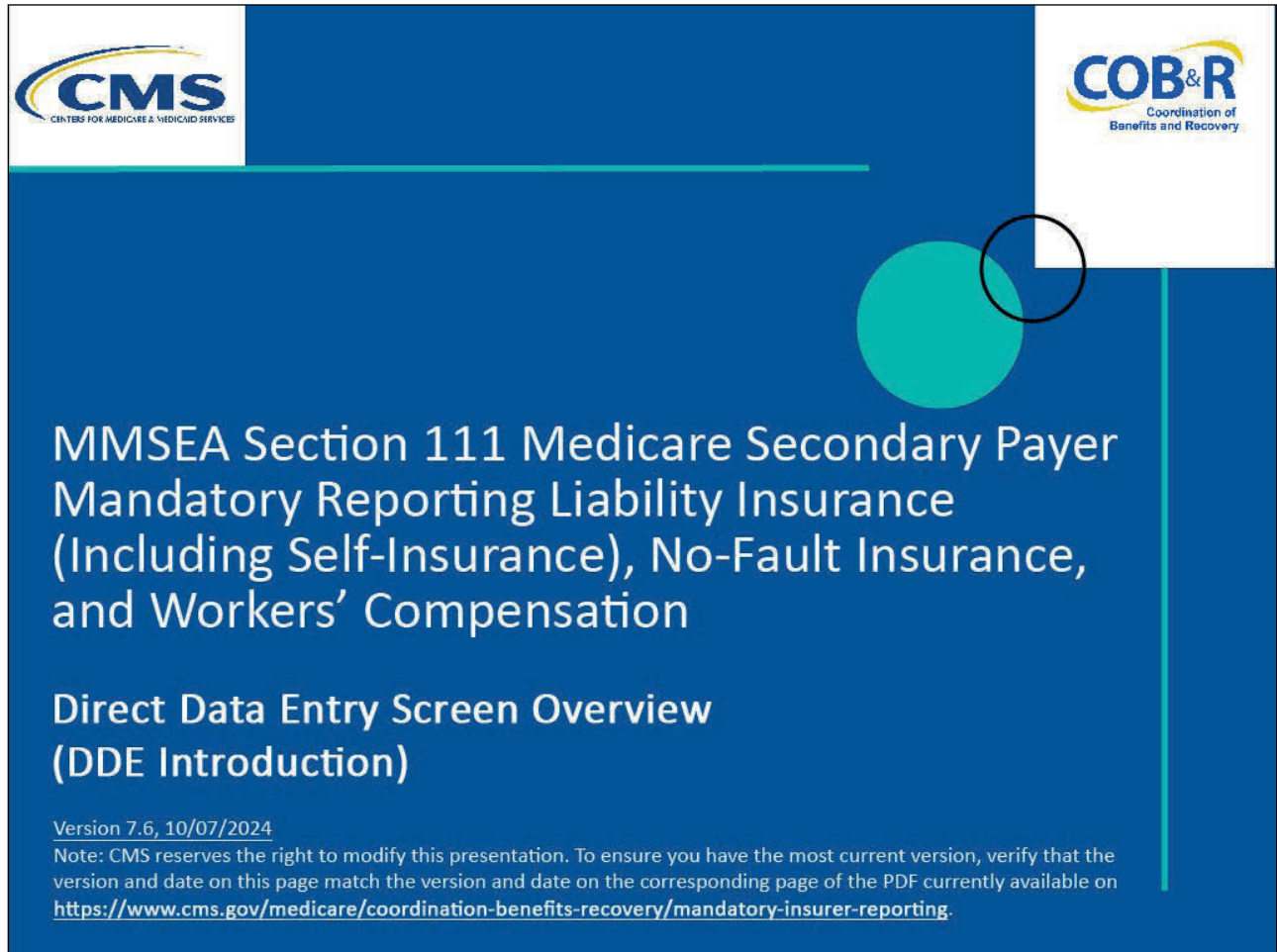


Direct Data Entry (DDE) Screens Overview Introduction

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



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

Direct Data Entry Screen Overview
(DDE Introduction)

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 Direct Data Entry (DDE) Screens Overview course.

