Health Insurance Oversight System (HIOS)

Health Plan and Other Entity Enumeration System User Manual



System Version Release 04.01

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1 Introduction

The Department of Health and Human Services (HHS) has adopted a standard for a unique health plan identifier (HPID) and an other entity identifier (OEID). The adoption of a unique health plan identifier is designed to eliminate the need for multiple identifiers in order to streamline HIPAA standard transactions. The unique identifiers may also be used for any other lawful purpose to uniquely identify a health plan or other entity.

The Office of E-Health Standards and Services (OESS), as delegated by HHS, has developed the final rule for the adoption of unique identifiers and the creation of an online enumeration system. The enumeration system has been named the Health Plan and Other Entity Enumeration System (HPOES) and is referred to as such in this document.

This user manual explains the user functionality of the HPOES module within the Health Insurance Oversight System (HIOS), including submitting an application, creating a profile, approving an application, assignment of an HPID or OEID number, and editing an application. This manual provides step-by-step instructions for the features and functionalities available in HPOES.

2 Introduction to Health Plan and Other Entity Enumeration System

The HPOES System requires three types of users: 'Guest', 'Submitter' and 'Authorizing Official'. A user has access to functionality within the system based on the roles associated to their user type.

The following is a brief description of the three user roles within the HPOES System:

- 1. Guest A Guest user who does not need to apply for a Health Plan Identifier (HPID) or Other Entity Identifier (OEID), but would like to stay current on HPOES news and information.
- 2. Submitter A Submitter user is a representative of a Health Plan or an Other Entity who has the ability to complete and submit an application on behalf of the health plan or other entity.
- Authorizing Official An Authorizing Official user is an individual that has the authority to legally bind the entity and holds ultimate responsibility, for example the chief executive officer (CEO), the chief compliance officer, and the chief financial officer (CFO). An Authorizing Official approves applications submitted by the company's Submitter user(s).

2.1 What is the purpose of the health plan identifier?

The primary purpose of the health plan identifier is for use in standard transactions. In standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

2.2 What entities can get a Health Plan Identifier (HPID)?

An entity must meet the definition of Health Plan at 45 CFR 160.103 to get an HPID. For purposes of the HPID, there are two classifications of health plans – a Controlling Health Plan (CHP) and a Subhealth Plan (SHP). A Controlling Health Plan must get an HPID, while a Subhealth Plan is eligible but not required to get an HPID. To determine whether a Subhealth Plan should get an HPID, the CHP and/or the SHP should consider whether the SHP needs to be identified in the standard transactions. A CHP may get an HPID for its SHP or may direct a SHP to get an HPID.

2.3 What entities are eligible to get an Other Entity Identifier (OEID)?

An entity is eligible to get an OEID if the entity meets ALL of the following:

- 1. Needs to be identified in the standard transactions;
- 2. Is NOT eligible to obtain an HPID;
- 3. Is NOT eligible to obtain an National Provider Identifier (NPI); and
- 4. Is NOT an Individual

Examples of entities that are eligible to get an OEID include third party administrators, clearinghouses, and non-HIPAA covered entities such as auto liability and workers compensation carriers.

2.4 When must a health plan get and use HPIDs?

Health plans that are not Small Health Plans must get HPIDs by November 5, 2014. Small health plans must get HPIDs by November 5, 2015. All health plans and other HIPAA covered entities must use an HPID to identify a health plan that has an HPID in the standard transactions by November 7, 2016.

2.5 When must other entities get and use OEIDs?

Other Entities are not required to get or use OEIDs. The OEID is a voluntary identifier. The value of the OEID is that it can create greater standardization in the transactions so that all parties that need to be identified in the standard transactions would have a standard identifier that would be listed in a publicly available searchable database.

3 Health Plan and Other Entity Enumeration System

HPOES is accessed by three types of users: Guest, Submitter and Authorizing Official. A user's access to system functionalities depend upon the user role assigned to that user. If you experience issues with access to a specific functionality within the HPOES System, please contact the Exchange Operations Support Center (XOSC). The Exchange Operations Support Center (XOSC) contact information can be found in section 5.

3.1 HPOES Functionality

This section discusses the different functionalities available to each user type. There is a separate section for Guest, Submitter, and Authorizing Official user roles.

3.1.1 'Guest' User Role

Within the HPOES System, a Guest user can access the following functionalities:

- Submit Feedback
- Request access to switch to 'Submitter' or 'Authorizing Official' user roles
- Manage an organization in HIOS

Figure 1: HPOES Guest User Homepage below is a screenshot of the HPOES System homepage displayed once a Guest user logs into HIOS and clicks on the 'Health Plan and Other Entity Enumeration System' link.

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Figure 1: HPOES Guest User Homepage

3.1.2 'Submitter' User Role

Within the HPOES system, a user with a 'Submitter' user role can perform the following functions:

- Submit a Controlling Health Plan (CHP) HPID application
- Submit a Subhealth Plan (SHP) HPID application
- Submit an Other Entity Identifier (OEID) application
- Search Applications
- Edit Applications
- View Audit History for Applications

The following sections provide a description of these functionalities.

3.1.2.1 How to submit an Controlling Health Plan (CHP) application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 2:</u> <u>HPOES Submitter User Homepage</u> below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT Welcome Jolene Nguyen **Events and Webinars** All Users: Health Plan and Other Entity Enumeration System User Please visit the HPID Management website for information on upcoming trainings and Announcements Register an webinars. Organization Welcome to the Health Plan and Other Entity Enumeration System! Search Applications HPID and OEID applications are available starting March Help 29th. Controlling If at any point you **Health Plan** See information below to learn how to obtain an HPID or OEID. experience any problems Functions: It is estimated that it will take an average of **10-15** minutes with the application or have to complete an application. questions, please contact Create Profile the Exchange Operations and Apply for HPID Published 03/18/2013 Support Center (XOSC) in one of the following ways: Phone: 1-855-267-1515 Health Plan and Other Entity Enumeration System View Profile Application Instructions Email: CMS_FEPS@cms.hhs.gov Apply for SHP HPID(s) How do I obtain an HPID or OEID? Subhealth Plan First, an entity must determine if it is going to obtain an HPID Resources Functions: or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an Apply for SHP HPID Final Rule (PDF, HPID it should follow these HPID application instructions (pdf, 610KB) HPID(s) 483.0KB). If the entity is going to obtain an OEID it will follow HPID Fact Sheet these OEID application instructions (pdf, 384.4KB). Other Entity HPID Administrative Functions: What is the purpose of the health plan identifier? Simplification Page Create Profile Affordable Care Act and The primary purpose of the health plan identifier is for use in and Apply for Administrative OEID the standard transactions. In the standard transactions, the Simplification Provisions HPID will replace proprietary health plan identifiers that vary in Page lengths and formats. In addition, information about health View Profile Training Presentations plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

Figure 2: HPOES Submitter User Homepage

Step 3: Select 'Create Profile and Apply for HPID' button on the left hand menu.

The user will be directed to the first step in the Controlling Health Plan profile creation process.

Step 4: Provide company information.

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 12 The user will need to select a company from the Company Name dropdown. If the user does not see the company in the company dropdown list, they can navigate to the HIOS Main Page to request permission to request on the company's behalf.

Based on the company selected from the drop down, the system will prepopulate the data elements for those fields contained within the HIOS database. (Please see Figure 3: Company Information Page – CHP below).

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term.

Figure 3: Company Information Page – CHP

Health I	nsurance Oversight <u>System</u>
Health Pla	in and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
Vera December 1	Welcome Jolene Nguyen
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review
Company Int	formation
If your company is a company is not regi Main Page, select th	already registered with HIOS, please select the appropriate company below. If your stered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS he 'Manage an Organization' button to begin the registration process.
Note: (*) Indicates	a required field.
*Company Name -	State - Federal EIN:
ownest company - v	
Federal EIN:	102030405
Domiciliary Addres	<u>s</u>
Address Line 1:	123 Main Street
Address Line 2:	N/A Fairfay
State	VA
Zip: Zip Plus 4:	22124 N/A
*In order to comple Number. You may p	te the application, you must provide either an NAIC Number or a Payer Identification rovide both an NAIC Number and up to ten Payer Identification Numbers.
NAIC Number: Pay	yer Identification Number:
12345	Save And Add Another Payer ID
Below are the Payer the table.	TDs that have been added. You may select the 'Delete' button to remove a Payer ID from
Payer ID Ac No records to display.	tion
	CONTINUE

Step 5: Provide Authorizing Official Information.

Once the company information has been collected, the user will input their authorizing official's information. If an authorizing official for the company had previously been approved through the User Role management function in HIOS, their information will be prepopulated. (Please see **Figure 4: Authorizing Official Contact Information Page – CHP** below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System
HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
Welcome Jolene Nguyen
Your Progress: 1. Entity Information 2. Authorizing Official 3. Application Review
Authorizing Official Contact Information
Please enter the following information:
Note: (*) Indicates a required field.
*Title of Authorizing Official:
Prefix: *First Name: Middle Initial: *Last Name: Suffix: • • • •
*Email Address: *Phone Number: Phone Ext:
Please note that the contact listed above will receive notification that they have been designated as the company's Authorizing Official in the Health Plan and Other Entity Enumeration System.
BACK CONTINUE

Figure 4: Authorizing Official Contact Information Page – CHP

Step 6: Click 'Apply for HPID' button.

Once the authorizing official's information has been provided, the user will be directed to the profile and application review page. The system will display all information captured throughout the profile creation process. Once the certification checkbox is selected, the 'Apply for HPID' button will become active.

The user will then click the 'Apply for HPID' button to submit their application. An email will be sent out to the Authorizing Official informing them that an application is currently pending their approval. Another email will be sent to the submitter user informing them that their application has been received and is currently pending approval. (Please see Figure 5: Profile and Application Review Page – CHP below).

Figure 5: Profile and Application Review Page – CHP

Health Ins Health Plan a	urance Oversight System and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Your Progress: 1. E	ntity Information 2. Authorizing Official 3. Application Review
Profile and App	lication Review
Note: (*) Indicates a rec	uired field. Please review the information listed below.
If changes to the informa	ation are required prior to submitting the application, please select the 'Back' link.
Controlling Health P	an Information
<u>Company Information</u> Company Name: Federal EIN: NAIC:	UM Test Company 102030405 12345
Domicilliary Address Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Fairfax VA 22124 N/A
<u>Authorizing Official</u> Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4445 N/A
If the information above to request an HPID.	is correct, please check the certification box, and select the 'Apply for HPID' button
Once an application has the Authorizing Official a	been submitted, an email will be sent to the Authorizing Official for approval. After pproves the application, the entity will receive an HPID.
*I certify that all da	ta submitted for this application are complete and accurate.
ВАСК	Apply for HPID

Once the user submits the application, they will be navigated to the 'Profile Summary' page. (Please see Figure 6: Profile Summary Page – CHP below). If the user has access to more than one profile, they may use the 'Company Name' dropdown to navigate between profiles. If

the selected company has both a Health Plan and Other Entity profile, the user may use the 'Application Type' dropdown to navigate between the two.

A user may also access the 'Profile Summary' page (Figure 6: Profile Summary Page – CHP) by clicking on the 'View Profile' button on the HPOES Homepage. (Please see Figure 2: HPOES Submitter User Homepage below). The user can view the summary of their profile and the status of their application on the 'Profile Summary' page.

Figure 6: Profile Summary Page – CHP

Flealth Pla	in and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OU
	Welcome Jolene Nguye
Profile Sumr	mary
Thank you for subi	mitting your application.
The HPID applicatio plan has been assig	n is pending system validation and approval by your Authorizing Official. Once the health ned an HPID, you will receive an email notification.
To view a profile, pl	ease select a Company Name and Application Type below:
Company Name - State - FEIN:	UM Test Company - VA - 102030405
Application Type:	Health Plan
Company Informa	tion
Application Numbe	er: 0000413
HPID:	Pending
Company Name:	UM Test Company
Federal EIN: NAIC:	102030405 12345
Domiciliary Addres	<u>s</u>
Address Line 1:	123 Main Street
Address Line 2: City:	N/A Fairfax
State:	VA
Zip: Zip Plus 4:	22124 N/A
Authorizing Officia	1
Title:	CEO
Contact Name:	Jolene Nguyen
Email Address:	jpn4p@virginia.edu 702-222-4444
Phone Ext:	N/A
To obtain additiona Apply for SHP HPID and the CHP HPID h assigned an HPID.	I HPIDs, please select the 'Apply for SHP HPID(s)' button below. Please note that the (s)' button will only become enabled once the CHP HPID application has been approved has been assigned. The system will not accept SHP HPID applications until a CHP has been Apply for SHI HPID(s)

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3.1.2.1.1 Apply for Subhealth Plan (SHP) HPID under a CHP Profile

If a user associated to a CHP would like to apply for SHP HPID(s), the user can click on the 'Apply for SHP HPID(s)' button on the Profile Summary page to request HPID(s) for their Subhealth Plan(s). This button only becomes active after the CHP has been assigned an HPID. If the CHP has not been assigned an HPID yet, the 'Apply for SHP HPID(s)' button will be grayed out. (Please see Figure 7: Profile Summary – No CHP HPID Assigned below).

Figure 7: Profile Summary – No CHP HPID Assigned

	Welcome Jolene Nauve
	5 1
Profile Sume	2020
hank you for sub	mitting your application.
lan has been assig	in is pending system validation and approval by your Authorizing Official. Once the nealth jned an HPID, you will receive an email notification.
o view a profile, pl	lease select a Company Name and Application Type below:
Company Name -	IIM Test Company - VA - 102030405
Application Type:	Health Plan
Company Informa	tion
Application Numbe	r: 0000413
IPID:	Pending
Company Name:	UM Test Company
Federal EIN: NAIC:	102030405 12345
Domiciliary Addres	<u>35</u>
Address Line 1:	123 Main Street
Address Line 2:	N/A
Uity: State:	Fairtax VA
Zip:	22124
Zip Plus 4:	N/A
	4
Authorizing Officia	
<u>Authorizing Officia</u> Title:	CEO
<u>Authorizing Officia</u> Title: Contact Name:	CEO Jolene Nguyen
Authorizing Officia Title: Contact Name: Email Address:	CEO Jolene Nguyen jpn4p@virginia.edu

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If the CHP has already been assigned an HPID, the 'Apply for SHP HPID(s)' button will be enabled, as shown in <u>Figure 8: Profile Summary – CHP HPID Assigned</u>. Once the user clicks the 'Apply for SHP HPID(s)' button from the 'Profile Summary' page, the system will start a SHP application and automatically populate the CHP information pulled from the 'Profile Summary' page. The user is navigated to the 'Subhealth Plan Identification' page shown in <u>Figure 12: Subhealth Plan Type</u> and follows the process mentioned in section <u>3.1.2.2</u> to request HPID(s) for their SHPs.

If the CHP has any associated SHPs, the SHP HPID application information will display in a table on the 'Profile Summary' page, shown in <u>Figure 8: Profile Summary – CHP HPID</u> <u>Assigned</u>. If the user clicks on the 'View' link within the table, they will be navigated to the 'View Application' page shown in <u>Figure 9: View Approved SHP Application</u>.

