

Reinsurance, Risk Adjustment and Risk Corridors (3Rs) Vendor Management

April 17, 2015

Financial Management and
Payment Process

Agenda

- Session Guidelines
- Session Purpose
- Financial Management Process and Systems Overview
- TIN and LBN Information
- Payee Group Creation
- Submission of Financial Information
- Questions
- Resources
- Closing Remarks

Session Guidelines

- This is a 90-minute webinar session.
- Documented Q&As will be posted in the coming weeks.

Intended Audience

- Reinsurance, Risk Adjustment and Risk Corridors (3Rs) Issuers

Purpose

This session provides a comprehensive overview of the Financial Management process to Reinsurance, Risk Adjustment, and Risk Corridors (3Rs) Issuers including:

- Creation of Payee Groups
- Submission of billing and banking information in the Health Insurance Oversight System (HIOS), and
- Modification of Payee Group financial information.

Financial Management Process and Systems Overview

Background

- The ACA authorizes HHS to establish standards and regulations to implement the statutory requirements related to premium stabilization programs.
- Section §1321(a) provides broad authority for the Secretary of HHS to establish standards and regulations to implement the statutory requirements related to reinsurance, risk adjustment and other programs under the ACA.
- Section §1321(c)(1) authorizes HHS to establish and implement reinsurance, risk adjustment and the other programs under the ACA.

Background (Continued)

- CMS will make premium stabilization program payments to 3Rs Issuers later in 2015.
- CMS needs accurate financial information from 3Rs Issuers in order to make timely premium stabilization payments.

Financial Management In a Nutshell

In this session, we cover:

- How to Get Started
- How to Submit Banking and Financial Information to CMS
- Who to contact for program or system-related technical assistance
 - CMS Vendor Management Team
 - CMS IT Service Center



The CMS Vendor Management process involves the validation of banking and financial information in the Financial Management Module to ensure timely payment to 3Rs Issuers.

HIOS Overview

The Health Insurance Oversight System (HIOS) is the central web portal for Issuers to access modules used by CMS to collect and store information from entities participating in the Premium Stabilization programs.



HIOS is the portal to the Financial Management Module, which allows Issuers to create Payee Groups and Financial Information Forms (FIFs)

HIOS stores TIN and LBN information for registered Health Insurance companies

HIOS User Roles and Responsibilities

There are two (2) Issuer roles associated with the submission and approval of Payee Data in HIOS

- Payee Data Submitter
- Payee Data Approver

Payee Data Submitter Roles and Responsibilities	Payee Data Approver Roles and Responsibilities
Creates and edits applications within HIOS. May also be assigned the Payee and FIF Submitter roles.	Reviews application submissions May also be assigned the Payee and FIF Approver roles. Payee Data Approver cannot edit Application information.

*While an individual user may not hold both the data submitter and approver roles within HIOS, an organization may register multiple users in the data submitter and approver roles.

Requesting a HIOS Account



Request HIOS Account

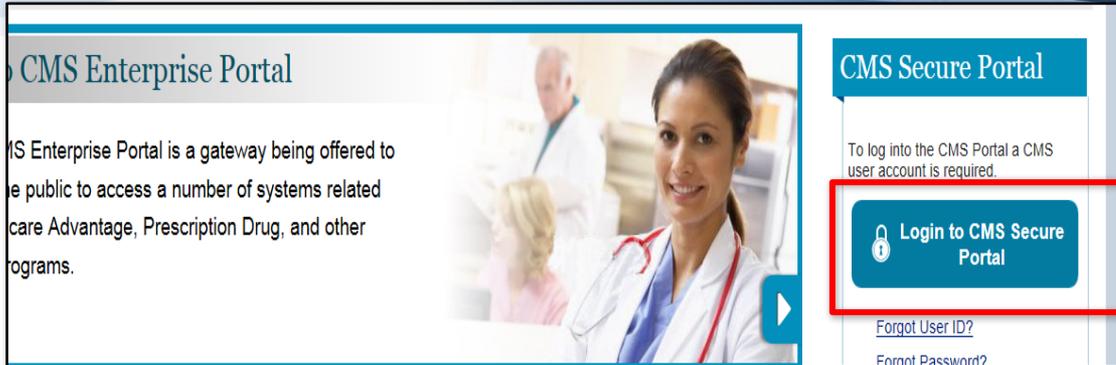
Please note that you are applying for access to the Health Insurance Oversight System (HIOS). If you have any questions, please contact the HIOS Helpdesk at Phone: 1-877-343-6507 or Email: insuranceoversight@hhs.gov.

