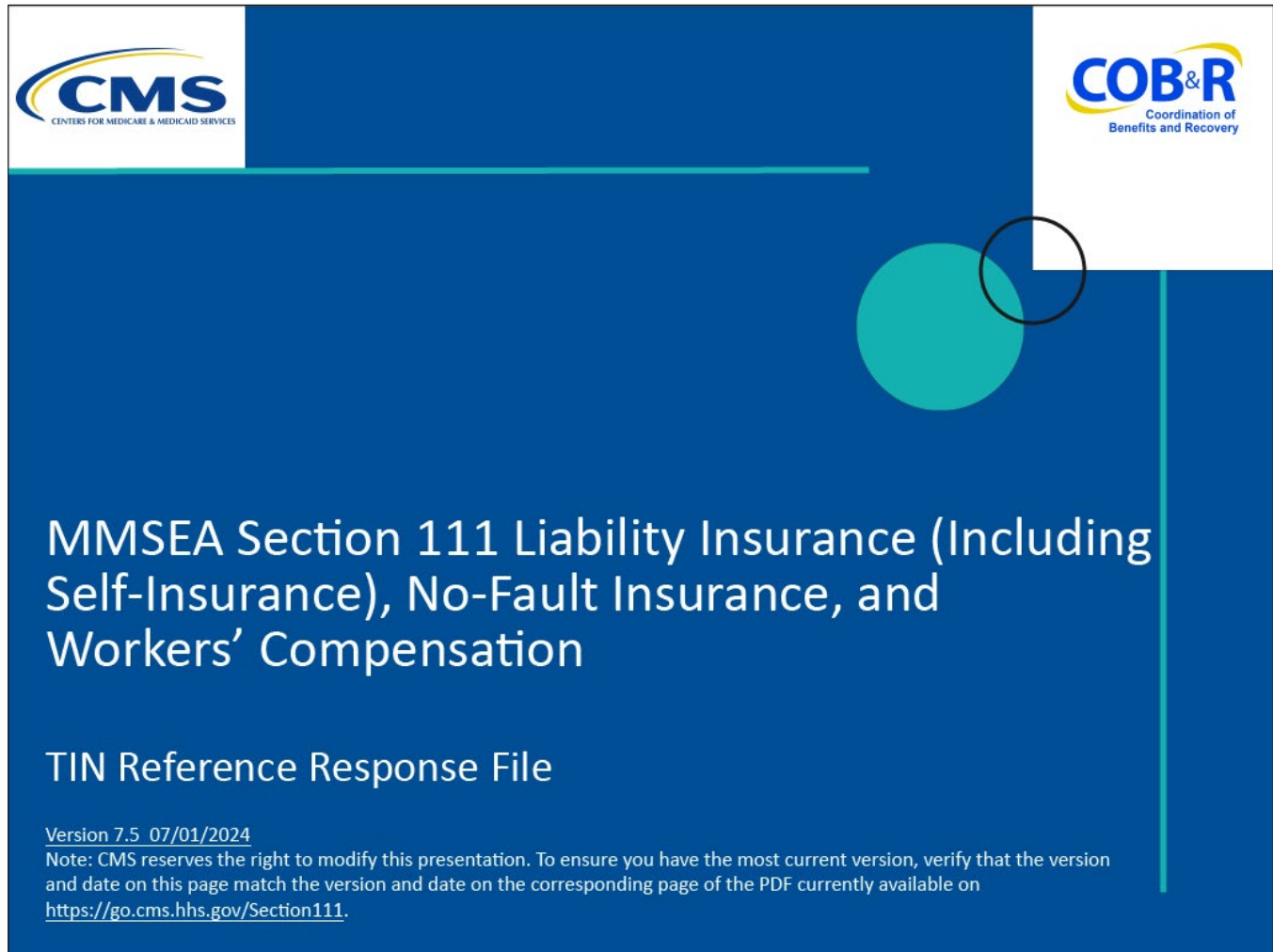


TIN Reference File

Slide 1 of 35 - TIN Reference File



CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

TIN Reference Response File

Version 7.5 07/01/2024
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://go.cms.hhs.gov/Section111>.

Slide notes

Welcome to the Tax Identification Number (TIN) Reference File course.

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via Direct Data Entry (DDE).

Slide 2 of 35 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the *Reference Materials* menu at the following link: <https://go.cms.gov/mirnghp>.

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 3 of 35 - Course Overview

Course Overview

- TIN Reference File
 - Contents
 - Submission
- Office Code/Site ID
 - Examples
- Reviews
 - TIN Reference File errors
 - Editing
 - Basic Validation
 - Address Validation
 - Go Paperless Option

**Slide notes**

This learning module explains the TIN Reference File contents and submission. It explains the use of the Office Code/Site ID field and provides examples of when this field might be used.

It also reviews TIN Reference File errors, editing, basic validation, address validation, and the Go Paperless Option.

NOTE: Liability insurance (including self-insurance), no-fault insurance and workers' compensation are sometimes collectively referred to as "non-group health plan" or "NGHP". The term NGHP will be used in this CBT for ease of reference.

Slide 4 of 35 - 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 on the COBSW S111/MRA 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 on the COBSW S111/MRA 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 35 - RRE TIN on the Claim Input File (Field 52)

RRE TIN on the Claim Input File (Field 52)

- IRS-assigned, Federal Tax Identification Number
 - FEIN or EIN
 - For self-employed, may be an EIN or SSN
- RREs not based in the US that do not have a valid IRS-assigned TIN
 - May use a pseudo-TIN formatted as 9999xxxxx
 - Encouraged to apply for a TIN by completing the IRS SS-4 Application and to use that number for reporting
- Guam, Puerto Rico and the US Virgin Islands are considered within the US and have US addresses

Slide notes

The TIN submitted in Field 52 of each Claim Detail Record is an IRS-assigned, Federal Tax Identification Number for the RRE. It may also be known as the RRE's Federal Employer Identification Number (FEIN or EIN).

