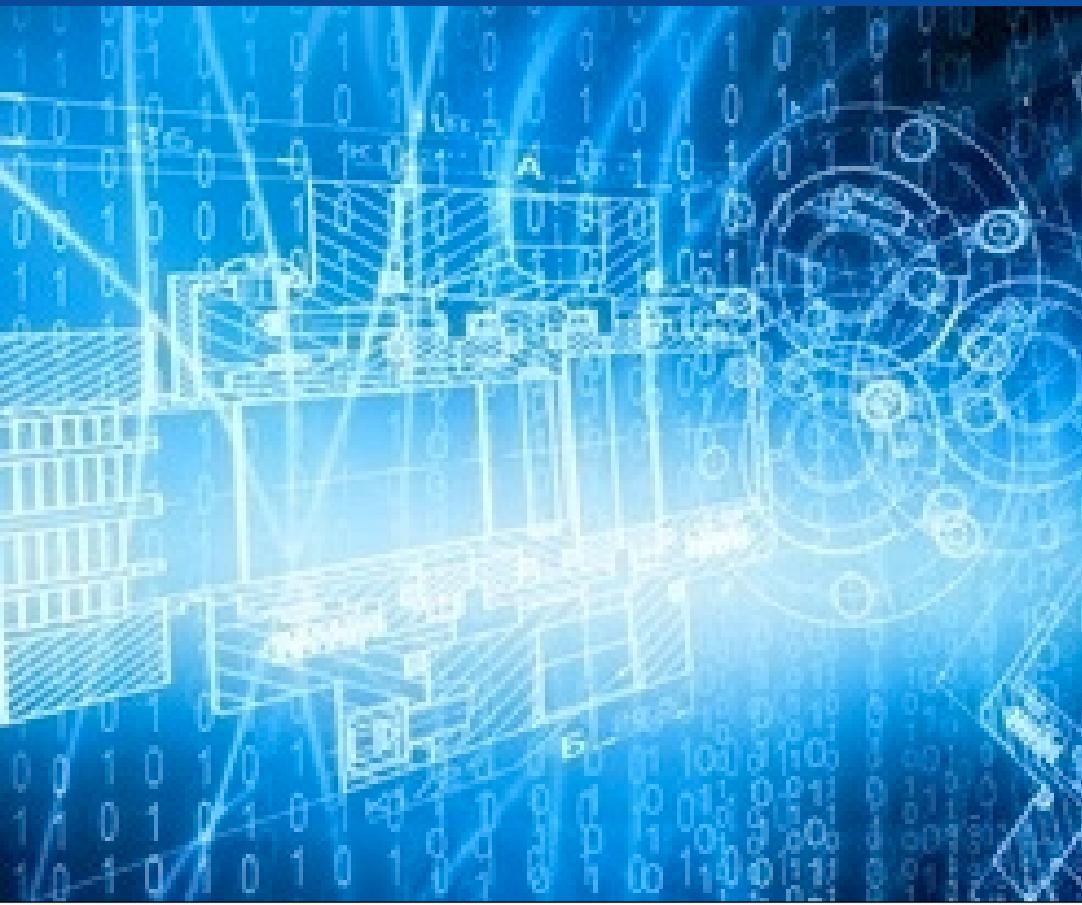




HIOS Non-Federal Governmental Health Plan Module Training

June 16, 2016



Agenda

- Policy Background for the Non-Federal Governmental Health Plan Module (Non-Fed)
- Overview of CMS Enterprise Portal Registration
- Overview of HIOS Access
 - ✓ Accessing HIOS
 - ✓ Registering Organization(s)
 - ✓ Requesting User Roles
- Walkthrough of the Non-Fed Governmental Health Plan Module
 - ✓ Enter in health plan information
 - ✓ Submit HIPAA-Opt Out Information
 - ✓ Edit HIPAA-Opt Out Information
- Reference Documents
- Questions & Answers

Non-Fed Policy Background



What is a Non-Federal Governmental Plan?

- The Public Health Service Act section 2791(d)(8)(B) defines the term “Non-Federal governmental plan” as a governmental plan that is not a Federal governmental plan.
- Examples include, but are not limited to, plans that are sponsored by:
 - States
 - Counties
 - School districts
 - Municipalities

Who Regulates?

- Framework for enforcement of non-Federal governmental plans:
 - Part A of title XXVII of the Public Health Service Act (PHS Act) through enactment of Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Reorganized under The Patient Protection and Affordable Care Act (ACA), enacted on March 23, 2010, and the Health Care and Education Reconciliation Act of 2010, enacted on March 30, 2010.

CMS Enforcement

- The provisions of title XXVII of the PHS Act that apply to group health plans that are Non-Fed plans are enforced by the Centers for Medicare & Medicaid Services (CMS) under PHS Act section 2723(b)(1)(B) using the procedures described in § 150.301 et seq.

HIPAA Opt-Outs

- Currently, self-funded, non-Federal governmental plans may opt-out of the following:
 - Women's Health and Cancer Rights Act of 1998 (WHCRA)
 - Mental Health Parity and Addiction Equity Act (MHPAEA)
 - Newborns' and Mothers' Health Protection Act (NMHPA)
 - Michelle's Law

Submitting HIPAA Opt-Outs

- HIPAA opt-outs previously were accepted via U.S. mail, fax, and email.

Electronic Submission of Opt-Outs

- On May 27, 2014, CMS published the final regulation addressing the Health Insurance Portability and Accountability Act (HIPAA) opt-out election process (79 FR 30240).
- One of the changes made as a result was that hard copy election documents via U.S. mail or facsimile were only accepted through December 31, 2014, after which only elections submitted through electronic submission will be accepted.

Submission of Opt-Outs Through HIOS

- On July 21, 2014, CMS issued sub-regulatory guidance titled “CCIIO Sub-Regulatory Guidance: Updated Procedures and Requirements for HIPAA Exemption Election through the Health Insurance Oversight System (HIOS).”

CMS Enterprise Portal Registration



Process of Gaining HIOS Access

HIOS can be accessed through the CMS Enterprise Portal at <http://portal.cms.gov>

To be able to access the HIOS application, new users will need to complete the EIDM registration process.

Once users have completed the EIDM registration, they can request access to the HIOS application where they are prompted to fill in the HIOS account information.

Upon completion, users will receive an authorization code which they will need to enter on the Request HIOS access page to complete the process. Please note, beginning June 19th new HIOS users will be required to go through Remote Identity Proofing [RIDP] as part of the identity verification process.

Once completed, users can now access the HIOS application and its functionalities based on what user roles they have within the system.

New Users – EIDM Registration

New users will navigate to the CMS Enterprise Portal,
<https://portal.cms.gov>

- Select the “New User Registration” link
- Agree to the Terms and Conditions
- Enter the required information on the New User Registration Page
- Create User ID and Password
- Select Challenge Questions and Answers
- Submit account request
- Receive email with EIDM User ID and Password

A screenshot of the "New User Registration" form on the CMS Enterprise Portal. The form is titled "Your Information" and contains several fields for entering personal details:

- First Name and Middle Name
- Last Name
- E-mail Address
- Secondary E-mail Address
- Social Security Number
- Date of Birth
- U.S. Home Address or Foreign address (with a checkbox for "Enter your current or most recent home address as it may be required for Identity Verification")
 - Home Address Line 1
 - Home Address Line 2
 - City, State, Zip Code, Zip Code Extension, Country (USA)
- Primary Phone Number

At the bottom of the form are "Submit" and "Next" buttons.

HIOS Account Registration



New users will navigate to the CMS Enterprise Portal,
<https://portal.cms.gov>

- Select the “Login to CMS Secure Portal” link
- Agree to the Terms and Conditions
- Enter the EIDM User ID and Password

HIOS Account Registration

- Select the “Request Access Now” button
- From the Access Catalog Page, click the “Request Access” button for HIOS
- Select “Request New System Access” link
- Select “HIOS-HIOS Application” from the System Description drop-down menu
- Select “HIOS Issuer” for the Role
- New users will need to click the URL provided on the page

The screenshot shows the CMS Enterprise Portal's 'My Access' section. On the left, there's a sidebar with 'My Portal' and links for 'Request New System Access' and 'View and Manage My Access'. The main area is titled 'Request New System Access' and asks to 'Select a System and then a role to request access.' It has dropdown menus for 'System Description' (set to 'HIOS - HIOSApplication') and 'Role' (set to 'HIOS Issuer'). Below this is a 'Enter validation data' section with contact information: Phone: 855-267-1515, Email: CMS_FEFS@CMS.HHS.GOV, Hours of Operation: 9am-6pm. It also says 'If you are not registered for access to HIOS, click here to register for access to HIOS.' At the bottom, there's a red oval highlighting the URL 'https://rbval.cms.gov/HIOS-MAIN-UI/FrontController?op=requestHIOSAccount'.