Figure 8: Profile Summary – CHP HPID Assigned

INTEGRATION OF THE PART	Health Insurance Oversight System						
Itios MAIN PAGE HOME FAQ CONTACT US SIGN OUT Welcome Jolene Nguyen Profile Summary To view a profile, please select a Company Name and Application Type below: Company Name - State - FEIN: Application Type: Heam Plan ■ Company 321321.MD - 321321321 Company 321321.MD - 321321321 Company 2000107 HPID: 738162760 Company 321321. Federal ELN: Company 321321. Federal ELN: Address Line 1: 321 Main Street Address Line 2: N/A Company 321321. Federal ELN: Authorizing Official Title: CFO Contract Name: Jolene Nguyen Email Address in panAgwirginia.edu Phone Rumber: 170-393-8073 Phone Rumber: 170-393-8073 Phone EL: N/A Authorizing Official Title: CFO Contract Name: Jolene Nguyen	The circle in the	in enter	Other El	neity Ene	meranon	noysten	
Welcome Jolene Nguyen Profile Summary To view a profile, please select a Company Name and Application Type below: Company 321321 - MD - 321321321 Company 321321 - MD - 321321321 Company Johornation Application Type: Health Plan Company Johornation Application Number: 0000107 HPID: Company 321321 Company Name: Company 321321 Company Sate: NA Address Line 1: 321 Main Street Address Line 1: 321 Main Street Address Line 1: 321 Main Street Address Line 1: 30-100 Micro Profile Contact Name: Jolene Nguyen Email Address Line 1: 300			H	IOS MAIN PAGE	HOME FAC	CONTACT U	SIGN OUT
Profile Summary To view a profile, please select a Company Name and Application Type below: Company Amme Company 321321 - MD - 32132132 Application Type: Heath Plan Company Information Company Information Company Information Company Name: Company 321321 Application Number: 0000107 HPID: 7538162760 Company Name: Company 321321 Profera EIN: 32131321 NAC: 34232 Commitiany Address Company Sala Street Address Line 1: 321 Main Street Address Line 2: N/A City: Fairfax State: MD Zip: 22124 Zip Plus 4: N/A Authorizing Official Title: CFO Contact Name: Jolene Nguyen Email Address: Jpn4p@virginla.edu Phone Ext: N/A To obtain additional HPIDE, please select the 'Apply for SHP HPID(s)' button below. Please note that the Apply for SHP HPID(s) External Address State: N/A To obtain additional HPIDE, please select the 'Apply for SHP HPID(s)' button below. Please note that the Apply for SHP HPID(s) button will only become enabled once the CHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications util a CHP has been assigned an HPID StPL HPID(s) EXPLANATION E						Welcome	Jolene Nguyen
To view a profile, please select a Company Name and Application Type below: Company Name - Company 321321 - MD - 321321321 Application Type: Heath Plan Company Information Application Number: 0000107 HPID: 7538162760 Company Name: Company Name: Company Name: Company 321321 Federal EIN: 321321321 Padress Address Line 1: 321 Main Street Address Line 1: Address Line 1: 321 Main Street Address Line 1: Address Line 1: 321 Main Street Address Line 1: Address Line 1: 321 Main Street Address Line 1: Mo Zip: 22124 Zip Plus 4: N/A Authorizing Official Title: CFO Contact Name: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Jolene Nguyen Email Address: Mo Sther HPID (s) SHP HPID (s) Please select the view application link to view application details. SHP HPID (s) Please select the view application link to view application details. SHP HPID (s) Please select the view application link to view application details. SHP HPID (s) Please select the view application link to view application details. SHP HPID (s) Please select the view application link to view application details. SHP HPID (s) Mumber 4 Actions 31321 Approved 7891798028 View 0000124 4/3/3/2013 Other Category 32321 Approved 7891798028 View 0000125 4/3/2/2013 Other Category 32321 Approved 7891798028 View	Profile Sum	<u>mary</u>					
Company Name - State - FEIN: Application Type: Health Plan Company Information Application Number: 0000107 HPID: 7538162760 Company Name: Company 321321 Federal EIN: 321321321 YAI: 34232 Domiciliary Address Address Line 1: 321 Main Street Address Line 1: N/A City: Fairfax State: FMD Zip: 22124 Zip Plus 4: N/A Authorizing Official Title: CFO Contact Name: Jolene Nguyen Email Address: Jpn4p@vriginla.edu Phone Number: I70-393-8073 Phone Ext: N/A To obtain additional HPIDs, please select the 'Apply for SHP HPID(s)' button below. Please note that the 'Apply for SHP HPID(s)' button below. Please note that been assigned an HPID. SHP HPID(s) Please select the view application link to view application details. SHP HPID(s) Please select the view application link to view application details. Statis: Signa Sign	To view a profile, p	lease <mark>s</mark> elect	a Compan <mark>y N</mark> an	ne and Application	on Type below:		
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Application Number: 0000107 HPID: 7538162760 Company Name: Company 321321 Federal EIN: 321321321 NAIC: 34232 Domiciliary Address: 34232 Domiciliary Address: N/A Address Line 1: 321 Main Street Address Line 2: N/A City: Falifax State: MD Zip: 22124 Zip Plus 4: N/A Authorizing Official Title: Title: Jolene Nguyen Email Address: Jonep@virginia.edu Phone Number: 1/0.79393-8073 Phone Ext: N/A To obtain additional HPIDs, please select the 'Apply for SHP HPID(s)' button below. Please note that the 'Apply for SHP HPID(s)' button will only become enabled once the CHP HPID application has been approved at the CHP HPID has been assigned. The system will not accept SHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID has been assigned an HPID. Prese select the view application link to view application details. SHP HPID(s) Page size: To plaving 1-3, of 3 found. Marce Size 10 Size 10 Size 10	Company Informa	<u>tion</u>					
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Title: CFO Contact Name: Jolene Nguyen Email Address: Jpn4@Wirginia.edu Phone Number: 170-393-8073 Phone Ext: N/A To obtain additional HPIDs, please select the 'Apply for SHP HPID(s)' button below. Please note that the 'Apply for SHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications until a CHP has been assigned an HPID. SHP HPID(s) Page Size: Io SHP HPID(s) Page Size: Io Application Ink to view application details. Image: Submitted Date * SHP Type * Company Name Status * HPID Number * Actions 0000124 3/5/2013 4:33:15 PM Ine of Business 0000125 3/5/2013 3/5/2013 Other Category Company Approved 7891798028 View 0000127 3/23/2013 3/23/2013 Other Category Company Approved 7700889935 View	Authorizing Officia	1					
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0000172 3/23/2013 Other Category Service Approval Pending View	0000125	3/5/2013 •33•15 PM	Other Category	Company 321321	Approved	7700889935	View
1:25:40 PM Association	0000172	3/23/2013 :25:40 PM	Other Category	Hawaii Medical Service Association	Approval Pending	Pending	View

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Figure 9: View Approved SHP Application

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN O Velcome Jolene Ngr View Application Promake a change to this application, please click the 'Edit Application' button below. Once the edit to the application base ensubmitted, the Authorizing Official approves the edit submission, the application will be updated to reflect the ethanges. Edit Application Promake a change to this application, please click the 'Edit Application' button below. Once the edit to the application will be updated to reflect the ethanges. Edit Application Proved Application Number: 0000124 Company 321321 Company 321321 Edit Classification: Health Plan Federal EIN: 321321321 Company 321321 Federal EIN: 321321321 Federal EIN: 321321321 Federal EIN: 321321321 Federal EIN: 321321321 Federal EIN: 321321 Federal EIN: 321321	Health Plan and	Other Entity Enumeration System	
Welcome Jolene Ngu View Application, please click the 'Edit Application' button below. Once the edit to the application has been submitted, the Authorizing Official will have the ability to approve or reject the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. Application Welcome John Status: Approved Application Number: 0000124 Company Name: Company 321321 Edit Plan Information Company Name: Company 321321 State: MD Subhealth Plan Information Company Name: Company 321321 Prederal Fills: 321 Main Street Address line 1: 321 Main Street Address Information Company 321321 Product Name: Predicaid Risk Product Name: Predicaid Risk		HIOS MAIN PAGE HOME FAQ CONTACT US	SIGN OUT
View Application For make a change to this application, please click the 'Edit Application' button below. Once the edit to the abage addition of the abage		Welcome Jo	ene Nguy
To make a change to this application, please click the 'Edit Application' button below. Once the edit to the application has been submitted, the Authorizing Official will have the ability to approve or reject the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the edits. Approved Application Number: 0000124 Controlling Health Plan Information Company Name: Company 321321 Entity Classification: Health Plan Federal EIN: 321321321 State: MD Subhealth Plan Information Company Name: Company 321321 Federal EIN: 321321321 Domiciliary Address Address Line 1: 321 Main Street Address Line 2: N/A City: Fairfax State: MD Zip: 22124 Zip Plus 4: N/A Line of Business Information Type:: Medicaid Risk Product Name/Brand Name: Test Payer Identification Number: 11212dd Authorizing Official Title: CEO Contaxt Name: Jolene Nguyen Email Address: jpn4p@wirginia.edu Phone Number: 7039380372 Phone Ext: N/A Vew AudtHietory	View Application		
Edit ApplicationHPID:7891798028Status:ApprovedApplication Number:000124Controlling Health Plan InformationHealth PlanFederal EIN:321321321State:MDSubhealth Plan InformationSuita 21321Company Name:Company 321321Federal EIN:321321321State:MDSubhealth Plan InformationCompany 321321Federal EIN:Suita 21321Company Name:Company 321321Federal EIN:321321321Domiciliary AddressCompany 321321Federal EIN:321321321Domiciliary AddressMain StreetAddress Line 1:321 Main StreetAddress Line 2:N/AZip Pus 4:N/ALine of Business InformationYeit Ain AmeType:Medicaid RiskProduct Name/Brand Name:TestPayer Identification Number:TestPayer Identification Number:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jip 4p@virginia.eduPhone Number:Tip 4p@virginia.eduPhone KittersN/A	To make a change to this applica application has been submitted, After the Authorizing Official app changes.	ation, please click the 'Edit Application' button below. Once the ed the Authorizing Official will have the ability to approve or reject to proves the edit submission, the application will be updated to refle	it to the he edits. ect the
HDD:7891798028Status:ApprovedApplication Number:000124Controlling Health Plan InformationEast Plan Plan Plan Plan Plan Plan Plan Plan	Edit Application		
Status:ApprovedApplication Number:000124Controlling Health Plan InformationCompany 321321Entity Classification:Health PlanPederal EIN:321321321State:MDSubhealth Plan InformationCompany 321321Federal EIN:321321321Company Name:Company 321321Federal EIN:321321321Company Name:Company 321321Federal EIN:321 Main StreetAddress Line 1:321 Main StreetAddress Line 2:N/ACity:FairfaxState:MDZip:22124Zip Plus 4:N/ACity:FairfaxProduct Name/Brand Name:TestProduct State:Jolene NguyenAuthorizing OfficialJolene NguyenTifle:CEOContact Name:Jolene NguyenEmail Address:Jolene Ng	HPID:	7891798028	
Application Number:0000124Controlling Health Plan Information:Company 321321Entity Classification:Health PlanFederal EIN:321321321State:MDSubbhealth Plan Information:Company 321321Company Name:Company 321321Federal EIN:321321321Pomiciliary Address:Company 321321Ederal EIN:321321321Domiciliary Address:Company 321321Federal EIN:321321321Pomiciliary Address:Company 321321Ederal EIN:321 Main StreetAddress Line 1:321 Main StreetAddress Line 2:N/ACity:FairfaxState:MDZip Plus 4:N/ALine of Business Information:TestProduct Name/Brand Name:TestPayer Identification Number:11212ddLine:CEOContact Name:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jolene NguyenEmail Address:Jolene NguyenEmail Address:N/AView Audtl HistoryView Audtl History	Status:	Approved	
Controlling Health Plan Information Company Name: Company 321321 Entity Classification: Health Plan Federal EIN: 321321321 State: MD Company 321321 Company Name: 201321321 Company Name: Sublealth Plan Information Company Name: 201321321 Pomiciliary Address 321321321 Pomiciliary Address Sublealth Plan Address Line 1: 321 321321 Pomiciliary Address N/A City: Falifax State: MD Zip: 22124 Zip Plus 4: N/A Line of Business Information MD Type: Medicaid Risk Product Name/Brand Name: Test Payer Identification Number: 1212dd Authorizing Official Jolene Nguyen Email Address: JonAp@Wirginia.edu Phone Number: 7039380732 Phone Kuttery N/A	Application Number:	0000124	
Company Name:Company 321321Entity Classification:Health PlanFederal EIN:321321321State:MDCompany Mame:Company Name:Company 321321Federal EIN:321321321MDSubhealth Plan InformationCompany Name:Company 321321Subhealth Plan InformationState:State:Mdress Line 1:321 Main StreetAddress Line 2:N/ACity:FairfaxState:MDZip:22124Zip Plus 4:N/ATestType:Medicaid RiskProduct Name/Brand Name:TestPayer Identification Number:11212ddJone NuguenEmail Address:Jpn4p@virginia.eduPhone Number:7039380732Phone Ext:N/A	Controlling Health Plan Info	ormation	
Subhealth Plan Information Company Information Company Name: Company Name: Company 321321 Federal EIN: Company 321321 Comiciliary Address Satate: Company Sata	Company Name: Entity Classification: Federal EIN: State:	Company 321321 Health Plan 321321321 MD	
Company InformationCompany Name:Company 321321Federal EIN:321321321Domiciliary Address321 Main StreetAddress Line 1:321 Main StreetAddress Line 2:N/ACity:FairfaxState:MDZip:22124Zip Plus 4:N/ACity:FairfaxYape:Medicaid RiskProduct Name/Brand Name:TestPayer Identification Number:11212ddTite:CEOContact Name:Jolene NguyenEmail Address:jpn4p@virginia.eduPhone Number:7039380732Phone Ext:N/A	Subhealth Plan Information	1	
Domiciliary AddressAddress Line 1:321 Main StreetAddress Line 2:N/ACity:FairfaxState:MDZip:22124Zip Plus 4:N/ALine of Business InformationType:Medicaid RiskProduct Name/Brand Name:TestPayer Identification Number:11212ddTitle:CEOContact Name:Jolene NguyenEmail Address:jpn4p@virginia.eduPhone Number:7039380732Phone Ext:N/A	<u>Company Information</u> Company Name: Federal EIN:	Company 321321 321321321	
Line of Business InformationType:Medicaid RiskProduct Name/Brand Name:TestPayer Identification Number:11212ddAuthorizing OfficialETitle:CEOContact Name:Jolene NguyenEmail Address:jpn4p@virginia.eduPhone Number:7039380732Phone Ext:N/A	<u>Domiciliary Address</u> Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	321 Main Street N/A Fairfax MD 22124 N/A	
Authorizing Official Title: CEO Contact Name: Jolene Nguyen Email Address: jpn4p@virginia.edu Phone Number: 7039380732 Phone Ext: N/A	<u>Line of Business Information</u> Type: Product Name/Brand Name: Payer Identification Number:	Medicaid Risk Test 11212dd	
Title: CEO Contact Name: Jolene Nguyen Email Address: jpn4p@virginia.edu Phone Number: 7039380732 Phone Ext: N/A	Authorizing Official		
View Audit History	Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 7039380732 N/A	
	View Audit History		

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3.1.2.2 How to submit a Subhealth Plan (SHP) HPID application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 10:</u> <u>HPOES Submitter User Homepage</u> below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT Welcome Jolene Nguyen **Events and Webinars** All Users: Health Plan and Other Entity Enumeration System User Please visit the HPID Management website for information on upcoming trainings and Announcements Register an webinars. Organization Welcome to the Health Plan and Other Entity Enumeration System! Search Applications HPID and OEID applications are available starting March Help 29th. Controlling If at any point you **Health Plan** See information below to learn how to obtain an HPID or OEID. experience any problems Functions: It is estimated that it will take an average of 10-15 minutes with the application or have to complete an application. questions, please contact **Create Profile** the Exchange Operations and Apply for HPID Published 03/18/2013 Support Center (XOSC) in one of the following ways: Phone: 1-855-267-1515 Health Plan and Other Entity Enumeration System View Profile Application Instructions Email: CMS_FEPS@cms.hhs.gov Apply for SHP HPID(s) How do I obtain an HPID or OEID? Subhealth Plan First, an entity must determine if it is going to obtain an HPID Resources Functions: or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an Apply for SHP HPID Final Rule (PDF, HPID it should follow these HPID application instructions (pdf, 610KB) HPID(s) 483.0KB). If the entity is going to obtain an OEID it will follow HPID Fact Sheet these OEID application instructions (pdf, 384.4KB). Other Entity HPID Administrative Functions: What is the purpose of the health plan identifier? Simplification Page Create Profile Affordable Care Act and The primary purpose of the health plan identifier is for use in and Apply for Administrative OEID the standard transactions. In the standard transactions, the Simplification Provisions HPID will replace proprietary health plan identifiers that vary in Page lengths and formats. In addition, information about health View Profile Training Presentations plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

Figure 10: HPOES Submitter User Homepage

Step 3: Select the 'Apply for SHP HPID(s)' button on the left hand menu. (Users can select this button under either the CHP Functions or the SHP Functions.)

