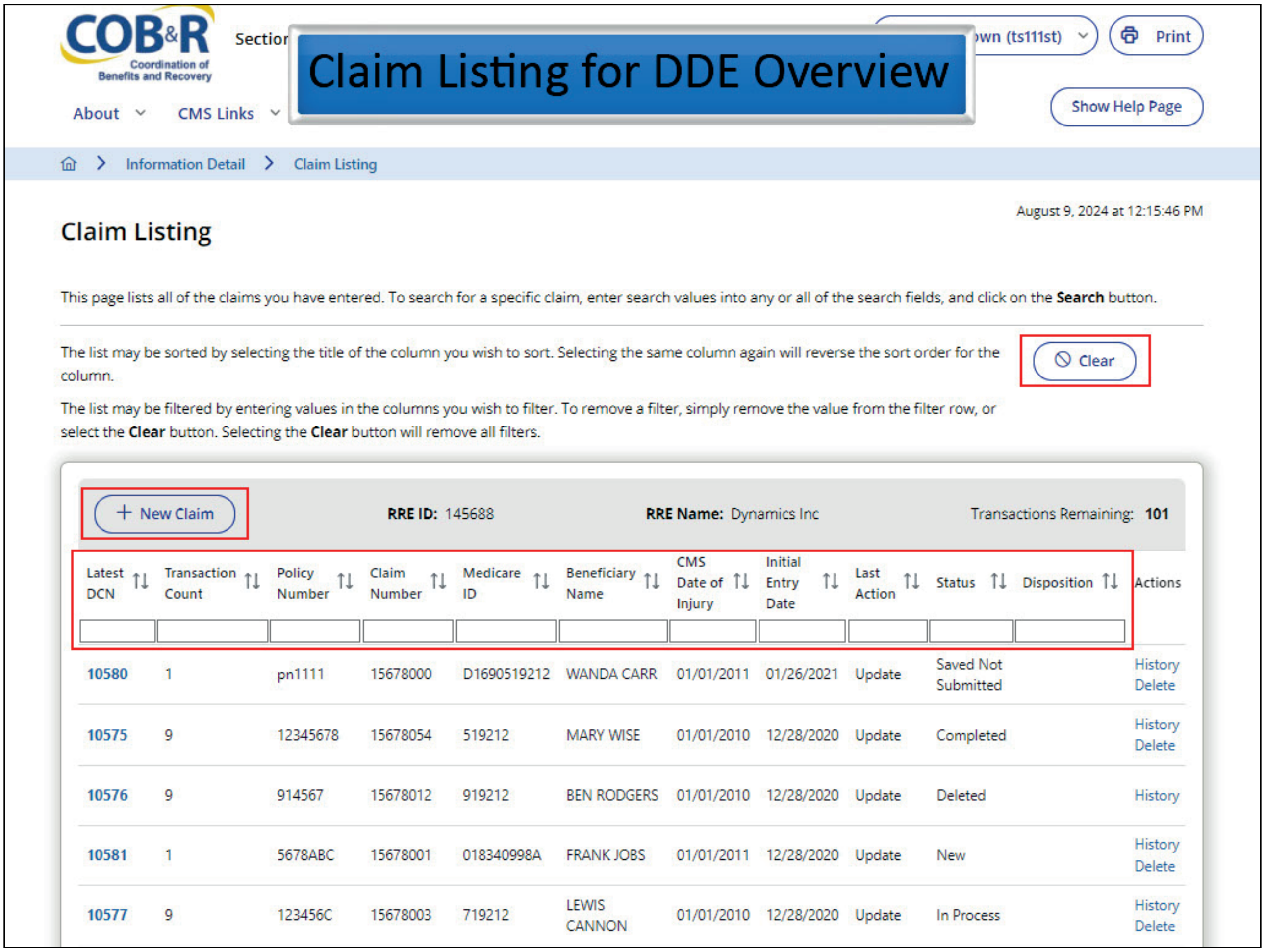
Slide 31 of 47 - Claim Listing Page



Slide notes

The Claim Listing screen includes some of the same functionality that is included on the New Claim screens. This screen has the Show Help Page link, the Transactions Remaining, and the Print this page link.

Slide 32 of 47 - Claim Listing Search Options



Slide notes

Users can search for previously submitted and/or previously saved (not submitted) DDE claim reports using any combination of the following criteria:

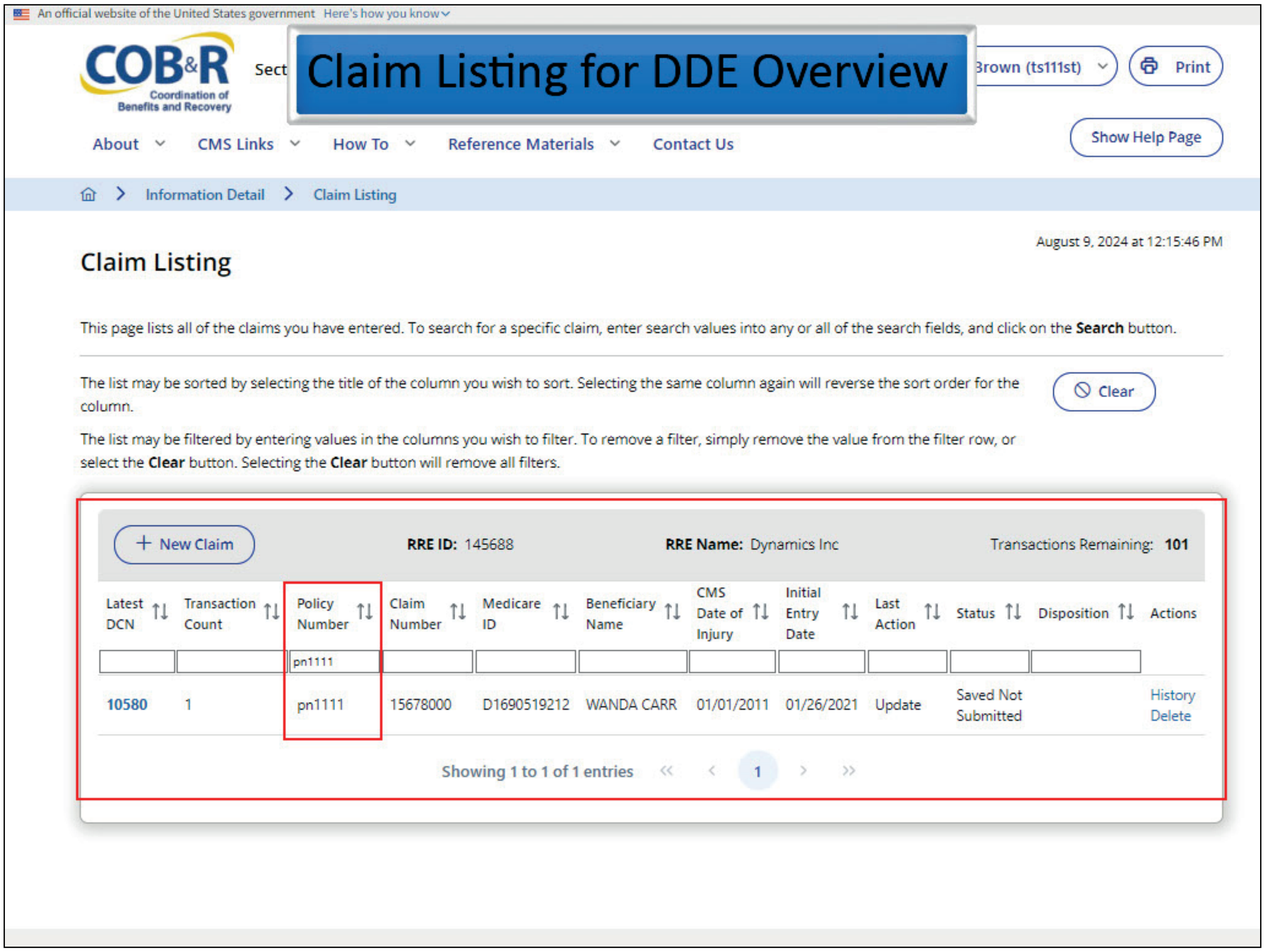
- DCN,
- Policy Number,
- Claim Number,
- Medicare ID,
- Last Name and First Initial,
- Initial Entry Date Range (a 2-month maximum is allowed), and/or
- Status.

Users may click Clear to erase the search criteria to begin a new search.

Note: Users may also enter a New DDE Claim from this screen by clicking the New Claim button.

When the user has entered their search criteria, any matching criteria will automatically display.

Slide 33 of 47 - Claim Listing Search Results Table



Slide notes

Once the search criteria has been entered, a summarized view of all claim reports that met the search criteria specified by the user will display in the table.