HIOS Account Registration

- New users will navigate to the “Request HIOS Account” Page
- Complete the request form and click the “Submit” button
- Once the account request has been approved, users shall receive an email with a HIOS Authorization Code

Health Insurance Oversight System

Request HIOS Account

Please note that you are applying for access to the Health Insurance Oversight System (HIOS). If you have any questions, please contact the Exchange Operations Support Center (XOSC) at Phone: 1-855-267-1515 or Email: CMS_FEPS@cms.hhs.gov.

(*) Indicates a required field

To initialize the request for a HIOS user account, please select if the base address for the requesting user is located in the United States by selecting "US User" or "Non-US User".

Title (Name):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
*Job Title:	<input type="text"/>
*Organization Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Organization Address:	<input type="text"/> US Address <input type="button"/>
US based Address Information	
Address Type:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
ZIP code:	<input type="text"/> - <input type="text"/>
*Telephone Number:	<input type="text"/>
Phone Ext:	<input type="text"/>

Reset Submit

[Accessibility](#) | [Rules of Behavior](#) | [Web Policies](#) | [File Formats and Plug-Ins](#)

U.S. Department of Health & Human Services • 200 Independence Avenue, S.W. • Washington, D.C. 20201

HIOS Account Registration

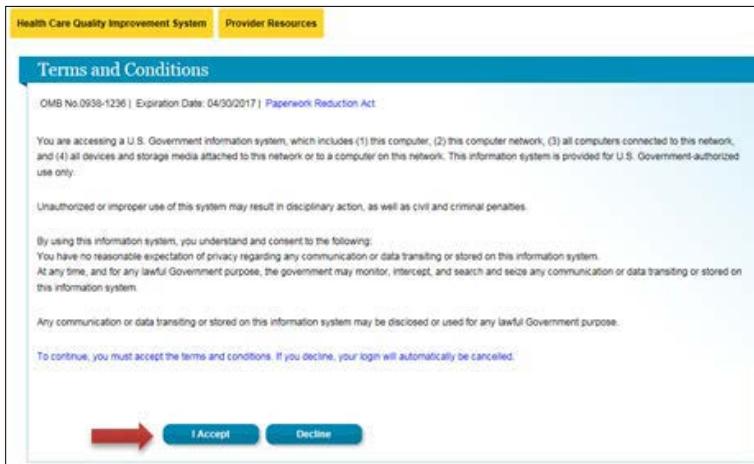
- Users will need to log back in to the CMS Enterprise Portal
- Select “Request New System Access” link
- Select “HIOS-HIOS Application” for the System Description
- Select “HIOS Issuer” for the role
- Enter the HIOS Authorization Code
- Click the “Submit” button and log out of the CMS Enterprise Portal

The screenshot shows a web browser window for the CMS Enterprise Portal. The title bar reads "CMS Enterprise Portal". The main content area is titled "Request New System Access". On the left, there's a sidebar with "My Access" options: "Request New System Access" (which is selected and highlighted in yellow), "View and Manage My Access", and "Print". The main form has fields for "System Description" (set to "HIOS - HIOSApplication") and "Role" (set to "HIOS Issuer"). Below these, a section titled "Enter validation data" contains a note about entering a valid HIOS Authorization Code. At the bottom, there's a red oval highlighting the "HIOS Authorization Code" input field, which is currently empty. To the right of the input field are "Cancel" and "Submit" buttons.

Access HIOS through CMS Enterprise Portal

Go to <https://portal.cms.gov/> and select “Login to CMS Secure Portal” on the CMS Enterprise Portal.

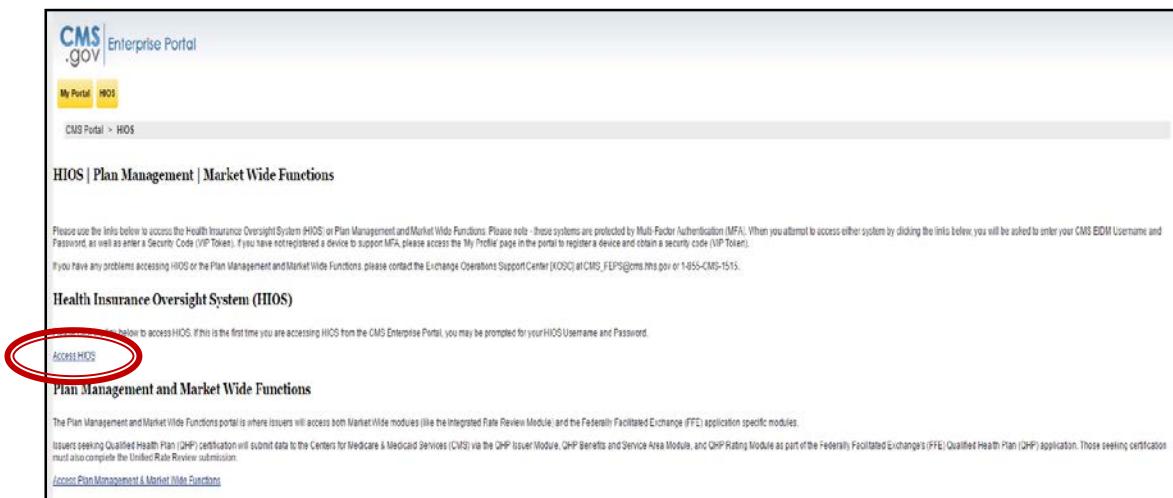
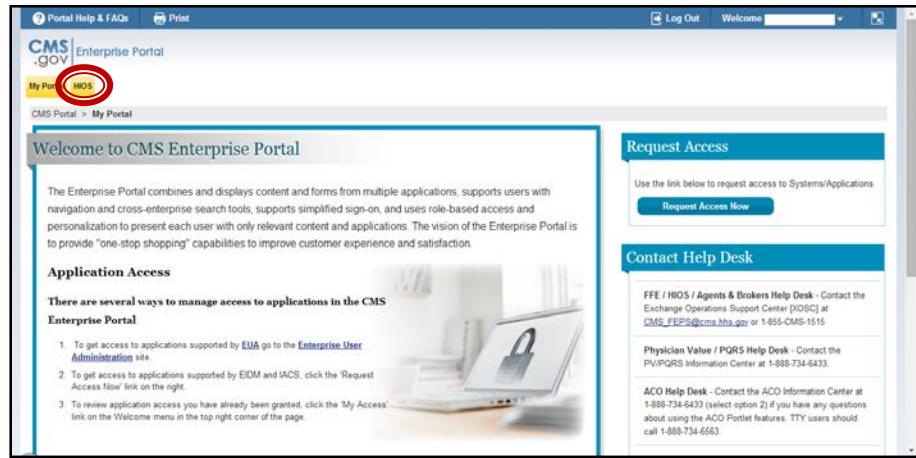
Read the Terms and Conditions
and Select “I Accept” to continue



Access HIOS through CMS Enterprise Portal

Users that have registered in EIDM and HIOS will now see a yellow “HIOS” button displayed on the dashboard.

Clicking the “HIOS” button will open the HIOS landing page. On the HIOS | Plan Management | Market Wide Functions landing page, click the “Access HIOS” hyperlink.



Access HIOS through CMS Enterprise Portal

When users click on the Access HIOS link, the HIOS Home Page will open in a new tab.

The screenshot shows the HIOS Home Page with a green header bar containing the title "Health Insurance Oversight System". Below the header is a navigation bar with links for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is displayed. The main content area is titled "HIOS Home Page" and features a sidebar with "Organization Management & Administrative Functions:" and three buttons: "Manage Account", "Manage an Organization", and "Role Management". The main content area also contains a section titled "HIOS Main Page Announcements:" followed by a sub-section titled "Obtaining a Health Plan Identifier (HPID)". It provides instructions for users needing an HPID and information about the HPID Quick Guide.