The user will be directed to the first step in the Subhealth Plan application creation process.

Step 4: Identify the Controlling Health Plan.

The user will need to identify the Controlling Health plan either by selecting the CHP from the dropdown menu or by searching by the CHP HPID number. (Please see Figure 11: SHP Application – Controlling Health Plan Identification below).

······································
Health Insurance Oversight System Health Plan and Other Entity Enumeration System
HIOS MAIN PAGE HOME FAO CONTACT US SIGN OUT
Welcome Jolene Nguyen
Your Progress: 1. Entity Information 2. Authorizing Official 3. Application Review
Controlling Health Plan (CHP) Identification
Note: (*) Indicates a required field.
*Please indicate your Controlling Health Plan (CHP) to proceed. You may either select your CHP Name or search by the CHP HPID Number.
NOTE: If your CHP has not yet received its HPID, you will not be able to move forward until they have received their HPID. Please call the Exchange Operations Support Center (XOSC) at 1-855-267-1515 if you have any questions.
OCHP Name - State - Federal EIN: OCH
Select
© CHP HPID Number:
Search

Figure 11: SHP Application – Controlling Health Plan Identification

The user will be directed to the next step of the application process where the user selects the Subhealth plan type. If a user clicks on the hyperlinks for any of the Subhealth plan types, the system displays a definition of the terms displayed on the screen. (Please see Figure 12: Subhealth Plan Type below).

Step 5: Identify the Subhealth Plan Type.

Health Insurance Oversight System Health Plan and Other Entity Enumeration System		
Welcome Jolene Nguyen		
Your Progress: 1. Entity Information 2. Authorizing Official 3. Application Review		
Subhealth Plan Type		
(*) Indicates a required field.		
*Please select one of the following: To view the definitions of the terms listed below, please select the link.		
© Company		
© Issuer		
Product		
Line of Business		
Other Category		
BACK CONTINUE		

The user will be directed to the 'SHP Application Review' page to confirm their profile selection. (Please see Figure 13: SHP Application Review below).

Figure 13: SHP Application Review

Health Insurance Oversight System Health Plan and Other Entity Enumeration System		
HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT		
Welcome Jolene Nguyen		
Your Progress: 1. Entity Information 2. Authorizing Official 3. Application Review		
SHP Application Review		
You've selected the following options for this application:		
Health Plan		
Subhealth Plan (SHP)		
Controlling Health Plan Name: Test Demo Insurance		
• Company		
To continue with the application process, please select the 'Continue' link. If changes are required, select the 'Back' link.		
BACK		

The next few steps will walk through the information pages for each SHP type: company, issuer, product, line of business, and other category.

Step 6(a): Provide Company Information.

Once the user indicates their application selection as 'Company' in **Step 5**, they must select/provide their Company information. If the user does not see the company in the company dropdown list, they can navigate to the HIOS Main Page to request permission to request on the company's behalf. Based on the company selected from the drop down, the system will prepopulate the data elements for those fields contained within the HIOS database.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term.

(Please see Figure 14: Company Information Page – Subhealth Plan below).

Figure 14: Company Information Page – Subhealth Plan

Health Insurance Oversight System		
Health Pl	an and Other Entity Enumeration System	
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT	
	Welcome Jolene Nguyen	
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review	
Apply for SI	HP HPID(s)	
1. Company Info	rmation	
If your company is company is not reg Main Page, select	already registered with HIOS, please select the appropriate company below. If your gistered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS the 'Manage an Organization' button to begin the registration process.	
Note: (*) Indicate	s a required field.	
*Company Name	- State - Federal EIN:	
Test 112233445 - N\	/ - 112233445	
Federal EIN:	112233445	
Domiciliary Addre	<u>255</u>	
Address Line 1: Address Line 2:	11223344 Test Drive	
City:	Lebanon	
State	NV 12215	
Zip: Zip Plus 4:	12345 1234	
2. NAIC/Payer ID	Information	
*In order to compl Number. You may	ete the application, you must provide either an NAIC Number or a Payer Identification provide both an NAIC Number and up to ten Payer Identification Numbers.	
NAIC Number: Pa	ayer Identification Number:	
12345	Save And Add Another Payer ID	
Below are the Paye the table.	er IDs that have been added. You may select the 'Delete' button to remove a Payer ID from	
Payer ID / No records to display.	Action	
BACK	CONTINUE	

Step 6(b): Provide Issuer Information

Once the user indicates their application selection as 'Issuer' in **Step 5**, they must first select the Company from the drop down and then select/provide the Issuer information. The user will select the Issuer information from the drop down, which will draw from information already within the HIOS database.

If the user does not see the issuer in the issuer dropdown list, they can click navigate to the HIOS Main Page to register the new issuer.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. (Please see <u>Figure 15:</u> <u>Issuer Information Page – Subhealth Plan</u> below).

Figure 15: Issuer Information Page – Subhealth Plan

Health	Insurance Oversight System		
Health Plan and Other Entity Enumeration System			
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT		
	Welcome Jolene Nguyer		
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review		
Apply for SI	HP HPID(s)		
I. Company Info	rmation		
f your company is company is not reg Main Page, select	already registered with HIOS, please select the appropriate company below. If your jistered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS the 'Manage an Organization' button to begin the registration process.		
Note: (*) Indicate	s a required field.		
Company Name	- State - Federal EIN:		
Test 112233445 - NV	· 112233445		
Federal EIN:	112233445		
Domiciliary Addre	<u>ss</u>		
Address Line 1:	11223344 Test Drive		
Address Line 2:	2233445566		
City:	Lebanon		
State	NV 1224E		
Zip: Zip Plus 4:	12345		
<mark>4. Issuer Informa</mark> Please enter Issue * Issuer Name - S Test 112233445 - CO	tion r information. tate - ID:)- 17894 ▼		
NAIC/Payer ID	Information		
Number. You may	provide both an NAIC Number and up to ten Payer Identification Numbers.		
NAIC Number: Pa	ayer Identification Number:		
12345	Save And Add Another Payer ID		
Below are the Paye he table.	er IDs that have been added. You may select the 'Delete' button to remove a Payer ID from		
Payer ID A	Action		

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Step 6(c): Provide Product Information

Once the user indicates their application selection as 'Product' in **Step 5**, they must first select the Company and Issuer information from the drop downs and then select the Product information. The user will select the Product information from the drop down, which will draw from information already within the HIOS database.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. (Please see <u>Figure 16:</u> <u>Product Information Page – Subhealth Plan</u> below).

Figure 16: Product Information Page – Subhealth Plan

Health	Health Insurance Oversight System		
Health Pl	an and Other Entity Enumeration System		
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT		
	Welcome Jolene Nguyen		
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review		
Apply for SI	HP HPID(s)		
1. Company Info	rmation		
If your company is company is not reg Main Page, select	already registered with HIOS, please select the appropriate company below. If your gistered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS the 'Manage an Organization' button to begin the registration process.		
Note: (*) Indicates	s a required field.		
*Company Name Test 112233445 - NV	- State - Federal EIN: /- 112233445		
Endoral ETN:	112222445		
	112235443		
Domiciliary Addre	<u>:55</u>		
Address Line 1: Address Line 2: City: State Zip: Zip Plus 4:	11223344 Test Drive 2233445566 Lebanon NV 12345 1234		
2. Issuer Informa Please enter Issue *Issuer Name - S Test 112233445 - CC	ttion er information. tate - ID: D- 17894 ▼		
0. Due due 6 lu 6 - m			
3. Product Inform			
*Product Name -	Market Type - Product Type - TD:		
Select Product 🔹	······································		
4. NAIC/Payer ID	Information		
*In order to compl Number. You may	lete the application, you must provide either an NAIC Number or a Payer Identification provide both an NAIC Number and up to ten Payer Identification Numbers.		
NAIC Number: Pa	ayer Identification Number:		
12345	Save And Add Another Payer ID		
Below are the Paye the table.	er IDs that have been added. You may select the 'Delete' button to remove a Payer ID from		
Payer ID / No records to display.	Action		
BACK	CONTINUE		

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Step 6(d): Provide Line of Business Information

Once the user indicates their application selection as 'Line of Business' in **Step 5**, they must first select the Company from the drop down and then select/provide the Line of Business information.

The different Line of Business types are:

- Comprehensive (hospital and medical)
- Dental-Only
- Federal Employees Health Plans (FEHBP)
- HMO (Health Management Organization)
- Hospital/Surgical
- Individual Practice Association
- Medicaid Cost
- Medicaid Risk
- Medicare Cost
- Medicare Other
- Medicare Risk
- Medicare Supplement
- Network Model
- Other (Specify)
- POS (Point of Service)
- PPO (Preferred Provider Organization)
- Self-funded
- Staff Model
- Vision-Only

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. (Please see <u>Figure 17: Line</u> <u>of Business Information Page – Subhealth Plan</u> below).

Figure 17: Line of Business Information Page – Subhealth Plan

Health	Insurance Oversight System
Health Pl	an and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OU
	Welcome Jolene Nguye
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review
Apply for S	HP HPID(s)
I. Company Info	rmation
if your company is company is not reg Main Page, select	already registered with HIOS, please select the appropriate company below. If your jistered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS the 'Manage an Organization' button to begin the registration process.
Note: (*) Indicate	s a required field.
*Company Name	- State - Federal EIN:
Test 112233445 - NV	/ - 112233445
Federal EIN:	112233445
Domiciliary Addre	<u></u>
Address Line 1:	11223344 Test Drive
Address Line 2:	2233445566
City:	Lebanon
State	NV
Zip:	12345
ZIP PIUS 4:	1234
2. Line of Busine Please enter Line (<u>ss Information</u> of Business information.
*Type:	
Select	•
*Product Name/	Brand Name:
3. NAIC/Payer ID	Information
*In order to compl Number. You may	ete the application, you must provide either an NAIC Number or a Payer Identification provide both an NAIC Number and up to ten Payer Identification Numbers.
NATC Number: D	aver Identification Number:
	Save And Add Another Payer ID
Below are the Paye the table.	er IDs that have been added. You may select the 'Delete' button to remove a Payer ID from
Payer ID	Action
no records to display.	

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Step 6(e): Provide Other Category Information

Once the user indicates their application selection as 'Other Category' in **Step 5**, they must first select the Company from the drop down and then select/provide the Other Category information.

Additionally, the user will be required to enter either an NAIC Number or a Payer Identification Number to proceed in the application. The user may click on the NAIC Number or Payer Identification Number links to see a pop-up definition of each term. (Please see <u>Figure 18:</u> <u>Other Category Information Page – Subhealth Plan</u> below).

Figure 18: Other Category Information Page – Subhealth Plan

Health I	nsurance Oversight System
Health Pla	an and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OU
	Welcome Jolene Nguye
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review
Apply for SI	HP HPID(s)
I. Company Info	mation
f your company is company is not reg 1ain Page, select t	already registered with HIOS, please select the appropriate company below. If your istered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS the 'Manage an Organization' button to begin the registration process.
Note: (*) Indicates	s a required field.
Company Name	- State - Federal EIN:
Test 112233445 - NV	· 112233445
Federal EIN:	112233445
Domiciliary Addre	<u>ss</u>
Address Line 1: Address Line 2: City: State	11223344 Test Drive 2233445566 Lebanon
Zip: Zip Plus 4:	12345 1234
•	
2. Other Categor	vInformation
	Category information
*Other Category	Name:
*Type / Descriptio	
* Type/Descriptio	
3. NAIC/Payer ID	Information
*In order to compl Number. You may	ete the application, you must provide either an NAIC Number or a Payer Identification provide both an NAIC Number and up to ten Payer Identification Numbers.
NAIC Number: Pa	ayer Identification Number:
	Save And Add Another Payer ID
Below are the Paye the table.	er IDs that have been added. You may select the 'Delete' button to remove a Payer ID from
Payer ID A	Action

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Step 7: Authorizing Official Information.

Once the CHP has been selected, the user has made their Subhealth Plan selection in **Step 5** and completed their relevant Subhealth Plan information, the CHP's Authorizing Official contact information will be displayed.

	······································
Health In Health Plan	surance Oversight System and Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Your Progress: 1.	Entity Information 2. Authorizing Official 3. Application Review
Authorizing O	fficial Contact Information
Please enter the follow	ving information:
Title:	CEO
Contact Name:	Jolene Nguyen
Email Address:	jpn4p@virginia.edu
Phone Number:	17032224445
Phone Ext:	N/A
Please note that the c company's Authorizing	ontact listed above will receive notification that they have been designated as the Official in the Health Plan and Other Entity Enumeration System.
BACK	CONTINUE

Figure 19: Authorizing Official Contact Information Page – SHP Application

Step 8: Click 'Apply for HPID' button.

Once the authorizing official's information displays on the page, the user will navigated to the Application Review page. The system will display all information captured throughout the application process. Once the certification checkbox is selected, the 'Apply for HPID' button will become active.

The user will then click the 'Apply for HPID' button to submit their application. An email will be sent out to the CHP's authorizing official informing them that an application is currently pending their approval. An email will be sent to the submitter user informing them that their application has been received and is currently pending. (Please see Figure 20 through Figure 22 for the Application Review pages for Product, Line of Business, and Other Category below).