For those who are self-employed, their TIN may be an Employer Identification Number (EIN) or Social Security Number (SSN) depending upon their particular situation.

In the case of an RRE not based in the United States and without a valid IRS-assigned TIN, it may be a fake or pseudo-TIN created by the RRE during the Section 111 Coordination of Benefits Secure Website (COBSW) registration process in the format of 9999xxxxx where 'xxxxx' is any number of the RRE's choosing (please see the Registration and Account Setup CBT).

CMS encourages foreign entities (i.e., RREs that have no IRS-assigned TIN and/or US mailing address) to apply for a TIN by completing the Internal Revenue Service (IRS) SS-4 Application and use that number to register and report if possible.

Note that Guam, Puerto Rico, and the US Virgin Islands are considered within the US and have US addresses.

Slide 6 of 35 - RRE TIN on the Claim Input File (Field 52)

RRE TIN on the Claim Input File (Field 52)

- RRE TIN on Claim Input File must match TIN on TIN Reference File
- RRE TIN on Claim Input File and TIN Reference File may be the same or different than the TIN provided during registration

Slide notes

The TINs in Field 52 must match the TINs in your TIN Reference File. However, depending on the circumstances, you may submit the same or different TINs in Field 52 and in the TIN Reference File that you provided for the RRE ID during registration.

All claims should be reported with the RRE TIN associated with the entity that currently has payment responsibility for the claim. As described in a later section, updates may be submitted to change the TIN associated with a previously reported claim if needed.


Other TINs for injured parties, other claimants and attorneys or representatives are submitted on the Claim Detail Record but only the RRE TINs submitted in Field 52 are to be included on the TIN Reference File.

The TIN Reference File is to be submitted with a record for each RRE (Plan) TIN and Office Code (Site ID) combination reported in Fields 52 and 53 on your Claim Input File Detail Records.

Slide 7 of 35 - TIN Reference File

TIN Reference File

- List of each RRE TIN reported on the Claim Input File
- Includes name/mailling addresses for each RRE TIN
 - Foreign address fields are available
- Submitted TIN mailing address should be the address where coordination of benefits and notifications should be mailed

**Slide notes**

The TIN Reference File consists of a listing of each Responsible Reporting Entity's (RRE's) IRS-assigned, Federal TIN reported on the Claim Input File Detail Records, and the full name and business mailing address associated with each plan or RRE TIN.

Foreign address fields for the RRE are available on the TIN Reference File (see NGHP User Guide Technical Information and NGHP User Guide Appendices).

The TIN name and business mailing address submitted on the TIN Reference File Detail Record should be those associated to the TIN and address to which healthcare claim insurance coordination of benefits and notifications related to Medicare's recovery efforts, if contact is necessary, should be directed.

Slide 8 of 35- TIN Reference File Addresses

TIN Reference File Addresses

Used in subsequent processing by CMS including

- Medicare claims payment activity and recovery

May be shared with providers and suppliers

Used to direct demand packages and other recovery-related notifications to the RRE

- RRE must be prepared to receive this information

Slide notes

Addresses submitted on the TIN Reference File are used in subsequent processing by CMS.

This subsequent processing includes Medicare claims payment activity and recovery activity performed by the Commercial Repayment Center (CRC) and the Benefits Coordination & Recovery Center (BCRC).

The address may be shared with providers and suppliers who submit medical claims to Medicare to assist them in directing their claims to the proper primary payer.

The address is also used to direct demand packages and other recovery-related notifications to the RRE.

RREs must be prepared to receive information of this nature at the addresses provided on the TIN Reference File and make sure it is directed to the proper RRE resources.

Slide 9 of 35 - Submission of Recovery Agent Information via the TIN Reference File

Submission of Recovery Agent Information via the TIN Reference File

Some RREs use Recovery Agents to assist with tasks related to MSP recovery demands

- RREs provide notice to CMS of their use of such an agent, as well as contact information for the agent
- CMS uses the designation of an agent, and submission of that agent's name and address on the TIN Reference File or DDE submission, as an authorization by the RRE for the agent to resolve any recovery correspondence related to claim submissions
- The designated recovery agent is limited to actions and requests on behalf of the RRE

Slide notes

Some NGHP RREs use recovery agents to perform or assist with tasks related to MSP recovery demands or potential recovery demands. These RREs provide notice to CMS of their use of such an agent, as well as contact information for the agent.

Note: Recovery agents are required to have written authorizations to pursue any post-demand actions.

For purposes of MMSEA Section 111 NGHP submission of recovery agent information only, CMS uses the designation of an agent, and submission of that agent's name and address on the TIN Reference File or DDE submission, as an authorization by the RRE for the agent to resolve any recovery correspondence related to claim submissions with a matching RRE TIN and Office Code and Site ID combination.

The designated recovery agent is limited to actions and requests on behalf of the RRE where the RRE is the identified debtor. The authority of the RRE's recovery agent does not extend to the beneficiary.

In other words, the recovery agent's authority does not equate to a beneficiary consent to release (CTR) or beneficiary proof of representation (POR) if the identified debtor on the case changes to the beneficiary.

As a temporary workaround, RREs were previously allowed to submit third-party administrator (TPA) information in existing Section 111 NGHP TIN Reference File fields intended for the RRE or insurer address. That process is no longer supported.