(*) Indicates a required field

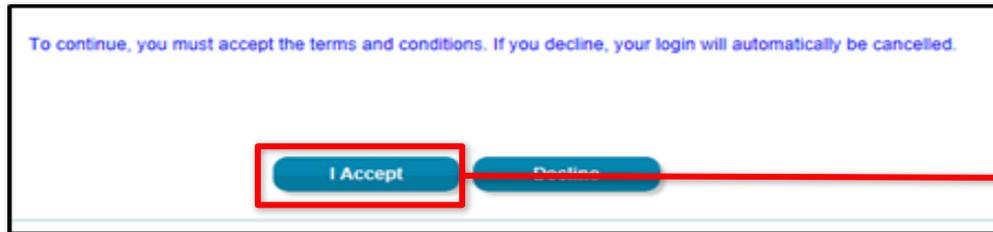
Title (Name):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
*Job Title:	<input type="text"/>
*Organization Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Phone Type:	<input type="text"/>
*Phone: (Format: 123-456-7890)	<input type="text"/>
Phone Ext:	<input type="text"/>
Address Type:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
ZIP code:	<input type="text"/>

- Users will need to complete the **Request HIOS Account** form and submit for approval.
- Once approved, users will receive an email with their HIOS account information and an Authorization Code to request access to HIOS within the CMS Enterprise Portal.
- Issuers may access the CMS Enterprise Portal at <https://portal.cms.gov/wps/portal/unauthportal/home/>.

Accessing the Financial Management Module in HIOS



Go to the Enterprise Identity Management (EIDM) Portal page (<https://portalval.cms.gov/wps/portal/unauthportal/home/>). Login to the CMS Secure Portal.



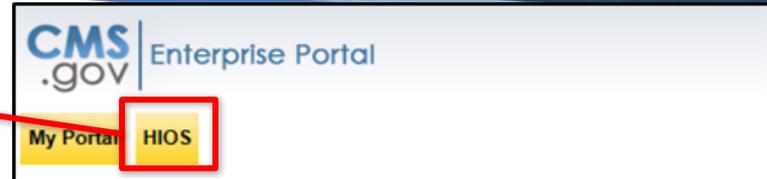
On the next screen, click 'I Accept.'



Users will be taken to the CMS Enterprise Portal log in screen. Log in using User ID and Password.

Accessing the Financial Management Module in HIOS (Continued)

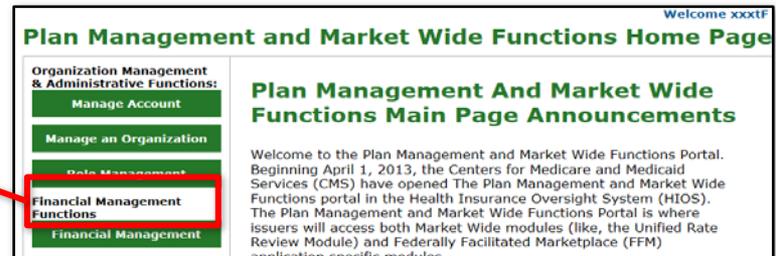
To continue on to the Financial Management Module, click **HIOS**.



On the next screen, select **Access Plan Management & Market Wide Functions**.



On the next screen, select **Financial Management**.



Then, select **Access the Financial Management Module**. To access the Financial Information Form page, select the **Vendor Management Tab**.



Payment Information Needed

In order to receive payments, Health Insurance companies need to complete a few simple steps:

- Create a Payee Group in the Financial Management Module
- Complete Financial Information Forms (FIFs) in the Financial Management Module
- Request a Bank Verification Letter (BVL) for each submitted FIF

Best Practices

- Issuers should gather all relevant information before beginning their applications in HIOS.
- In the Financial Management Module, TIN and LBN data is prepopulated from HIOS application data. Issuers should ensure that TIN and LBN information is correct before creating payee groups.



Users have the option to save while completing applications within the Financial Management Module. Users should reconfirm data to ensure accuracy prior to submitting for approval.

TIN and LBN Information

TIN and LBN in HIOS

CMS requires accurate TIN and LBN information in HIOS in order to establish accounting records with accurate information prior to making payments to Issuers:

- 3Rs Issuers should confirm their data in HIOS prior to creating Payee Groups and FIFs.
- CMS requests that 3Rs Issuers confirm TIN and LBN information in HIOS no later than April 20, 2015.
- 3Rs Issuers should contact the IT Service Desk at 1-800-562-1963 (Option 6) with technical questions about HIOS User accounts.
- 3Rs Issuers may send non-technical questions to Vendor_Management@cms.hhs.gov.

Payee Group Creation

Payee Groups Overview

There are **four (4) requirements** for assigning Issuers to Payee Groups:

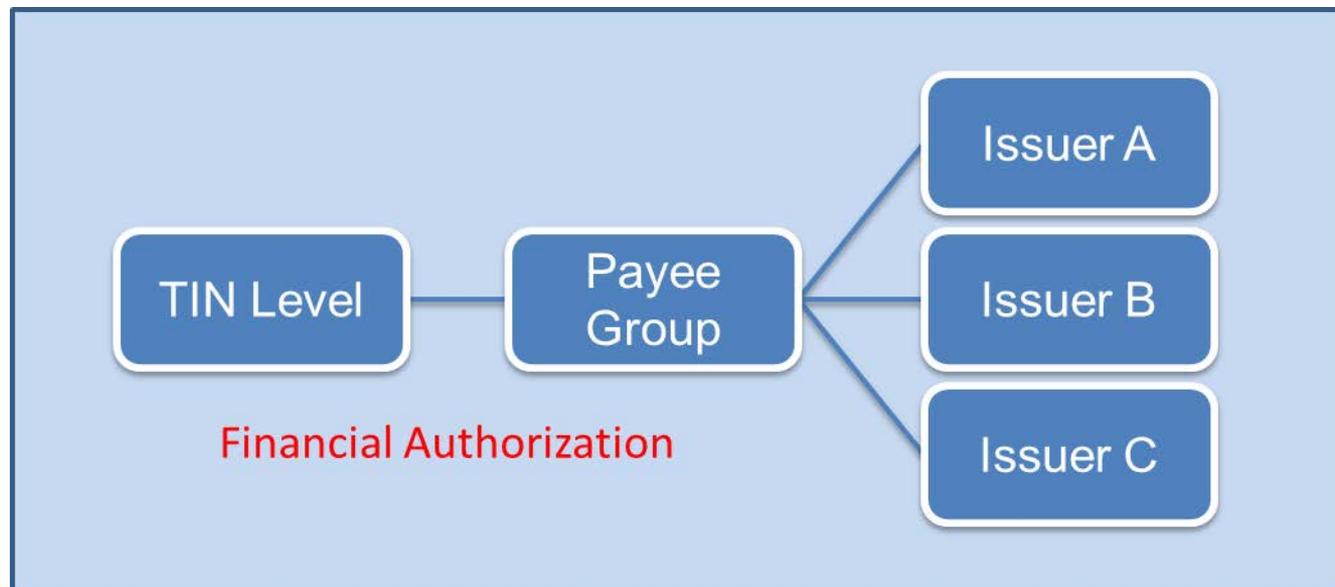
- All Issuers in a Payee Group must share the same TIN.
- All Payee Groups must include at least one (1) Issuer.
- All Issuers must be assigned to a Payee Group.
- Each Issuer must be assigned to only one (1) Payee Group.



Any Issuer not assigned to a Payee Group will not receive payments.

Payee Group Configuration

A payee group will have a one-to-one ratio with the TIN. For example, if a company has three (3) Issuers with the same TIN, they will only be allowed to establish one (1) payee group with all three Issuers included.



Payee Groups

One function of the HIOS Financial Management Module is to allow insurance companies to create Payee Groups and associated financial information in order to facilitate payments to Issuers.



Select “Payee Groups” in the Financial Management Module to access Payee Group Submitter or Approver functions.

Payee Group Creation Roles and Responsibilities

There are two (2) Issuer roles associated with the submission and approval of Payee Groups:

- Payee Submitter
- Payee Approver

Payee Submitter Roles and Responsibilities	Payee Approver Roles and Responsibilities
<p>Creates new Payee Group Enters Payee Group Contact information Enters Financial Authority contact information Assigns Issuers to Payee Groups Views and/or Edits Payee Group information</p>	<p>Reviews Payee Group submissions Approves Payee Group Submissions</p> <p>Payee Approver cannot edit Payee information.</p>

Create Payee Group Payee Submitter Screen

To begin the process of creating a Payee Group, the Payee Submitter selects “Payee Groups” in the Financial Management Module. The following screen appears, which presents the submitter with a list of all Payees associated with a selected TIN and the option to create Payee Groups.

Payee Groups Summary

Select a TIN and then select Show Payee Groups to view its payee groups:

TIN: 111111136 - FM Company136

TIN 111111136 - FM Company136	<input type="button" value="Create Payee Groups"/>
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Click “Create Payee Groups” to begin the Payee Group creation process.

Select the TIN associated with the Submitter and click “Show Payee Groups”

Create Payee Group

Payee Submitter Screen (Continued)

Once the Submitter chooses to create a Payee Group, a screen appears with fields to create the Payee Group. The screen contains the following sections:

Section	Populated by System or Submitter
1099 Address	System/Submitter Populated
Payee Groups Contact	Submitter Populated
Financial Authority Contact	Submitter Populated
Assign to Payee Group – Payee Group List	Submitter Populated
Assign to Payee Group – Unassigned Issuer List	System Populated

Create Payee Group

Payee Submitter Screen (Continued)

Create Payee Groups

A field with an asterisk (*) before it is a required field

TIN: 12-345678 - Acme Corporation, Inc.
Effective Start Date:

The TIN here is the TIN selected on the main Payee Groups screen.

i If you wish to make any changes to the Tax Identification Number (TIN) or the legal business name shown above, please go back to the Health Information Oversight System (HIOS) to make these changes.

Organization Information

Organization Payee ID: An ID for the organization information below will be assigned upon submission

1099 Address

*** 1099 Street Address:**

The address to which CMS will mail the 1099 tax statements (if applicable). This cannot be a PO Box address.