Figure 20: Application Review – Product

	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguye
Your Progress: 1. Entity Info	rmation 2. Authorizing Official 3. Application Review
Application Review	
ote: (*) Indicates a required fi	eld. Please review the information listed below.
changes to the information are	e required prior to submitting the application, please select the 'Back' link.
Controlling Health Plan Name:	Test Demo Insurance
ubhealth Plan Information	1
Company Information	
Company Name: Federal EIN:	Test 112233445 112233445
<u> Domiciliary Address</u>	
Address Line 1:	11223344 Test Drive
lity:	Lebanon
State:	NV
ip:	12345
ip Plus 4:	1234
ssuer Information	
ssuer Legal Name:	Test 112233445
ssuer ID:	17894
Product Information	
Product ID:	15703IL001
Product Name:	Test PPP Cert
Product Type:	PPO
IAIC Number:	12345
uthorizing Official	
itle:	CEO
ontact Name: Smail Address:	Joiene Nguyen ipn4n@virginia.edu
hone Number:	17032224445
Phone Ext:	N/A
the information above is corre prequest an HPID.	ct, please check the certification box, and select the 'Apply for HPID' button
nce an application has been su ne Authorizing Official approves	bmitted, an email will be sent to the Authorizing Official for approval. After the application, the entity will receive an HPID.

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Figure 21: Application Review – Line of Business

Health Insura	nce Oversight System
Health Plan and	Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Your Progress: 1. Entity Info	ormation 2. Authorizing Official 3. Application Review
Application Review	
Note: (*) Indicates a required fi	eld. Please review the information listed below.
If changes to the information ar	e required prior to submitting the application, please select the 'Back' link.
Controlling Health Plan Name:	Test Demo Insurance
Subhealth Plan Informatio	<u>n</u>
<u>Company Information</u> Company Name: Federal EIN:	Test 112233445 112233445
Domiciliary Address Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	11223344 Test Drive 2233445566 Lebanon NV 12345 1234
<u>Line of Business Information</u> Type: Product Name/Brand Name: NAIC Number:	Dental-Only Test 12345
Authorizing Official Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 17032224445 N/A
If the information above is correto request an HPID.	ect, please check the certification box, and select the 'Apply for HPID' button
Once an application has been su	ubmitted, an email will be sent to the Authorizing Official for approval. After
the Authorizing Official approves	s the application, the entity will receive an HPID.
*I certify that all data subm	nitted for this application are complete and accurate.
ВАСК	Apply for HPID

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Figure 22: Application Review – Other Category

Health Insura	ance Oversight System
Health Plan and	Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAO CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Your Progress: 1. Entity Inf	ormation 2. Authorizing Official 3. Application Review
Application Review	
Note: (*) Indicates a required	field. Please review the information listed below.
If changes to the information a	re required prior to submitting the application, please select the 'Back' link.
Controlling Health Plan Name	: Test Demo Insurance
Subhealth Plan Information	<u>n</u>
<u>Company Information</u> Company Name: Federal EIN:	Test 112233445 112233445
Domiciliary Address Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	11223344 Test Drive 2233445566 Lebanon NV 12345 1234
Other Category Information Other Category Name: Type/Description: NAIC Number:	Test Test Description 12345
Authorizing Official Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 17032224445 N/A
If the information above is corr to request an HPID.	ect, please check the certification box, and select the 'Apply for HPID' button
Once an application has been s the Authorizing Official approve	ubmitted, an email will be sent to the Authorizing Official for approval. After the application, the entity will receive an HPID.
*I certify that all data sub	mitted for this application are complete and accurate.
ВАСК	Apply for HPID

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Step 9: Application Summary Page

Once the user has reviewed and submitted their application, the user is navigated to a summary of their application. (Please see Figure 23: Application Summary Page below).

At this point, the user has two options:

1) If the user would like to request HPID(s) for another company that are under the same Controlling Health Plan, the user must click the 'Get Additional SHP HPID(s)' button on the Application Summary page and follow the steps mentioned in section <u>3.1.2.1.1</u>.

2) If the user would like to request HPID(s) for another company that is under a different Controlling Health Plan or does not require additional HPID(s) at this time, the user can click the 'Done' button on the Application Summary page. The system will then navigate the user to the HPOES Homepage.

Figure 23: Application Summary Page

Health Insura Health Plan and	ance Oversight System Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Application Summa	ry
Thank you for submitting you	application.
The HPID application is pending has been assigned an HPID, yo	system validation and approval by your Authorizing Official. Once the entity u will receive an email notification.
Application Number:	0000414
Controlling Health Plan Name	: Test Demo Insurance
Company Information	
Company Name: Federal EIN:	Test 112233445
	112255445
Other Category Information	Tact
Type/Description:	Test Description
NAIC Number:	12345
Authorizing Official	
Title:	CEO Jolano Nauvon
Email Address:	jpn4p@virginia.edu
Phone Number:	17032224445 N/A
You may choose one of the fell	wing options:
A If you would like to request	HPID(s) for another company that are under the same Controlling Health Plan
please select the 'Get Addition	al SHP HPID(s)' button below.
B. If you would like to request or do not require additional HP	HPID(s) for another company that is under a different Controlling Health Plan D(s) at this time, please select the 'Done' button below.
	Get Additional SHP HPID(s) Done

After the user has submitted their application, the designated CHP authorizing official will review the application and has the option to approve the application. Email notifications will be sent to the user notifying them if an application is approved or rejected. If approved, the user will get an email notification with the HPID assigned for to their Subhealth Plan.

3.1.2.3 How to submit an Other Entity (OE) application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 24:</u> <u>HPOES Submitter User Homepage</u> below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT Welcome Jolene Nguyen **Events and Webinars** All Users: Health Plan and Other Entity Enumeration System User Please visit the HPID Management website for information on upcoming trainings and Announcements Register an webinars. Organization Welcome to the Health Plan and Other Entity Enumeration System! Search Applications HPID and OEID applications are available starting March Help 29th. Controlling If at any point you **Health Plan** See information below to learn how to obtain an HPID or OEID. experience any problems Functions: It is estimated that it will take an average of 10-15 minutes with the application or have to complete an application. questions, please contact **Create Profile** the Exchange Operations and Apply for HPID Published 03/18/2013 Support Center (XOSC) in one of the following ways: Phone: 1-855-267-1515 Health Plan and Other Entity Enumeration System View Profile Application Instructions Email: CMS_FEPS@cms.hhs.gov Apply for SHP HPID(s) How do I obtain an HPID or OEID? Subhealth Plan First, an entity must determine if it is going to obtain an HPID Resources Functions: or OEID, and therefore must determine whether it meets the definition of health plan. If the entity is going to obtain an HPID Final Rule (PDF, Apply for SHP HPID(s) HPID it should follow these HPID application instructions (pdf, 610KB) 483.0KB). If the entity is going to obtain an OEID it will follow HPID Fact Sheet these OEID application instructions (pdf, 384.4KB). Other Entity HPID Administrative Functions: What is the purpose of the health plan identifier? Simplification Page Create Profile Affordable Care Act and The primary purpose of the health plan identifier is for use in and Apply for Administrative OEID the standard transactions. In the standard transactions, the Simplification Provisions HPID will replace proprietary health plan identifiers that vary in Page lengths and formats. In addition, information about health View Profile Training Presentations plans and their HPIDs will be available in a public database to facilitate the routing of transactions.

Figure 24: HPOES Submitter User Homepage

Step 3: Select 'Create Profile and Apply for OEID' button on the left hand menu.

The user will be directed to the first step in the Other Entity profile creation process.

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Step 4: Provide company information.

The user will need to select a company from the Company Name dropdown. If the user does not see the company they wish to enumerate, they can click navigate to the HIOS Main Page to request permission to request on the company's behalf.

Based on the company selected from the drop down, the system will prepopulate the data elements for those fields contained within the HIOS database. The user will also need to select the business classification from the drop down. (Please see Figure 25: Company Information Page – Other Entity below).

The different business classifications are:

- Atypical Provider
- Clearinghouse
- Other
- Third Party Administrator
- Third Party Repricer

Additionally, the user will be required to enter a Payer Identification Number for all business classifications except atypical provider, where the user will be required to enter an Atypical Provider Identifier to proceed with the application.

Figure 25: Company Information Page – Other Entity

Health I	nsurance Oversight System
Health Pla	on and Other Entity Enumeration System
The calculation of the second	in and other Entry Entrineration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Your Progress:	1. Entity Information 2. Authorizing Official 3. Application Review
Company In	formation
If your company is a company is not regi Main Page, select th Note: (*) Indicates	already registered with HIOS, please select the appropriate company below. If your stered with HIOS, please select the 'HIOS Main Page' button above. Once on the HIOS he 'Manage an Organization' button to begin the registration process. a required field
*Company Name -	State - Eederal FIN:
UM Test Company - V	A - 102030405
Federal EIN:	102030405
Domiciliary Addres	<u>is</u>
Address Line 1:	123 Main Street
Address Line 2:	N/A
City:	Fairfax
State	VA
Zip Plus 4:	N/A
*Business Classific Third Party Administra	tor 💌
*Please enter a Pay	ver Identification Number to proceed.
Payer Identificati	on Number:
12345	Save And Add Another Payer ID
Below are the Payer the table.	r IDs that have been added. You may select the 'Delete' button to remove a Payer ID from
Payer ID Ac	tion
	CONTINUE

Step 5: Provide Authorizing Official Information.

Once the company information has been collected, the user will input their authorizing official's information. If an authorizing official for the company had previously been approved through the User Role management function in HIOS, their information will be prepopulated. (Please see Figure 26: Authorizing Official Contact Information Page – Other Entity below).

Health Insurance Oversight System Health Plan and Other Entity Enumeration System
HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
Welcome Jolene Nguyen
Your Progress: 1. Entity Information 2. Authorizing Official 3. Application Review
Authorizing Official Contact Information
Please enter the following information:
Note: (*) Indicates a required field.
*Title of Authorizing Official:
Prefix: *First Name: Middle Initial: *Last Name: Suffix: • • • •
*Email Address: *Phone Number: Phone Ext:
Please note that the contact listed above will receive notification that they have been designated as the company's Authorizing Official in the Health Plan and Other Entity Enumeration System.
BACK CONTINUE

Figure	26:	Authorizing	Official	Contact	Information	Page –	Other	Entity
riguic	20.	Authorizing	Oniciai	oomaoi	mormation	i age	ounci	Linuty

Step 6: Click 'Apply for OEID' button.

Once the authorizing official's information has been provided, the user will be directed to the profile and application review page. The system will display all information captured throughout the profile creation process. Once the certification checkbox is selected, the 'Apply for OEID' button will become active.

The user will then click the 'Apply for OEID' button to submit their application. An email will be sent out to the authorizing official informing them that an application is currently pending their approval. An email will be sent to the submitter user informing them that their application has been received and is pending. (Please see Figure 27: Profile and Application Review Page – Other Entity below).

Figure 27: Profile and Application Review Page – Other Entity



The user will be directed to the 'Profile Summary' page. (Please see <u>Figure 28: Profile</u> <u>Summary Page – Other Entity</u> below). If the user has access to more than one profile, they may use the 'Company Name' dropdown to navigate between profiles. If the selected company has both a Health Plan and Other Entity profile, the user may use the 'Application Type' dropdown to navigate between the two.

Once the user has submitted an application or clicked the 'View Profile' button on the HPOES Homepage (Figure 24: HPOES Submitter User Homepage) they will be directed to the 'Profile Summary' page. (Please see Figure 28: Profile Summary Page – Other Entity below). The user can view the summary of their profile and the status of their application on the 'Profile Summary' page.

Figure 28: Profile Summary Page – Other Entity

Health Insur	ance Oversight System
Health Plan and	Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Profile Summary	
Thank you for submitting yo	ur application.
The OEID application is pendi entity has been assigned an	ng system validation and approval by your Authorizing Official. Once the other DEID, you will receive an email notification.
To view a profile, please sele	ct a Company Name and Application Type below:
Company Name - State - FEIN: UM Test C	Company - VA - 102030405
Application Type: Other Enti	ty 💌
Company Information	
Application Number:	0000415
OEID:	Pending
Company Name: Business Classification: Federal EIN: Payer Identification Numbe	UM Test Company Third Party Administrator 102030405 r: 12345
Domiciliary Address	
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Fairfax VA 22124 N/A
Authorizing Official	
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4444 N/A

3.1.2.4 Search Applications – Submitter User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 29:</u> <u>HPOES Submitter User Homepage</u> below).

Figure 29: HPOES Submitter User Homepage

Health	Insurance Oversight System	
Health H	Plan and Other Entity Enumeration S	öystem
	HIOS MAIN PAGE HOME FAQ	CONTACT US SIGN OUT
		Welcome Jolene Nguyen
All Users:	Health Plan and Other Entity	Events and Webinars
User Management	Enumeration System	Please visit the <u>HPID</u>
Register an	Announcements	upcoming trainings and webinars.
Organization	Welcome to the Health Plan and Other Entity Enumeration System!	
Applications	HPID and OEID applications are available starting March 29th.	Help
Controlling Health Plan Functions:	See information below to learn how to obtain an HPID or OEID. It is estimated that it will take an average of 10-15 minutes to complete an application.	If at any point you experience any problems with the application or have questions, please contact
Create Profile and Apply for HPID	Published 03/18/2013	the Exchange Operations Support Center (XOSC) in one of the following ways:
View Profile	Health Plan and Other Entity Enumeration System	Phone: 1-855-267-1515
Apply for SHP	Application Instructions	Email: CMS_FEPS@cms.hhs.gov
HPID(s)	How do I obtain an HPID or OEID?	
Subhealth Plan Functions:	First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the	Resources
Apply for SHP HPID(s)	definition of health plan. If the entity is going to obtain an HPID it should follow these <u>HPID application instructions (pdf, 483.0KB)</u> . If the entity is going to obtain an OEID it will follow	HPID Final Rule (PDF, 610KB)
Other Entity Functions:	these <u>OEID application instructions (pdf, 384.4KB)</u> . What is the nurnose of the health plan identifier?	HPID Fact Sheet HPID Administrative Simplification Page
Create Profile and Apply for OEID View Profile	The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.	 Affordable Care Act and Administrative Simplification Provisions Page Training Presentations

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Confidential and Proprietary Data. Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses **Step 3:** Select 'Search Applications' button on the left hand menu.

Please see Figure 30: Search Applications below.

Figure 30: Search Applications

		HIOS MAIN PA	HOME	FAQ	CONTACT US	SIGN OUT
					Welcome J	lolene Nguye
Search Applica	ions					
Please select the desire	criteria to filter the appl	lication records	and select the	e 'Sea	rch' button to viev	w the
Please select the desired applicable results.	criteria to filter the appl	lication records	and select the	e 'Sea	rch' button to view	w the
Please select the desired applicable results.	criteria to filter the appl	lication records	and select the PID/OEID:	e 'Sea	rch' button to viev	w the
Please select the desired applicable results. Company Name: Application Type:	criteria to filter the appl	lication records	PID/OEID:	e 'Sea tus:	rch' button to viev	w the
Please select the desired applicable results. Company Name: Application Type: Health Plan Category:	criteria to filter the appl All All	H	and select the PID/OEID: pplication Sta	e 'Sea [tus: [rch' button to view	w the
Please select the desired applicable results. Company Name: Application Type: Health Plan Category:	criteria to filter the appl All	H	and select the PID/OEID: pplication Sta	e 'Sea	rch' button to viev	w the

Once the user has defined the search criteria, they will be able to view the results. (Please see **Figure 31: Search Results** below).