RREs should submit recovery agent information in dedicated recovery agent fields instead of the RRE address fields.

If an RRE submits its recovery agent information using the recovery agent fields, all correspondence related to a recovery case will be sent to the RRE with a copy sent to the recovery agent. Designation of a recovery agent is optional.

Slide 10 of 35 - TIN Reference File - Recovery Agent Information

TIN Reference File - Recovery Agent Information

RRE's IRS-assigned TIN in Field 3	Applicable Office Code/Site ID in Field 4	RRE's name in Field 5
Recovery Agent's Name in Field 16	Recovery Agent's Address in Fields 17-22	All other fields as specified in Appendix B of the NGHP User Guide

- Note: Any addresses submitted on the TIN Reference File are used by CMS in subsequent business purposes. This subsequent activity includes Medicare claims payment processing, and recovery activity performed by the BCRC and the CRC

Slide notes

To submit Recovery Agent information on the Section 111 NGHP TIN Reference File and indicate that the Recovery Agent is representing the RRE for claims submitted under the same TIN/Office Code combination:

- Submit the RRE's IRS-assigned Tax Identification Number (TIN) in Field 3
- Submit the applicable Office Code/Site ID in Field 4
- Submit the RRE's name in Field 5
- Submit the Recovery Agent's name in Field 16
- Submit the Recovery Agent's address in Fields 17-22
- Submit all other TIN Reference File fields as specified in the file layouts in the NGHP User Guide Appendices

Note: As noted above, any addresses submitted on the TIN Reference File are used by CMS in subsequent business processes. This subsequent activity includes Medicare claims payment processing, and recovery activity performed by the BCRC and the CRC.

The submitted TIN address(es) may be shared with providers and suppliers who submit medical claims to Medicare to assist them in directing their claims to the proper primary payer.

The addresses are also used by the BCRC and CRC to direct demand package mailings and other recovery-related notifications.

RREs must be prepared to receive such information at the addresses provided on the TIN Reference File and to make sure it is directed to the proper RRE resources for proper handling.

Slide 11 of 35 - TIN Reference File Submission

TIN Reference File Submission

Prior to, or with, the Claim Input File

Provides RRE name and address so that it does not have to be repeated on each Claim Input Record

Is not needed with every Claim Input File submission, unless there are changes or additions

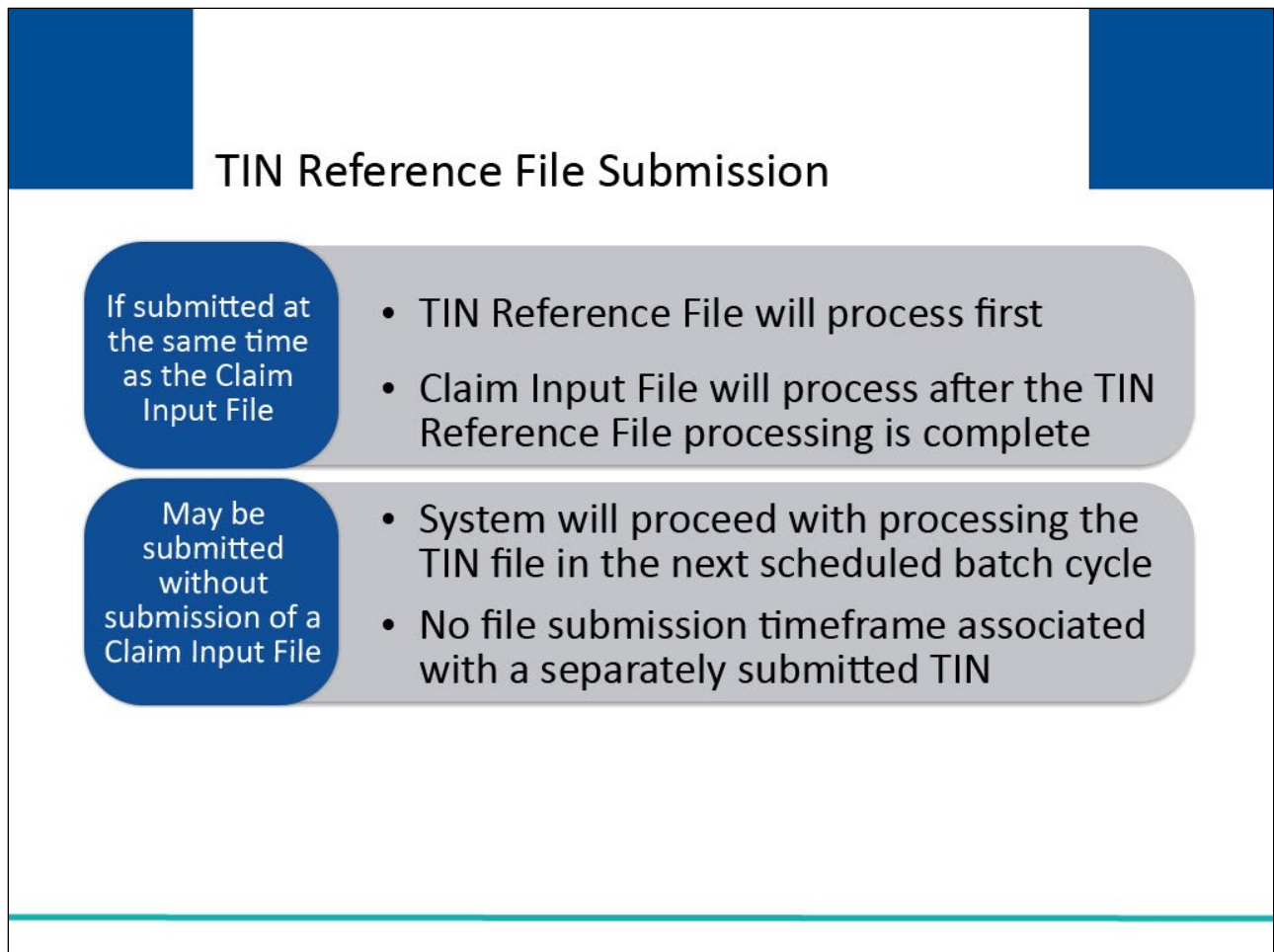
TIN and TIN address information is required when entering claim information on the Section 111 COBSW using DDE

