MMSEA:

RRE Registration Process

In general, how will the Registration Process work?

Registration will be a completely electronic process. At registration an **Authorized Representative (AR)** will be assigned by the RRE. This should be a person who can legally bind the RRE to the requirements of MMSEA Section 111 reporting. This person will not be a user on the COBC secure web site, but will sign the data use agreement as well as designate and sign off on the Account Manager (AM).

At the time of registration, the AR will decide how many RRE ID numbers are needed (there is no limit to the number of RRE IDs which can be set up). The number of IDs needed will depend on how the RRE wants to set up the reporting process. If the RRE works with multiple Third Party Administrators (TPAs) and would like each individual TPA to be responsible for reporting they will register for an RRE ID for each TPA. If an RRE has 2 different claims systems (i.e. workers' compensation versus liability) they should set up two RRE IDs so claims can be reported separately. If an RRE has several subsidiaries and wants to report those cases separately, they will register for multiple RRE IDs. Each RRE ID can send one data submission file per quarter and one query file per month.

The **Account Manager (AM)** will manage the day to day processing of the data transfer. Each RRE ID can have only one AM. The AM can be an employee of the RRE, a representative of the TPA or a representative of an agent.

Account Designees (AD) are users who will be designated by the AM to assist in the reporting process. ADs will have the ability to upload, monitor and transfer files. ADs can be employees of the RRE, TPA or agent.

If an RRE wants to use their TPA to report, but the TPA wants to contract out to an agent to handle the reporting – CMS will allow this. The RRE will have an AR from their company designated. The TPA can be marked as the AM and then the TPA will then name the agent they would like to use for reporting purposes. The TPA can then designate personnel from the agent to be ADs.

What does the RRE need to do to prepare for the Registration Process?

Registration is a Five Step Process as noted below:

- The RRE will determine their Reporting Structure. The RRE must determine how many RRE

ID numbers will be required based on corporate structure, claim system structures and whether or not an agent will be utilized

- The RRE will identify an Authorized Representative, Account Manager and other COBSW users (as necessary). The Authorized Representative must have the legal authority to bind the RRE to the terms of MMSEA Section 111 reporting. The Account Manager will oversee the MMSEA Section 111 Reporting Process.
- RRE registration will be done on the Section 111 COBSW and will be performed by the Authorized Representative.
- RRE account set up on the Section 111 COBSW is the second step to the on-line registration process and will be performed by the Account Manager.
- The Authorized Representative will return the signed RRE "Profile Report" to the COBC. The "Profile Report" summarizes the information provided during registration and provides important information needed for data file transmission.

How does an RRE begin the Registration Process?

The Authorized Representative will log into the COBSW at www.Section111.cms.hhs.gov and click on the "New Registration" button to begin the first phase of the process. The RRE will then be prompted to enter RRE Account Information to include the following:

- Company EIN/TIN- The IRS assigned tax ID associated with the company reflected under this Section 111 registration. If the RRE has more than one EIN/TIN this registration can be submitted with any one of those EIN/TINs.
- Company Name, Address, Telephone and Fax.
- NAIC Number- The company code assigned to your company by the National Association of Insurance Commissioners (NAIC). <u>If the RRE is not registered with the NAIC this field does not need to be completed</u>. If the RRE has more than one NAIC Company Code the RRE may submit the registration with any one of the codes.
- Reporter Type- Choose "Liability/No-Fault/Workers' Compensation"

The RRE will also enter information regarding any subsidiaries for which the RRE will be reporting under that specific RRE ID number, if necessary.

The RRE will provide contact information for the Authorized Representative.

When a registration application is submitted, the information provided will be validated and once completed, the COBC will send a letter via the US Postal Service to the named Authorized Representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the account setup step.

How many RRE ID numbers should be used?

The number of RRE IDs utilized is completely up to the RRE and will depend on corporate organization, claim system structures and whether an agent will be used for reporting.