Figure 31: Search Results

Health Insurance Oversight System Health Plan and Other Entity Enumeration System							
			HIOS MA	IN PAGE HO	ME FAQ	CONTACT US	SIGN OUT
Welcome Jolene Nguyen							
Search Applications Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.							
Company Na	me:	Fest Demo Insuranc	e	HPID/O	EID:		
Application T	ype:	Health Plan Identifie	er (HPID)	 Applicati 	on Status: A	1	•
Health Plan C	Category:	All		•			
Please select	the View A	oplication link to	Sea view applicat	ion details.			
к (1) н	Page Size:	10 💌				Displaying 1 -	2, of 2 found.
Application Number \$	Submitted Date 🗢	l Application Type ¢	Health Plan Category \$	Company Name \$	Status \$	HPID/OEID Number \$	Actions
0000006	2/25/2013	3 HPID	СНР	Test Demo Insurance	Approved	7114920342	View
0000178	7/23/2013	3 HPID	SHP	Test Demo Insurance	Approved	7770586908	View

Step 4: Select the record to view application details.

Please see Figure 32: View Application.

Figure 32: View Application

Health Insurance Oversight System				
Health Plan and	Other Entity Enumeration System			
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT			
	Welcome Jolene Nguyen			
View Application				
To make a change to this application has been submitted, After the Authorizing Official app changes.	ation, please click the 'Edit Application' button below. Once the edit to the the Authorizing Official will have the ability to approve or reject the edits. proves the edit submission, the application will be updated to reflect the			
Edit Application				
HPID:	7134122374			
Status:	Approved			
Application Number:	0000396			
Controlling Health Plan Inf	ormation			
Company Name: Entity Classification: Federal EIN: NAIC Number: Payer Identification Number:	OESS Test Company 5 Health Plan 867530955 12345 11111A			
Domiciliary Address				
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A			
Authorizing Official				
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 15713068920 N/A			
View Audit History BACK				

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3.1.2.5 Edit Applications – Submitter User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 33:</u> <u>HPOES Submitter User Homepage</u> below).

Figure 33: HPOES Submitter User Homepage

Health Health F	Insurance Oversight System Plan and Other Entity Enumeration S	ystem
	HIOS MAIN PAGE HOME FAQ	CONTACT US SIGN OUT
		Welcome Jolene Nguyen
All Users:	Health Plan and Other Entity	Events and Webinars
User Management	Enumeration System	Please visit the <u>HPID</u> website for information on
Register an	Announcements	upcoming trainings and webinars.
Organization	Welcome to the Health Plan and Other Entity Enumeration System!	
Applications	HPID and OEID applications are available starting March	Help
Controlling Health Plan Functions:	See information below to learn how to obtain an HPID or OEID. It is estimated that it will take an average of 10-15 minutes to complete an application.	If at any point you experience any problems with the application or have questions, please contact
Create Profile and Apply for HPID	Published 03/18/2013	the Exchange Operations Support Center (XOSC) in one of the following ways:
View Profile	Health Plan and Other Entity Enumeration System Application Instructions	Phone: 1-855-267-1515 Email: CMS_FEPS@cms.hhs.gov
HPID(S)	How do I obtain an HPID or OEID?	
Subhealth Plan Functions:	First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the	Resources
Apply for SHP HPID(s)	definition of health plan. If the entity is going to obtain an HPID it should follow these <u>HPID application instructions (pdf, 483.0KB)</u> . If the entity is going to obtain an OEID it will follow	• <u>HPID Final Rule (PDF, 610KB)</u>
Other Entity	these <u>OEID application instructions (pdf, 384.4KB)</u> .	HPID Fact Sheet HPID Administrative
Creata Brafia	What is the purpose of the health plan identifier?	Simplification Page
and Apply for OEID	The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in	Affordable Care Act and Administrative Simplification Provisions Page
View Profile	lengths and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.	• <u>Training Presentations</u>

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Confidential and Proprietary Data. Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses Step 3: Select 'Search Applications' button on the left hand menu.

Please see Figure 34: Search Applications below.

Figure 34: Search Applications

	HIOS	MAIN PAGE HOME	FAQ	CONTACT US	SIGN OUT
				Welcome Jo	olene Nguye
	criteria to filter the application	records and select the	'Searc	h' hutton to view	, the
Please select the desired applicable results.	criteria to filter the application	n records and select the	e 'Searc	h' button to view	/ the
Please select the desired applicable results. Company Name: Application Type:	criteria to filter the application	HPID/OEID:	e 'Searc	h' button to view	v the
Please select the desired applicable results. Company Name: Application Type: Health Plan Category:	criteria to filter the application All	HPID/OEID: • Application Stat	e 'Searc	h' button to view	the •
Please select the desired applicable results. Company Name: Application Type: Health Plan Category:	criteria to filter the application All All Se	HPID/OEID: • Application Stat • earch	e 'Searc	h' button to view	/ the
lease select the desired pplicable results. Company Name: Application Type: Health Plan Category:	criteria to filter the application All All Se	HPID/OEID: • Application Stat • earch	e 'Searc	h' button to view	v the •

Once the user has defined the search criteria, they will be able to view the results. (Please see **Figure 35: Search Results** below).

Figure 35: Search Results

Health Insurance Oversight System Health Plan and Other Entity Enumeration System							
			HIOS MAI	IN PAGE HO	ME FAQ	CONTACT US	SIGN OUT
Welcome Jolene Nguyen							
Search Applications Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.							
Company Na	me:	Test Demo Insuranc	е	HPID/O	EID:		
Application T	уре:	Health Plan Identifie	r (HPID)	 Applicati 	on Status: A		•
Health Plan (Category:	All		•			
Please select	the View A	oplication link to	Sea view applicat	ion details.			
к (1) н	Page Size:	10 💌				Displaying 1 ·	2, of 2 found.
Application Number ≎	Submitted Date 🗢	l Application Type ≎	Health Plan Category \$	Company Name \$	Status 🕈	HPID/OEID Number \$	Actions
0000006	2/25/201	3 HPID	СНР	Test Demo Insurance	Approved	7114920342	View
0000178	7/23/201	3 HPID	SHP	Test Demo Insurance	Approved	7770586908	View

Step 4: Select the record you wish to edit.

Please see Figure 36: View Application (Edit Application Button).

Figure 36: View Application (Edit Application Button)

Health Insurance Oversight System				
Health Plan and	Other Entity Enumeration System			
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT			
	Welcome Jolene Nguyen			
View Application				
To make a change to this applic application has been submitted, After the Authorizing Official app changes.	ation, please click the 'Edit Application' button below. Once the edit to the the Authorizing Official will have the ability to approve or reject the edits. proves the edit submission, the application will be updated to reflect the			
HPID:	7134122374			
Status:	Approved			
Application Number:	0000396			
Controlling Health Plan Inf	ormation			
Company Name: Entity Classification: Federal EIN: NAIC Number: Payer Identification Number:	OESS Test Company 5 Health Plan 867530955 12345 11111A			
Domiciliary Address				
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A			
Authorizing Official				
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 15713068920 N/A			
View Audit History BACK				

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Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 61 If the user does not see the edit button on the 'View Application' page and the application status is 'Approved,' this means the user does not have the proper access to edit the application. The user can navigate to the HIOS Main Page to request permission to access the company.

Alternatively, if the application status displays as 'Edit Pending Approval,' an edit has already been submitted for the application. Please note that no additional edit submissions will be accepted until the Authorizing Official has approved or rejected the previous edit submission.

Step 5: Select the 'Edit' button on the application.

Once the 'Edit' button is selected, certain fields can be edited by the user depending on the application type. Please see the below table for a list of field users may edit.

Field Name	Application Type
NAIC	HPID Application
Payer ID	OEID and HPID Applications
Line of Business Type	SHP HPID Line of Business Application
Product Name/Brand Name	SHP HPID Line of Business Application
Other Description	SHP HPID Line of Business Application
Other Category Name	SHP HPID Other Category Application
Type/Description	SHP HPID Other Category Application
Atypical Provider ID	OEID Application
Business Classification	OEID Application
Description of Classification	OEID Application

Table 1: Editable Fields on Applications

The editable fields will be highlighted in a blue box. Additionally, please note that if there are any changes to HIOS information in the application, a pencil icon (\checkmark) will display next to the updated field(s). This information will automatically be included in the edit submission but is not editable by the HPOES user since the information is pulled from data that is maintained outside of HPOES. (Please see Figure 37: Edit Application below).

Figure 37: Edit Application

Health Insura	nce Oversight System
Realth Plan and	Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Edit Application	
Please click the 'Submit' button has been submitted, the Author application. After the Authorizin reflect the changes.	once you have made all necessary edits. Once the update to the application izing Official will have the ability to approve or reject the edits to the g Official approves the edit submission, the application will be updated to
Note: If an update has been mapencil icon / next to each affect the Authorizing Official as part	ade to HIOS information that is maintained outside of HPOES, there will be a ted field. Please note the updated HIOS information will also be reviewed by of the edit approval process.
Note: (*) Indicates a required f	ield.
HPID:	7134122374
Status:	Approved
Application Number:	0000396
Controlling Health Plan Inf	formation
Company Name: Entity Classification: Federal EIN:	OESS Test Company 5 Health Plan 867530955
Domiciliary Address	
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A
*In order to complete the appli Number. You may provide both	cation, you must provide either an NAIC Number or a Payer Identification an NAIC Number and up to ten Payer Identification Numbers.
NAIC Number: Payer Identifi 12345	cation Number: Save And Add Another Payer ID
Below are the Payer IDs that ha	we been added. You may select the 'Delete' button to remove a Payer ID from
Payer ID Action 11111A Delete	
Authorizing Official	
 Title: Contact Name: Email Address: Phone Number: Phone Ext: 	N/A OESS Test Six oesstestsix@yahoo.com 15713068920 N/A Cancel Submit

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 63 Step 6: Once all edits have been made to the application, the user will need select 'Submit'.

A pop-up message will appear asking the user to confirm their edit submission. (Please see **Figure 38: Edit Application with Confirmation** below). Please note that the system only allows for one edit submission at a time. If the user has additional edits to make to the application, they should select the 'Cancel' button on the page and complete all updates prior to submitting their updates.

NATC Number	122125125	
NATC NUMBER:	12545	
Domiciliary Address		
Address Line 1:	456 All Star way	
Address Line 2:	N/A	
City:	Arlington	
State:	VA	
Zip:	22098	
Zip Plus 4:	N/A	
*In order to complete the a M	ssage from webpage	ayer Identification
Number. You may provide b		mbers.
NAIC Number: Payer Ide	Once you click the 'OK' button, you will not be able to make any further	
15655	edits until the Authorizing Official reviews the changes. If you would like	
10000	to make additional edits before submitting the update, please click the	
	Carles button.	
Below are the Payer IDs tha	OK Cancel	remove a Payer ID from
the table.		
Davies ID Action		-
Payer ID Action		
No records to display.		
Authorizing Official		
Title:	CEO	
Contact Name:	Jolene Nguyen	
Email Address:	jpn4p@virginia.edu	
Phone Number:	7032224444	
Phone Ext:	N/A	
		Cancel Submit

Figure 38: Edit Application with Confirmation

Step 7: When the user is ready to confirm their edit submission, they will need to select the 'OK' button in the pop-up.

After the user has submitted the edit to the application, the application status will change from 'Approved' to 'Edit Pending Approval'. Users will be able to view both the most current approved application as well as the edit(s) submitted when the application is in the 'Edit Pending Approval' status. (Please see Figure 39: View an Application in 'Edit Pending Approval' Status below).

Figure 39: View an Application in 'Edit Pending Approval' Status

	HIOS MA				
	1103 MA		Velcome Jolene Nauve		
			velcome solene nguye		
/iew Application					
ote: The information shown pplication information in the isplays the application inform	in the `Approved Applicat system. The information mation pending the Autho	ion View' column displays the m shown in the `Edit Pending Appr rizing Official's approval.	ost current approved oval View' column		
lease note that the changes POES. Changes with a penci nat is maintained outside of	highlighted in red and it . I icon / represent fields v HPOES.	alicized are those that have bee where updates have been made t	n made by a user in to HIOS information		
HPID: 7134122374					
itatus:	atus: Edit Pending Approval				
application Number:	0000396				
Approved Appl	ication View	Edit Pending Appr	oval View		
Controlling Health Plan	Information	Controlling Health Plan Information			
Company Name:	OESS Test	Company Name:	OESS Test		
Entity Classification:	Health Plan	Entity Classification:	Health Plan		
Federal EIN:	867530955	Federal EIN:	867530955		
NAIC Number:	12345	NAIC Number:	12345		
Payer Identification Numbe	er: 11111A	Payer Identification Number:	11111A 23214		
<u>Domiciliary Address</u>		Domiciliary Address			
Address Line 1	123 Main Street	Domiciliar Pradress			
Address Line 2:	N/A	Address Line 1:	123 Main Street		
City:	Vienna	Address Line 2:	N/A		
State:	VA	City:	Vienna		
	22180	State:	VA		
Zip:	N/A	Zip:	22180		
Zip: Zip Plus 4:		Zip Plus 4:	N/A		
Zip: Zip Plus 4:					
Zip: Zip Plus 4: Authorizing Official		Authorizing Official			
zip: Zip Plus 4: Authorizing Official Fitle:	CEO	Authorizing Official			
Zip: Zip Plus 4: Authorizing Official Fitle: Contact Name:	CEO OESS Test Five	Authorizing Official	N/A		
Zip: Zip Plus 4: Authorizing Official Title: Contact Name: Email Address:	CEO OESS Test Five oesstestfive@yahoo.com	Authorizing Official / Title: / Contact Name:	N/A OESS Test Six		
Zip: Zip Plus 4: Authorizing Official Title: Contact Name: Email Address: Phone Number:	CEO OESS Test Five oesstestfive@yahoo.com 571-306-8920	Authorizing Official / Title: / Contact Name: / Email Address: Phose Number	N/A OESS Test Six oesstest6@yahoo.com		
Zip: Zip Plus 4: Authorizing Official Fitle: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 571-306-8920 N/A	Authorizing Official	N/A OESS Test Six oesstest6@yahoo.com 571-306-8920		

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Once the edit has been submitted, the designated Authorizing Official will receive an email notification alerting the user that there is an edit pending their review. The Authorizing Official will need to log into HPOES to review the edit and has the option to approve or reject the edit to the application. An email notification will be sent to the user notifying them whether the edit has been approved or rejected.

Please note that once an edit has been approved, the application status will display as 'Approved' and the application record will be updated to include the most current approved application (which includes HIOS changes when applicable).

If the edit has been rejected, the application status will display as 'Approved' as the rejection only applies to the edit and not the HPID/OEID itself. The application record will not be updated, but will display the most current approved application in the system. If the edit submission has been rejected, the user may submit new edits for that application if they wish to do so.

3.1.2.6 View Audit History – Submitter User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for a Submitter User. (Please see <u>Figure 40:</u> <u>HPOES Submitter User Homepage</u> below).