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in graphic or a text form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Overview of New Multi-Factor Authentication (MFA) Process



Dates of MFA Implementation

- Multi-factor authentication is currently optional for HIOS users.
- Starting on June 19, 2016, all existing and new HIOS users will be required to register an MFA device.

MFA Registration

Users will login to the CMS Enterprise Portal and be prompted to enter their EIDM user ID.

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services
Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

User ID ←

→ Next Cancel

Forgot User ID?
Need an account? Click the link - [New user registration](#)

The Password and MFA Device type prompt will be displayed. New users will need to select the Register MFA Device link at the bottom to begin the registration process.

Welcome to CMS Enterprise Portal

Enter Security Code
A security code is required to complete your login.
To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication (MFA) device when you originally requested access, from the MFA Device Type dropdown menu below.
When entering the Security Code please enter it promptly as the code will expire in a short period of time.

Unable to Access Security Code?
If you are unable to access a Security Code, you may use the 'Unable To Access Security Code?' link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The security code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code.
You may also call your Application Helpdesk to obtain a Security Code.
After you receive the Security Code using this link or from your Help Desk, you must select 'One Time Security Code' option from the MFA Device Type dropdown menu.

Need to Register an MFA Device?
If you have not registered an MFA device and would like to do so now, you may use the 'Register MFA Device' link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device.

Password:

MFA Device Type: Select MFA Device Type

Security Code:

→ Log In Cancel

Forgot Password?
Unable to Access Security Code?
→ Register MFA Device

MFA Registration

The user will be prompted to enter their EIDM credentials and a set of challenge questions. Once users complete this process, they will be directed to register an MFA device.

CMS Portal > Register MFA Device

Screen reader mode Off | Accessibility Settings

Registered MFA Devices

There are no MFA devices associated with your profile.

Register Your Phone, Computer, or E-mail

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password.

You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.

> Phone/Tablet/PC/Laptop
> Text Message Short Message Service (SMS)
> Interactive Voice Response (IVR)
> E-mail

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.

Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.

MFA Device Type:

Cancel Next

Users have the option to select the MFA Device Type:

- Text Message
- E-mail
- Phone/Tablet/PC/Laptop
- Voice Message

MFA Device Options

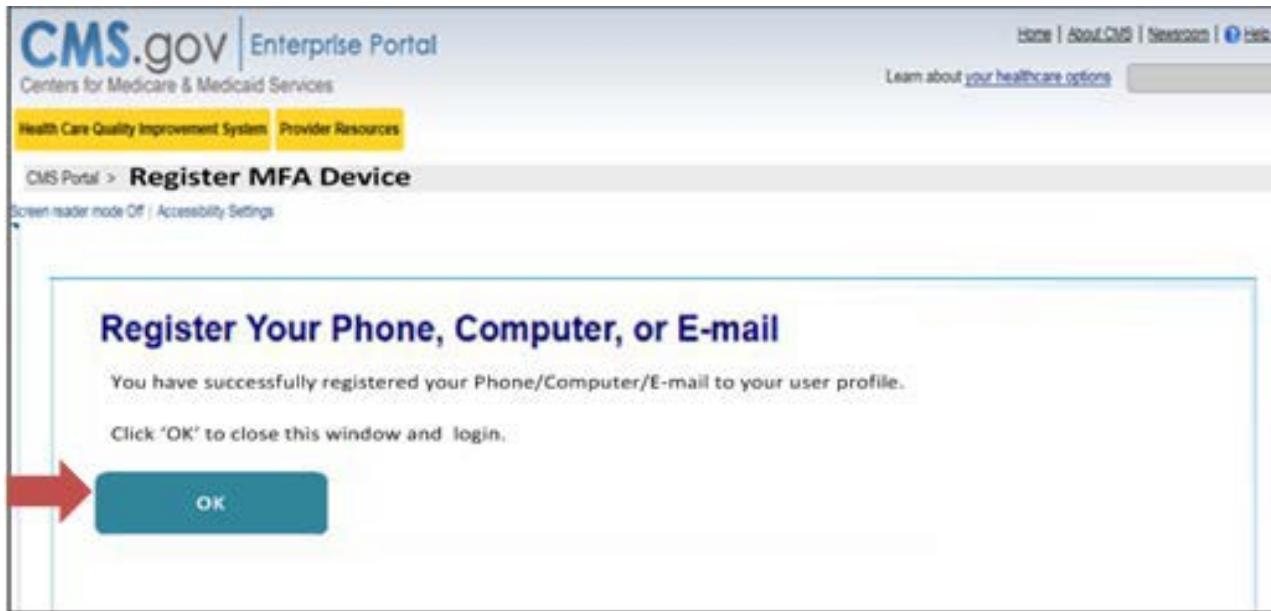
- Text Message – Short Message Service (SMS)
 - User provides a phone number to obtain a security code
- E-mail
 - User provides a valid, accessible e-mail address to receive a security code
- Phone/Tablet/PC/Laptop
 - User downloads the Symantec Verification and Identity Protection (VIP) Access software on their device to generate a security code
- Voice Message – Interactive Voice Response (IVR)
 - User provides a phone number to receive a voice message containing the security code

Note: Users may register up to four (4) MFA devices for their account

MFA Registration

Once users have registered a device, the Multi-Factor Authentication is complete. Users will select the “OK” button to continue to login with MFA.

Note: Users will receive an e-mail notification for successfully registering an MFA device.



MFA Registration

The next time a user tries to login, they will be prompted to enter the security code which shall be sent to the user via the chosen MFA type. Once logged in, users can access HIOS.

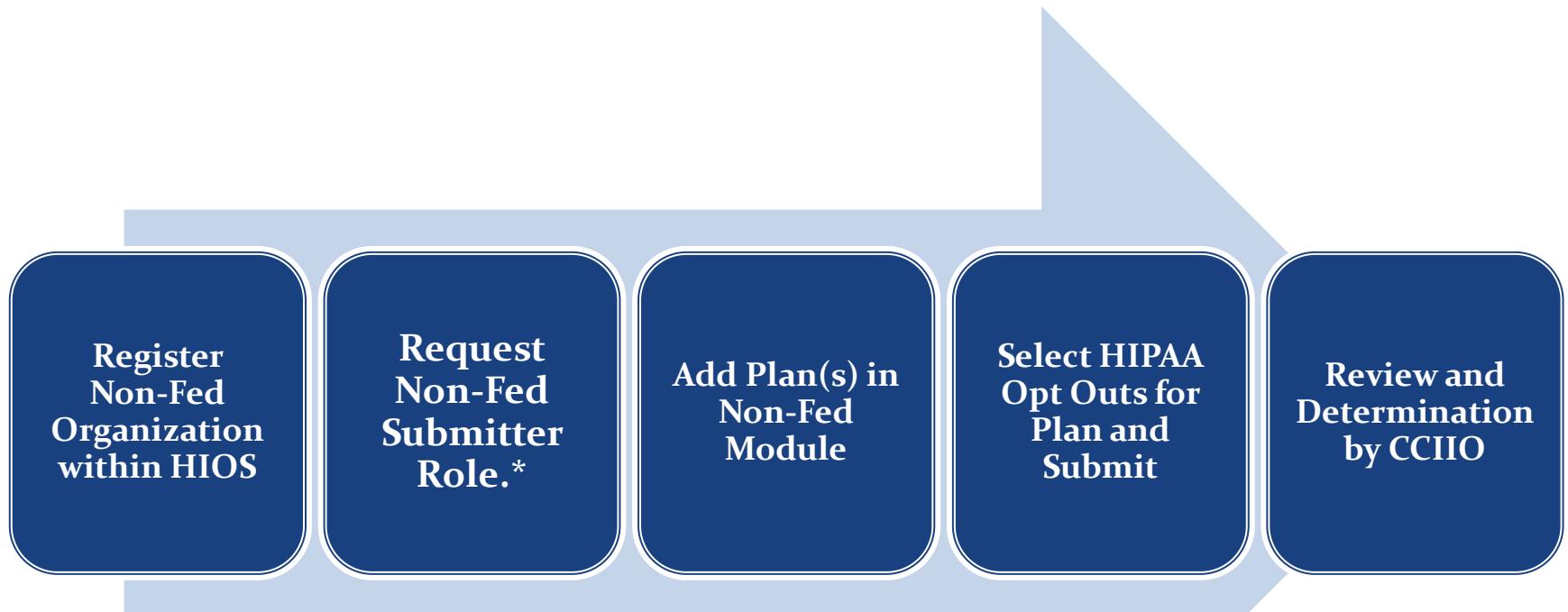
Note: This security code will expire in 30 minutes or after it is used successfully for the first time