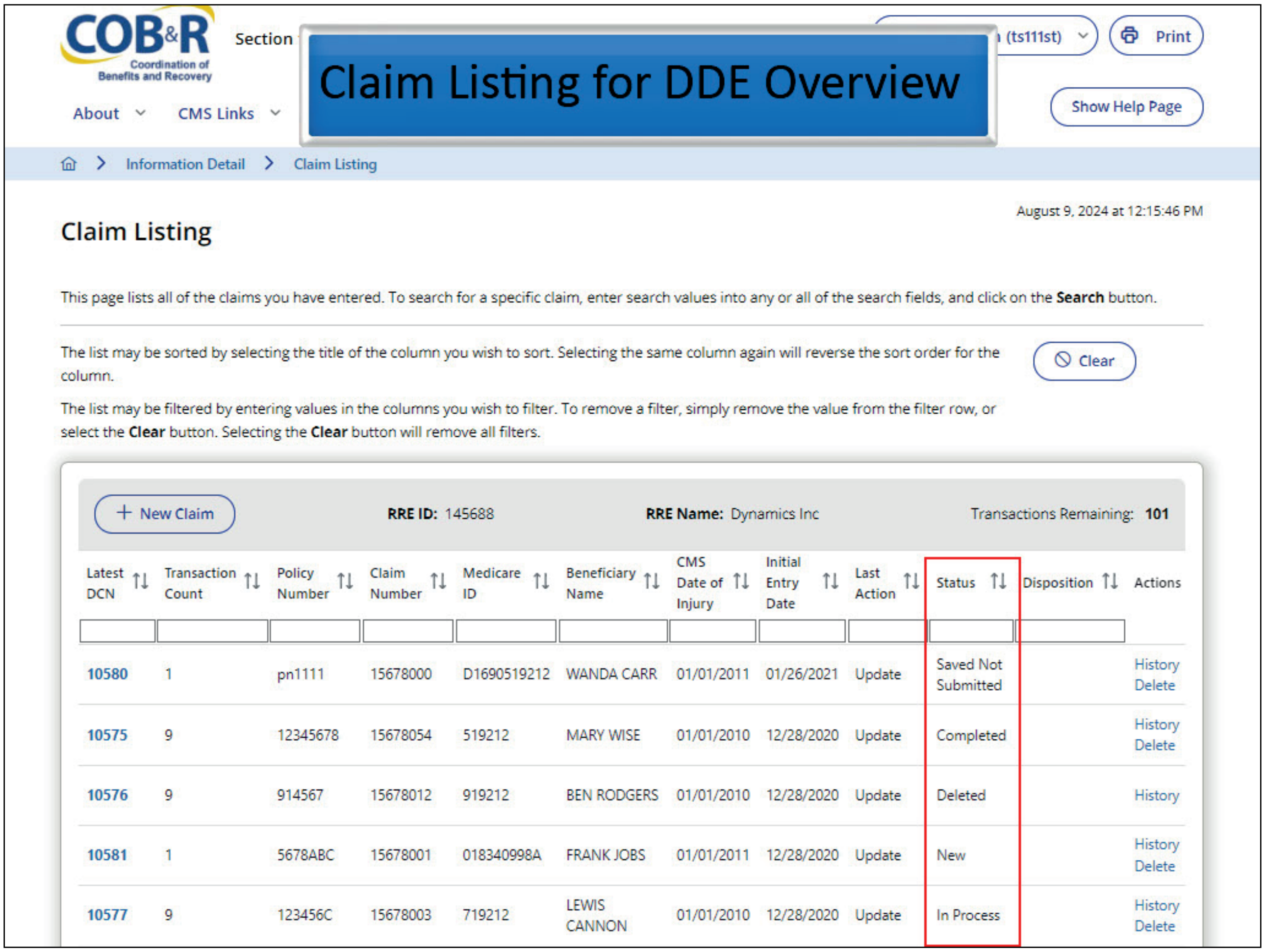
The data displayed will include fields that were supplied by the user when they entered the claim information as well as fields that were generated by the system.

The summarized data includes:

- Latest Document Control Number (DCN),
- Trx Cnt (Transaction Count),
- Policy Number,
- Claim Number,
- Medicare ID,
- Beneficiary Name,
- CMS Date of Injury,
- Initial Entry Date,
- Last Action,

- Status,
- Disposition, and
- Actions.

Slide 34 of 47 - Claim Listing Results

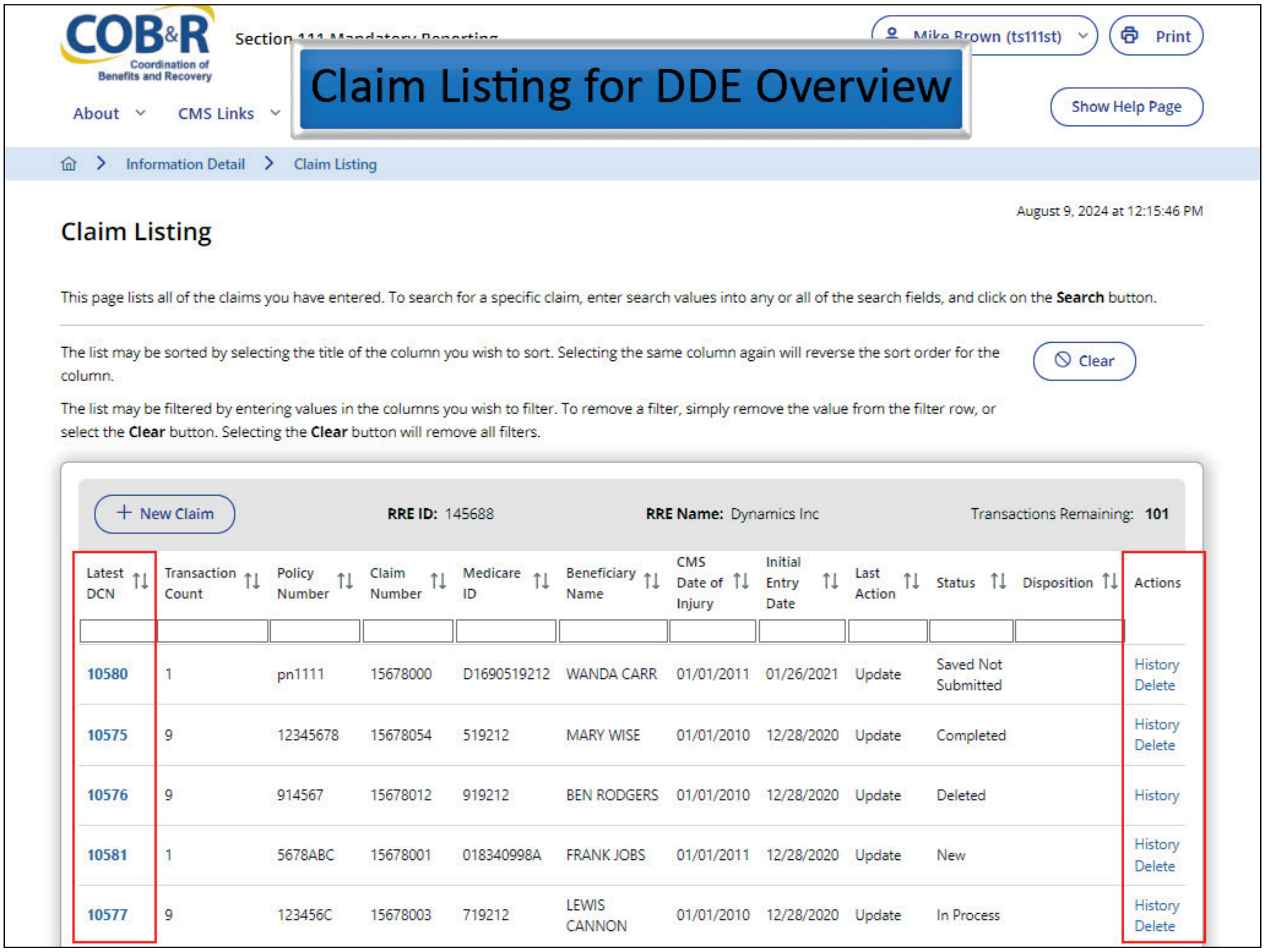


Slide notes

Claim reports that have been submitted as well as claim reports that have been saved, and not yet submitted, will display on this listing.

Claim reports where the injured party was not matched to a Medicare beneficiary will not display on this listing.