Health Health F	Insurance Oversight System	i System
	HIOS MAIN PAGE HOME FAQ	CONTACT US SIGN OUT
		Welcome Jolene Nguyen
All Users:	Health Plan and Other Entity	Events and Webinars
User Management	Enumeration System	Please visit the <u>HPID</u> website for information on
Register an	Announcements	upcoming trainings and webinars.
Organization	Welcome to the Health Plan and Other Entity Enumeration System!	
Applications	HPID and OEID applications are available starting March 29th.	Help
Controlling Health Plan Functions: Create Profile	See information below to learn how to obtain an HPID or OEID. It is estimated that it will take an average of 10-15 minutes to complete an application.	If at any point you experience any problems with the application or have questions, please contact the Exchange Operations
View Profile	Health Plan and Other Entity Enumeration System Application Instructions	Phone: 1-855-267-1515 Email: CMS_FEPS@cms.hhs.gov
HPID(S)	How do I obtain an HPID of OEID?	
Subnealth Plan Functions:	First, an entity must determine if it is going to obtain an HPID or OEID, and therefore must determine whether it meets the	Resources
Apply for SHP HPID(s)	definition of health plan. If the entity is going to obtain an HPID it should follow these <u>HPID application instructions (pdf, 483.0KB)</u> . If the entity is going to obtain an OEID it will follow	<u>HPID Final Rule (PDF, 610KB)</u>
Other Entity	these OEID application instructions (pdf, 384.4KB).	HPID Fact Sheet HPID Administrative
Functions:	What is the purpose of the health plan identifier?	Simplification Page
Create Profile and Apply for OEID	The primary purpose of the health plan identifier is for use in the standard transactions. In the standard transactions, the HPID will replace proprietary health plan identifiers that vary in	<u>Affordable Care Act and</u> <u>Administrative</u> <u>Simplification Provisions</u> <u>Page</u>
View Profile	plans and formats. In addition, information about health plans and their HPIDs will be available in a public database to facilitate the routing of transactions.	• <u>Training Presentations</u>

Figure 40: HPOES Submitter User Homepage

Step 3: Select 'Search Applications' button on the left hand menu.

Please see Figure 41: Search Applications below.

Figure 41: Search Applications

Health Ins Health Plan	and Other Er	versight ntity Enum	Systemeration	<mark>m</mark> i System	
		HIOS MAIN PAGE	HOME FA	Q CONTACT US	SIGN OUT
				Welcome Jo	olene Nguyen
Please select the desired applicable results.	d criteria to filter the appl	lication records and	select the 'Se	arch' button to viev	, the
Application Type:	All		ration Status:	All	
Health Plan Category:	All	•		, u	
	Accessibility Rules of Be	Search	s File Format	s and Plug-Ins	

Once the user has defined the search criteria, they will be able to view the results. (Please see **Figure 42: Search Results** below).

Figure 42: Search Results

Health Insurance Oversight System Health Plan and Other Entity Enumeration System										
			HIOS MA	IN PAGE HO	ME FAQ	CONTACT US	SIGN OUT			
Welcome Jolene Nguyen										
Search Applications Please select the desired criteria to filter the application records and select the 'Search' button to view the applicable results.										
Company Name:		Test Demo Insurance HPID/OEID:								
Application Type:		Health Plan Identifier (HPID) Application Status: All					•			
Health Plan Category:		All								
Search Please select the View Application link to view application details.										
Image Size: 10 Displaying 1 - 2, of 2 found.										
Application Number \$	Submitted Date 🗢	Application Type \$	Health Plan Category \$	Company Name \$	Status 🕈	HPID/OEID Number \$	Actions			
0000006	2/25/2013	3 HPID	СНР	Test Demo Insurance	Approved	7114920342	View			
0000178	7/23/2013	3 HPID	SHP	Test Demo Insurance	Approved	7770586908	View			

Step 4: Select the record to view.

Please see Figure 43: View Application .

Figure 43: View Application (Audit History Button)

Health Insurance Oversight System							
Health Plan and Other Entity Enumeration System							
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT						
	Welcome Jolene Nguyen						
View Application							
To make a change to this application, please click the 'Edit Application' button below. Once the edit to the application has been submitted, the Authorizing Official will have the ability to approve or reject the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the changes.							
Edit Application	Edit Application						
HPID:	7043213280						
Status:	Approved						
Application Number:	0000397						
Controlling Health Plan Inf	ormation						
Company Name: Entity Classification: Federal EIN: Payer Identification Number:	OESS Test Company 2 Health Plan 867530922 Imber: 12345 22113 test						
Domiciliary Address							
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A						
Authorizing Official							
Title:CEOContact Name:OESS Test FiveEmail Address:oesstestfive@yahoo.comPhone Number:571-306-8920Phone Ext:N/A							
View Audit History							
BACK							

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Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 70 Step 5: Select the 'View Audit History' button on the application.

A table will generate below the button with the audit history for the selected application. If applications have been approved, users will be able to see certain links within the audit history table. (Please see Figure 44: View Application with Audit History Table below).

Figure 44: View Application with Audit History Table

Health Insurance Oversight System									
Health Plan and Other Entity Enumeration System									
Friday, November 08, 2013	HIOS MA	IN PAGE HOME FAQ	CONTACT US SIGN OUT						
			Welcome OESS Test Two						
View Application									
To make a change to this application, please click the 'Edit Application' button below. Once the edit to the application has been submitted, the Authorizing Official will have the ability to approve or reject the edits. After the Authorizing Official approves the edit submission, the application will be updated to reflect the changes.									
Edit Application									
HPID:	7043213280								
Status:	Approved								
Application Number:	0000397								
Controlling Health Plan Inf	ormation								
Company Name: Entity Classification: Federal EIN: Payer Identification Number:	OESS Test Company 2 Health Plan 867530922 12345 22113 test								
Domiciliary Address									
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A								
Authorizing Official									
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 15713068920 N/A								
View Audit History									
Please select the 'View Application' link to view the information associated to each approved application. If you would like to see details of the changes made to an approved edited application, please select the 'Detailed Description' link. Please note links are only displayed for applications where additional information is available.									
K K I > N Page Size: 10 -			Displaying 1 - 8, of 8 found.						
Date/Time 🕈	User Name 🕈	Description +	Action						
11/07/2013 03:29 PM	OESS Test Five	Application Edit Approved Detailed Description	View Application						
11/07/2013 03:29 PM	OESS Test Three	Application Edit Submitted							
11/07/2013 03:27 PM	OESS Test Five	Application Edit Approved Detailed Description	View Application						
11/07/2013 03:27 PM	OESS Test Three	Application Edit Submitted							
11/07/2013 03:26 PM	OESS Test Five	Application Edit Rejected							
11/07/2013 03:26 PM	OESS Test Three	Application Edit Submitted	Mour Application						
11/07/2013 12:07 PM	OESS Test Three	Application Approved	view Application						
васк									

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Step 6: Select 'View Application' link.

The 'View Application' page from the Audit History table would appear in a new tab in the window. The page will display a snapshot of each approved application. The user will be able to distinguish between the different approved applications with the date/time stamp displayed in the top right hand corner of the page. (Please see Figure 45: View Application from Audit History below).

View Application		Application approved on: 11/07/2013 03:29 PM
HPID:	7043213280	
Status:	Approved	
Application Number:	0000397	
Controlling Health Plan Inf	ormation	
Company Name: Entity Classification: Federal EIN: Payer Identification Number:	OESS Test Company 2 Health Plan 867530922 12345 22113 test	
Domiciliary Address		
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A	
Authorizing Official		
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 15713068920 N/A	

Figure 45: View Application from Audit History

Step 7: Select 'Detailed Description' link.

Once the user clicks on the 'Detailed Description' link, a pop-up window will appear that displays the specific approved edits to the application. (Please see <u>Figure 46: Detailed</u> <u>Description from Audit History</u> below).

https://hiosval.cms.gov/HIO	SHPOES/AppPages/AuditHisto	ryDetails.aspx		
etailed Descri	otion	Close		Displaying 1 - 8, of 8 foun
ctanea Beoon			ion \$	Action
Field Name	Previous Value	New Value	t Approved	View Application
NAIC Number	N/A	12345	scription	non application
	14184	12345	t Submitted	
Payer ID(s)	test	22113 test	t Approved scription	View Application
			t Submitted	
			it Rejected	
			t Submitted	
			Approved	View Application
			ubmitted	

Figure 46: Detailed Description from Audit History

3.1.3 Authorizing Official

Within the HPOES system, a user with an 'Authorizing Official' role can perform the following functions:

- View Pending Tasks
- Approve an initial application
- Reject an initial application
- Approve an edit to an approved application
- Reject an edit to an approved application
- Search Applications
- View Audit History for Applications

The following sections provide a description of these functionalities.

3.1.3.1 Approve an Initial Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see <u>Figure</u> <u>47: HPOES Homepage for Authorizing Official</u> below).



Figure 47: HPOES Homepage for Authorizing Official

Step 3: Select the 'Pending Tasks' button.

The user will be directed to the 'Pending Tasks' page. Only applications assigned to the Authorizing Official user that are pending their approval will appear in their pending task list. (Please see Figure 48: Pending Tasks Page below).

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Figure 48: Pending Tasks Page

Health Insurance Oversight System Health Plan and Other Entity Enumeration System

				HIOS MA	IN PAGE HO	ME FAQ	CONTACT US	SIGN OUT
							Welcome Jo	olene Nguyen
ļ	Pending Below are the	Tasks	hat are await	ing your appro	oval as the des	signated Auth	norizing Official	
	к к 1 2 3	4 🕨 🕅 Page S	Size: 10 💌				Displaying 21 - 30), of 33 found.
	Application Number \$	Submitted Date \$	Application Type \$	Health Plan Category \$	Company Name \$	Status \$	HPID/OEID Number \$	Actions
	0000302	9/9/2013	HPID	SHP	JN Test Company 9-9 Name Change	Approval Pending	Pending	Select
	0000321	9/11/2013	HPID	SHP	JN Test Company 10- 21	Approval Pending	Pending	Select
	0000325	9/12/2013	HPID	SHP	JN Test Company 9- 11	Approval Pending	Pending	Select
	0000361	10/17/2013	HPID	SHP	JN 9-23 SHP Change 3	Approval Pending	Pending	Select
	0000363	10/17/2013	HPID	SHP	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
	0000367	10/21/2013	HPID	СНР	JN Test Company 10- 21	Approval Pending	Pending	Select
	0000370	10/22/2013	OEID	N/A	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
	0000371	10/22/2013	OEID	N/A	JN Test Company 10- 21	Approval Pending	Pending	Select
	0000373	10/22/2013	HPID	СНР	JN Test Company 10- 22	Approval Pending	Pending	Select
	0000375	10/23/2013	HPID	СНР	JN Test Company 10- 23	Approval Pending	Pending	Select

Step 4: Click the 'Select' link for an application.

Once the Authorizing Official reviews the application, they will have the option to confirm it. The user reviews the application and selects the 'Confirm' button to certify the information is correct. (Please see <u>Figure 49: Application Confirmation Page</u> below).

Once an option has been selected, the user will click the 'Submit' button. Please note that the CHP information shown on SHP applications may not reflect the most current information. To ensure that the CHP information displayed is currect, any updates need to be approved in order for the CHP information to be updated in HPOES.

Figure 49: Application Confirmation Page

Health Insura	nce Oversight System
Health Plan and	Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Application Confirm	ation
Please review the information li application. An email notificatio	sted below. Please click the 'Submit' button to approve or reject an n will be sent to the submitter notifying them their application has been
approved or rejected. Once an a Please note that the CHP infor information. To ensure that th	pplication has been approved, the entity will be assigned an HPID. mation associated to this SHP application may not reflect the most current e CHP information displayed is current, any edits or updates need to be
approved in order for the CHP Note: (*) Indicates a required f	information to be updated in HPOES. ield.
HPID:	Pending
Status:	Approval Pending
Application Number:	0000363
Controlling Health Plan Inf	ormation
Company Name: Entity Classification: Federal EIN: State:	JN Test Company 10-17 Change Health Plan 151515151 VA
Subhealth Plan Informatio	n
Company Information	
Company Name: Federal EIN:	JN Test Company 10-17 Change 151515151
Domiciliary Address Address Line 1: Address Line 2: City: State: Zip: Zip Pius 4:	123 Main Street N/A Oakton VA 22124 N/A
Line of Rusiness Information	
Type: Product Name/Brand Name: NAIC Number: Payer Identification Number:	Self-funded test 12345 12345
Authorizing Official	
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4445 N/A
Confirm or Return Applica	tion
* I wish to:	
○ Confirm the record accuracy	: I certify that this application is complete and accurate.
Reject: This application is i	ncomplete and/or inaccurate.
Submit	
View Audit History	
ВАСК	

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 78 Once the Authorizing Official confirms and approves the application, they will see the 'Approval Confirmation' page. (Please see Figure 50: Approval Confirmation (after Authorizing Offical approval) Page below).

Upon application approval, an HPID or OEID number will be systematically generated, depending on the application type. An email will be sent to the Submitter user informing them that their application has been approved and will provide them with the assigned HPID/OEID number.

Figure 50: /	Approval	Confirmation	(after	Authorizina	Offical	approval) Page
1 igui 0 00. /	appiorai	oomnation	laitoi	/ action Ling	onioui	approval) i ago

Health Insu Health Plan an	rance Oversight System d Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Approval Confirm	ation
You have approved the ap	plication for the following Health Plan:
Company Name:	JN Test 4 Company 8-22
Health Plan Category:	Controlling Health Plan (CHP)
HPID Number:	Pending
	Done
Acces U.S. Department of F	sibility Rules of Behavior Web Policies File Formats and Plug-Ins Health & Human Services · 200 Independence Avenue, S.W. · Washington, D.C. 20201

3.1.3.2 Reject an Initial Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see <u>Figure</u> 51: HPOES Homepage for Authorizing Official below).

Health Health I	Insurance Oversight System Plan and Other Entity Enumeration	n System
	HIOS MAIN PAGE HOME FAQ	CONTACT US SIGN OUT
		Welcome Jolene Nguyen
Ponding	Health Plan and Other Entity	Resources
Tasks	Enumeration System	HPID Final Rule (PDF, 610KB)
Search Applications User Management Manage an Organization	Enumeration System Announcements Welcome to the Health Plan and Other Entity Enumeration System! HPID and OEID applications are available starting March 29th. See information below to learn how to obtain an HPID or OEID. It is estimated that it will take an average of 10-15 minutes to complete an application. Published 03/18/2013 Welcome to the Health Plan and Other Entity Enumeration System! A representative from your organization has submitted an application for a Health Plan Identifier (HPID) or Other Entity Identifier (OEID). Each application has a designated Authorizing Official. In order for an organization to receive an HPID or OEID, the Authorizing Official must review and approve the application. Once the applications have been approved by you as the Authorizing Official, the HPID or OEID will be assigned and displayed on the page. The representative that submitted the application approval which will also list the relevant HPID or OEID numbers. To learn more about how to approve an application, download the detailed instruction document (pdf, 288.0KB).	 Infanction (PDL) 610KB) HPID Fact Sheet HPID Administrative Simplification Page Affordable Care Act and Administrative Simplification Provisions Page Training Presentations
	To check your pending tasks, navigate to the Pending Tasks page. To search for an application please select the "Search Applications" button on the left menu.	

Figure 51: HPOES Homepage for Authorizing Official

Step 3: Select the 'Pending Tasks' button.

The user will be directed to the 'Pending Tasks' page. Only applications assigned to the Authorizing Official user that are pending their approval will appear in the table. (Please see **Figure 52: Pending Tasks Page** below).