The screenshot shows the 'Enter Security Code' page of the CMS Enterprise Portal. The page has a teal header bar with the title 'Welcome to CMS Enterprise Portal'. Below the header, there is a message about entering a security code to complete the login process. It also provides links for retrieving a security code if lost and for registering an MFA device. The main form area contains fields for 'Password' (with a red arrow pointing to it), 'MFA Device Type' (a dropdown menu with a red arrow pointing to it), and 'Security Code' (with a red arrow pointing to it). At the bottom of the form are two buttons: 'Log In' (in blue) and 'Cancel' (in white). Below the form, there are three hyperlinks: 'Forgot Password?', 'Unable to Access Security Code?', and 'Register MFA Device'.

Overview of Non-Fed Workflow



Overview of Non-Fed Workflow



*Role request must be approved by a Role Approver Administrator for the organization.

Registering the Organization within HIOS



HIOS Organization Registration Process

On the HIOS Home page, select the “Manage an Organization” button.

The screenshot shows the HIOS Home Page with a green header bar containing the text "Health Insurance Oversight System". Below the header is a navigation bar with buttons for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". To the right of the navigation bar is the text "Welcome". The main content area has a title "HIOS Home Page" and a sidebar titled "Organization Management & Administrative Functions:" with three buttons: "Manage Account", "Manage an Organization" (which is circled in red), and "Role Management". To the right of the sidebar is a section titled "HIOS Main Page Announcements:" which includes a heading "Obtaining a Health Plan Identifier (HPID)". It provides instructions for users needing an HPID and mentions a Quick Guide available in graphic or text form at a specific CMS URL.

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS Organization Registration Process

1. Select “Create new organization” from the first drop-down
2. Select “Non-Federal Governmental Plans” from the organization type drop-down
3. Enter the organization Federal EIN in the textbox and click on the search button

The screenshot shows the 'Manage an Organization' section of the HIOS system. At the top, there are four buttons: 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below them is a 'Welcome' message. The main area has three tabs: 'Manage an Organization' (which is selected and highlighted in green), 'Manage Organization Relationships', and 'Manage Data Changes'. Under the 'Manage an Organization' tab, there is a dropdown menu labeled 'Please specify the primary purpose of your visit:' with the option 'Create new organization' selected. A link 'Organization Types (PDF - 160KB)' is provided for reference. Another dropdown menu labeled 'Please select the type of organization:' shows 'Non-Federal Governmental Plans' as the selected option. A note below states: 'Please enter your organization's 9 digit Federal EIN /TIN below and select 'FEIN/TIN Search' to determine if your organization currently exists in HIOS.' A text input field for 'Federal EIN/TIN' and a 'FEIN/TIN Search' button are at the bottom.

HIOS Organization Registration Process

4. If the organization's Federal EIN is not registered in HIOS, the following message will be displayed:
 - “No Organization Found”
5. Click on the “Create Organization” button

The screenshot shows the 'Manage an Organization' page of the HIOS system. At the top, there is a navigation bar with links for HOME, FAQ, CONTACT US, and SIGN OUT, along with a 'Welcome' message. Below the navigation bar, there are three buttons: 'Manage an Organization' (highlighted in green), 'Manage Organization Relationships', and 'Manage Data Changes'. The main content area is titled 'Manage an Organization' and contains the following instructions:

Please specify the primary purpose of your visit:

Please click [Organization Types \(PDF - 160KB\)](#) for a list of organization types and their definitions.

Please select the type of organization:

Please enter your organization's 9 digit Federal EIN /TIN below and select 'FEIN/TIN Search' to determine if your organization currently exists in HIOS.

Federal EIN/TIN

Organization

No Organization Found

You may register your organization in HIOS by selecting the 'Create Organization' button below to enter your organization's information.

HIOS Organization Registration Process

6. Fill in the required information to register a new Non-Fed organization. An asterisk (*) indicates a required field.
7. Select the “Continue” button to continue entering other organization attributes

Health Insurance Oversight System

HOME FAQ CONTACT US SIGN OUT
Welcome

Register New Organization

Please fill in the form below with your Organization's information.

Note: (*) Indicates a required field.

Organization Type:	Non-Federal Governmental Plans
*Organization Legal Name:	<input type="text" value="768712638"/>
Federal EIN/TIN:	<input type="text" value="768712638"/>
Domiciliary Address	
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*ZIP code:	<input type="text"/>
ZIP Plus 4:	<input type="text"/>

Back **Continue**

HIOS Organization Registration Process

8. Select the Non-Fed Plan Type by checking the appropriate boxes.*
9. Select the “Review/Continue” button

The screenshot shows a web page titled "Health Insurance Oversight System". At the top right are links for "HOME", "FAQ", "CONTACT US", and "SIGN OUT". Below that is a "Welcome" message. The main content area is titled "Register Attributes For New Organization" and contains the following text: "Please select the attributes that apply to your organization." A note states "Note: (*) Indicates a required field." Below this is a form field labeled "Non-Fed Plan Type:" with two options: "Self Funded" (which is checked) and "Fully Insured" (which is unchecked). At the bottom left is a "Back" button, and at the bottom right is a "Review/Continue" button.

*Please note, only Self Funded Non-Fed Plans will be able to complete their HIPAA Opt Out Information in the Non-Fed Module. An organization can have both Self Funded and Fully Insured attributes selected.

HIOS Organization Registration Process

10. Review the organization information and click on the “Submit” button to request to register the organization.

A confirmation message will appear once the request has been submitted.

Health Insurance Oversight System

HOME FAQ CONTACT US SIGN OUT
Welcome

Review Organization Information

Organization

Organization Type: Non-Federal Governmental Plans
Organization Legal Name: Township of ABC
Non-Fed Plan Type: Self Funded
Federal EIN/TIN: 768712638

Domiciliary Address

Address Line 1: 123 Training Street
Address Line 2:
City: Oakton
State: VA
ZIP code: 22124
ZIP Plus 4:
Are you a TPA? No

Back Submit

Health Insurance Oversight System

HOME FAQ CONTACT US SIGN OUT
Welcome

Confirmation

Your request to register the organization below has been submitted for approval. Please log back in within 1 to 2 business days to check the status of your request.
Once your request has been approved, you shall receive a notification email containing instructions on how to gain access to the ERE module and complete the review election process. This message is subject to the Self-Funded attribute being selected.

Organization

Organization Type: Non-Federal Governmental Plans
Organization Legal Name: Township of ABC

User Role Management



HIOS User Role Request Process

- After the organization has been approved, users will be allowed to request user roles associated to that organization.
- In order to gain access to the Non-Fed module, an organization must have a Role Approver Administrator associated before a user may request the Submitter role.
- The Role Approver Administrator will be responsible for reviewing and approving all Submitter role requests for that organization.

HIOS User Role Request Process

On the HIOS Home page, select the “Role Management” button.

The screenshot shows the HIOS Home Page. At the top, there is a banner with the text "Health Insurance Oversight System". Below the banner, there is a navigation bar with buttons for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". To the right of the navigation bar, the word "Welcome" is displayed. The main content area has a title "HIOS Home Page". On the left side, there is a sidebar with the heading "Organization Management & Administrative Functions:" followed by three buttons: "Manage Account", "Manage an Organization", and "Role Management". The "Role Management" button is circled in red. The main content area has a section titled "HIOS Main Page Announcements:" which contains the sub-section "Obtaining a Health Plan Identifier (HPID)". It provides instructions for users needing an HPID and lists four steps. It also mentions the availability of an HPID Quick Guide.