Slide notes

The TIN Reference File is submitted prior to, or with, the Claim Input File so that RRE name and address information associated with each TIN does not have to be repeated on every Claim Input Record.

You do not need to send a TIN Reference File with every Claim Input File submission unless there are changes or additions to report. However, you may send a TIN Reference File each quarter if you choose.

Note that TIN and TIN address information is required when entering claim information on the Section 111 COBSW using DDE.

Slide 12 of 35 - TIN Reference File SubmissionThe slide features a title 'TIN Reference File Submission' at the top. Below the title, there are two rows of information. Each row consists of a blue rounded rectangle on the left containing a condition, and a light gray rounded rectangle on the right containing a list of outcomes. The first row's condition is 'If submitted at the same time as the Claim Input File', and its outcomes are that the TIN Reference File will process first, followed by the Claim Input File after the TIN processing is complete. The second row's condition is 'May be submitted without submission of a Claim Input File', and its outcomes are that the system will proceed with processing the TIN file in the next scheduled batch cycle and that there is no separate submission timeframe for a TIN file.

TIN Reference File Submission

If submitted at the same time as the Claim Input File	<ul style="list-style-type: none">• TIN Reference File will process first• Claim Input File will process after the TIN Reference File processing is complete
May be submitted without submission of a Claim Input File	<ul style="list-style-type: none">• System will proceed with processing the TIN file in the next scheduled batch cycle• No file submission timeframe associated with a separately submitted TIN

Slide notes

If an RRE submits a TIN Reference File at the same time as their Claim Input File, the BCRC will process the TIN Reference File first and process the Claim Input File after the TIN Reference File processing is complete.

RREs may also submit a TIN Reference File without submission of a Claim Input File and the system will proceed with processing the TIN file in the next scheduled batch cycle.

There is no file submission timeframe associated with a separately submitted TIN Reference File.