Figure 52: Pending Tasks Page

Health Insurance Oversight System Health Plan and Other Entity Enumeration System

HIOS MAIN PAGE HOME FAQ CONTACT US

Welcome Jolene Nguyen

SIGN OUT

Pending Tasks

Below are the applications that are awaiting your approval as the designated Authorizing Official

К К 1 2 3	4 🔪 🕺 Page S	Size: 10 🗸			[Displaying 21 - 3	0, of 33 found.
Application Number \$	Submitted Date \$	Application Type \$	Health Plan Category \$	Company Name \$	Status \$	HPID/OEID Number \$	Actions
0000302	9/9/2013	HPID	SHP	JN Test Company 9-9 Name Change	Approval Pending	Pending	Select
0000321	9/11/2013	HPID	SHP	JN Test Company 10- 21	Approval Pending	Pending	Select
0000325	9/12/2013	HPID	SHP	JN Test Company 9- 11	Approval Pending	Pending	Select
0000361	10/17/2013	HPID	SHP	JN 9-23 SHP Change 3	Approval Pending	Pending	Select
0000363	10/17/2013	HPID	SHP	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
0000367	10/21/2013	HPID	СНР	JN Test Company 10- 21	Approval Pending	Pending	Select
0000370	10/22/2013	OEID	N/A	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
0000371	10/22/2013	OEID	N/A	JN Test Company 10- 21	Approval Pending	Pending	Select
0000373	10/22/2013	HPID	СНР	JN Test Company 10- 22	Approval Pending	Pending	Select
0000375	10/23/2013	HPID	СНР	JN Test Company 10- 23	Approval Pending	Pending	Select

Step 4: Click 'Select' link for an application.

Once the Authorizing Official reviews the application, they will have the option to reject it. The user reviews the application and selects the 'Reject' button. A text box will appear with additional instructional text informing the Authorizing Official that they have the option to provide the reason or their rejection. (Please see Figure 53: Application Confirmation Page below).

Once the reject option has been selected, the user will click the 'Submit' button.

Figure 53: Application Confirmation Page

Health Insura	nce Oversight System
Health Plan and	Other Entity Enumeration System
The and the first strict	other shary sharner anon system
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Application Confirm	ation
Please review the information lis	sted below. Please click the 'Submit' button to approve or reject an
application. An email notification approved or rejected. Once an a	n will be sent to the submitter notifying them their application has been pplication has been approved, the entity will be assigned an HPID.
please note that the CHP infor information. To ensure that th approved in order for the CHP	mation associated to this SHP application may not reflect the most current e CHP information displayed is current, any edits or updates need to be information to be updated in HPOES.
Note: (*) Indicates a required fi	eld.
HPID:	Pending
Status:	Approval Pending
Application Number:	0000321
Controlling Health Plan Inf	ormation
Company Name:	IN Tack Company 0.0 Name Change
Company Name: Entity Classification:	Health Plan
Federal EIN: State:	908070605 VA
Subhealth Plan Information	n
Company Information	
Company Name:	JN Test Company 10-21
Federal EIN:	181818181
Domiciliary Address	
Address Line 1: Address Line 2:	123 Main Street N/A
City:	Fairfax
State: Zip:	VA 22124
Zip Plus 4:	N/A
Line of Business Information	
Type: Product Name /Brand Name:	Vision-Only Tect
NAIC Number:	12345
Payer Identification Number:	12345
Authorizing Official	
Title: Contact Name:	CEO Jolene Nauven
Email Address:	jpn4p@virginia.edu
Phone Number: Phone Ext:	703-222-4445 N/A
Confirm or Return Applica	tion
-* I wish to:-	Non
i wish to:	
Confirm the record accuracy	: I certify that this application is complete and accurate.
Reject: This application is in	ncomplete and/or inaccurate.
Please note, you have the opt comment box below. Once the the rejection. If an explanation	ion to provide the user with an explanation for this rejection in the rejection has been submitted, the user will receive an email notification of n has been provided below, it will be included in the email sent to the user.
Submit	
View Audit History	
BACK	

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Once the Authorizing Official rejects the application, they will see the 'Rejection Confirmation' page. (Please see Figure 54: Rejection Confirmation Page below).

An email will be sent to the Submitter user informing them that their application has been rejected and if applicable, include the rejection comment. If an application has been rejected, the user has the option to create another application for that health plan or other entity.

	Figure 54: Rejection Confirmation Page
Health Insur Health Plan and	ance Oversight System Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
	Welcome Jolene Nguyen
Rejection Confirma	ition
You have rejected the applic	ation for the following Health Plan:
Company Name:	JN Test Company 10-21
Health Plan Type:	Line of Business
Health Plan Category:	Subhealth Plan (SHP)
Rejection Comment:	Test Rejection Comment
	Done
Accessib U.S. Department of Hea	vility Rules of Behavior Web Policies File Formats and Plug-Ins alth & Human Services · 200 Independence Avenue, S.W. · Washington, D.C. 20201

3.1.3.3 Approve an Edit to an Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see Figure 55: HPOES Homepage for Authorizing Official below).



Figure 55: HPOES Homepage for Authorizing Official

Step 3: Select the 'Pending Tasks' button.

The user will be directed to the 'Pending Tasks' page and will see both initial applications as well as edits to approved applications assigned to the Authorizing Official for their review. (Please see Figure 56: Pending Tasks Page below).

Figure 56: Pending Tasks Page

lealt lealth	h Insu Plan an	rance Id Othe	Overs r Entity	sight S Enume	ystem ration \$) System	
			HIOS MA	IN PAGE HO	ME FAQ	CONTACT US	SIGN OU
						Welcome J	olene Nguy
ending	Tasks						
elow are the	applications t	hat are await	ing your appro	oval as the des	ignated Auth	Displaying 21 - 3	0 of 33 found
Application	Submitted	Application	Health Plan	Company Name ±	Status \$	HPID/OEID	Actions
0000302	9/9/2013	HPID	SHP	JN Test Company 9-9 Name Change	Approval Pending	Pending	Select
0000321	9/11/2013	HPID	SHP	JN Test Company 10- 21	Approval Pending	Pending	Select
0000325	9/12/2013	HPID	SHP	JN Test Company 9- 11	Approval Pending	Pending	Select
0000361	10/17/2013	HPID	SHP	JN 9-23 SHP Change 3	Approval Pending	Pending	Select
0000363	10/17/2013	HPID	SHP	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
0000367	10/21/2013	HPID	СНР	JN Test Company 10- 21	Approval Pending	Pending	Select
0000370	10/22/2013	OEID	N/A	JN Test Company 10- 17 Change	Approval Pending	Pending	Select
0000371	10/22/2013	OEID	N/A	JN Test Company 10- 21	Approval Pending	Pending	Select
0000373	10/22/2013	HPID	СНР	JN Test Company 10- 22	Approval Pending	Pending	Select
0000375	10/23/2013	HPID	СНР	JN Test Company 10- 23	Approval Pending	Pending	Select

Step 4: Click the 'Select' link to view the application record with edit(s) pending approval. The applications that have been edited will display a status of 'Edit Pending Approval' on the pending tasks page.

Once the Authorizing Official reviews the edited application, they will have the option to confirm or reject it. As part of the edit review process, the Authorizing Official may see two different types of changes: HPOES changes, which are made by the HPOES user, and HIOS changes (when applicable), which are changes made to information maintained outside of HPOES.

Changes highlighted in *red and italicized* are those that have been made by a user in HPOES. Changes with a pencil icon (\checkmark) represent fields where updates have been made to HIOS information that is maintained outside of HPOES that also require Authorizing Official approval prior to the HPOES application being updated.

The Authorizing Official user will need to review the application and select the 'Confirm' button to approve the edit(s) to the application. (Please see <u>Figure 57: Edit Review Page</u> below).

Once the 'Confirm' button has been selected, the user will click the 'Submit' button. Please note that the CHP information shown on SHP applications may not reflect the most current information. To ensure that the CHP information displayed is currect, any updates need to be approved in order for the CHP information to be updated in HPOES.

Figure 57: Edit Review Page

or ication d in the cation proved umn user in nation
or ication d in the cation proved umn user in nation
or ication d in the cation proved umn user in nation
or ication d in the cation proved umn user in nation
or ication d in the ation proved umn user in nation
umn user in nation
user in nation
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yen
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Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 89 After the Authorizing Official confirms and approves the application, they will see the 'Approval Confirmation' page. (Please see Figure 58: Edit Approval Confirmation Page below). Once approved, an email will be sent to the Submitter user informing them that the edit to their application has been approved.

Figure	58:	Edit	Approval	Confirmation	Page
igaio	•••	Long	, .pp: 0 tui	oomanon	

Health Insu Health Plan an	ance Oversight System I Other Entity Enumeration System
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
<u></u>	Welcome Leah Kritze
Edit Approval Con You have successfully appr	irmation ved the edit(s) submitted for the application.
Company Name:	Test Company
HPID:	7033112260
Application Number:	0000186
	Done
Acces U.S. Department of F	vility Rules of Behavior Web Policies File Formats and Plug-Ins North & Human Services · 200 Independence Avenue, S.W. · Washington, D.C. 20201

Please note that once an edit has been approved, the application status will display as 'Approved' and the application record will be updated to include the most current approved application (which includes HIOS changes when applicable).

3.1.3.4 Reject an Edit to an Application

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please <u>Figure 59:</u> <u>HPOES Homepage for Authorizing Official</u> below).



Figure 59: HPOES Homepage for Authorizing Official

Step 3: Select the 'Pending Tasks' button.

The user will be directed to the 'Pending Tasks' page and will see both initial applications as well as edits to approved applications assigned to the Authorizing Official for their review. (Please see Figure 60: Pending Tasks Page below).

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Figure 60: Pending Tasks Page

Health Insurance Oversight System Health Plan and Other Entity Enumeration System HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT Welcome Jolene Nguyen Pending Tasks Below are the applications that are awaiting your approval as the designated Authorizing Official Displaying 21 - 30, of 33 found. K < 1 2 3 4 N Page Size: 10 -Submitted Application Application Health Plan HPID/OFID Company Status \$ Actions Number 🗧 Date 🖨 Type 🕈 Category \$ Name **‡** Number 🗧 JN Test Approval 0000302 9/9/2013 HPID SHP Company 9-9 Pending Select Pending Name Change JN Test Approval Company 10-0000321 9/11/2013 HPID SHP Pending Select Pending 21 JN Test Approval 0000325 9/12/2013 HPID SHP Company 9-Pending Select Pending 11 JN 9-23 SHP Approval 0000361 10/17/2013 HPID Select SHP Pending Pending Change 3 JN Test Approval 0000363 10/17/2013 HPID Company 10-SHP Pending Select Pending 17 Change JN Test Approval 0000367 10/21/2013 HPID Company 10-Pending Select CHP Pending 21 JN Test Approval 0000370 OEID 10/22/2013 N/A Company 10-Pendina Select Pending 17 Change JN Test Approval 0000371 10/22/2013 OEID N/A Company 10-Pending Select Pendina 21 JN Test Approval 0000373 10/22/2013 HPID CHP Company 10-Pending Select Pending 22 JN Test Approval 0000375 10/23/2013 HPID CHP Company 10-Pending Select Pending 23

Step 4: Click the 'Select' link to view the application record with edit(s) pending approval. The applications that have been edited will display a status of 'Edit Pending Approval' on the pending tasks page.

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Once the Authorizing Official reviews the edited application, they will have the option to confirm or reject it. As part of the edit review process, the Authorizing Official may see two different types of changes: HPOES changes, which are made by the HPOES user, and HIOS changes (when applicable), which are changes made to information maintained outside of HPOES.

Changes highlighted in *red and italicized* are those that have been made by a user in HPOES. Changes with a pencil icon (\checkmark) represent fields where updates have been made to HIOS information that is maintained outside of HPOES that also require Authorizing Official approval prior to the HPOES application being updated.

The user will need to review the application and select the 'Reject' button to reject the edit(s) to the application. A text box will appear with additional instructional text informing the Authorizing Official that they have the option to provide the reason or their rejection. (Please see **Figure 61: Edit Review Page** below).

Once the 'Reject' button has been selected, the user will click the 'Submit' button. A text box will appear with additional instructional text informing the Authorizing Official that they have the option to provide the reason or their rejection.

Figure 61: Edit Review Page

Health Insura	nce Overs	sight System	
Health Plan and	Other Entity	Enumeration Sys	tem
	HIOS MA	IN PAGE HOME FAO CON	TACT US SIGN OUT
	(<u></u>	elcome Jolene Nguyer
/iew Application			
lease review the information li- ejected the application. An ema las been approved or rejected. .ystem. If the update is rejecte nformation. Please note that th	sted below. Please click ail notification will be s If the update is approvid d, the application will r le assigned HPID or OE	the 'Submit' button after you ha ent to the submitter notifying the ed, the application information w emain the same with no updates D number will remain the same.	ve approved or em their application ill be updated in the to the application
lote: The information shown in pplication information in the sy lisplays the application informa	the `Approved Applicat stem. The information tion pending the Autho	ion View' column displays the mo shown in the `Edit Pending Appro rizing Official's approval.	st current approved val View' column
'lease note that the changes hi IPOES. Changes with a pencil io hat is maintained outside of Hi	ghlighted in red and it con ∕ represent fields v POES.	alicized are those that have been where updates have been made to	made by a user in HIOS information
lote: (*) Indicates a required fi	ield.		
DEID:	6114920344		
Status:	Edit Pending Approv	al	
Application Number:	000008		
Approved Applica	tion View	Edit Pending Appro	oval View
Company Information		Company Information	
Company Name: Business Classification: Description of Classification: Federal EIN: Payer Identification Number:	Test Demo Insurance Other Testing Other BC 123123123 33333	Company Name: Business Classification: Federal EIN: Payer Identification Number:	Test Demo Insurance <i>Clearinghouse</i> 123123123 33333 12354
Domiciliary Address		Domiciliary Address	
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	456 All Star way N/A Arlington VA 22098 N/A	Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	456 All Star way N/A Arlington VA 22098 N/A
Authorizing Official		Authorizing Official	
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4444 N/A	Title: Contact Name: Email Address: / Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4445 N/A
Confirm or Return Applica	tion		
 Confirm the record accuracy Reject: This application is i Please note, you have the opt comment box below. Once the 	: I certify that this app ncomplete and/or inacc ion to provide the user rejection has been sul	lication is complete and accurate. urate. with an explanation for this rejec mitted, the user will receive an e	tion in the email notification of
the rejection. If an explanatio	n has been provided be	low, it will be included in the em	ail sent to the user.
Submit			
View Audit History			
ACK			

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 94 After the Authorizing Official rejects the application, they will see the 'Edit Rejection Confirmation' page. (Please see <u>Figure 62: Edit Rejection Confirmation Page</u> below). Once rejected, an email will be sent to the Submitter user informing them that the edit to their application has been rejected, and, if applicable, include the rejection comment.

Health Insurance Oversight System Health Plan and Other Entity Enumeration System					
Tuesday, November 12, 2013	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT				
	Welcome Jolene Nguyen				
Edit Rejection Confirmation You have rejected the edit(s) submitted for the application.					
HPID:	7114920342				
Application Number:	0000006				
Rejection Comment:	Reject Edits				
	Done				

Figure 62: Edit Rejection Confirmation Page

Once the edit has been rejected, the HPID/OEID status will display as 'Approved' as the rejection only applies to the edit and not the HPID/OEID itself. The application record will not be updated, but will display the most current approved application in the system. If the edit submission has been rejected, the user may submit new edits for that application if they wish to do so.