Slide 2 of 47 - 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 & 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

Course Overview

- Overview
 - Section 111 COBSW Login
 - Transactions Remaining Count
 - New Claim screens
- DDE Claim Listing screen
 - Fields
 - Actions

**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 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 47 - Section 111 Mandatory Reporting Website Usage Warning

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.

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](#)

Users login to the Section 111 COBSW at <https://www.imp.cob.cms.hhs.gov/mra/>

[Accept](#)

Slide notes

In order to access the DDE application, users will login to the Section 111 COBSW at [Section 111 COBSW](#).

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

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

COB&R
Coordination of Benefits and Recovery

Section 111 Mandatory Reporting

New Registration Account Setup

About CMS Links How To Reference Materials Contact Us

Show Help Page

Welcome to the Section 111 COB Secure Website

Section 111 News & Updates

This is a test message for Section 111.
This is a new line for testing.
And another really long line to see how far this stretches.

Account Sign In

Login ID Forgot your Login ID?

Password Forgot your Password?

Sign In

Coordination of Benefits

The registration process requires

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

RRE Listing

RRE Listing Page

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.

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
RRE ID Filtr	RRE Name F	RRE Status Fil	Submission Period	Reporting Optio	Profile Report S	User Role f	EDI Representative Fil	
145691	NGHP Basic	Production	06	Expanded	Delinquent	AM	Fran Williams	(800) 879-4592 FWilliams@bcrngdit.com
145687	GHP Expanded	Production	02	Basic	Recertified	AM	Lisa Smith	(800) 879-4587 Lsmith@bcrngdit.com
145688	NGHP DDE	Test	0	DDE	N/A	AM	Izzy Kay	(800) 879-4588 Ikay@bcrngdit.com
145689	GHP Basic	Setup		Basic	N/A	AD	Rose George	(800) 879-4589 Rgeorge@bcrngdit.com
145690	VDSA	Production	01	Expanded	Not Due	AM	Tim Baldwin	(800) 879-4590 TBaldwin@bcrngdit.com

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

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COB&R Coordination of Benefits and Recovery

Section 111 Mandatory Reporting

Mike Brown () Print

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

Information Detail

July 29, 2024 at 1:47:03 PM

RRE Information Detail

Profile reports must be recertified annually. If the Recertification Due Date has been reached and you have not recertified, verify the RRE information displayed is accurate and click the **Recertify** button at the bottom of this page to recertify.

If the Profile Report contains any inaccuracies or outdated information, click the Edit button to make changes and then click the Recertify button to recertify your account if your recertification is due. Any updates not allowed on the Section 111 COBSW can be made by contacting your EDI Representative.

Profile Report Information

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

EDI Representative

Na: TODD BANNAR me:

Em: DL-HIT-MSPSC-ail: SPRING_BATCH_SUPPORT@RANDOM.COM

Phone: (410) 842-1404

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

Profile Report Information <table> <tr> <td>Reporter ID:</td> <td>10000</td> <td>Recertification Due Date:</td> <td>10/08/2022</td> </tr> <tr> <td>Profile Report Date:</td> <td>03/01/2024</td> <td>Last Recertification Submission Date:</td> <td>01/21/2024</td> </tr> <tr> <td>Profile Changed Date:</td> <td>03/01/2024</td> <td></td> <td></td> </tr> </table>	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			EDI Representative <table> <tr> <td>Name:</td> <td>TODD BANNAR</td> </tr> <tr> <td>Email:</td> <td>DL-HIT-MSPSC- SPRING_BATCH_SUPPORT@RANDOM.COM</td> </tr> <tr> <td>Phone:</td> <td>(410) 842-1404</td> </tr> </table>	Name:	TODD BANNAR	Email:	DL-HIT-MSPSC- SPRING_BATCH_SUPPORT@RANDOM.COM	Phone:	(410) 842-1404						
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																								
Name:	TODD BANNAR																								
Email:	DL-HIT-MSPSC- SPRING_BATCH_SUPPORT@RANDOM.COM																								
Phone:	(410) 842-1404																								
RRE Company Information <table> <tr> <td>Reporter Type:</td> <td>GHP</td> <td>Address:</td> <td>02611 Testing Dr Towson, MD 12312 - 12312</td> <td>Phone:</td> <td>(111) 111-1112</td> </tr> <tr> <td>Name:</td> <td>Dynamics Inc</td> <td></td> <td></td> <td>Fax:</td> <td>(410) 555-1632</td> </tr> <tr> <td>TIN:</td> <td>36978542</td> <td>Lines of Business:</td> <td>Hospital, Medical, Prescription Drug</td> <td>HRA Records Only:</td> <td>No</td> </tr> <tr> <td>NAIC:</td> <td>1111111</td> <td></td> <td></td> <td>Unsolicited Alerts:</td> <td>No</td> </tr> </table>	Reporter Type:	GHP	Address:	02611 Testing Dr Towson, MD 12312 - 12312	Phone:	(111) 111-1112	Name:	Dynamics Inc			Fax:	(410) 555-1632	TIN:	36978542	Lines of Business:	Hospital, Medical, Prescription Drug	HRA Records Only:	No	NAIC:	1111111			Unsolicited Alerts:	No	Actions <ul style="list-style-type: none"> > 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 > Remove RRE
Reporter Type:	GHP	Address:	02611 Testing Dr Towson, MD 12312 - 12312	Phone:	(111) 111-1112																				
Name:	Dynamics Inc			Fax:	(410) 555-1632																				
TIN:	36978542	Lines of Business:	Hospital, Medical, Prescription Drug	HRA Records Only:	No																				
NAIC:	1111111			Unsolicited Alerts:	No																				
Authorized Representative Information																									

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

New Claim Overview

- New Claim action
 - Used to directly enter new claim information into the Section 111 COBSW
- New Claim screens
 - Injured Party Information
 - Injury Information
 - ORM and TPOC Information
 - Insurance Information
 - Representative Information
 - Claimant and Claimant Representative Information

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

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Coordination of Benefits and Recovery

Section 111 Mandatory Reporting

Mike Brown (ts111st) Print

About CMS Links How To Reference Materials Contact Us

Information Detail > Claim

August 6, 2024 at 11:38:40 AM

Claim Entry

Transactions Remaining: 101

Claim ID: 123456 Claim Status: Saved Not Submitted

Reporter ID: 60527 Medicare ID: 1AB2C34ED56

Name: JANE DOE Date Of Birth: 06/23/1943 Gender: Female

Injury Information

Enter injury information below.
*Indicates Required Field

Insurance Type: * CMS Date of Injury: * Industry Date of Injury: State of Venue: *

No-Fault 05/20/2023 mm/dd/yyyy MARYLAND

Diagnosis Code Indicator: *

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

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

Information Detail Claim

August 6, 2024 at 11:38:40 AM

Claim Entry

Transactions Remaining Count

Transactions Remaining: 101

Claim ID: 123456

Reporter ID: 60527

Name: JANE DOE

Claim Status: Saved Not Submitted

Medicare ID: 1AB2C34ED56

Date Of Birth: 06/23/1943

Gender: Female

Injury Information

Enter injury information below.

*Indicates Required Field

Insurance Type: * CMS Date of Injury: * Industry Date of Injury: State of Venue: *

No-Fault 05/20/2023 mm/dd/yyyy MARYLAND

Diagnosis Code Indicator: *

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

Transactions Remaining Count

- Annual reporting period begins on the date the RRE selects DDE
- Transactions Remaining Count set to 500
 - Will decrease by one each time a transaction is used
- Transactions Remaining Count reset to 500 on the anniversary date of the RRE's selection of DDE
- Example: RRE selects DDE on 8/1/2011
 - Annual reporting period begins on 8/1/2011
 - Transactions Remaining Count reset to 500 on 8/1/2012

Note: The anniversary date for the RREs that registered for the DDE prior to the DDE implementation date is 7/11/2011