201 Daisy Buchanan Lane

Maximum of 55 characters

*** 1099 City:**

New York

Maximum of 30 characters

*** State:**

NY

*** Zip:**

11111

XXXXX or XXXXXXXXX

The Organization Payee ID is blank. The ID is assigned upon submission of the Payee Group.

The 1099 address is pre-populated with the Domiciliary Address. The Submitter can modify the pre-populated address to an address to which CMS can mail 1099 tax statements for the Payee Group. Issuers should provide the address used when filing taxes.

i Note: If you make changes to the organization's 1099 Address, you must resubmit the Financial Information Forms for every group that is currently included in the TIN.

Create Payee Group Payee Submitter Screen (Continued)

Payee Groups Contact
Please provide the contact information for the person who can answer questions regarding Payee Groups.

*Payee Group Contact Name: Title:
Maximum of 35 characters

*Phone Number: *Email:
XXX-XXX-XXXX

Enter the contact information including Name, Title, Phone Number and Email for the Payee Group's Contact.

Financial Authority Contact
Please provide the contact information for the person who is authorized by your CEO or CFO to discuss payment issues with CMS.

*Financial Authority Contact Name: Title:

*Phone Number: *Email:
XXX-XXX-XXXX

Enter the contact information including Name, Title, Phone Number and Email for the Payee Group's Financial Authority.



CMS will contact the Payee Group Contact with questions regarding the Payee Groups and the Financial Authority with questions related to Invoices.

Create Payee Group

Payee Submitter Screen (Continued)

The system displays a list of all Issuers, unassigned to a Payee Group, associated with the selected TIN. The Submitter selects the Issuers that will comprise the new Payee Group.

Payee Groups

Assign to Payee Group

Issuers for the TIN selected are shown below. Please establish payee groups and assign all Issuers to a payee group.

Unassigned Issuer List:
Shown by Issuer ID, then name and state

- 45801 - FM Company136 - AK
- 44168 - FM Company136 - AL
- 55250 - FM Company136 - AR
- 85645 - FM Company136 - CO
- 59412 - FM Company136 - CT
- 85970 - FM Company136 - DE
- 17725 - FM Company136 - ID
- 91485 - FM Company136 - IL
- 79606 - FM Company136 - NC
- 80563 - FM Company136 - VA

Payee Groups
Listed by most recently added

+ ADD PAYEE GROUP

*Group Name:
Payee Group
35 characters maximum

Effective Start Date: Date submitted to CMS

Payee ID: Assigned upon submission

Issuer List:
85645 - FM Company136 - CO
91485 - FM Company136 - IL

Total Payee Group(s): 0

Save & Continue Later Cancel **Submit For Approval** Cancel Done

The Submitter creates a name for the new Payee Group.

The Effective Start Date is the date the Payee Group is submitted to CMS. The Payee ID is generated upon submission of the Payee Group. Both fields are system generated.

Issuers added from the Unassigned Issuer List populate the Issuer List.

Submitter clicks "Submit for Approval" in order to submit the Payee Group for approval.

Create Payee Group—Reminder



- **If a user accidentally creates more than one (1) Payee Group, the user should not assign any issuers to it. Proceed with approval of the correct Payee Group.**
- **If there is an error in an approved Payee Group, the user should not create a second Payee Group; let the process proceed. The user can modify the Payee Group once CMS processes the Financial Information Form (FIF) associated with the Payee Group.**

Create Payee Group Payee Approver Screen

To approve an Issuer-submitted Payee Group, the Payee Approver selects “Payee Groups” in the Financial Management Module. The following screen appears, which allows the Approver to view and approve Payee Groups.

Payee Groups Summary

Select a TIN and then select Show Payee Groups to view its payee groups:

TIN: 817881782 - FM Company 782

Show Payee Groups

TIN 817881782 - FM Company 782

Show Entries 10

Payee Group Name	Payee ID	Issuers	Effective Start Date	Effective End Date	Submission Status	Created By	Approved By	Action
FM Company 782	A910000				Pending Approval	ACCNFM021@FFETEST.COM		View Approve
Payee Group 1	A910001	55399,			Pending Approval	ACCNFM0		View

The Approver selects a TIN and clicks “Show Payee Groups” to view a list of Payee Groups associated with the TIN.

The Approver can view details about a submitted Payee Group including Payee IDs, Issuers and Effective Start Dates.

If a Payee Group is not yet approved, two (2) actions are available to the Payee Approver: “View” and “Approve”.

Create Payee Group

Payee Approver Screen (Continued)

Once the Approver selects the “Approve” action, a screen appears with fields to review and approve the Payee Group. The screen contains the following sections:

Section	Populated by System or Approver
Organization Information	System Populated
Payee Groups – Unassigned Issuer List	System Populated
Payee Groups – Groups List	System Populated

The Approver should review all sections prior to approving the Payee Group.