Slide 35 of 47- Claim Listing Results



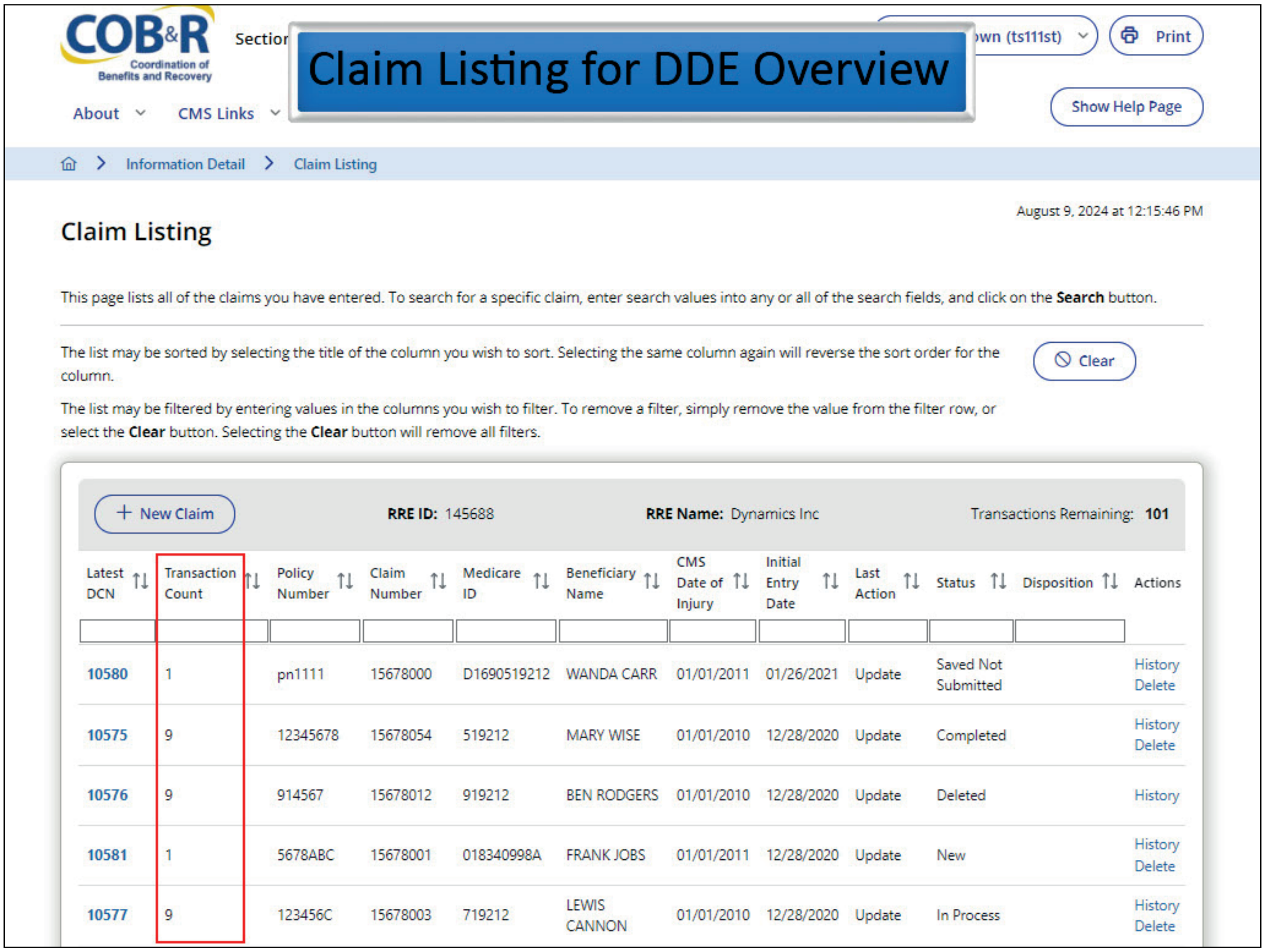
Slide notes

The Latest DCN is the DCN assigned by the Benefits Coordination & Recovery Center (BCRC) to the current version of the claim report (i.e., when it was last saved or submitted).

A user will only be able to view the history of claim or delete the current version of the claim report.

Transaction Count is the total number of transactions used for the claim. Remember, each update to a previously submitted and accepted claim report as well as each add and delete transaction is counted toward the 500-claim report limit.

Slide 36 of 47 - Claim Listing Results



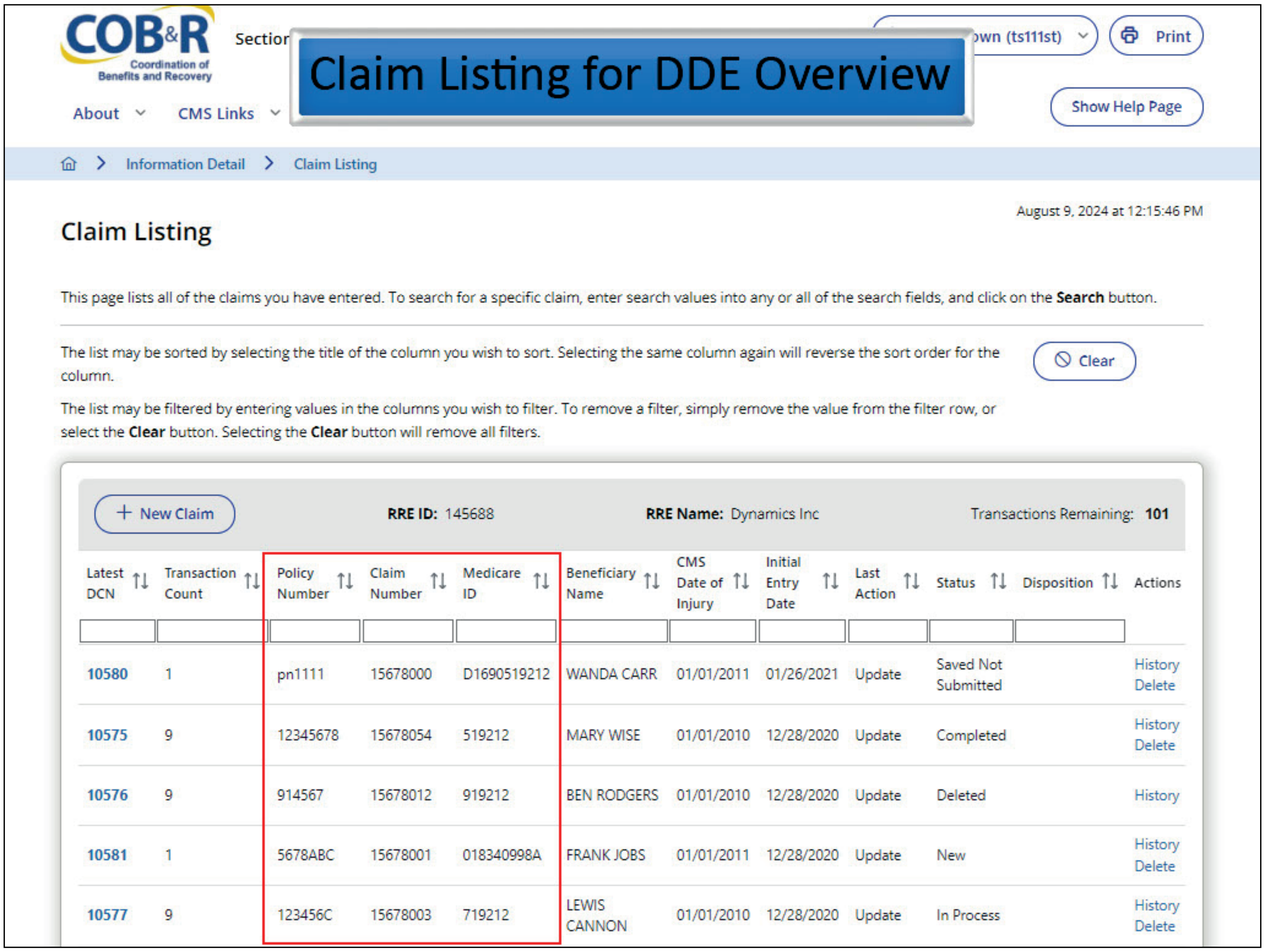
Latest DCN	Transaction Count	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	D1690519212	WANDA CARR	01/01/2011	01/26/2021	Update	Saved Not Submitted		History Delete
10575	9	12345678	15678054	519212	MARY WISE	01/01/2010	12/28/2020	Update	Completed		History Delete
10576	9	914567	15678012	919212	BEN RODGERS	01/01/2010	12/28/2020	Update	Deleted		History
10581	1	5678ABC	15678001	018340998A	FRANK JOBS	01/01/2011	12/28/2020	Update	New		History Delete
10577	9	123456C	15678003	719212	LEWIS CANNON	01/01/2010	12/28/2020	Update	In Process		History Delete

Slide notes

The first claim report listed on this screen has used a total of 1 transaction. The first transaction was used when this claim report was initially submitted as a New Claim.

Once the claim report is processed and accepted by the BCRC, the second transaction will be used when the user updates information on the claim and resubmits it.