- Check with EDI Representative to determine anniversary date

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

Transactions Remaining Count	
Decreases when	Not affected when
<ul style="list-style-type: none">• System attempts to match the Injured Party to a Medicare beneficiary• Previously submitted and accepted claim report is subsequently updated• Previously submitted and returned with a 03 disposition code is subsequently resubmitted• Previously submitted and accepted claim report is deleted	<ul style="list-style-type: none">• Previously submitted claim report that received an SP disposition code is corrected and resubmitted• User saves a claim report• Updates a previously saved (not submitted) claim report• Submits a completed claim report

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

The screenshot shows the COB&R (Coordination of Benefits and Recovery) Section 111 Mandatory Reporting interface. The header includes the COB&R logo, the text "Section 111 Mandatory Reporting", a user dropdown menu showing "Mike Brown (ts111st)", and a "Print" button. Navigation links include "About", "CMS Links", "How To", "Reference Materials", and "Contact Us". A "Show Help Page" button is also present. The breadcrumb trail shows "Information Detail" > "Claim".

The main content area is titled "Injured Party Information" (highlighted with a red box) and "New Claim Overview Injured Party Information" (highlighted with a blue box). A timestamp "August 6, 2024 at 11:34:10 AM" is displayed. Instructions state: "Enter injured party information below. When you click the **Continue** button, a query transaction will be created to determine if this injured party is a Medicare beneficiary. Your transactions remaining will be reduced by one whether or not the beneficiary is found. Please carefully check your information before clicking the **Continue** button."

The "Injured Party Information" form (Transactions Remaining: 101) includes the following fields:

- Medicare ID or SSN:** 1AB2C34ED56
- First Name:** Jane
- M.I.:** M
- Last Name:** Doe
- Gender:** ☐ Male ☒ Female
- Date of Birth:** 01/23/1943

Buttons for "Cancel" and "Continue" (highlighted with a red box) are at the bottom of the form.

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

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Benefits and Recovery

Section 111 Mandatory Reporting

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

Information Detail Claim

Claim Entry

**New Claim Overview
Injury Information**

August 6, 2024 at 11:38:40 AM

Transactions Remaining: 101

Claim ID: 123456 Claim Status: Saved Not Submitted

Reporter ID: 60527 Medicare ID: 1AB2C34ED56

Name: JANE DOE Date Of Birth: 06/23/1943 Gender: Female

Injury Information

Enter injury information below.

*Indicates Required Field

Insurance Type: * CMS Date of Injury: * Industry Date of Injury: State of Venue: *

No-Fault 05/20/2023 mm/dd/yyyy MARYLAND

Diagnosis Code Indicator: *

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

Claim Entry August 6, 2024 at 11:38:40 AM

Transactions Remaining: 101

Claim ID: 123456
Reporter ID: 60527
Name: JANE DOE

Claim Status: Saved Not Submitted
Medicare ID: 1AB2C34ED56
Date Of Birth: 06/23/1943
Gender: Female

Injury Information

ORM and TPOC Information

New Claim Overview
ORM and TPOC Information

Enter ORM (Ongoing Responsibility for Medicals) and TPOC (Total Payment Obligation of Claimant) information below.

* Indicates required field

ORM Indicator:* ☒ Yes ☐ No Is the ORM terminated?:* ☒ Yes ☐ No ORM Termination Date:*

There are strict requirements on the types of information that can be entered in the TPOC fields. Please click [here](#) for help.

	TPOC Date:	TPOC Amount(\$):	Funding Delayed Beyond TPOC Start Date:
1.	<input type="text" value="05/21/2023"/>	<input type="text" value="150.00"/>	<input type="text" value="05/21/2023"/>
2.	<input type="text" value="05/21/2023"/>	<input type="text" value="55.00"/>	<input type="text" value="05/21/2023"/>

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

Claim Entry August 9, 2024 at 11:07:15 AM

Transactions Remaining: 101

Claim ID: 123456	Claim Status: Saved Not Submitted	
Reporter ID: 60527	Medicare ID: 1AB2C34ED56	
Name: JANE DOE	Date Of Birth: 06/23/1943	Gender: Female

Injury Information ▼

ORM and TPOC Information ▼

Insurance Information ▲

Enter insurance information below.