Create Payee Group Payee Approver Screen (Continued)

Approve Payee Groups

TIN: 817881782 - FM Company 782

Organization Information

TIN:	817881782 - FM Company 782
Organization Level Payee ID:	A910000
Effective Start Date:	Date Submitted to CMS
1099 Address:	PO Box 589 Arlington, VA 22203
Payee Group Contact:	Cory 333-333-3333@ c@aol.com
Financial Authority Contact:	John Wall 825-825-8251 john@yahoo.com

No unassigned issuers

Groups list
Listed by most recently added

Payee Group 1 (3) (-)

Effective Start Date:	Date Submitted to CMS
Payee ID:	A910001

55309-FM Company 782-UT
56719-FM Company 782-SD
75843-FM Company 782-MO

Total: 1 payee group(s)

The Organization Information and Payee Groups sections are populated with information input by the Payee Submitter. The Payee Groups section includes the Unassigned Issuer List and the Payee Group List. The Payee Approver reviews this information.

Disapprove Payee Groups

Approve Payee Groups

The Payee Approver can choose to Disapprove or Approve the Payee Group.

Submission of Financial Information

Financial Information Form

One component of the Financial Management module supports centralized information collection. The Financial Information Form (FIF) enables Issuers to input and verify banking information and billing address, and to collect contact information and attestations prior to approving Issuers for payment.



The Submitter selects “Financial Information Forms” in the Financial Management Module to access FIF Submitter or Approver functions.

FIF Roles and Responsibilities

There are two Issuer roles associated with the submission and approval of FIFs:

- FIF Submitter
- FIF Approver

FIF Submitter Roles and Responsibilities	FIF Approver Roles and Responsibilities
<p>Enters the billing address Enters Payee Group FIF contact information</p> <ul style="list-style-type: none">• Enters Payee Group financial institution account and contact information• Confirms the submitted information is correct and makes changes as necessary• Views and/or edits FIF information	<ul style="list-style-type: none">• Reviews FIF submissions• Signs the Authorization Agreement• Approves or Disapproves FIF submissions• Submits the FIF for CMS review <p> The FIF Approver cannot edit FIF information.</p>

Create FIF

FIF Submitter Screen

To begin the process of creating a FIF, the FIF Submitter selects “Financial Information Forms” in the Financial Management Module. The following screen appears, which presents the Submitter with a list of Payee Groups and the associated TIN.

Financial Information Form Summary

Select a TIN and then select “Show Financial Information Forms” to view Financial Information Forms. Sort Payee ID to list all forms for a payee group.

TIN: 111111137 - FM Company137

TIN 111111137 - FM Company137

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Submission			Create
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View
Payee Group 2	A874002			Disapproved	ACCNFM021@FFETEST.COM		View Edit

The Submitter selects “Show Financial Information Forms” to view a list of Payee Groups.

The Submitter clicks “Create” to begin the process of creating a FIF.

Create FIF

FIF Submitter Screen (Continued)

Once the Submitter chooses a Payee Group, a screen appears with fields to create the FIF. The screen contains the following sections:

Section	Populated by System or Submitter
Financial Information Form Details	System Populated
Legal Business Information for Payee Group	System Populated
Billing Address	Submitter Populated
Payee Group Financial Institution	Submitter Populated
Payee Group Financial Institution Contact Information	Submitter Populated



Edits to data in **system populated sections** can only be made by returning to the Payee Group tab in the Financial Management Module.

Create FIF

FIF Submitter Screen (Continued)



The Submitter must confirm Payee ID and Payee Group Name is correct. Edits to data in this section can only be made by returning to the Payee Groups tab in the Financial Management Module.

The Effective Date is system generated and represents the date CMS verifies the information.

Create Financial Information Form

Payee Group: A534000 - FM Company212

A field with an asterisk (*) before it is a required field

 You must make any changes to ownership or legal business information in the Health Information Oversight System (HIOS) before beginning this authorization agreement.

Financial Information Form Details

The financial information form will apply to the following payee group.

Payee ID:	A534000
Payee Group Name:	FM Company212
Effective Date:	Will be the date all information has been verified by CMS and any financial institution. Please allow up to 30 days for the verification process.

Create FIF

FIF Submitter Screen (Continued)



The system pre-populates the LBN fields with information previously submitted to HIOS, which the FIF Submitter must then confirm is correct. Edits to the TIN, LBN and Not for Profit status must be made in HIOS.

Legal Business Information

If you wish to correct any legal business name information, you must update it in HIOS before submitting this form. CMS will use the 1099 address to mail your annual 1099 forms.

Tax Identification Number (TIN): 111111212
Not for Profit Status: For Profit
Legal Business Name: FM Company212
1099 Address: 14001 Jefferson Davis Hwy
Woodbridge, VA 22191

Create FIF

FIF Submitter Screen (Continued)

The Submitter must check the box if the billing address is the same as the address used for the 1099.

This line is system populated with the Payee Group Name. The FIF Submitter can modify this field with up to 49 characters. For example, enter an individual contact to whom the billing information is routed.

The billing address cannot be a P.O. Box. If the billing address is different from the address used on the 1099, the FIF Submitter must complete this section.

Billing Address

Use 1099 Address

*Attention

Note: The attention line is prepopulated with your payee group name; this may be modified.