Slide 37 of 47 - Claim Listing Results

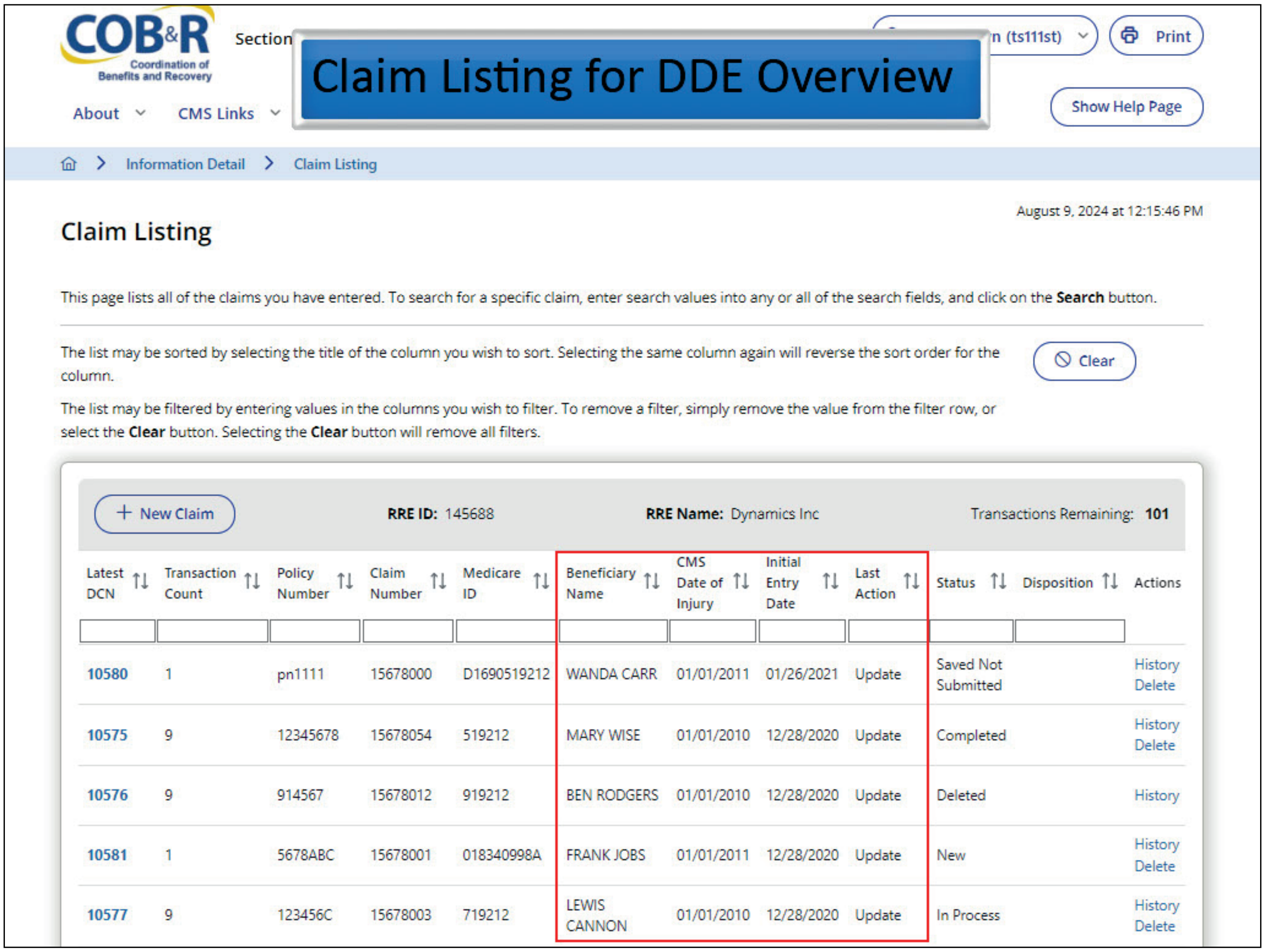


Slide notes

The Policy Number should be submitted with a consistent format. When sending updates, enter the policy number exactly as it was entered on the original submission, whether zeros or a full policy number.

The Claim Number is the unique claim identifier by which the primary plan identifies the claim. The Medicare ID is the Injured Party's Medicare Number.

Slide 38 of 47- Claim Listing Results

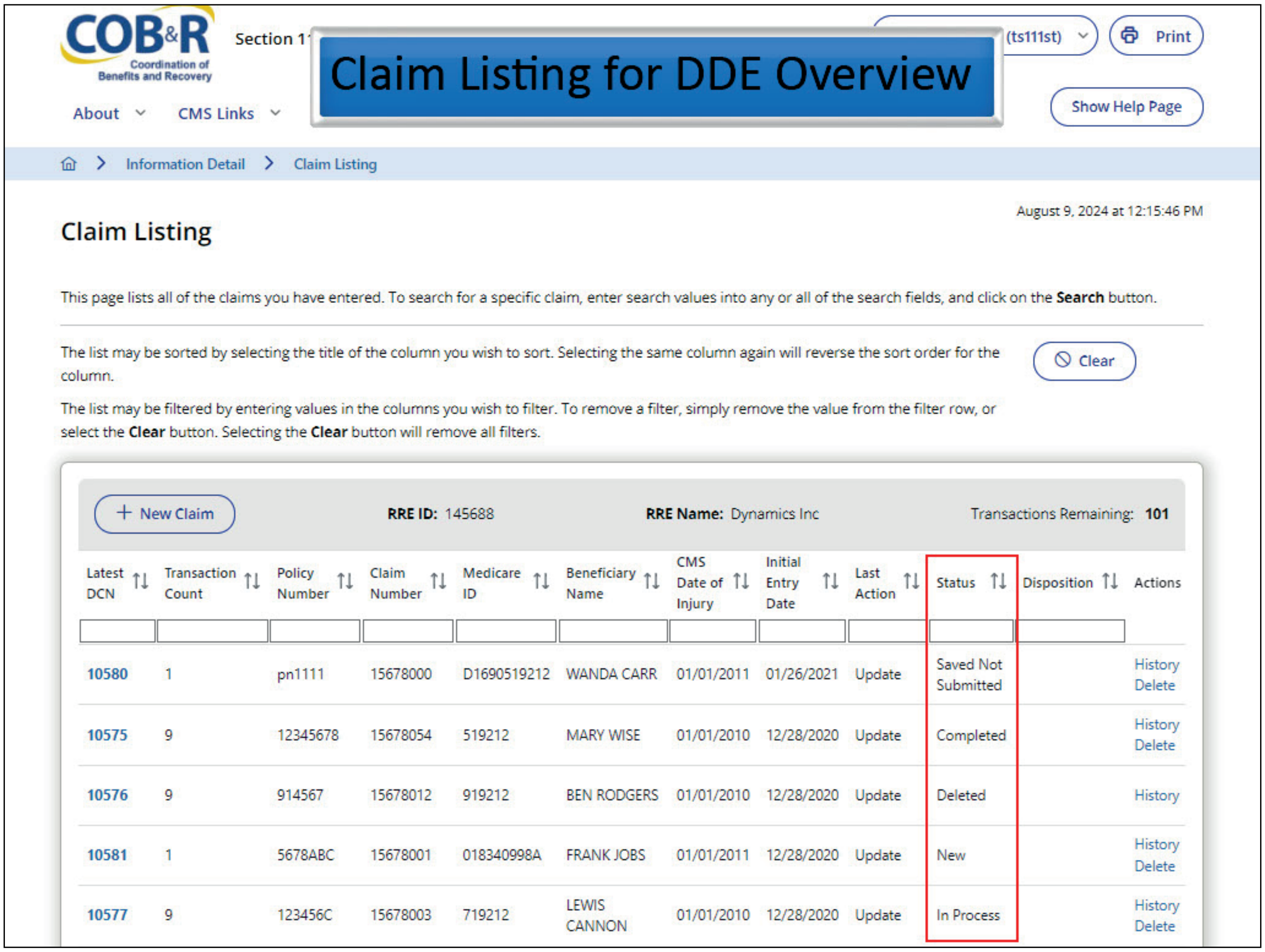


Slide notes

Beneficiary Name includes the Injured Party's First Name, Middle Initial, and Last Name. The CMS Date of Injury is the Date of Incident (DOI) as defined by CMS.

The Initial Entry Date is the date the claim was created during the new claim entry process. Last Action is the action that was last performed on the claim. Valid values for the Last Action field are Add, Update, or Delete.

Slide 39 of 47 - Claim Listing Results



Slide notes

Status indicates the current state of the record. The status descriptors used by DDE include New, Completed, Saved (Not Submitted), In Process, and Deleted.

New indicates that the claim report was submitted, but not yet processed by the BCRC.

Completed indicates that the BCRC has finished processing the claim report.

This code does not indicate that the claim report has been accepted. The RRE must review the Disposition to determine if the claim report was accepted and what additional steps may be required.