Slide 13 of 35 - TIN Reference File

TIN Reference File

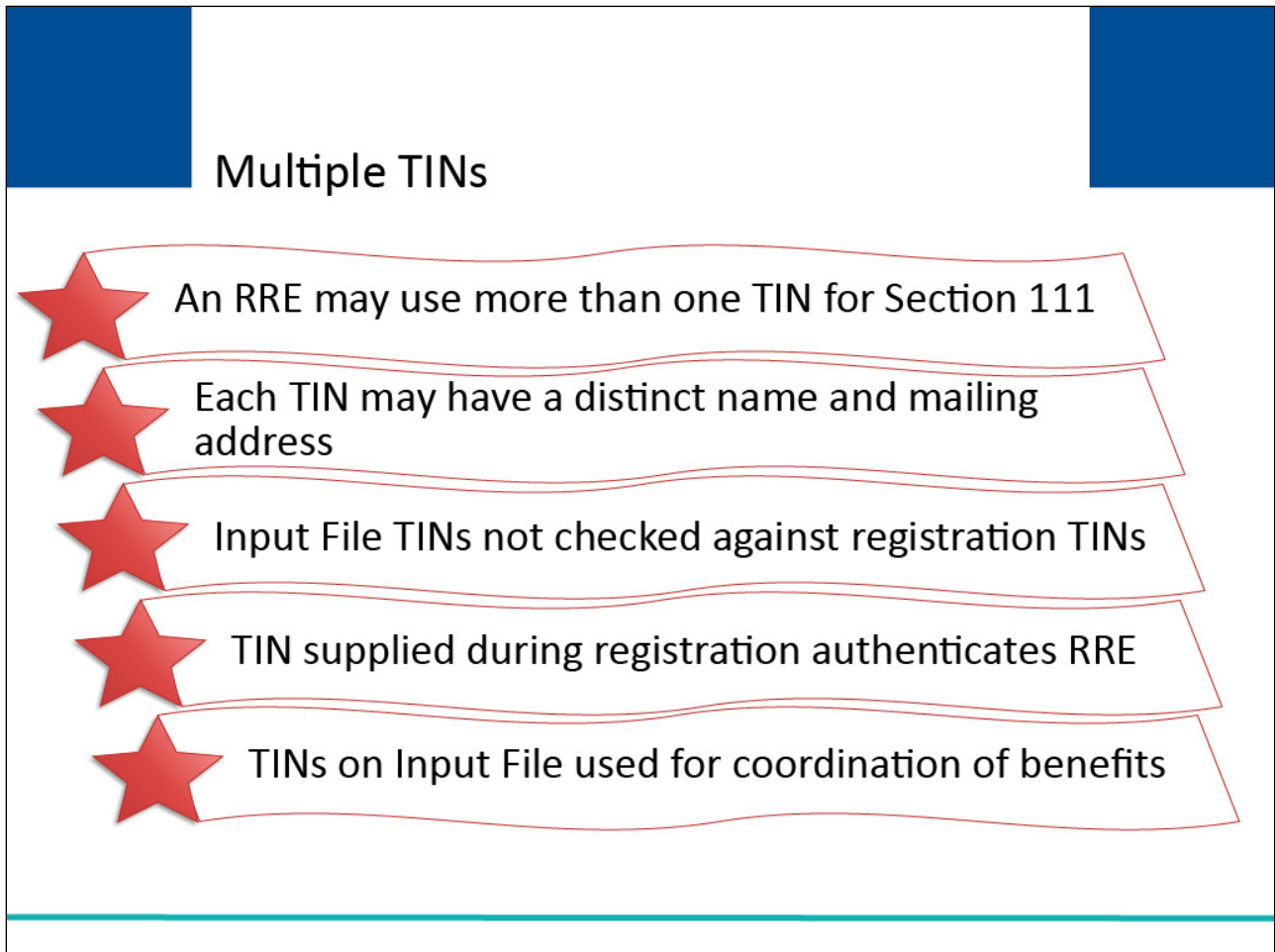
Does not include

- Mailing addresses for other TINs
- TINs for injured parties
- TINs for claimaints
- TINs for attorneys/representatives

Slide notes

The TIN Reference File does not include mailing addresses for other TINs submitted on the Claim Input File (for injured parties, other claimants, and attorneys or representatives).

The mailing addresses for these other TINs will be submitted directly on the Claim Input File or, as in the case of Medicare beneficiaries, are already on file at the BCRC and do not need to be submitted for Section 111 reporting.

Slide 14 of 35 - Multiple TINs

Multiple TINs

- ★ An RRE may use more than one TIN for Section 111
- ★ Each TIN may have a distinct name and mailing address
- ★ Input File TINs not checked against registration TINs
- ★ TIN supplied during registration authenticates RRE
- ★ TINs on Input File used for coordination of benefits

Slide notes

An RRE may use more than one TIN for Section 111 claim reporting and each TIN may be associated with a distinct mailing address. For example, an insurer may have claims operations defined for various regions of the country or by line of business.

Because they are separate business operations, each could have its own TIN and each TIN may be associated with a distinct name and mailing address.

The system does not check the TINs supplied on the Claim Input File and TIN Reference File against any TINs supplied for the RRE or subsidiaries during registration for an RRE ID.

The TIN supplied during registration for the RRE ID is used to authenticate the RRE. The TINs supplied on the Claim Input File and TIN Reference File for the RRE are used for coordination of benefits and in the recovery process as needed.

The same TIN is likely to be supplied for both RRE registration and on the Claim Input File, but more than one TIN may be used to identify the RRE on the Claim Input File and TIN Reference File as needed or applicable.

Slide 15 of 35 - Foreign Addresses

Foreign Addresses

Foreign RREs that have no US addresss, must

- Submit 'FC' in TIN/Office Code State (Field 9)
- Supply international address in Foreign RRE Address Lines 1-4 (Fields 12-15)

International address fields

- Alphanumeric, 32 bytes each
- May be provided in a "free form" manner
 - Foreign Address Line 1 (Field 12) must be supplied
 - Address components should be separated by spaces or commas

Slide notes

Foreign RREs that have no US address must submit the value 'FC' in the TIN/Office Code State (Field 9) and supply the international address of the RRE in the Foreign RRE Address Lines 1-4 (Fields 12-15).

Since there are numerous differences in the format of international addresses, these alphanumeric fields are 32 bytes each and the RRE may provide the address using these fields in a "free form" manner of their choosing as long as at least the Foreign Address Line 1 (Field 12) is supplied.

Components of the address (e.g., street and city) should be separated by spaces or commas.

Slide 16 of 35 - Office Code/Site ID

Office Code/Site ID

Used to uniquely identify variations in insurer addresses with one TIN

TIN and Office Code/Site ID combination should match Claim Input File Detail Record

RRE-defined, non-zero, 9-digit number used when RRE has only one TIN and wants to associate claims to different offices or sites

If not used, submit as nine spaces on the Claim Input File Detail Record and corresponding TIN Reference File Detail Record

If used, submit as a non-zero 9-digit number, right justified and padded with zeroes (e.g., 000000001)

Slide notes

The Office Code/Site ID on the TIN Reference File is an optional field which the RRE may use to uniquely identify variations in insurer addresses/claim offices/Plan Contact Addresses with one TIN.

The TIN and Office Code/Site ID combinations reported in Fields 3 and 4 on the TIN Reference File should match the TIN and Office Code/Site ID combinations reported in Fields 52 and 53 on the Claim Input File Detail Record.

The Office Code/Site ID field will be an RRE defined, non-zero, 9-digit number that can be used when the RRE has only one TIN but wishes to associate claims and the corresponding mailing address for the RRE to different offices or sites.

If you do not need this field, it must be filled with nine spaces on the Claim Input File Detail Record and corresponding TIN Reference File Detail Record.

Note: If you choose to use the Office Code field, it must be submitted as a non-zero, 9-digit number, right justified, and padded with zeroes ('123456789' or '000000001'). No letters or special characters are accepted.

Slide 17 of 35 - Office Code/Site ID

Office Code/Site ID

- TIN Reference File must have one corresponding record per unique TIN and Office Code/Site ID, or
 - Claim Input File Detail Record will not process
- Each RRE TIN and Office Code/Site ID combination on the Claim Input File Detail Record must be included on the TIN reference File

Slide notes

If the RRE has used the Office Code/Site ID (Field 53) on the Claim Detail Record to uniquely identify variations in insurer addresses, then the TIN Reference File must contain one corresponding record per unique TIN and Office Code/Site ID combination.