[Payee Group Name]

Maximum of 49 characters

*Billing Address

*City:

*State:

*Zip:



Address verification occurs automatically and the system will generate warning screens if the provided address does not match the USPS or Experian address.

Create FIF

FIF Submitter Screen (Continued)

Verify Mailing Address
We could not confirm the mailing address you entered for the billing address. Select one of the addresses we found, continue with the address you entered, or cancel and correct the address.

You Entered:
12 Main St.
Baltimore, MD 65234

We Found:
35 MAIN ST,
BALTIMORE, MD 65234

Please select the address to use as the billing address:

- Use the address I entered: 12 Main St, Baltimore, MD 65234
- Use the new address: 35 MAIN ST, BALTIMORE, MD 34202

Cancel Use this Address

Billing Address Not Found
We could not verify the mailing address you entered for the billing address. Please confirm this is the correct address, or cancel and reenter the address.

You Entered:
12 Main St.
Baltimore, MD 65234

We Found:
No US Postal Service Data.

Please confirm we should use this address as the billing address.

Cancel Use this Address

If the billing address entered by the Submitter cannot be found or verified, a warning screen appears with options to either select the correct address or reenter the address.

Create FIF

FIF Submitter Screen (Continued)

Payee Group Financial Institution

* Select box if Financial Information is not submitted at this time.

Payee Group Financial Institution Information must be submitted to receive payment. Organization Level Payee Groups and Contributor-Only Entities should select the checkbox.

Organization Level Payee or Contributing Entity

*Financial Institution Name:

*Financial Institution City: *State: *Zip:
XXXXXX or XXXXXXXXXX

*Financial Institution Contact Person: *Financial Institution Phone Number:
XXX-XXX-XXXX

*Routing Transit Number: *Confirm Routing Transit Number:
XXXXXXXXXX Must match routing transit number exactly

*Account Number: *Confirm Account Number:
XXXXXXXXXXXXXXXXXXXXXXXXXXXX Must match account number exactly

*Type of Account:
 Checking Account
 Savings Account

The Submitter checks the box if the Payee Group financial institution is an insurance organization. If this box is checked, the user cannot enter information for a financial institution.

These fields are populated with the financial institution name, billing address and contact information.

These fields are populated with the financial account information including the account number and nine (9) digit routing transit number. Both of these numbers are entered twice and both entries must match exactly.

The Submitter selects whether the account is a checking or savings account. The account must be a checking or savings account.



Create FIF

FIF Submitter Screen (Continued)

Financial Information Form Contact

Please provide the name of the person who can answer questions regarding the payee group Financial Information Form.

*Contact Person's Name:	Title:
<input type="text"/>	<input type="text"/>
*Phone Number:	*Email:
<input type="text"/>	<input type="text"/>

xxx-xxx-xxxx

The Submitter should enter the name, title, telephone number and email address of an individual whom CMS can contact for answers to questions regarding the FIF.



The contact should be an informed individual who is familiar with the Financial Information and can respond to questions in a timely manner.

Create FIF

FIF Submitter Screen (Continued)

FIF Submitters should refer back to the summary table to confirm information is stored.

Financial Information Form Summary

Select a TIN and then select "Show Financial Information Forms" to view Financial Information Forms. Sort Payee ID to list all forms for a payee group.

TIN: [Show Financial Information Forms](#)

TIN 111111137 - FM Company137

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Submission			Create
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View
Payee Group 2	A874002			Disapproved	ACCNFM021@FFETEST.COM		View Edit

Create FIF

FIF Approver Screen

To begin the process of approving an Issuer-submitted FIF, the FIF Approver selects “Financial Information Forms” in the Financial Management Module. The following screen appears which, if “Show Forms” is selected, presents the Approver with a list of Payee Groups and associated TINs. This screen allows the Approver to view and approve FIFs.

Financial Information Forms

The Financial Information Form is used to submit bank account and other information to CMS.

Financial Information Form Summary

Select a TIN and then select “Show Financial Information Forms” to view Financial Information Forms. Sort Payee ID to list all forms for a payee group.

TIN:

TIN 111111137 - FM Company137

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Approval	ACCNFM021@FFETES T.COM		<input type="button" value="View Approve"/>
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETES T.COM	ACCNFM022@FFETEST.COM	<input type="button" value="View"/>

The Approver clicks “Show Financial Information Forms” to view a list of Payee Groups associated with the displayed TIN.

FIFs are assigned one of three statuses: Pending Submission, Pending Approval or Approved.

If a FIF has a Pending Approval status, two actions are available to the Approver: “View” and “Approve”.

Create FIF

FIF Approver Screen (Continued)

Once the FIF Approver selects the “Approve” action, a screen appears with fields to review and approve the FIF. The screen contains the following sections:

Section	Populated by System or Approver
Financial Information Form Details	System Populated
Legal Business Information for Payee Group	System Populated
Billing Address	System Populated
Financial Institution	System Populated
Payee Group Contact Information	System Populated
Authorization	Approver Populated



The system populated sections are populated with information previously provided by the FIF Submitter.