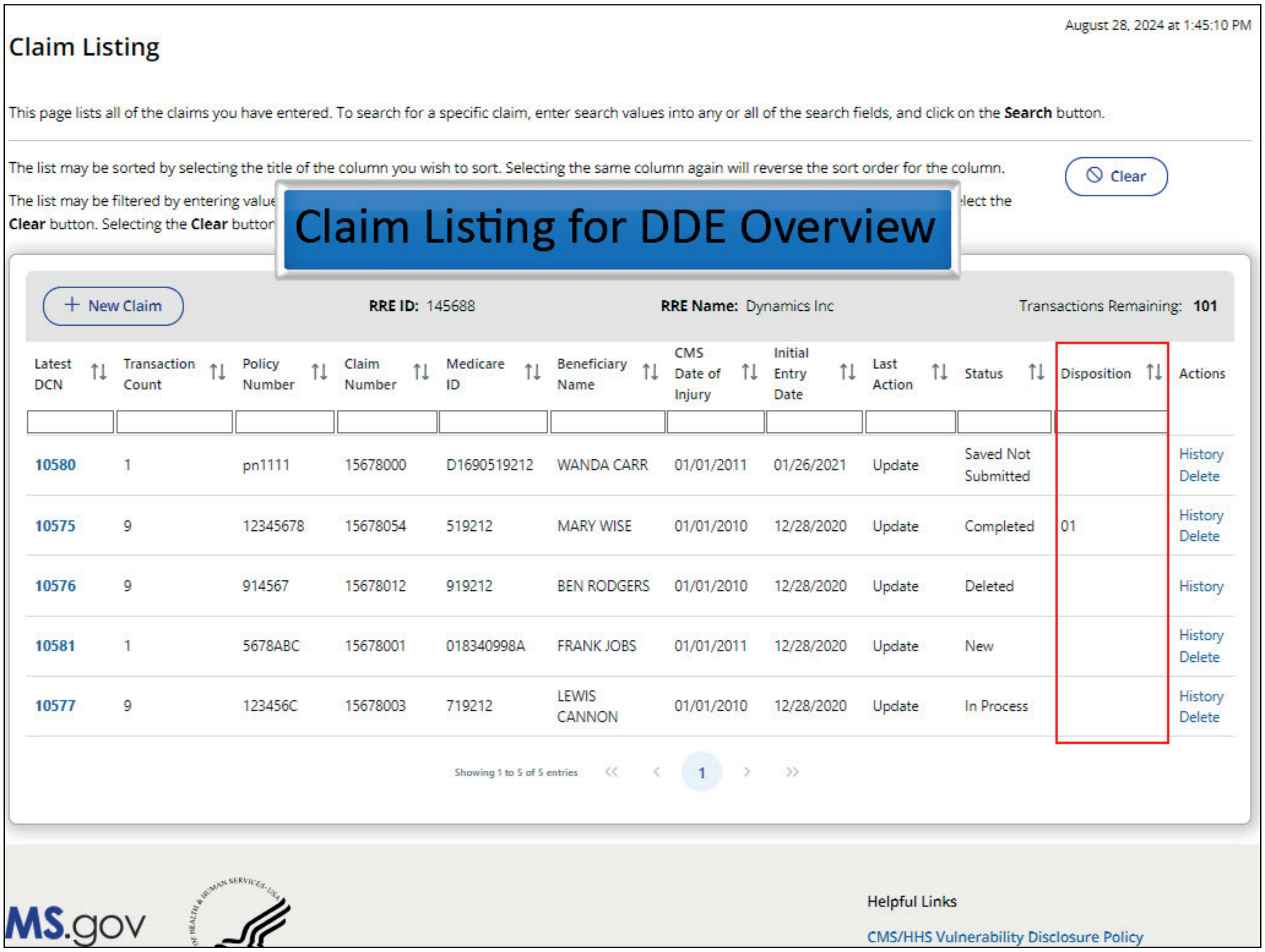
Saved (Not Submitted) indicates that the transaction has been saved on the Section 111 COBSW but not yet submitted by the RRE. RREs must submit saved claims within 30 calendar days from the date the claim was first saved.

If a saved claim is not submitted within 30 days, it will be automatically deleted by the system.

In Process indicates that the claim has been submitted and is being processed by the BCRC

Deleted indicates the claim report was deleted.

Slide 40 of 47- Claim Listing Results



August 28, 2024 at 1:45:10 PM

Claim Listing

This page lists all of the claims you have entered. To search for a specific claim, enter search values into any or all of the search fields, and click on the **Search** button.

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 value ... lect the **Clear** button. Selecting the **Clear** button ...

Claim Listing for DDE Overview

New Claim RRE ID: 145688 RRE Name: Dynamics Inc Transactions Remaining: 101

Latest DCN	Transaction Count	Policy Number	Claim Number	Medicare ID	Beneficiary Name	CMS Date of Injury	Initial Entry Date	Last Action	Status	Disposition	Actions
10580	1	pn1111	15678000	D1690519212	WANDA CARR	01/01/2011	01/26/2021	Update	Saved Not Submitted		History Delete
10575	9	12345678	15678054	519212	MARY WISE	01/01/2010	12/28/2020	Update	Completed	01	History Delete
10576	9	914567	15678012	919212	BEN RODGERS	01/01/2010	12/28/2020	Update	Deleted		History
10581	1	5678ABC	15678001	018340998A	FRANK JOBS	01/01/2011	12/28/2020	Update	New		History Delete
10577	9	123456C	15678003	719212	LEWIS CANNON	01/01/2010	12/28/2020	Update	In Process		History Delete

Showing 1 to 5 of 5 entries 1

MS.gov

Helpful Links

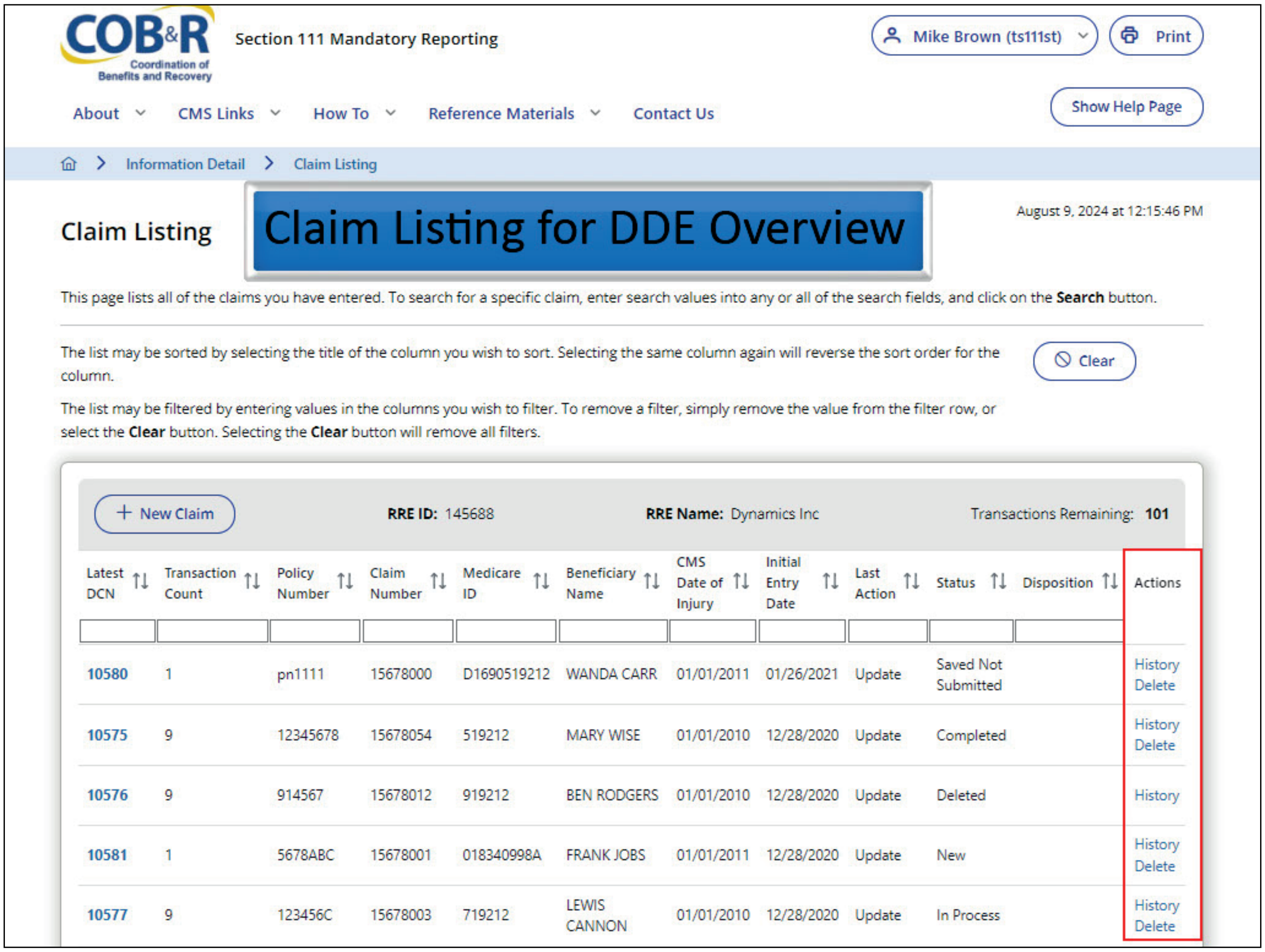
CMS/HHS Vulnerability Disclosure Policy

Slide notes

Disposition will be used to indicate the results of processing the claim report. If the claim report processed with no errors, the value in this field will be the applicable Disposition Code.