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in graphic or a text form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS User Role Request Process

1. Select “Request Role” tab at the top
2. Select “HIOS Portal” from the Module dropdown
3. Select “Role Approver Administrator” from the Request Role dropdown
4. Select “Organization with FEIN” from the Association dropdown

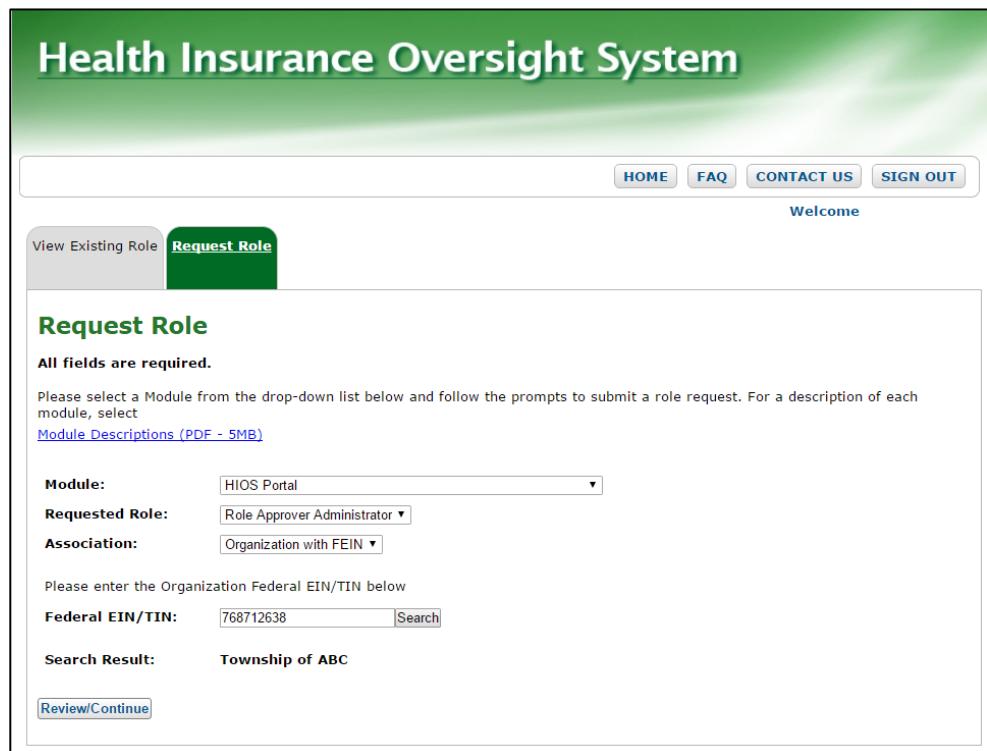
The screenshot shows the "Health Insurance Oversight System" login page. At the top right are links for HOME, FAQ, CONTACT US, and SIGN OUT. Below that is a "Welcome" message. In the center, there are two buttons: "View Existing Role" (gray) and "Request Role" (green, highlighted). The "Request Role" section contains the following fields:

- Module:** HIOS Portal (dropdown menu)
- Requested Role:** Role Approver Administrator (dropdown menu)
- Association:** Organization with FEIN (dropdown menu)

A note below the fields says: "Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)". At the bottom, it says "Please enter the Organization Federal EIN/TIN below" and has a "Federal EIN/TIN:" input field and a "Search" button.

HIOS User Role Request Process

5. Enter the organization's Federal EIN and click on the "Search" button. If the organization's Federal EIN is not registered in HIOS, users will first need to register the organization.
6. Once the organization has been found, click on the "Review/Continue" button



The screenshot shows the "Request Role" page of the Health Insurance Oversight System (HIOS). The page title is "Health Insurance Oversight System". At the top right are links for "HOME", "FAQ", "CONTACT US", "SIGN OUT", and "Welcome". Below these are two buttons: "View Existing Role" and a green "Request Role" button. The main section is titled "Request Role" and contains a message: "All fields are required. Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)". There are three dropdown menus: "Module" set to "HIOS Portal", "Requested Role" set to "Role Approver Administrator", and "Association" set to "Organization with FEIN". Below these is a field labeled "Please enter the Organization Federal EIN/TIN below" with the value "768712638" and a "Search" button. The "Search Result" is "Township of ABC". At the bottom is a blue "Review/Continue" button.

HIOS User Role Request Process

7. Review the role request information and click on the “Submit” button

A confirmation message will appear once the request has been submitted.

The screenshot shows the 'Request Role' page of the Health Insurance Oversight System. At the top, there are navigation links: HOME, FAQ, CONTACT US, and SIGN OUT. Below them is a 'Welcome' message. A green button labeled 'Request Role' is highlighted. The main form area contains the following data:
Module: HIOS Portal
Requested Role: Role Approver Administrator
Selected Company: Township of ABC
Buttons: Back (gray), Submit (blue)

The screenshot shows the 'Request Role' page of the Health Insurance Oversight System. At the top, there are navigation links: HOME, FAQ, CONTACT US, and SIGN OUT. Below them is a 'Welcome' message. A green button labeled 'Request Role' is highlighted. The main form area contains the following message:
Confirmation
Your role request has been submitted for approval, please log back in within 1 to 2 business days to check the status of your request.
All fields are required.
Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#).
Module:

HIOS User Role Request Process

Once an organization has a Role Approver Administrator, users may request the Submitter role.

1. Select “Request Role” tab
2. Select “Non-Federal Governmental Plans (Non-Fed)” as the Module
3. Select “Non-Fed Submitter” as the Requested Role
4. Users may select either “Primary Contact” or “Secondary Contact” as the User Sub-Type
5. Select “Organization with FEIN” as the Association

The screenshot shows the HIOS Request Role interface. At the top, there's a green header bar with the text "Health Insurance Oversight System". Below the header, there are four buttons: "HOME", "FAQ", "CONTACT US", and "SIGN OUT". To the right of these buttons is the text "Welcome". In the center, there are two buttons: "View Existing Role" (gray) and "Request Role" (green, highlighted). Below these buttons, the title "Request Role" is displayed in bold green text, followed by the instruction "All fields are required." A note says "Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)". There are four dropdown menus: "Module" (set to "Non-Federal Governmental Plans (Non-Fed)", with a note "Non-Federal Governmental Plans (Non-Fed)"), "Requested Role" (set to "Non-Fed Submitter"), "User Sub-Type" (set to "Primary Contact"), and "Association" (set to "Organization with FEIN"). Below these dropdowns is a note "Please enter the Organization Federal EIN/TIN below" and a search bar labeled "Federal EIN/TIN: [input field] Search".

HIOS User Role Request Process

6. Enter the organization's Federal EIN and click on the "Search" button. If the organization's Federal EIN is not registered in HIOS, users will first need to register the organization.
7. Once the organization has been found, click on the "Review/Continue" button

The screenshot shows the 'Request Role' page of the HIOS system. At the top, there is a navigation bar with links for HOME, FAQ, CONTACT US, and SIGN OUT. Below the navigation bar, a green header bar displays the text 'Health Insurance Oversight System'. On the left side of the main content area, there are two buttons: 'View Existing Role' and 'Request Role', with 'Request Role' being highlighted. The main section is titled 'Request Role' and contains a message stating 'All fields are required.' It instructs users to select a module from a dropdown list and follow prompts to submit a role request. A link 'Module Descriptions (PDF - 5MB)' is provided for reference. Below this, there are four dropdown menus: 'Module' (set to 'Non-Federal Governmental Plans (Non-Fed)'), 'Requested Role' (set to 'Non-Fed Submitter'), 'User Sub-Type' (set to 'Primary Contact'), and 'Association' (set to 'Organization with FEIN'). A note below these fields says 'Please enter the Organization Federal EIN/TIN below'. A text input field contains the value '768712638' and a 'Search' button is next to it. The search result is listed as 'Search Result: Township of ABC'. At the bottom of the form, there is a 'Review/Continue' button.

HIOS User Role Request Process

8. Review the role request information and click on the “Submit” button

A confirmation message will appear once the request has been submitted.