*indicates required field

Does the reportable event involve self-insurance? ☐ Yes ☐ No Self-Insured Type: Not Defined ▼

RRE TIN: 413245687 Policy Number: 7766554 Claim Number: 411255332

RRE Mailing Address Information

Name: CLAYTON DDE REPORTER Foreign Address 1:

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

Claim Entry August 9, 2024 at 11:07:15 AM

Transactions Remaining: 101

Claim ID: 123456	Claim Status: Saved Not Submitted	
Reporter ID: 60527	Medicare ID: 1AB2C34ED56	
Name: JANE DOE	Date Of Birth: 06/23/1943	Gender: Female

Injury Information

ORM and TPOC Information

Insurance Information

Representative Information

Representative information is required only if the injured party has a representative. If you choose to enter Representative information below, those fields marked with a red asterisk (*) are required. If there is no Representative, set Type to "None".

*indicates required field

Type*: Other

TIN: 545554555

Representative*

New Claim Overview Representative Information

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.

Page 21 of 49

Slide 21 of 47 - Claimant and Claimant Representative Listing Page

Claim Entry

Transactions Remaining: 101

Claim ID: 123456 Claim Status: Saved Not Submitted

Reporter ID: 60527 Medicare ID: 1AB2C34ED56

Name: JANE DOE Date Of Birth: 06/23/1943 Gender: Female

Injury Information

ORM and TPOC Information

Insurance Information

Representative Information

Claimant and Claimant Representative Listing

Enter up to four claimants with optional claimant representative.
Enter claimants other than the injured party/Medicare beneficiary such as the beneficiary's estate, or other claimant in the case of wrongful death or survivor action.
This page is not used when the injured party/Medicare beneficiary is alive and an individual is pursuing a claim on behalf of the beneficiary.

Claimant	Claimant Representative	Actions
first Last	Attorneys Name	<button>Edit</button> <button>Remove</button>

Add Claimant Continue

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

The screenshot displays the 'New Claim Overview' screen. It features several expandable sections: 'Injury Information', 'ORM and TPOC Information', 'Insurance Information', 'Representative Information', and 'Claimant and Claimant Representative Listing'. The 'Claimant and Claimant Representative Listing' section is expanded, showing instructions to enter up to four claimants with optional representatives. Below the instructions is a table with columns for 'Claimant', 'Claimant Representative', and 'Actions'. The table contains one row with 'first Last' as the claimant and 'Attorneys Name' as the representative. The 'Actions' column for this row contains 'Edit' and 'Remove' buttons. Below the table are 'Add Claimant' and 'Continue' buttons. The 'Continue' button is highlighted with a red box. At the bottom of the screen, there are 'Cancel', 'Save', and 'Save & Exit' buttons, also highlighted with a red box. The footer includes the CMS.gov logo, the Department of Health & Human Services logo, and a link to the CMS/HHS Vulnerability Disclosure Policy.

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

Injury Information

ORM and TPOC Information

Insurance Information

Representative Information

Claimant and Claimant Representative Listing

Enter up to four claimants with optional claimant representative.

Enter claimants other than the injured party/Medicare beneficiary such as the beneficiary's estate, or other claimant in the case of wrongful death or survivor action.

This page is not used when

Claimant

first Last

Claim Summary

Cancel New Claim?

Are you sure that you want to cancel claim creation? If you cancel without completing the claim entry process, the information you have entered for this claim will be lost.

To resume editing your latest entries click the **Return to Claim** button.

To cancel, and lose any updates since the last save, click the **Cancel** button.

Cancel Return to Claim

Cancel Save Save & Exit

CMS.gov

Helpful Links

[CMS/HHS Vulnerability Disclosure Policy](#)

[Privacy Policy](#)

[User Agreement](#)

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

Claim Summary

Please review your claim information. If you need to change any information, select the section name above for the information you wish to change and then proceed through the remaining sections back to the "Claim Summary" to submit. You may want to print this page for your records.