If the claim report processed with errors, a value of ‘SP’ will be returned in this field. For more information, please see the Response File Disposition Codes Table in the NGHP User Guide Appendices Chapter (Appendix F).

Slide 41 of 47 - Claim Listing Actions

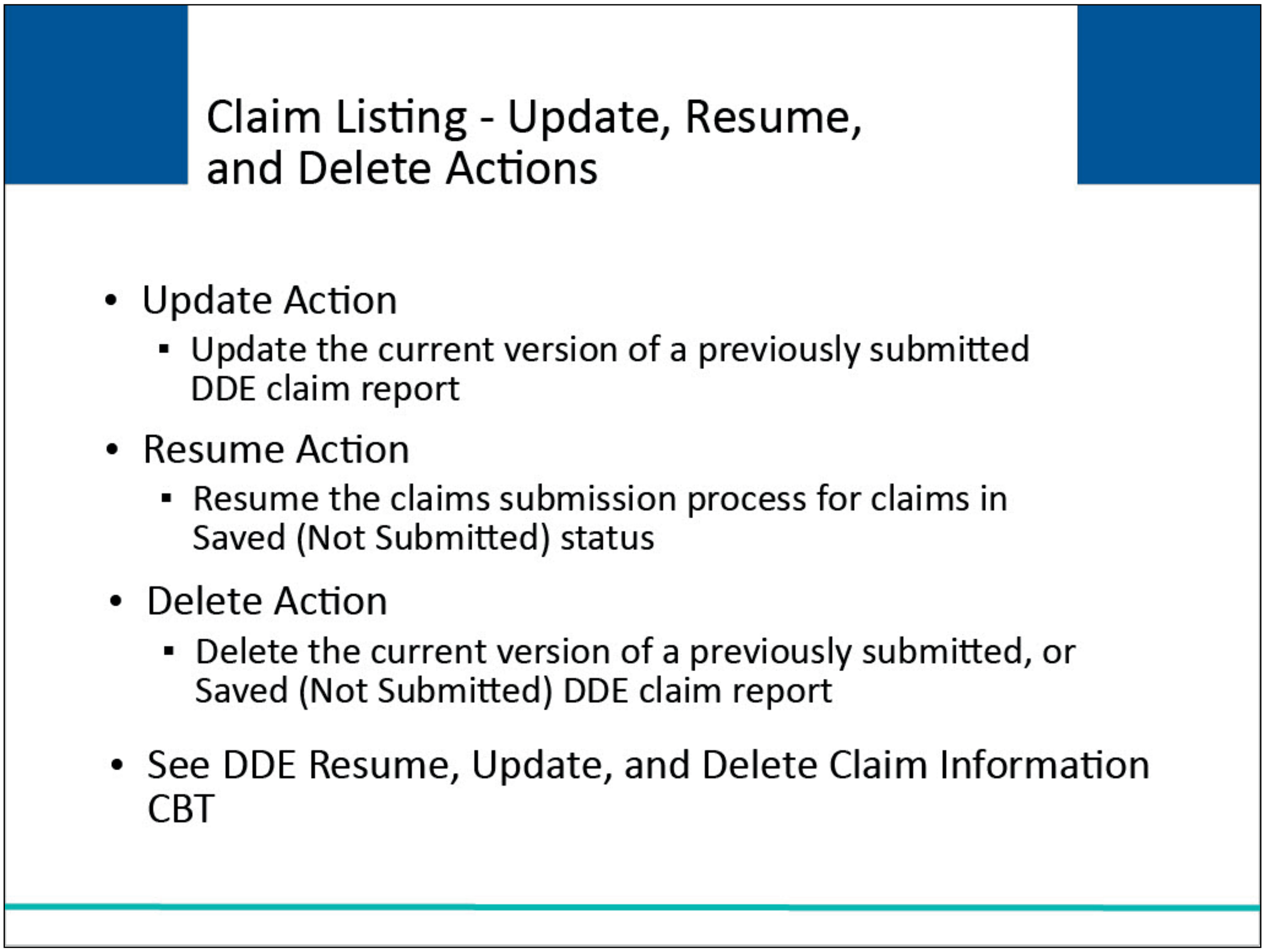


Slide notes

The last field displayed on the Claim Listing screen is Actions which provides the user with the ability to Delete and View History for a claim report. Each Action is a hyperlink.

To perform an Action, click on the link for the desired claim report.

Slide 42 of 47 - Claim Listing - Update, Resume, and Delete Actions



Slide notes

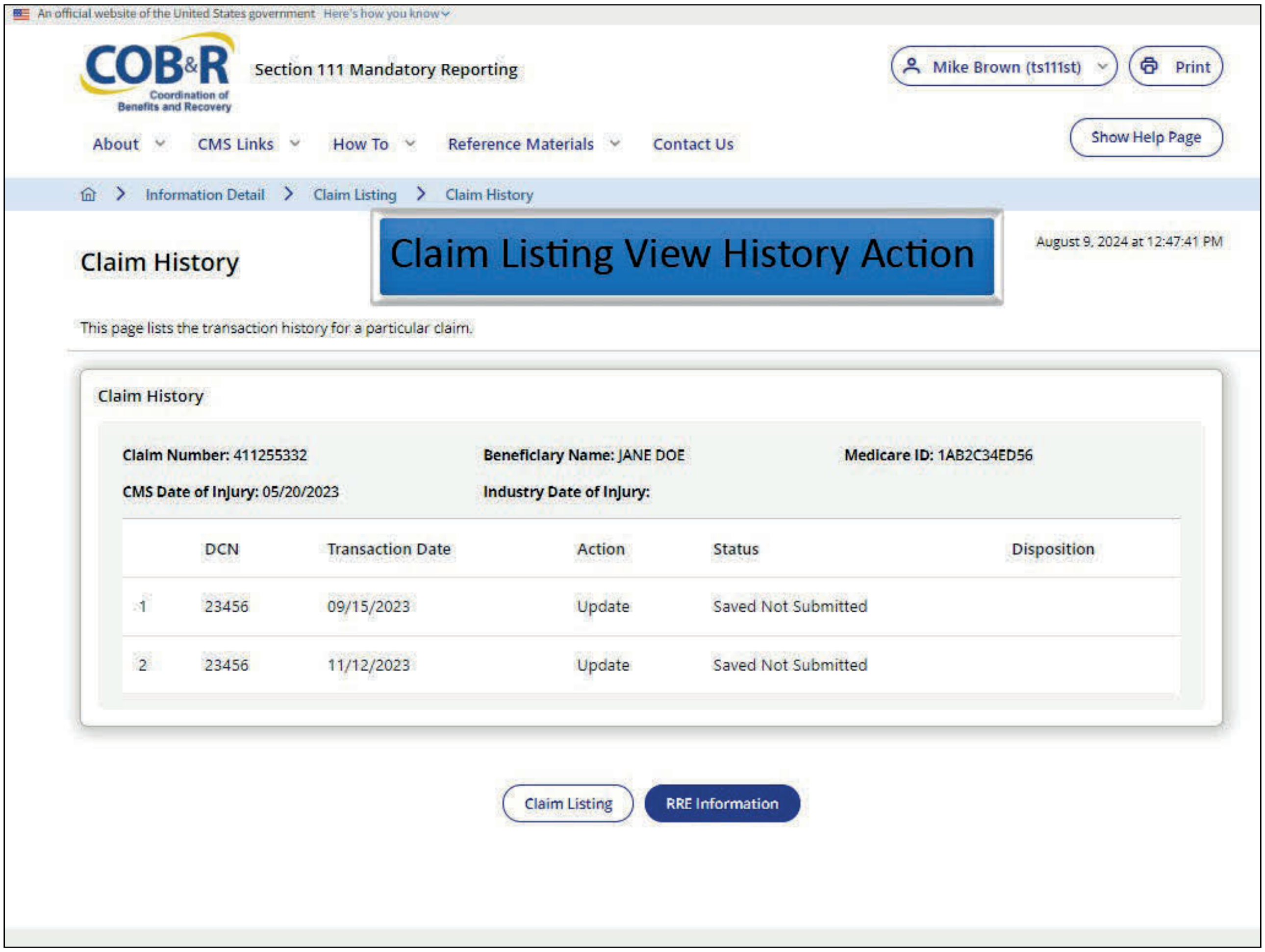
The Update action will give users the ability to Update the current version of a previously submitted DDE claim report.