The screenshot shows the 'Request Role' page of the Health Insurance Oversight System. At the top, there are navigation links: HOME, FAQ, CONTACT US, and SIGN OUT. Below them is a 'Welcome' message. A green button labeled 'Request Role' is highlighted. The main section is titled 'Request Role' and contains a message: 'Please review your selections below, and select 'Submit' to submit the new role request for approval, or select 'Back' to make changes.' Below this, four fields are listed: Module (Non-Federal Governmental Plans (Non-Fed)), Requested Role (Non-Fed Submitter), User Sub-Type (Primary Contact), and Selected Company (Township of ABC). At the bottom are 'Back' and 'Submit' buttons.

The screenshot shows the 'Request Role' page of the Health Insurance Oversight System. At the top, there are navigation links: HOME, FAQ, CONTACT US, and SIGN OUT. Below them is a 'Welcome' message. A green button labeled 'Request Role' is highlighted. The main section is titled 'Request Role' and contains a 'Confirmation' message: 'Your role request has been submitted for approval, please log back in within 1 to 2 business days to check the status of your request.' It also states 'All fields are required.' Below this, instructions say: 'Please select a Module from the drop-down list below and follow the prompts to submit a role request. For a description of each module, select [Module Descriptions \(PDF - 5MB\)](#)'. A dropdown menu for 'Module' is shown with the placeholder '-Select Module--'.

HIOS User Role Request Process

The Role Approver Administrator user of the organization will need to review and approve the Submitter user role requests.

On the HIOS Home page, select the “Role Management” button.

The screenshot shows the HIOS Home Page with a green header bar. The header contains the text "Health Insurance Oversight System" and several navigation buttons: ACCESS PM, HOME, FAQ, CONTACT US, and SIGN OUT. Below the header, the text "Welcome" is displayed. The main content area has a title "HIOS Home Page". On the left, there is a sidebar titled "Organization Management & Administrative Functions" with four buttons: Manage Account, Manage an Organization, Role Management, and Approvals. The "Role Management" button is highlighted with a red oval. To the right of the sidebar, there is a section titled "HIOS Main Page Announcements:" which includes a heading "Obtaining a Health Plan Identifier (HPID)". It provides instructions for users needing an HPID and a numbered list of steps. At the bottom, there is additional text about accessing a Quick Guide.

HIOS Home Page

Organization Management & Administrative Functions:

- Manage Account
- Manage an Organization
- Role Management**
- Approvals

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

HIOS User Role Request Process

1. Select the “Organizational User Role Approvals” tab
2. Select “Non-Federal Governmental Plans (Non-Fed)” as the module
3. Select “Pending Approval” as the Request Status
4. Check the box under the Select column in the table for the requests that should be approved and click on the “Approve” button

The screenshot shows the HIOS User Role Request Approvals interface. At the top, there's a green header bar with the title "Health Insurance Oversight System". Below it is a navigation bar with links for HOME, FAQ, CONTACT US, and SIGN OUT, and a "Welcome" message. A green button labeled "Organizational User Role Approvals" is visible. The main content area has a title "Organizational User Role Request Approvals" and a sub-instruction: "Please select a Module from the drop-down list below to view the corresponding requests." Two dropdown menus are shown: "Module" set to "Non-Federal Governmental Plans (Non-Fed)" and "Request Status" set to "Pending Approval". Below these is a note: "Please select the checkboxes for the records you wish to approve or deny from the table below. Once the selection has been made, please the 'Approve' or 'Deny' button under the table to complete the desired action." A data grid table follows, showing one item with the following details:

Select	Requestor Username	Job Title	Module	Role	Association Type	Association	User Sub-Type	Req Date
<input type="checkbox"/>	Business Analyst	Non-Federal Governmental Plans (Non-Fed)	Non-Fed Submitter	Non-Federal Governmental Plans	Township of ABC	Primary Contact	05-2010 10:10 AM	

At the bottom of the table are two buttons: "Approve" and "Deny".

HIOS User Role Request Process

Once the Submitter role request has been approved, the Submitter user will be able to log-in and access the Non-Fed module.

The screenshot shows the HIOS Home Page with a green header bar containing the title "Health Insurance Oversight System". Below the header is a navigation bar with buttons for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is displayed. The main content area is titled "HIOS Home Page" and features a sidebar with "Organization Management & Administrative Functions" (Manage Account, Manage an Organization, Role Management) and "HIOS Functions" (Non-Federal Governmental Plans (Non-Fed)). The "Non-Federal Governmental Plans (Non-Fed)" button is circled in red at the bottom left of the page.

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Non-Fed Module Overview



Non-Fed Module Overview

- The Non-Federal Governmental Health Plan module allows Non-Fed plans to register in HIOS. Both self-funded and fully insured plans will be able to provide their plan information, but only plans that are self-funded will be able to provide their HIPAA Opt Out information.
- The Non-Fed module will allow Submitter users to complete the following actions:
 - Provide Plan Information
 - Submit HIPAA Opt Out Information
 - Edit HIPAA Opt Out Information

Manage Plans Workflow



Non-Fed Module Overview

On the HIOS Home page, select the “Non-Federal Governmental Plans (Non-Fed)” button.

The screenshot shows the HIOS Home Page with a green header bar containing the title "Health Insurance Oversight System". Below the header is a navigation bar with buttons for "ACCESS PM", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is displayed. The main content area has a green header "HIOS Home Page". On the left, there's a sidebar with sections for "Organization Management & Administrative Functions" (with buttons for "Manage Account", "Manage an Organization", and "Role Management") and "HIOS Functions" (with a button for "Non-Federal Governmental Plans (Non-Fed)" which is circled in red). The main content area has a section titled "HIOS Main Page Announcements:" followed by "Obtaining a Health Plan Identifier (HPID)". It provides instructions for users to obtain an HPID and links to a Quick Guide.

HIOS Main Page Announcements:

Obtaining a Health Plan Identifier (HPID)

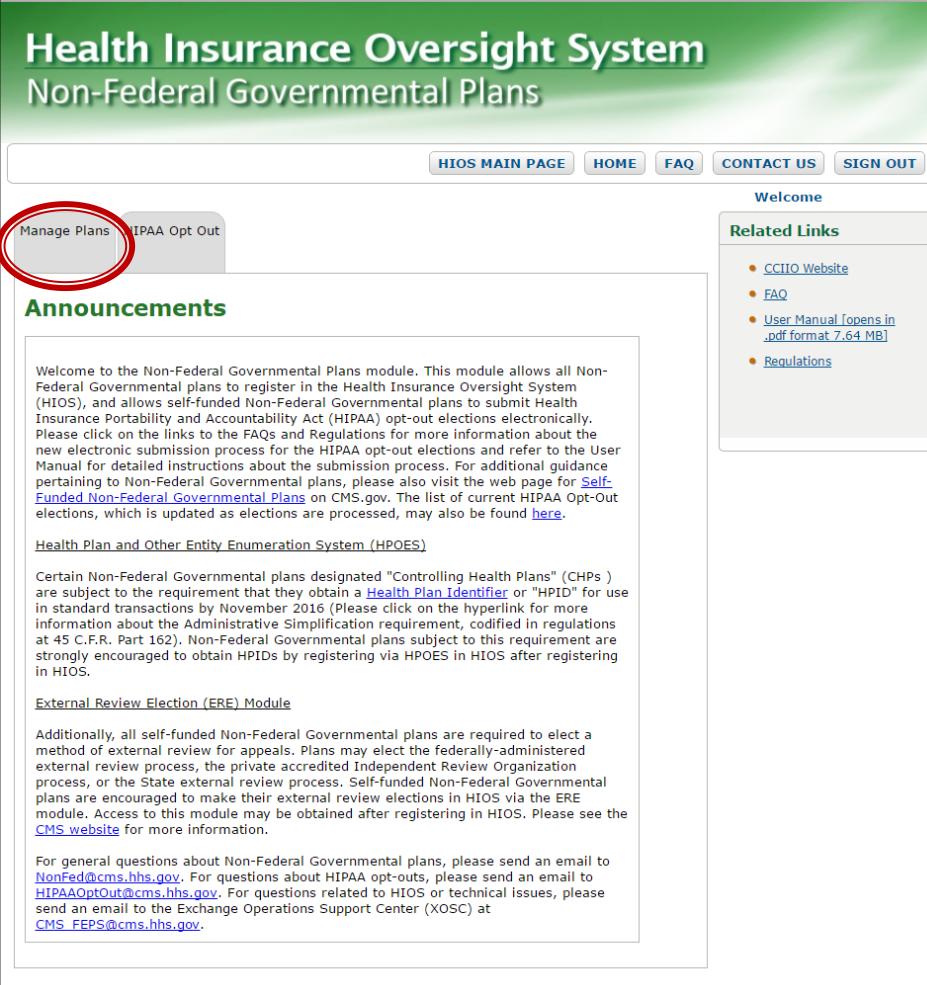
Users needing to obtain an HPID for their organization will need to take the following steps in HIOS:

1. Register the organization in HIOS
2. Request access to the HPOES module through user role management
3. Complete an HPID application within the HPOES module
4. Once an HPID application has been successfully submitted, an HPID number will be assigned

Users may also access an HPID Quick Guide that provides an easy step-by-step reference for completing the necessary steps in HIOS and HPOES to obtain an HPID. You can view the Quick Guide in [graphic](#) or a [text](#) form at <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Health-Plan-Identifier.html>.