Create FIF

FIF Approver Screen (Continued)

Approve Financial Information Form

A field with an asterisk (*) before it is a required field.

Please review the Financial Information Form for the payee group below for accuracy. At the bottom of the page, you can either authorize and approve the form or disapprove it. You do not need to fill out the authorization section to disapprove the form.

Financial Information Form Details

Payee Group Name: FM Company212
Payee Group ID: AS41000
Submission Status: Pending Approval
Submission Date: 05/17/2014
Created By: ACCNFM088@FFETEET.COM
Effective Date: Will be the date all information has been verified by CMS and any financial institution. Please allow up to 30 days for the verification process.

Payee Group Legal Business Information

Tax Identification Number (TIN): 111111212
Not for Profit Status: For Profit
Legal Business Name: FM Company212
1099 Address: CMS will use this address to mail your annual 1099 forms.
14001 JEFFERSON DAVIS HWY
WOODBRIDGE, VA 22181-2118 ✓ This address was successfully validated

Billing Address

Billing Address: ATTN: FM Company212
14001 JEFFERSON DAVIS HWY
WOODBRIDGE, VA 22181-2118 ✓ This address was successfully validated

Financial Institution

Financial Institution: Bank of East
Houston, TX 77036
Financial Institution Contact: Darlene Collicoe
Financial Institution Phone Number: (713) 446-8787
Routing Transit Number:
Account Number:
Type of Account: Checking

Financial Information Form Contact

Contact Person: Jerry Brown
(802) 868-2704
Jerry.Brown@ercf.com

The FIF Details, Payee Group Legal Business Information, Billing Address, Financial Institution and Payee Group Contact Information sections are populated with information provided by the Submitter. The Approver reviews and approves this information.

Create FIF

FIF Approver Screen (Continued)

Financial Information Authorization Agreement

I hereby authorize the Centers for Medicare & Medicaid (CMS) to initiate credit entries, and in accordance with 31 CFR part 110.3 (b) initiate adjustments for any duplicate or erroneous entries made in error to the account indicated above. I hereby authorize the Financial Institution/bank named to credit and/or debit the same to such account.

CMS may assign its rights and obligations under this agreement to CMS designated contractor. CMS may change its designated contractor at CMS' discretion.

If payment is being made to an account controlled by a designated payer, the Health Insurance Company hereby acknowledges that payment to the designated payer under these circumstances is still considered payment to the Health Insurance Company, and the Health Insurance Company authorizes the forwarding of payments to the designated payer.

If the account is shown in the Health Insurance Company's name, or the Legal Business Name of the Health Insurance Company, the said Health Insurance Company certifies that he/she has sole control of the account referenced above, and certifies that all arrangements between the Financial Institution and the said Health Insurance Company are in accordance with all applicable CMS regulations and instructions.

This authorization agreement is effective as of the signature date below and is to remain in full force and effect until CMS has received written notification from me of its termination in such form and such manner as to afford CMS and the Financial Institution a reasonable opportunity to act on it. CMS will continue to send the direct deposit to the Financial Institution(s) indicated in the accompanying Financial Information Template until notified by me that I wish to change the Financial Institution making the direct deposit. If my Financial Institution information changes, I agree to submit my updated financial information to CMS.

*Authorized/Delegate Official Name: Please enter your name below.	*Telephone Number: Company/work phone number
<input type="text"/>	<input type="text"/>
*Title:	*Email Address:
<input type="text"/>	<input type="text"/>

***Signature** ***Date**

Privacy Act/Adversity Statement: You should be aware that P.L. 102-513, the Computer Matching and Privacy Protection Act of 1988, permits the government, under certain circumstances, to verify the information you provide by way of computer matches.

The Approver enters his or her Name, Title, Telephone Number and Email.

If the FIF is approved, the Approver enters an electronic signature and the date the FIF was approved in MM-DD-YYYY format.

The Approver can choose to Cancel, Disapprove or Approve the FIF.

Modify FIF

FIF Submitter Screen

FIF Submitters can view the details and status of existing FIFs. To view these details, the Submitter selects “Show Forms” on the Financial Information Forms screen in the Financial Management Module.

Financial Information Form Summary

Select a TIN and then select “Show Financial Information Forms” to view Financial Information Forms. Sort Payee ID to list all forms for a payee group.

TIN: 111111137 - FM Company137

Show Financial Information Forms

TIN 111111137 - FM Company137

Payee Group Name	Payee ID	Submission Date	Effective Date	Submission Status	Created by	Approved by	Action
FM Company137	A874000			Pending Submission			Create
Payee Group 1	A874001	07/10/2014		Approved	ACCNFM021@FFETEST.COM	ACCNFM022@FFETEST.COM	View
Payee Group 2	A874002			Disapproved	ACCNFM021@FFETEST.COM		View Edit

The Submitter clicks “Show Forms” to view a list of Payee Groups associated with the displayed TIN.