- If an RRE will use one agent to report Liability cases and another agent to report Workers' Compensation cases, the RRE must register on the COBSW twice to obtain two RRE IDs which will be used by each agent respectively.
- If an RRE has two or more subsidiary companies that handle different regions of the country, different lines of business or use different data systems, the RRE may decide it is not feasible to combine all the cases into one report. The RRE must register to obtain as many separate RRE IDs as necessary.
- If an RRE has two or more subsidiary companies, but wishes to send only one quarterly file, they will register for only one RRE ID. The RRE may assign one agent to submit the quarterly Claim Input Files and another agent to submit the Query files.

Only one Claim Input File can be submitted per RRE ID each quarter. Only one Query File can be submitted per month.

Can an RRE register for multiple RRE IDs at one time?

No. A separate registration will be required for each RRE ID.

What information does the RRE need from its agent prior to completing the Registration process?

If an agent will be utilized, the following information will need to obtained and provided by the Account Manager during the "Account Setup" phase of registration:

- Agent Company TIN
- Agent Company Name- name of the company submitting Section 111 date of the COBC on the RREs behalf
- Agent Contact Name- the name of the technical contact at the agent
- Agent Company Address and Telephone
- File Transmission Method they will be using to send/receive files from the COBC
- Whether the HEW software is needed and which version (PC or mainframe)

What is the Account Manager's responsibility during the registration process?

The Account Manager completes the second step in the on-line registration process. The RRE's Account Manager, on or after May 1, 2009, must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov) with the PIN and RRE ID provided by the Authorized Representative and click on the "Account Setup" button.

The Account Manager will:

- Enter the RRE ID and associated PIN
- Enter Account Manager personal information including name, job title, address, phone and e-mail address

- Create a Login ID and password for the COBSW
- Enter information regarding the lines of business covered by that RRE ID
- Enter account information related to expected volume of data to be exchanged under this RRE ID (estimated number of annual paid claims for the lines of business that will be reported under the RRE ID)
- Verify if an agent will report on the RREs behalf. If so provide; company name, contact name, address, phone, fax, e-mail address and TIN. **This information must be obtained from the agent prior to set up**.
- Select a file transmission method

Once the Account Manager has successfully obtained a COBSW Login ID, he/she may log into the application and invite Account Designees to register for Login IDs.

Can I have more than one Account Manager for each RRE ID?

No. Each RRE ID can have only one Account Manager. Additional users can be added to the COBSW for that RRE ID as Account Designees.

Can the Authorized Representative also be the Account Manager?

No. The Authorized Representative from the RRE cannot be a user of the COBSW.

Why is the RRE required to give an estimated number of paid claims?

- The estimated number of paid claims is required by CMS for planning purposes to estimate the volume of claims which will be reported per RRE. The RRE should report the estimated number of annual paid claims for the lines of business reported under this RRE ID. This is an estimate only to be used for CMS planning purposes and will not be verified and/or validated.

When can the RRE begin testing?

Once the COBC has received the signed Profile Report (which will be provided to the Authorized Representative via e-mail), they will change the RRE ID account to a “testing” status and testing may commence. The COBC will send an e-mail to the Authorized Representative and the Account Manager indicating testing may begin.

What are the duties of Account Designees?

The Account Manager must invite other individuals to be associated with the RRE’s account as Account Designees. Account Designees assist the Account Manager with the reporting process. Account Designees may be RRE employees or agents. Account Designees can be associated with multiple RRE accounts, but only by an Account Manager invitation for each RRE ID.

How many Account Designees can be assigned to an RRE ID?

There is no limit to the number of Account Designees associated with one RRE ID.

What will “users” on the COBSW be able to do?

- Register on the COBSW and obtain a Login ID.
- Be associated wit multiple RRE IDs
- Can upload and download files (HTTPS) or use his/her Login ID and Password to transmit files (SFTP) depending on the file transfer method chosen.
- Can review file transmission history, status and file statistics.
- Can change his/her personal information.

The Account Manager will be able to perform the following additional functions:

- Complete the account setup tasks.
- Can invite other users to register on the COBSW and function as Account Designees.
- Can manage the RRE’s profile including selection of a file transfer method.
- Can remove an Account Designee’s association to an account.
- Can change account contact information (e.g. address, phone, etc.)

For additional information, visit: www.SpecialtyRiskServices.com/mmsea

Contact your account manager to discuss how SRS can help you prepare for MMSEA readiness. To discuss MMSEA requirements, contact:

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