If the TIN and Office Code/Site ID submitted on a Claim Input File Detail Record does not have a corresponding TIN and Office Code/Site ID on the TIN Reference File, the Claim Input File Detail Record will not process.

Each RRE TIN and Office Code/Site ID combination reported in Fields 52 and 53 of your Claim Input File Detail Record must be included on the TIN Reference File.

Slide 18 of 35 - TIN and Office Code/Site ID - Example

TIN and Office Code/Site ID - Example

Office Location 1

- Workers' Compensation
Office Code = 000000001
- TIN Reference File Detail Record 1
RRE TIN = 123456789
Office Code = 000000001
TIN/Office Code Mailing Address =
Workers' Compensation Claims
Address
- Claim File Detail Records
RRE TIN = 123456789
Office Code = 000000001

Office Location 2

- Commercial Liability
Office Code = 000000002
- TIN Reference File Detail Record 2
RRE TIN = 123456789
Office Code = 000000002
TIN/Office Code Mailing Address =
Commercial Liability Claims
Address
- Claim File Detail Records
RRE TIN = 123456789
Office Code = 000000002

Slide notes

Suppose an RRE processes workers' compensation claims at one office location and commercial liability claims at another office location.

This RRE may choose to define an Office Code of 000000001 for the workers' compensation claims office and an Office Code of 000000002 for the commercial liability claims office.

As a result, the RRE can now use one TIN to report claims that are handled by two office locations at different addresses by using the TIN and Office Code combination.

In this case, the RRE will submit two records on the TIN Reference File. One record will be submitted with TIN 123456789 and Office Code of 000000001 and a second record submitted with the same TIN 123456789 but Office Code of 000000002.

Different mailing addresses may be submitted on the TIN Reference File Detail Record for each of these combinations.

In this example, the RRE would also submit 123456789 in Field 52 of each Claim Detail Record but submit a 000000001 in Field 53 of each workers' compensation Claim Detail Record, and a 000000002 in Field 53 of each commercial liability Claim Detail Record.

By using the TIN/office code combination, the RRE can provide CMS with a different address to use for different claims on the same file in the event that issues arise concerning healthcare claim insurance, coordination of benefits, or for notifications related to Medicare's recovery efforts, if contact is necessary.

Note: For liability claims, it is now optional to report 'NOINJ' codes in certain circumstances (Section 6.2.5.2)

Slide 19 of 35 - TIN Reference File Editing

TIN Reference File Editing

- Once received by the BCRC, the TIN Reference File will be edited to ensure data was submitted as required
- Basic field validations will be performed according to the field descriptions in the TIN Reference File record layouts

Slide notes

When the BCRC receives your TIN Reference File, editing will be done to ensure data was submitted as required (i.e., properly formatted and all required elements are present).

Basic field validations will be performed according to the field descriptions in the TIN Reference File record layouts in NGHP User Guide Appendices.

Slide 20 of 35 - Basic Field Validation

Basic Field Validation

TIN Reference File Detail Records that pass the editing process will be accepted, but marked as not validated

- The BCRC will validate TIN and Office Code/Site ID combinations on Claim Input File and associated TIN Reference File Detail Records
- Validation process ensures that submitted TIN is a valid IRS-assigned TIN (except for foreign RRE pseudo-TINs)
 - Only the TIN will be used in this validation
 - The BCRC will try to match TIN and Office Code/Site ID combinations on the Claim Input File Detail Record to a TIN and Office Code/Site ID combination on a TIN Reference File Detail Record

Slide notes

TIN Reference File Detail Records that pass the editing process will be accepted but marked as not validated. The BCRC will validate TIN and Office Code/Site ID combinations on the Claim Input File and their associated TIN Reference File Detail Records.

The validation process ensures that the submitted TIN is a valid IRS-assigned TIN (except for foreign RRE pseudo-TINs). Only the TIN will be used in this validation.

The name and address do not have to match the name and address associated with the TIN by the IRS.

As part of the validation process, the BCRC will try to match the TIN and Office Code/Site ID combinations on the Claim Input File Detail Record to a TIN and Office Code/Site ID combination on a current or previously submitted TIN Reference File Detail Record.

Slide 21 of 35 - Basic Field Validation

Basic Field Validation

If an error is found during TIN Reference File Detail Record validation, the TIN Record will be rejected

- Record is returned on TIN Reference Response File
- Record receives a 'TN' disposition code and error codes specific to the errors identified

Slide notes

If an error is found on an input TIN Reference File Detail Record during the basic field validation step, the TIN record will be rejected and returned on the new TIN Reference Response File with a 'TN' disposition code and error codes specific to the errors identified (See the TIN Response File Error Codes table in the NGHP User Guide Appendices).

Slide 22 of 35 - Basic Field Validation

Basic Field Validation

Certain severe errors will be generated and RREs will be notified via email

- Include severe errors for
 - Missing header or trailer records
 - Incorrectly formatted header and trailer records
 - Invalid record count on the trailer
 - Empty files
- Contact assigned EDI Representative and resubmit a corrected TIN Reference File

Slide notes

As with other Section 111 file processing, certain severe errors will be generated, and notification returned to RREs via email alerts for TIN Reference Files.

These include severe errors for missing header or trailer records, incorrectly formatted header and trailer records, an invalid record count on the trailer, and empty files.

In the event of a severe error, RREs must contact their assigned Electronic Data Interchange (EDI) Representative and resubmit a corrected TIN Reference File as instructed.