FIFs are assigned one of four statuses: Pending Submission, Pending Approval, Approved or Disapproved.

The Submitter can View, Edit or Delete a FIF.

FIF Verification

- CMS verifies the banking information submitted on the FIF.
- If the FIF is rejected, CMS will notify the proper contact identified on the FIF. For example:

Contact	Reason
Payee Group	Issuers not assigned to a Payee Group
FIF Contact	CMS is unable to verify submitted banking information
Financial Authority	CMS requires further information related to payment



If the banking information cannot be verified and is not corrected or responded to in a timely manner, the Issuer is at risk for not being paid.

FIF Verification (Continued)



Each new Payee Group must request that their identified Financial Institution submit a Bank Verification Letter directly to CMS by May 4, 2015.

The BVL must be on official bank letterhead and contain the following information:

- Issuer name on the account
- Bank account type (checking/savings)
- Electronic routing transit number
- Bank account number
- Authorized bank officer's name, signature and contact information

Submission of Bank Verification Letters



Financial Institutions should submit the **BVL** directly to CMS by facsimile to 301-492-4746.

Updates to Banking and Billing Information

- Issuers will be unable to access the Financial Management Application in HIOS April 5th thru April 20th.
- Issuers and CMS access to the Financial Management Application will be limited each month so that potential updates to vendor records will not change data incorporated in the monthly payment file as it transmits through the CMS accounting system.

Contacting CMS

- 3Rs Issuers may send technical questions to the Exchange Operations Support Center (XOSC) Help Desk at:
 - **Call: (855) 267-1515**
 - **Email: CMS_FEPS@cms.hhs.gov**
- 3Rs Issuers may send non-technical questions to: Vendor_Management@cms.hhs.gov

Questions?

To submit questions by phone:

- *dial '14' on your phone's keypad*
 - *dial '13' to withdraw your question*

To submit questions by webinar:

- *type your question in the text box under the 'Q&A' tab*

Resources: Obtaining Correct TIN and LBN Information

Organizations can obtain accurate TIN and LBN information through the IRS:

- Contact the IRS Business & Specialty Tax Line at (800) 829-4933
- Visit the IRS website at the following link:
<http://www.irs.gov/localcontacts/index.html>

Resources: Correcting TIN and LBN Data in HIOS

The Company Administrator can edit the TIN and LBN in HIOS and should contact the IT Services Help desk.

Call: 1-800-562-1963, Option 6

Email: CMS_FEPS@cms.hhs.gov

1 Login to HIOS

2 Compare the TIN and LBN in HIOS to the information provided when the IRS issued the TIN

3 Edit the TIN and/or LBN in HIOS

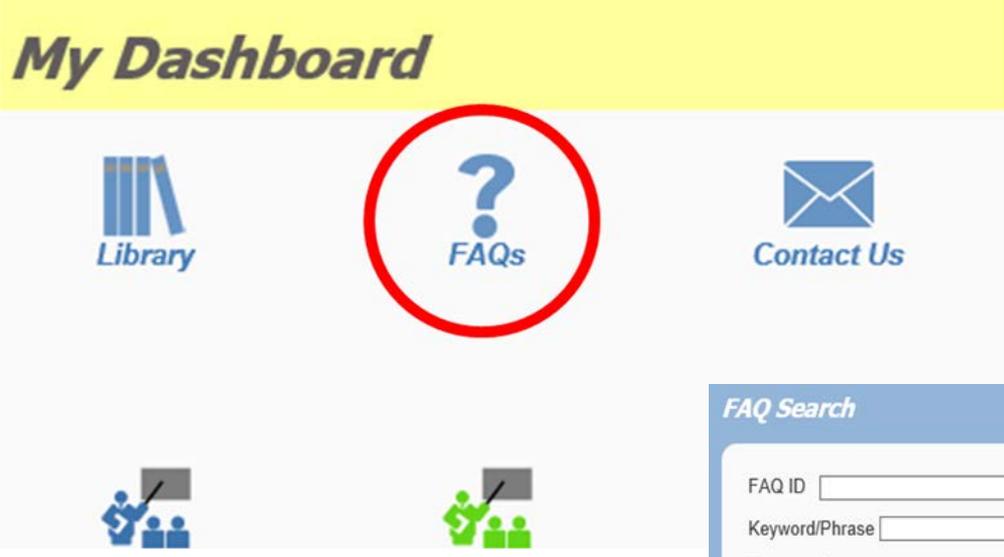
Inquiry Tracking and Management System (ITMS)

Stakeholders can submit inquiries to ITMS at <https://www.REGTAP.info>

Select “Submit an Inquiry” from My Dashboard.



FAQ Database on REGTAP



The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary Categories, and Publish Date.

FAQ Database is available at <https://www.regtap.info/>



Closing Remarks

Today, CMS covered:

- Getting Started
- Submitting Banking and Financial Information to CMS
- Contact CMS for 3Rs and IT technical assistance



Respond in a timely fashion to CMS Vendor Management Team regarding updates to banking information in order to avoid late payments.