3.1.3.5 Search Applications – Authorizing Official User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see <u>Figure</u> 63: HPOES Homepage for Authorizing Official below).



Figure 63: HPOES Homepage for Authorizing Official

Step 3: Select the 'Search Applications' button on the left hand menu.

Please see Figure 64: Search Applications below.

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Figure 64: Search Applications

Health Insurance Oversight System Health Plan and Other Entity Enumeration System					
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT				
	Welcome Jolene Nguyen				
Search Applications Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.					
Company Name:					
Application Type:	All Application Status: All				
	View Application				

In addition to selecting the 'Pending Tasks' link, an Authorizing Official can search for applications based on the company name, application type, or application status. It will display both pending and approved applications assigned to them. Once the user has defined the search criteria, they will be able to view the results and view or approve/reject an application. (Please see Figure 65: Search Applications Page Results below).

Figure 65: Search Applications Page Results

				Sinsin	SIG		- Jansini	
			HIOS MA	IN PAGE	HOME	FAQ	CONTACT US	SIGN OUT
							Welcome J	olene Nguye
Search A	oplicatio	ns						
lease select	the desired cri	iteria to filter	the applicatio	ons and selec	rt the "	View Ann	lication' buttor	to view the
pplication re isplayed.	sults. If no filt	ers are utilize	ed, all records	for which yo	ou are t	he Autho	prizing Official	will be
company Na	me:							
pplication T	ype: All		•	Applicatio	on Stat	us: All		•
			View Ap	plication				
οτε. Το γίο	w or update ar	application	or record sele	ct an action	undor	the "Activ	one" column	
					unuer	LITE ACTIV	Displaying 81 - 9	0 of 97 found
Application	Submitted	Application	Health Plan	Company	S	tatus≜	HPID/OEID	Actions
Number \$ 0000347	Date \$ 10/9/2013	Type ¢	Category ¢	Name ¢ JN 9-23 SH	P Ap	proved	Number \$ 7417950657	View
0000348	10/9/2013	HPID	SHP	JN 9-23 SH Change 3	P Ap	proved	7326041564	View
0000355	10/15/2013	HPID	СНР	JN Test Company 10 15	D- Ap	proved	7871596012	View
0000361	10/17/2013	HPID	SHP	JN 9-23 SH Change 3	P Aı	oproval ending	Pending	Select
0000362	10/17/2013	HPID	СНР	JN Test Company 10 17 Change	D- Ap	proved	7598768738	View
0000363	10/17/2013	HPID	SHP	JN Test Company 10 17 Change	D- Al	oproval ending	Pending	Select
0000364	10/17/2013	HPID	SHP	JN Test Company 10 17 Change	D- Ap	proved	7407859645	View
0000367	10/21/2013	HPID	СНР	JN Test Company 10 21	D- Al	oproval ending	Pending	Select
0000370	10/22/2013	OEID	N/A	JN Test Company 10 17 Change	D- Al	oproval ending	Pending	Select
	10/00/00/0	0.575	NI (A	JN Test	A	oproval	D I	

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Step 4: Select the record to view application details.

Please see Figure 66: View Application Page below.

Figure 66: View Application Page

Health Insurance Oversight System				
rieditii Fidii diidi	other Entity Entimeration System			
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT			
	Welcome Jolene Nguyen			
View Application				
HPID:	7871596012			
Status:	Approved			
Application Number:	0000355			
Controlling Health Plan Inf	ormation			
Company Name: Entity Classification: Federal EIN: NAIC Number: Payer Identification Number:	JN Test Company 10-15 Health Plan 12333333 12345 12345			
Domiciliary Address				
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Fairfax VA 22124 N/A			
Authorizing Official				
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4444 N/A			
View Audit History BACK				

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3.1.3.6 View Audit History – Authorizing Official User

Step 1: Navigate to the HIOS Main Page.

Step 2: Select 'Health Plan and Other Entity Enumeration System' button on the left hand menu.

User will be directed to the 'HPOES Homepage' for an Authorizing Official. (Please see <u>Figure</u> 67: HPOES Homepage for Authorizing Official below).



Figure 67: HPOES Homepage for Authorizing Official

Step 3: Select 'Search Applications' button on the left hand menu.

Please see Figure 68: Search Applications below.

Figure 68: Search Applications

Health Insurance Oversight System Health Plan and Other Entity Enumeration System					
	HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT				
	Welcome Jolene Nguyen				
Search Applications Please select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be displayed.					
Company Name:					
Application Type:	All Application Status: All				
	View Application				

Once the user has defined the search criteria, they will be able to view the results. (Please see **Figure 69: Search Results** below).

Figure 69: Search Results

Health Plan and Other Entity Enumeration System								
			HIOS MA	IN PAGE	НОМЕ	FAQ	CONTACT US	SIGN OUT
							Welcome Jo	olene Nguye
Search Applications lease select the desired criteria to filter the applications and select the 'View Application' button to view the application results. If no filters are utilized, all records for which you are the Authorizing Official will be								
Company Na	ype: All			Applicatio	on Stat	us: All		•
			View Ap	plication				
OTE: To vie	w or update a	n application o	or record, sele	ect an action	under t	he "Actio	ons" column.	
к < 1 2 3	45678 <mark>9</mark>	10 🔉 🕅 Page	Size: 10 💌				Displaying 81 - 9	0, of 97 found
Application Number \$	Submitted Date \$	Application Type \$	Health Plan Category \$	Company Name \$	S	tatus \$	HPID/OEID Number \$	Actions
0000347	10/9/2013	HPID	CHP	JN 9-23 SH Change 3	P Ap	proved	7417950657	View
0000348	10/9/2013	HPID	SHP	JN 9-23 SH Change 3	P Ap	proved	7326041564	View
0000355	10/15/2013	HPID	СНР	JN Test Company 10 15	0- Ap	proved	7871596012	View
0000361	10/17/2013	HPID	SHP	JN 9-23 SH Change 3	P Ap	proval ending	Pending	Select
0000362	10/17/2013	HPID	СНР	JN Test Company 10 17 Change	0- Ap	proved	7598768738	View
0000363	10/17/2013	HPID	SHP	JN Test Company 10 17 Change	0- Ar e	oproval ending	Pending	Select
0000364	10/17/2013	HPID	SHP	JN Test Company 10 17 Change	0- Ap	proved	7407859645	View
0000367	10/21/2013	HPID	СНР	JN Test Company 10 21	0- Ap	oproval ending	Pending	Select
0000370	10/22/2013	OEID	N/A	JN Test Company 10 17 Change	0- Ar e	oproval ending	Pending	Select
	10/22/2012	OEID	NI/A	JN Test	Ar	proval	Dending	Select

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Step 4: Select the record to view.

Please see Figure 70: View Application (Audit History Button).

Figure 70: View Application (Audit History Button)

Health Insurance Oversight System					
Health Plan and	Health Plan and Other Entity Enumeration System				
	HIOS MAIN PAGE HOME FAO CONTACT US SIGN OUT				
	Welcome Jolene Nguyen				
View Application					
HPID:	7871596012				
Status:	Approved				
Application Number:	0000355				
Controlling Health Plan Inf	ormation				
Company Name: Entity Classification: Federal EIN: NAIC Number: Payer Identification Number:	JN Test Company 10-15 Health Plan 12333333 12345 12345				
Domiciliary Address					
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Fairfax VA 22124 N/A				
Authorizing Official					
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO Jolene Nguyen jpn4p@virginia.edu 703-222-4444 N/A				
View Audit History BACK					

Health Plan and Other Entity Enumeration System User Manual Updated: January 6, 2014 Doc Id: HIOS-HPOES – User Manual Health Plan and Other Entity Enumeration System ©Copyright 2013, CGI Federal 104 Step 5: Select the 'View Audit History' button on the application.

A table will generate below the button with the audit history for the selected application. If applications have been approved, users will be able to see certain links within the audit history table. (Please see Figure 71: View Application with Audit History Table below).

Figure 71: View Application with Audit History Table

Health Plan an	d Other Entit	y Enumeration S	System	
			-	
	HIOS M	AIN PAGE HOME FAQ	CONTACT US SIGN OUT	
			Welcome Jolene Nguyo	
liew Application				
IPID:	7417950657			
tatus:	Approved			
pplication Number:	0000347			
ontrolling Health Plan	Information			
j				
ompany Name: ntity Classification: ederal EIN: IAIC Number:	any Name: JN 9-23 SHP Change Classification: Health Plan ral EIN: 404040404 Number: 12345			
omiciliary Address				
ddress Line 1: .ddress Line 2: ity: tate: ip: ip Plus 4:	123 R Street N/A Fairfax VA 22124 N/A			
uthorizing Official				
Ie: CEO Intact Name: Jolene Nguyen nail Address: jpn4p@virginia.edu one Number: 703-222-4444 one Ext: N/A				
View Audit History				
ease select the 'View Appli- ou would like to see details Detailed Description' link. Plevailable.	cation' link to view the in of the changes made to ease note links are only	nformation associated to each an approved edited applicatic displayed for applications whe	approved application. If on, please select the ere additional information i	
K < 1 > > Page Size: 10	•		Displaying 1 - 6, of 6 found	
Date/Time \$	User Name 🗢	Description \$	Action	
10/17/2013 03:19 PM	Jolene Nguyen	Application Edit Rejected		
10/17/2013 03:19 PM 10/09/2013 01:31 PM	Jolene Nauven	Application Edit Submitted	View Application	
10/09/2013 01:31 PM		Detailed Description		
10/09/2013 01:25 PM	Jolene Nauven	Application Approved	View Application	
10/00/2012 01:22 PM		Application Cubmitted	view application	

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Step 6: Select 'View Application' link.

The 'View Application' page from the Audit History table would appear in a new tab in the window. The page will display a snapshot of each approved application. The user will be able to distinguish between the different approved applications with the date/time stamp that will be displayed in the top right hand corner of the page. (Please see Figure 72: View Application from Audit History below).

View Application		Application approved on: 11/07/2013 03:20 DM
<u>view Application</u>		
HPID:	7043213280	
Status:	Approved	
Application Number:	0000397	
Controlling Health Plan Inf	ormation	
Company Name: Entity Classification: Federal EIN: Payer Identification Number:	OESS Test Company 2 Health Plan 867530922 12345 22113 test	
Domiciliary Address		
Address Line 1: Address Line 2: City: State: Zip: Zip Plus 4:	123 Main Street N/A Vienna VA 22180 N/A	
Authorizing Official		
Title: Contact Name: Email Address: Phone Number: Phone Ext:	CEO OESS Test Five oesstestfive@yahoo.com 15713068920 N/A	

Figure 72: View Application from Audit History

Step 7: Select 'Detailed Description' link.

Once the user clicks on the 'Detailed Description' link, a pop-up window will appear that displays the specific approved edits to the application. (Please see Figure 73: Detailed Description from Audit History below).

etailed Description - Health Plan and	d Other Entity Enumeration System - Go		lications where	additional information
etailed Descrip	Close	Displaying 1 - 8, of 8 foun		
			ion \$	Action
Field Name	Previous Value	New Value	t Approved	View Application
NAIC Number	N/A	12345	scription	field ripplied ton
	14184	12345	t Submitted	
Payer ID(s)	test	22113 test	t Approved scription	View Application
			t Submitted	
			it Rejected	
			t Submitted	
			Approved	View Application
			Submitted	

Figure 73: Detailed Description from Audit History
4 Definitions

Health Plan:

[A]n individual or group that provides, or pays the cost of medical care (as defined in section 2791(a)(2) of the Public Health Service Act (42 U.S.C. 300gg-91(a)(2))...

Health plan includes the following, singly or in combination:

(i) A group health plan, as defined in this section.

(ii) A health insurance issuer, as defined in this section.

(iii) An HMO, as defined in this section.

(iv) Part A or Part B of the Medicare program under title XVIII of the Act.

(v) The Medicaid program under title XIX of the Act, 42 U.S.C. 1396, et seq.

(vi) An issuer of a Medicare supplemental policy (as defined in section 1882(g)(1) of the Act, 42 U.S.C. 1395ss(g)(1)).

(vii) An issuer of a long term care policy, excluding a nursing home fixed indemnity policy.

(viii) An employee welfare benefit plan or any other arrangement that is established or maintained for the purpose of offering or providing health benefits to the employees of two or more employers.

(ix) The health care program for active military personnel under title 10 of the United States Code.

(x) The veterans health care program under 38 U.S.C. chapter 17.

(xi) The Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) (as defined in 10 U.S.C. 1072(4)).

(xii) The Indian Health Service program under the Indian Health Care Improvement Act, 25 U.S.C. 1601, et seq.

(xiii) The Federal Employees Health Benefits Program under 5 U.S.C. 8902, et seq.

(xiv) An approved State child health plan under title XXI of the Act, providing benefits for child health assistance that meet the requirements of section 2103 of the Act, 42 U.S.C. 1397, et seq. (xv) The Medicare+Choice program under Part C of title XVIII of the Act, 42 U.S.C. 1395w–21 through 1395w–28.

(xvi) A high risk pool that is a mechanism established under State law to provide health insurance coverage or comparable coverage to eligible individuals.

(xvii) Any other individual or group plan, or combination of individual or group plans, that provides or pays for the cost of medical care (as defined in section 2791(a)(2) of the PHS Act, 42 U.S.C. 300gg-91(a)(2)).

2) Health plan excludes:

(i) Any policy, plan, or program to the extent that it provides, or pays for the cost of, excepted benefits that are listed in section 2791(c)(1) of the PHS Act, 42 U.S.C. 300gg-91(c)(1); and (ii) A government funded program (other than one listed in paragraph (1)(i)–(xvi) of this definition):

(A) Whose principal purpose is other than providing, or paying the cost of, health care; or

(B) Whose principal activity is:

(1) The direct provision of health care to persons; or

(2) The making of grants to fund the direct provision of health care to persons.

Controlling Health Plan (CHP):

A CHP means a health plan that:

1. Controls its own business activities, actions, or policies OR is controlled by an entity that is not a health plan; and

2. If it has a sub health plan(s) exercises sufficient control over the sub health plan(s) to direct its/their business activities, actions, or policies

Subhealth Plan (SHP):

A SHP means a health plan whose business activities, actions, or policies are directed by a controlling health plan.

Small Health Plan:

Small health plan means a health plan with annual receipts of \$5 million or less.

Other Entity:

An entity that meets ALL of the following:

- 1. Needs to be identified in the standard transactions;
- 2. Is NOT eligible to obtain an HPID;
- 3. Is NOT eligible to obtain an National Provider Identifier (NPI); and
- 4. Is NOT an individual.

Individual:

Individual means the person who is the subject of protected health information.

5 Contact Us/Support

The following section captures support information for questions related to policy, technical installation, and downloads.

5.1 Contact Us/ Support Details

If you have questions related to application installation or need technical support please contact the Exchange Operations Support Center (XOSC) at <u>CMS_FEPS@cms.hhs.gov</u> or at 1-855-267-1515.

The Exchange Operations Support Center (XOSC) hours of operation currently are 9 AM to 6 PM ET, Monday – Friday.