Slide 23 of 35 - Basic Field Validation

Basic Field Validation

If a TN01 error code is received on a TIN believed to be valid

- Contact assigned EDI Representative
 - Upon receipt of appropriate documentation, EDI Representative will mark the TIN as valid
 - TIN will be accepted on subsequent file submissions
- No validation is done on RRE-assigned pseudo-TINs submitted for foreign RREs

Slide notes

If an RRE receives a TN01 error code on a TIN they believe to be valid, the RRE should contact their EDI Representative.

Upon receipt of appropriate documentation, the EDI Representative will mark the TIN as valid in the BCRC Section 111 system with this information and the TIN will be accepted on subsequent file submissions.

No validation is done on RRE-assigned pseudo-TINs submitted for foreign RREs other than to check for a 9-digit number beginning with '9999'.

Slide 24 of 35 - Address Validation

Address Validation

- RREs are encouraged to pre-validate addresses using postal software or online tools such as those found here:
https://tools.usps.com/go/ZipLookupAction_input

**Slide notes**

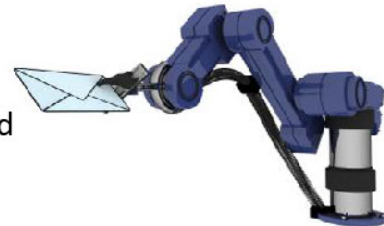
In order to help prevent errors associated to TIN addresses,

RREs are encouraged to pre-validate TIN and Office Code/Site ID mailing addresses using postal software or online tools available on the United States Postal Service (USPS) website pages such as the link shown here: [USPS Office Code Lookup](#).

Slide 25 of 35 - Address Validation

Address Validation

- TIN Reference File records that pass basic field validation will be further processed by the BCRC using a postal software tool
- Tool will be used to validate and improve deliverability of mailing addresses
 - Non-foreign addresses will be reformatted into the standardized format
 - Misspellings will be corrected
 - Primary address line will be re-ordered
 - Standard postal abbreviations will be applied

**Slide notes**

TIN Reference File records that pass the basic field validation edits will be further processed by the BCRC using a postal software tool. This tool will be used to validate and improve the deliverability of mailing addresses.

Non-foreign addresses will be reformatted into the standardized format as recommended by the USPS so that they can be matched against a database of valid, deliverable addresses.

This will involve changes like correcting misspellings, changing the order of the individual components of the primary address line, and applying standard postal abbreviations such as RD for “Road”.

Slide 26 of 35 - Address Validation

Address Validation

- After address is standardized
 - It will be matched to the postal database
- If address is matched to one that is considered an undeliverable address
 - Address will not be considered valid
- If address is matched to a deliverable address
 - Address will be considered valid

**Slide notes**

After the address is standardized, it will be matched to the postal database. This matching will include Delivery Point Validation (DPV).

If an address is matched to one that is considered an undeliverable address, such as a vacant lot, the address will not be considered valid. When a match to a deliverable address is confirmed, the address is considered a valid address.

Slide 27 of 35 - Address Validation

Address Validation

General return codes from postal software will be translated into more descriptive error codes

- These descriptive error codes are included in the TIN Response File Error Codes table in the NGHP User Guide Appendices

Slide notes

The general return codes from the postal software will be translated into more descriptive error codes that will indicate why the address failed to be validated in this step.

These descriptive error codes are included in the TIN Response File Error Codes table in the NGHP User Guide Appendices.

Slide 28 of 35 - Address Validation

Address Validation

- Applied to TIN and Office Code Mailing Address submitted on the TIN Reference File Detail Record
 - Where TIN/Office Code State (Field 9) does not equal 'FC'
- Foreign RRE Addresses on TIN Reference File Detail Records (TIN/Office Code State (Field 9) = 'FC')
 - Are not validated
 - Only basic field validations are applied

Slide notes

Address validation will be applied to the TIN and Office Code Mailing Address submitted on the TIN Reference File Detail Record in Fields 6 - 11 where the TIN/Office Code State (Field 9) is not equal to 'FC' for records that have passed all the basic field validations.

Foreign RRE Addresses submitted in Fields 12 - 15 on TIN Reference File Detail Records where the TIN/Office Code State (Field 9) equals 'FC' will not be validated in this step. Only the basic field validations will apply to the Foreign RRE Address.

Slide 29 of 35 - Go Paperless Option

Go Paperless Option

When there is an active Medicare Secondary Payer Recovery Portal (MSPRP) account for the insurer/recovery agent TIN, Section 111 submitters may set Go Paperless options (i.e., choose to receive letters electronically or by mail) for the insurer and recovery agent address using the following new TIN Reference File fields (Appendix B):

- TIN/Office Code Paperless Indicator (Field 23)
- Recovery Agent Paperless Indicator (Field 24)
- Recovery Agent TIN (Field 25)

Note: There are also five new fields (Fields 48-52) returned for these entries on the TIN Reference Response File (Appendix D).

Slide notes

When there is an active Medicare Secondary Payer Recovery Portal (MSPRP) account for the insurer/recovery agent TIN, Section 111 submitters may set Go Paperless options (i.e., choose to receive letters electronically or by mail) for the insurer and recovery agent address using the following new TIN Reference File fields (Appendix B):

- TIN/Office Code Paperless Indicator (Field 23)
- Recovery Agent Paperless Indicator (Field 24)
- Recovery Agent TIN (Field 25)

There are also five new fields (Fields 48-52) returned for these entries on the TIN Reference Response File (Appendix D).

Note: Recovery agents may now view the Open Debt Report on the MSPRP if the agent has an active MSPRP account with a TIN matching one submitted on the RRE's TIN Reference File.