Injured Party

Claim ID: 123456	Claim Status: Saved Not Submitted
Reporter ID: 60527	Medicare ID: 1AB2C34ED56
Name: JANE DOE	Date Of Birth: 06/23/1943
	Gender: Female

Injury Information

Insurance Type: No-Fault	CMS Date of Injury: 05/20/2023	Alleged Cause of Injury: W2211XA
Industry Date of Injury:	State of Venue: MARYLAND	Diagnosis:
Diagnosis Codes		
Diagnosis 1: M9900		

ORM and TPOC Information

ORM Indicator: Yes	ORM	06/01/2024
--------------------	-----	------------

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

Claim Summary

Please review your claim information. If you need to change any information, select the section name above for the information you wish to change and then proceed through the remaining sections back to the "Claim Summary" to submit. You may want to print this page for your records.

Injured Party

Claim ID: 123456

Reporter ID: 60527

Name: JANE DOE

Claim Status: Saved Not Submitted

Medicare ID: 1AB2C34ED56

Date Of Birth: 06/23/1943

Gender: Female

New Claim Overview
Claim Summary

Injury Information

Insurance Type: No-Fault

Industry Date of Injury:

Diagnosis Codes

Diagnosis 1: M9900

CMS Date of Injury: 05/20/2023

State of Venue: MARYLAND

Alleged Cause of Injury: W2211XA

Diagnosis:

ORM and TPOC Information

ORM Indicator: Yes

ORM

06/01/2024

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

The screenshot shows a web form titled 'Representative Information' and 'Claimant and Claimant Representative Information'. The 'Representative Information' section includes fields for Type (Other), TIN (545554555), Representative Name (First Last), Firm Name, Representative Address (45 Testing Way, Baltimore, MD 21222-5225), and Representative Phone ((232) 252-2522). The 'Claimant and Claimant Representative Information' section is divided into two columns. The left column, 'Claimant 1', includes fields for Relationship (Family Member, Individual Name Provided), Address (47 Test, Baltimore, MARYLAND 14124-2222), Name (first Last), TIN (0), Org. Name, and Phone ((255) 553-5523 ext. 2322). The right column, 'Claimant Representative 1', includes fields for Type (Attorney), Address (98 Testing Lane, Baltimore, MARYLAND 14542-2121), Name, TIN (658425545), Firm Name (Attorneys Name), and Phone ((251) 414-2552). At the bottom of the form, there is a 'Submit Claim' button highlighted with a red rectangle, and three other buttons: 'Cancel', 'Save', and 'Save & Exit'.

Representative Information	
Type:	Other
TIN:	545554555
Representative Name:	First Last
Firm Name:	
Representative Address:	45 Testing Way Baltimore, MD 21222 - 5225
Representative Phone:	(232) 252-2522

Claimant and Claimant Representative Information	
Claimant 1	
Relationship:	Family Member, Individual Name Provided
Address:	47 Test Baltimore, MARYLAND 14124 - 2222
Name:	first Last
TIN:	0
Org. Name:	
Phone:	(255) 553-5523 ext. 2322
Claimant Representative 1	
Type:	Attorney
Address:	98 Testing Lane Baltimore, MARYLAND 14542 - 2121
Name:	
TIN:	658425545
Firm Name:	Attorneys Name
Phone:	(251) 414-2552

Submit Claim

Cancel Save Save & Exit

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

Coordination of Benefits and Recovery

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Information Detail Claim

Claim Entry

August 9, 2024 at 11:39:49 AM

Transactions Remaining: 101

**New Claim Overview
Claim Submitted**

Claim ID: 123456 Claim Status: Saved Not Submitted
Reporter ID: 60527 Medicare ID: 1AB2C34ED56
Name: JANE DOE Date Of Birth: 06/23/1943 Gender: Female

Claim submission was successful.

The document control number (DCN) for this transaction is: 07498

[Go To Claim Listing](#) [Go to RRE Information Detail](#)

Injury Information

ORM and TPOC Information

Insurance Information

Representative Information

Claimant and Claimant Representative Listing

Claim Summary

Please review your claim information. If you need to change any information, select the section name above for the information you wish to change and then proceed through the remaining sections back to the "Claim Summary" to submit. You may want to print this page for your records.