The Resume action gives users the ability to Resume the claims submission process for claims in Saved (Not Submitted) status.

The Delete action gives users the ability to Delete the current version of the previously submitted, or Saved (Not Submitted), DDE claim report.

For more information on how these Actions will function for DDE, please see the DDE Resume, Update, and Delete Claim Information CBT.

Slide 43 of 47 - Claim History Page



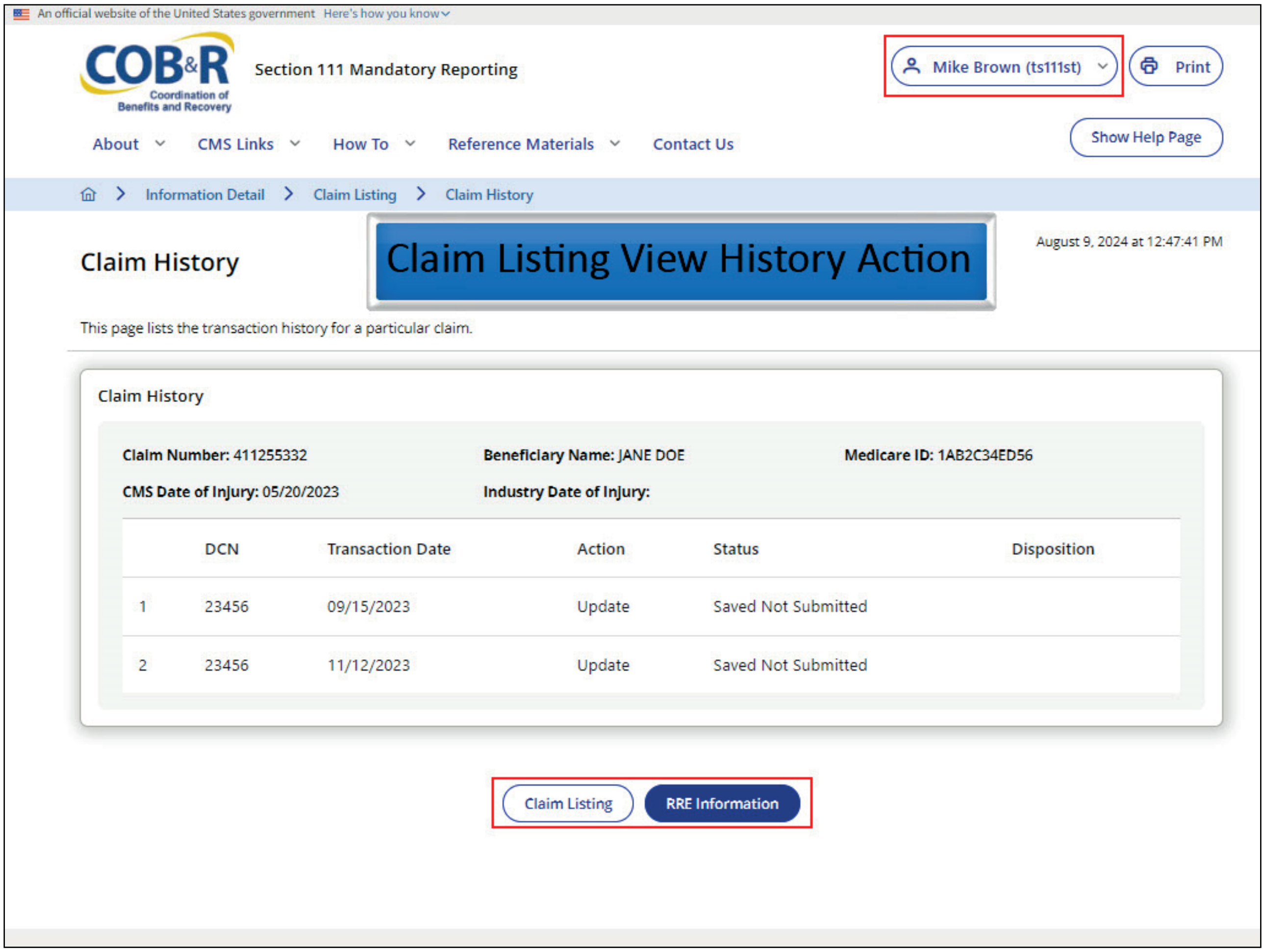
Slide notes

The View History action will display the Claim History page showing all transactions for the selected claim report.

Each DCN that was previously generated for the claim report will be included on this screen along with the transaction date, action, status, and disposition for the DCN.

Note: If the submitted claim receives any error codes or compliance codes, they will be displayed on the bottom of the Claim Confirmation page.

Slide 44 of 47- Claim History - Cancel

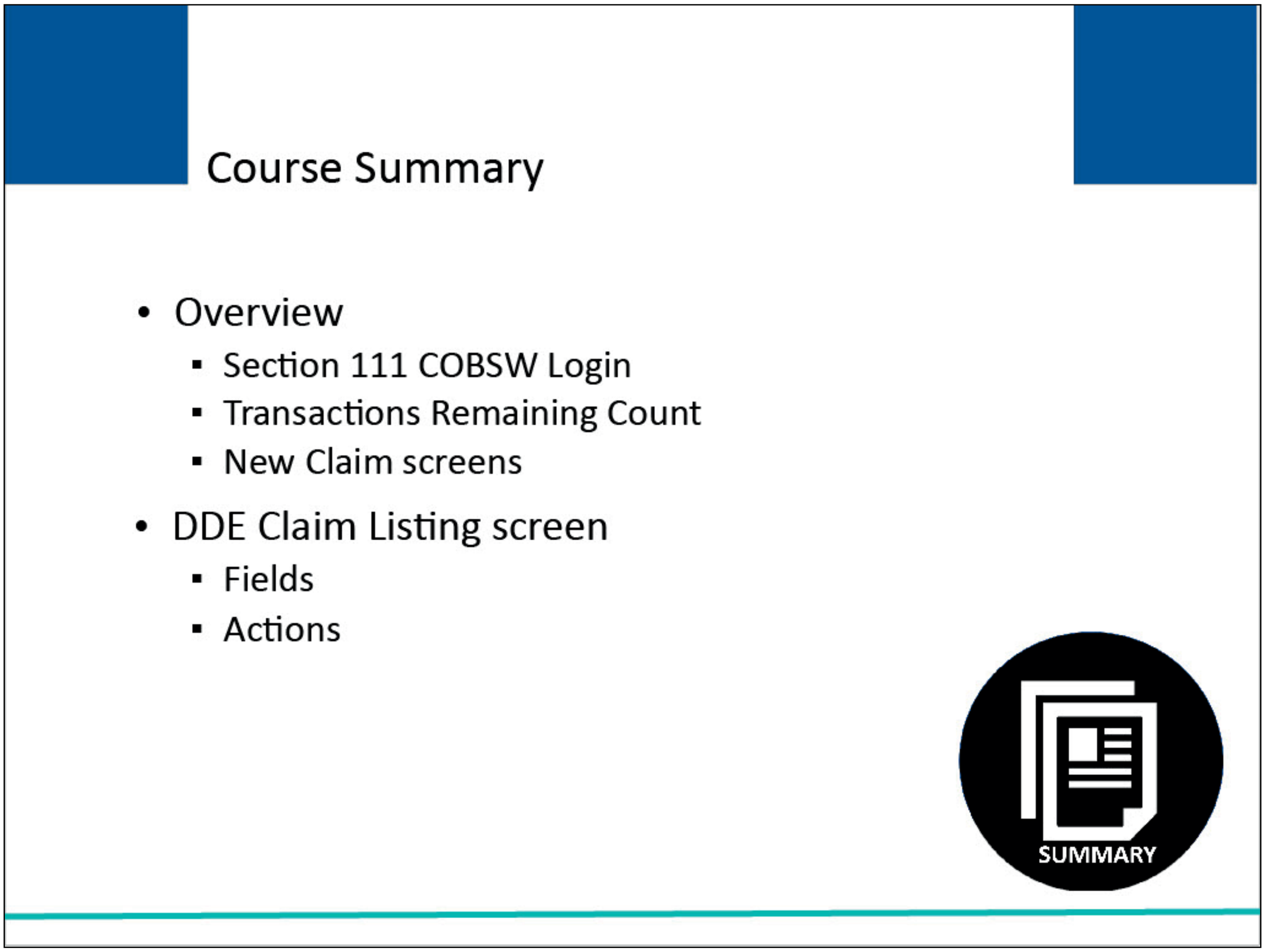


Slide notes

When the user has finished reviewing the Claim History, they can return to the Claim Listing screen by clicking the Claim Listing button or to the RRE Information Detail page by clicking the RRE Information button.