Slide 30 of 35- TIN Record Maintenance

TIN Record Maintenance

Update the TIN Record as needed below. Required fields are identified with a red asterisk (*).

Click "Submit" to validate the address entries and advance to the Confirmation page.

Click "Cancel" to return to the TIN Record Maintenance - Search page.

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TIN: 12-3456789
Office Code: 0
RRE Foreign Address?*: ☒ Yes ☐ No

TIN/Office Code Mailing Address Line 1: * 123 Main St.
TIN/Office Code Mailing Address Line 2: Suite 100
TIN/Office Code City: * Baltimore
TIN/Office Code State: * Maryland
TIN/Office Code Zip Code: * 21204 - 0101
TIN/Office Code Paperless Indicator: ☒

Foreign Employer Address Line 1 and 2 fields are required if the Foreign Address? Value is Yes.
Foreign RRE Employer Address Line 1: 123 Main St.
Foreign RRE Employer Address Line 2: 123 Main St.
Foreign RRE Employer Address Line 3: Liver Pool
Foreign RRE Employer Address Line 4: United Kingdom

Recovery Agent fields (other than Recovery Agent Mailing Address 2) are required when an entry has been made into any one of the Recovery Agent fields.
Recovery Agent Mailing Name: 123 Main St.
Recovery Agent Mailing Address Line 1: 123 Main St.
Recovery Agent Mailing Address Line 2: Suite 100
Recovery Agent Mailing City: Baltimore
Recovery Agent Mailing State: Maryland
Recovery Agent Mailing Zip Code: 21204 - 0101
Recovery Agent Paperless Indicator: ☒
Recovery Agent TIN: 333333333

Slide notes

Go Paperless settings/values will update the NGHP Section 111, TIN Record Maintenance Page Recovery Agent Paperless Indicator field.

Valid values on the TIN Reference File for the Go Paperless settings are:

Y = the TIN/Office Code address is opting in to "Go Paperless" and will receive letter notification emails instead of mailed hard copies of NGHP recovery letters,

N = the TIN/Office Code address is opting out of "Go Paperless" and will receive hard copies of NGHP recovery letters, and

Space = no change to the currently saved paperless selection.

Slide 31 of 35 - TIN Record Maintenance - Address Confirmation

TIN Record Maintenance – Address Confirmation

The submitted and suggested address(es) based on your submission are displayed below. The paperless settings for these addresses are also displayed.

Click "Confirm" to accept and save the suggested address(es) and paperless settings.

Click "Cancel" to discard the changes without saving and return to editing on the TIN Maintenance page.

TIN Office Code Paperless Indicator: The address is opted in to Go Paperless.

TIN/Office Code Paperless Indicator:	The address is opted in to Go Paperless.
--------------------------------------	------------------------------------------

Address Entered:	123 Main Street Suite 100 Baltimore, MD 21204
Suggested Address:	123 MAIN ST STE 100 BALTIMORE, MD 21204 - 0101

Recovery Agent Paperless Indicator:	The address is opted in to Go Paperless.
-------------------------------------	------------------------------------------

Recovery Agent TIN:	333333333
Recovery Agent Address Entered:	100 North Pennsylvania Avenue Suite 102 Baltimore, MD 21204
Suggested Address:	100 N PENNSYLVANIA AVE STE 102 BALTIMORE, MD 21204 - 0101
Foreign Address Entered:	123 Main St Bldg 100 Liverpool E17 7LD United Kingdom

SECURE AREA

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Slide notes

When updating the TIN Record on the Maintenance page, the Address Confirmation page alerts the user that the submitted and suggested address(es) based on your submission are displayed and will also be the addresses used for paperless settings. The Recovery Agent Paperless Indicator field will also display whether the TIN has opted in, or out, for the Go Paperless setting.

Slide 32 of 35 - File Layouts and Field Descriptions

File Layouts and Field Descriptions

- Appendix B of the [NGHP User Guide](#)

Appendix B - TIN Reference File Layout

MMSEA Section 111 Mandatory Reporting - Liability Insurance (including Self-Insurance), No-Fault Insurance, Workers' Compensation

TIN Reference File Layout - to be submitted with the Claim Input File

TIN Reference Header Record

MMSEA Section 111
Liability Insurance (including Self-Insurance), No-Fault Insurance, Workers'
Compensation TIN Reference File Header Record - 2220 bytes

Field No.	Name	Size	Start Pos.	End Pos.	Data Type	Description
1	Record Identifier	4	1	4	Alpha-numeric	Must be 'NGTH'

Slide notes

The TIN Reference File Layouts and field description can be found in the NGHP User Guide Appendices. The following link may be used to access the [NGHP User Guide](#).

Slide 33 of 35 - Course Summary



Course Summary

- TIN Reference File
 - Contents
 - Submission
- Office Code/Site ID
 - Examples
- Reviews
 - TIN Reference File errors
 - Editing
 - Basic Validation
 - Address Validation
 - Go Paperless Option

**Slide notes**

This learning module explained the Tin Reference File contents and submission. It explained the use of the Office Code or Site ID field and provided examples of when this field might be used.

It also reviewed Tin Reference File errors, editing, basic validation, address validation, and the Go Paperless Option.



Slide 34 of 35 - Conclusion

You have completed the TIN Reference File course. Information in this presentation can be referenced by the NGHP User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link:
<https://go.cms.gov/mirnghp>.

Slide notes

You have completed the TIN Reference File course. Information in this presentation can be referenced by the NGHP User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 35 of 35 - NGHP Training Survey



If you have any questions or feedback on this material, please go to the following URL:
<https://www.surveymonkey.com/s/NGHPTraining>.

Slide notes

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