Injured Party

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

Profile Report Information

Reporter ID: 10000

Profile Report Date: 03/01/2024

Profile Changed Date: 03/01/2024

Recertification Due Date: 10/08/2022

Last Recertification Submission Date: 01/21/2024

RRE Company Information

Reporter Type: GHP

Name: Dynamics Inc

TIN: 36978542

NAIC: 1111111

Address: 02611 Testing Dr
Towson, MD 12312 - 12312

Lines of Business: Hospital, Medical, Prescription Drug

Phone: (111) 111-1112

Fax: (410) 555-1632

HRA Records Only: No

Unsolicited Alerts: No

Authorized Representative Information

Accessing Claim Listing Screen

Name: TODD BANNAR

Email: DL-HIT-MSPSC-
I: SPRING_BATCH_SUPPORT@RANDOM.COM

Phone: (410) 842-1404

Actions

> 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

> Remove RRE

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

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[Information Detail](#) [Claim Listing for DDE Overview](#)

August 9, 2024 at 12:15:46 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 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.

[+ 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		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 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

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Section: [Dropdown] Down (ts111st) [Print] [Show Help Page]

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Information Detail Claim Listing

August 9, 2024 at 12:15:46 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.

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.

+ 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		History Delete
10576	9	914567	15678012	919212	BEN RODGERS	01/01/2010	12/28/2020	Update	Deleted		History Delete
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

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

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Section **Claim Listing for DDE Overview** Brown (ts111st) Print

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Information Detail Claim Listing

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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 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.

+ 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
		pn1111									
10580	1	pn1111	15678000	D1690519212	WANDA CARR	01/01/2011	01/26/2021	Update	Saved Not Submitted		History Delete

Showing 1 to 1 of 1 entries << < 1 > >>

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



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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 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.

+ 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		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

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

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Information Detail Claim Listing

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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 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.

[+ 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		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 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.

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Claim Listing for DDE Overview

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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.

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.

+ 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		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.

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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 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.

+ 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		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 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



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Claim Listing for DDE Overview

Information Detail
Claim Listing

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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.

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.

+ 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		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

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

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Claim Listing for DDE Overview

August 9, 2024 at 12:15:46 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.

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.

+ 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		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

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

Claim Listing August 28, 2024 at 1:45:10 PM

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.


The list may be filtered by entering values into the search fields. Selecting the **Clear** button will clear the search fields.

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 > >>


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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


Section 111 Mandatory Reporting

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Claim Listing

Claim Listing for DDE Overview

August 9, 2024 at 12:15:46 PM

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.

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.

+ 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		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 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

Claim Listing - Update, Resume, and Delete Actions

- Update Action
 - Update the current version of a previously submitted DDE claim report
- Resume Action
 - Resume the claims submission process for claims in Saved (Not Submitted) status
- Delete Action
 - Delete the current version of a previously submitted, or Saved (Not Submitted) DDE claim report
- See DDE Resume, Update, and Delete Claim Information CBT

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

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Information Detail Claim Listing Claim History

Claim History

Claim Listing View History Action

August 9, 2024 at 12:47:41 PM

This page lists the transaction history for a particular claim.

Claim History

Claim Number: 411255332	Beneficiary Name: JANE DOE	Medicare ID: 1AB2C34ED56
CMS Date of Injury: 05/20/2023	Industry Date of Injury:	

	DCN	Transaction Date	Action	Status	Disposition
1	23456	09/15/2023	Update	Saved Not Submitted	
2	23456	11/12/2023	Update	Saved Not Submitted	

Claim Listing RRE Information

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

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Claim History

Claim Listing View History Action

August 9, 2024 at 12:47:41 PM

This page lists the transaction history for a particular claim.

Claim History

Claim Number: 411255332 Beneficiary Name: JANE DOE Medicare ID: 1AB2C34ED56
CMS Date of Injury: 05/20/2023 Industry Date of Injury:

	DCN	Transaction Date	Action	Status	Disposition
1	23456	09/15/2023	Update	Saved Not Submitted	
2	23456	11/12/2023	Update	Saved Not Submitted	

[Claim Listing](#) [RRE Information](#)

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



Course Summary

- Overview
 - Section 111 COBSW Login
 - Transactions Remaining Count
 - New Claim screens
- DDE Claim Listing screen
 - Fields
 - Actions

**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



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:

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

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



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 the following URL: [NGHP Training Survey](#).