To log out of the system, users will click Logout from the Users profile drop down menu option for the user at the top of the page.

Slide 45 of 47 - Course Summary

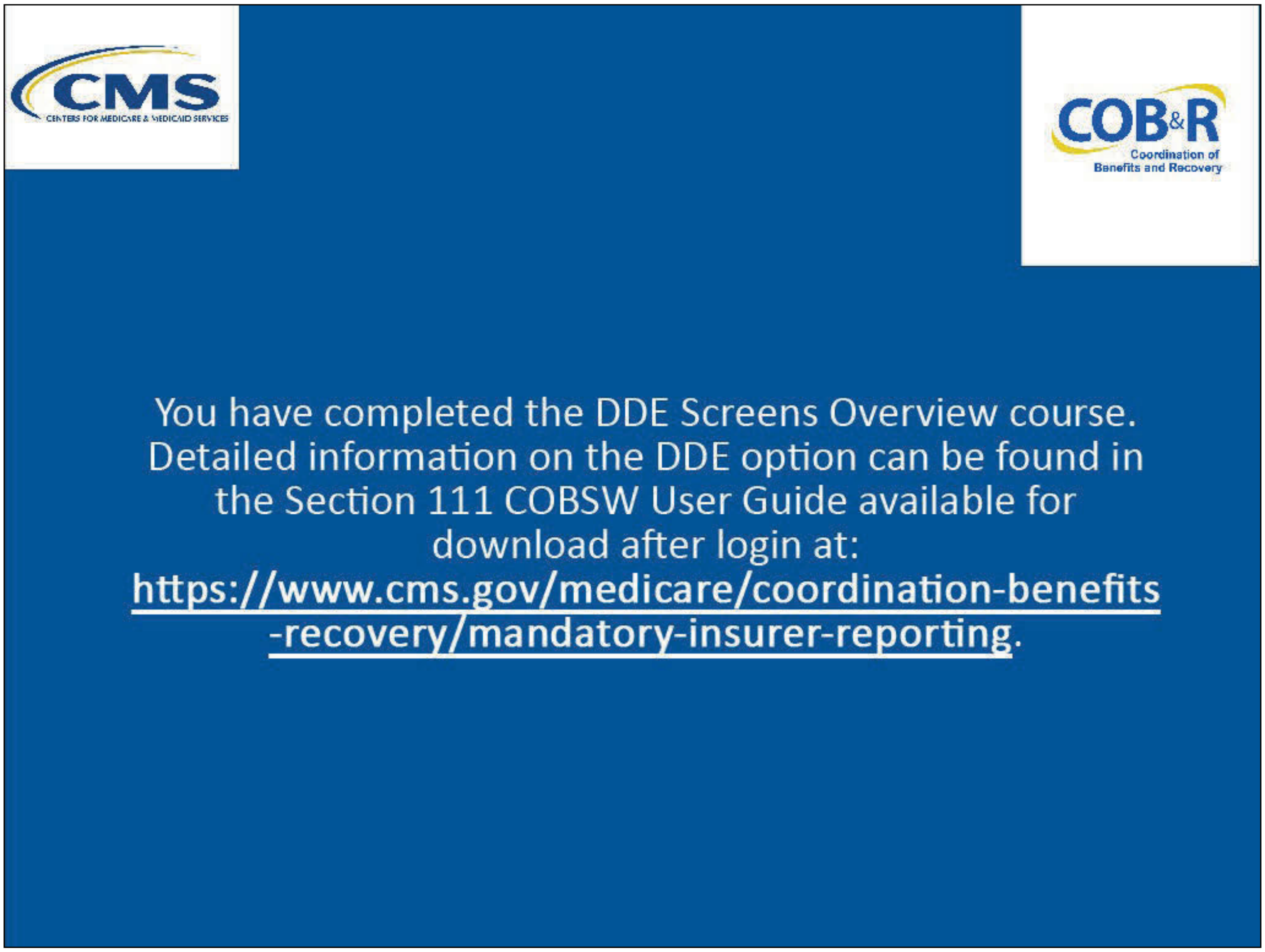


Slide notes

This module provided an overview on how to login to the Section 111 Coordination of Benefits Secure Website (COBSW), clarified what affects the Transactions Remaining Count, and provided an overview on the screens used to enter a DDE claim report.

The second part of this course focused on the DDE Claim Listing screen. It explained the fields displayed and included a discussion on the actions that can be performed from this screen.

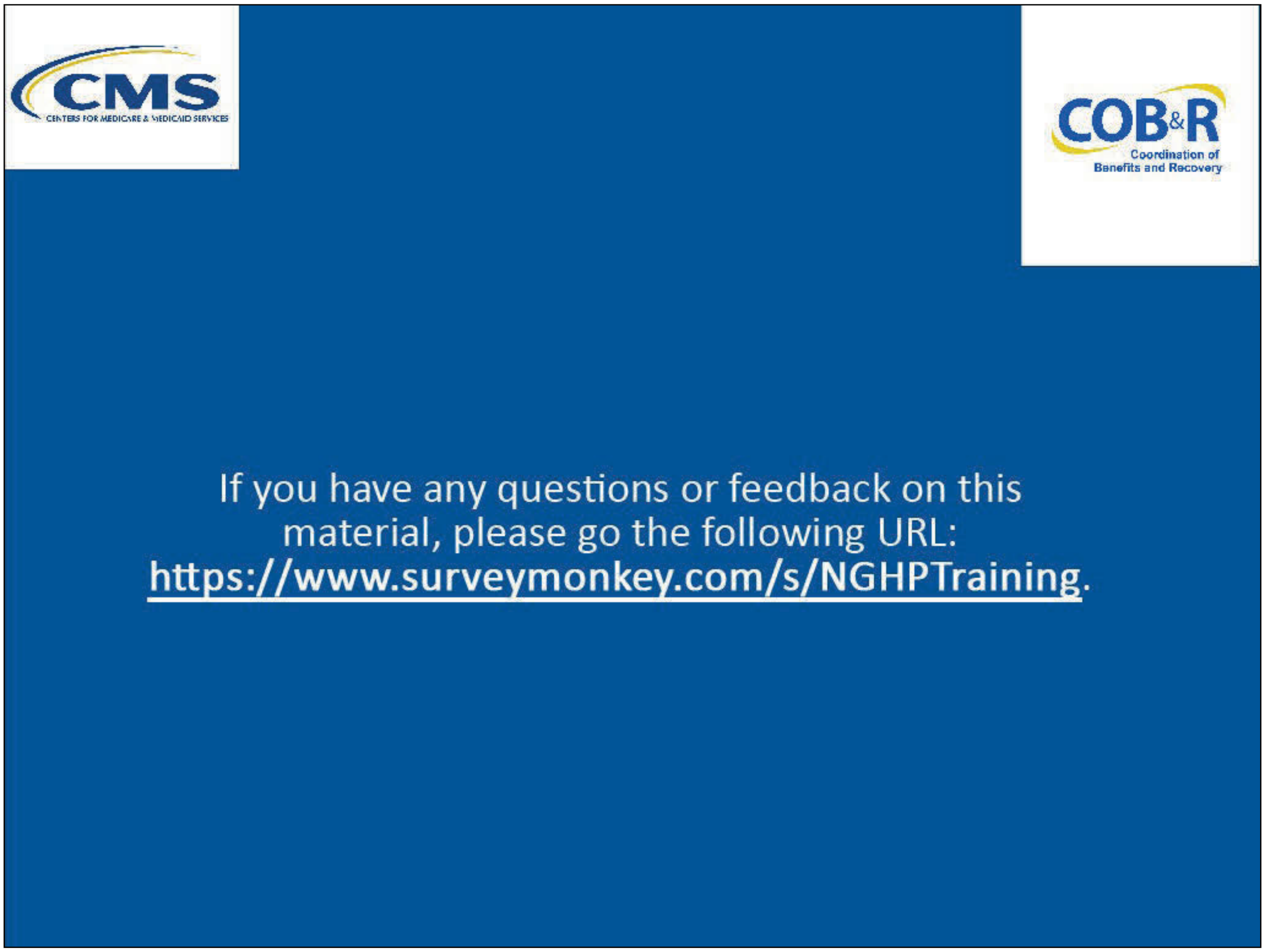
Slide 46 of 47 - Conclusion



Slide notes

You have completed the DDE Screens Overview course. Detailed information on the DDE option can be found in the Section 111 COBSW User Guide available for download after login at the following link: CMS NGHP Website.

Slide 47 of 47 - NGHP Training Survey



Slide notes

If you have any questions or feedback on this material, please go the following URL: [NGHP Training Survey].