Non-Fed Module Overview

On the Non-Fed module home page, select the “Manage Plans” tab.



The screenshot shows the HIOS Non-Federal Governmental Plans module. At the top, there's a navigation bar with links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". Below the navigation bar, there's a "Welcome" section and a "Related Links" sidebar containing links to the CCIIO Website, FAQ, User Manual (7.64 MB), and Regulations. The main content area features a heading "Announcements" and several informational boxes. One box discusses the Non-Federal Governmental Plans module, another about HPOES, and a third about the External Review Election (ERE) Module. A fourth box at the bottom provides contact information for general questions, HIPAA opt-outs, and technical issues. The "Manage Plans" tab is circled in red to indicate it should be selected.

Non-Fed Module Overview

1. Click on the “Add New” button to add a new plan

The screenshot shows the HIOS Non-Federal Governmental Plans interface. At the top, there's a green header bar with the title "Health Insurance Oversight System" and "Non-Federal Governmental Plans". Below the header is a navigation bar with links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is also present. On the left, there are two buttons: "Manage Plans" (highlighted in green) and "HIPAA Opt Out". The main content area is titled "Non-Federal Governmental Plans:" and displays a table with columns for "Organization Name" and "Plan Name". A message at the bottom states, "You do not currently have any Plans associated to your Organization; please select 'Add New' to add a new Plan." An "Add New" button is located at the bottom left of the table.

Non-Fed Module Overview

2. Select the appropriate organization from the dropdown. Only organizations that are associated to the Submitter user will appear in the dropdown.
3. Click on the “Continue” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans HIPAA Opt Out

Add New Plan:

(*) Indicates a required field

*Select Organization: Select

Back Continue

Non-Fed Module Overview

4. Enter the name of the plan in the free text box at the bottom of the page
5. Click on the “Submit” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT
Welcome

Manage Plans HIPAA Opt Out

Add New Plan:

In order to create a new plan for the selected organization, please provide the Plan Name below.
(*) Indicates a required field

Organization Name	Federal EIN/TIN	Plan Type
Township of ABC	768712638	Self Funded

Page size: 10 ▾ 0 items in 1 page

Plan Name
No records to display.

*Enter Plan Name:

[Back](#) [Submit](#)



Non-Fed Module Overview

Users will be directed back to the Non-Federal Governmental Plans page, which will now have a confirmation displayed, and see that the plan has been added to the table.

The screenshot shows a web application interface for managing non-federal governmental plans. At the top, a green header bar displays the title "Health Insurance Oversight System" and "Non-Federal Governmental Plans". Below the header, a navigation bar includes links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is visible on the right side of the header. The main content area features a table with two columns: "Organization Name" (containing "Township of ABC") and "Plan Name" (containing "ABC Employee Health Benefits"). Above the table, a confirmation message states: "New Non-Fed Plan added successfully." Navigation controls at the bottom left include arrows for page navigation and a dropdown for "Page size: 10". A link labeled "Add New" is located at the bottom center of the table area.

HIPAA Opt-Out Workflow



Non-Fed Module Overview

On the Non-Fed module home page, select the “HIPAA Opt Out” tab.

The screenshot shows the HIOS Non-Federal Governmental Plans module. At the top, there's a navigation bar with links for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below the navigation bar, a 'Welcome' message is displayed, followed by a 'Related Links' section containing links to the CCIIO Website, FAQ, User Manual (7.64 MB), and Regulations. The main content area features an 'Announcements' section with a welcome message about the new electronic submission process for HIPAA opt-out elections. It also includes sections for 'Health Plan and Other Entity Enumeration System (HPOES)' and 'External Review Election (ERE) Module', both with detailed descriptions. A footer at the bottom provides contact information for general questions and HIPAA opt-outs.

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Related Links

- CCIIO Website
- FAQ
- User Manual [opens in .pdf format 7.64 MB]
- Regulations

Manage Plan HIPAA Opt Out

Announcements

Welcome to the Non-Federal Governmental Plans module. This module allows all Non-Federal Governmental plans to register in the Health Insurance Oversight System (HIOS), and allows self-funded Non-Federal Governmental plans to submit Health Insurance Portability and Accountability Act (HIPAA) opt-out elections electronically. Please click on the links to the FAQs and Regulations for more information about the new electronic submission process for the HIPAA opt-out elections and refer to the User Manual for detailed instructions about the submission process. For additional guidance pertaining to Non-Federal Governmental plans, please also visit the web page for [Self-Funded Non-Federal Governmental Plans](#) on CMS.gov. The list of current HIPAA Opt-Out elections, which is updated as elections are processed, may also be found [here](#).

[Health Plan and Other Entity Enumeration System \(HPOES\)](#)

Certain Non-Federal Governmental plans designated "Controlling Health Plans" (CHPs) are subject to the requirement that they obtain a [Health Plan Identifier](#) or "HPID" for use in standard transactions by November 2016 (Please click on the hyperlink for more information about the Administrative Simplification requirement, codified in regulations at 45 C.F.R. Part 162). Non-Federal Governmental plans subject to this requirement are strongly encouraged to obtain HPIDs by registering via HPOES in HIOS after registering in HIOS.

[External Review Election \(ERE\) Module](#)

Additionally, all self-funded Non-Federal Governmental plans are required to elect a method of external review for appeals. Plans may elect the federally-administered external review process, the private accredited Independent Review Organization process, or the State external review process. Self-funded Non-Federal Governmental plans are encouraged to make their external review elections in HIOS via the ERE module. Access to this module may be obtained after registering in HIOS. Please see the [CMS website](#) for more information.

For general questions about Non-Federal Governmental plans, please send an email to NonFed@cms.hhs.gov. For questions about HIPAA opt-outs, please send an email to HIPAAOptOut@cms.hhs.gov. For questions related to HIOS or technical issues, please send an email to the Exchange Operations Support Center (XOSC) at CMS_FEPS@cms.hhs.gov.

Non-Fed Module Overview

1. Select an organization from the first dropdown. Only organizations that are associated to the Submitter user will appear in the dropdown.
2. Select a plan from the second dropdown. Only plans that are associated to the selected organization will appear in the dropdown.
3. Click on the “Submit” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome

Manage Plans **HIPAA Opt Out**

HIPAA Opt Out

(*) Indicates a required field

*Select an Organization:

Township of ABC

*Select a Plan:

ABC Employee Health Benefits

Submit

Non-Fed Module Overview

4. Select either the “Renew Election” button or the “New Election” button depending on the scenario of the election

The screenshot shows a web-based application titled "Health Insurance Oversight System" for "Non-Federal Governmental Plans". At the top right, there are links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". Below these, a "Welcome" message is displayed. On the left, there are two buttons: "Manage Plans" and "HIPAA Opt Out", with "HIPAA Opt Out" being the active tab. The main content area is titled "HIPAA Opt Out". It displays organization and plan information: "Organization Name: Township of ABC" and "Plan Name: ABC Employee Health Benefits". A descriptive text explains the purpose of the selection: "First, select the type of opt-out election you will submit by choosing either "New Election" or "Renew Election" below. Select "New Election" if this is the first time you are submitting an opt-out election OR if you are renewing and opting out of different HIPAA provisions from your previous plan year. Select "Renew Election" if you are renewing and opting out of the same HIPAA provisions." At the bottom left is a "Back" button, and at the bottom right are "Renew Election" and "New Election" buttons.

If users have already submitted HIPAA Opt Out information in HIOS, the previously collected information will appear below the instructional text.

Non-Fed Module Overview

5. Fill in the required fields on the HIPAA Opt Out Page. An asterisk (*) indicates a required field.
6. Once all of the required information has been provided, users will be able to click on the “Continue” button

The screenshot shows the 'HIPAA Opt Out' page of the HIOS system. At the top, there are navigation links: 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below these are 'Manage Plans' and 'HIPAA Opt Out' buttons. The main section is titled 'HIPAA Opt Out' and contains the following fields:

- Organization Name:** Township of ABC
- Plan Name:** ABC Employee Health Benefits
- (*) Indicates a required field**
- *Plan Effective Date:** (MM/DD/YYYY) [Input field]
- *Plan Expiration Date:** (MM/DD/YYYY) [Input field]
- Plan is governed by a Collective Bargaining Agreement** [checkbox]
- Please indicate which HIPAA Opt Out Provision(s) the Plan will be opting out of below. Users are required to select at least 1 provision before proceeding.**
- *HIPAA Opt Out Provisions:**
 - Standards relating to benefits for mothers and newborns;
 - Parity in the application of certain limits to mental health benefits;
 - Required coverage for reconstructive surgery following mastectomies; and
 - Coverage of dependent students on a medically necessary leave of absence.
- Plan Administrator Information**
 - *First Name:** [Input field]
 - Middle Name:** [Input field]
 - *Last Name:** [Input field]
 - Address is same as the Sponsor's**
 - *Address Line 1:** [Input field]
 - Address Line 2:** [Input field]
 - *City:** [Input field]
 - *State:** [Input field]
 - *Zip (99999):** [Input field]
 - Zip Plus 4:** [Input field]
- Election Point of Contact (POC)**

Information of the person CMS may contact regarding the election.

 - *First Name:** [Input field]
 - Middle Name:** [Input field]
 - *Last Name:** [Input field]
 - Email Address:** [Input field]
 - *Phone:** [Input field] **Phone Ext:** [Input field]
(Format-123-456-7890)
- Notification to Enrollees:**

*Please select the 'Browse' button below to select a file (PDF or Word). After selecting a file select 'Continue' to start the submission.
[Choose File] No file chosen

*Agree to send Notification to Enrollees.
The continue button will not be accessible until this selection has been made.

Back **Continue**

Non-Fed Module Overview

7. Review the information for accuracy
8. Select the appropriate radio button depending on the election type that was initially selected
9. Provide the Title, First and Last Name in the free text box as an electronic signature
10. Click on the “Submit” button

Health Insurance Oversight System
Non-Federal Governmental Plans

HIOS MAIN PAGE | HOME | FAQ | CONTACT US | SIGN OUT | Welcome

HIPAA Opt Out

Manage Plans **HIPAA Opt Out**

Organization Name: Township of ABC
Plan Name: ABC Employee Health Benefits
Plan Effective Date: 01/01/2016
Plan Expiration Date: 12/31/2016
 Plan is governed by a Collective Bargaining Agreement

CBA Plan Name(s):

HIPAA Opt Out Provisions—
 Standards relating to benefits for mothers and newborns;
 Parity in the application of certain limits to mental health benefits;
 Required coverage for reconstructive surgery following mastectomies; and
 Coverage of dependent students on a medically necessary leave of absence.

Plan Administrator Information

First Name: John
Middle Name:
Last Name: Smith
 Address is same as the Sponsor's
Address Line 1: 123 Training Street
Address Line 2:
City: Oakton
State: VA
Zip Code: 22124
Zip Ext:

Election Point of Contact (POC)
Information of the person CMS may contact regarding the election.
First Name: Jane
Middle Name:
Last Name: Doe
Email Address:
Phone: 703-123-4567 Phone Ext:
(Format: 123-456-7890)

Notification to Enrollees:
[ABC Employee Health Benefits - Notification to Enrollees](#)

This plan is not provided through insurance. The plan sponsor elects under authority of section 2722(a)(2) of the Public Health Service (PHS) Act, and 45 CFR 146.180 of Federal regulations, to exempt the plan from the above selected requirements of title XXVII of the PHS Act.

This election has been made in conformity with all rules of the plan sponsor, including any public hearing, if required. I certify that the undersigned is authorized to submit this election on behalf of the plan.

New Opt-Outs: The notice to plan enrollees has been provided to enrollees before the first day of the plan year, and is provided at the time of enrollment to enrollees who enroll during the plan year. A copy of the notice to plan enrollees is attached.

Renew Opt-Outs: The notice to plan enrollees has been, or will be, provided to plan enrollees at the time of enrollment under the plan, and on an annual basis no later than the last day of each plan year for which there is an election.

*Enter your Electronic Signature (Title, First Name and Last name) to submit your Election.

Back **Submit**

Non-Fed Module Overview

A confirmation message will appear once the user has submitted their opt-out election.

Users will also have the ability to edit the information as needed before it is reviewed by CCIIO.

The screenshot shows a web page titled "Health Insurance Oversight System" under "Non-Federal Governmental Plans". The top navigation bar includes links for "HIOS MAIN PAGE", "HOME", "FAQ", "CONTACT US", and "SIGN OUT". A "Welcome" message is displayed. The main content area is titled "HIPAA Opt Out". It displays a "Confirmation" message stating: "Your election was saved successfully." Below this, it lists plan details: Organization Name: Township of ABC; Plan Name: ABC Employee Health Benefits; Plan Effective Date: 01/01/2016; Plan Expiration Date: 12/31/2016. There is a checkbox for "Plan is governed by a Collective Bargaining Agreement" which is unchecked. A text input field for "CBA Plan Name(s)" is empty. A section titled "HIPAA Opt Out Provisions" contains a bulleted list: "Standards relating to benefits for mothers and newborns"; "Parity in the application of certain limits to mental health benefits"; "Required coverage for reconstructive surgery following mastectomies; and"; "Coverage of dependent students on a medically necessary leave of absence." Below this is a "Plan Administrator Information" section with fields for First Name (John), Middle Name (), Last Name (Smith), and Address (123 Training Street). The "Address is same as the Sponsor's" checkbox is checked. The address continues with Line 2 (City: Oakton, State: VA, Zip Code: 22124, Zip Ext:). A "Election Point of Contact (POC)" section follows, with fields for First Name (Jane), Middle Name (), Last Name (Doe), Email Address (), Phone (703-123-4567), and Phone Ext (Format: 123-456-7890). A "Notification to Enrollees" section includes a link to "ABC Employee Health Benefits- Notification to Enrollees". At the bottom are "Back" and "Edit Election" buttons.

Non-Fed Module Overview

Users can update their information as needed. Once the updates are complete, the user will click on the “Continue” button.

The screenshot shows a web-based application interface for managing non-federal governmental plans. At the top, there's a navigation bar with links for HIOS MAIN PAGE, HOME, FAQ, CONTACT US, and SIGN OUT. Below the navigation is a green header bar with the text "Health Insurance Oversight System" and "Non-Federal Governmental Plans". The main content area has a white background and is titled "HIPAA Opt Out - Edit".
Organization Information:
Organization Name: Township of ABC
Plan Name: ABC Employee Health Benefits
(**) Indicates a required field
*Plan Effective Date: 01/01/2016
*Plan Expiration Date: 12/31/2016
 Plan is governed by a Collective Bargaining Agreement
HIPAA Opt Out Provisions:
 Standards relating to benefits for mothers and newborns;
 Parity in the application of certain limits to mental health benefits;
 Required coverage for reconstructive surgery following mastectomies; and
 Coverage of dependent students on a medically necessary leave of absence.
Plan Administrator Information:
*First Name: John
Middle Name:
*Last Name: Smith
 Address is same as the Sponsor's
*Address Line 1: 123 Training Street
Address Line 2:
*City: Oakton
*State: VA
*Zip (99999): 22124
Zip Plus 4:
Election Point of Contact (POC):
Information of the person CMS may contact regarding the election.
*First Name: Jane
Middle Name:
*Last Name: Doe
Email Address:
*Phone: 703-123-4567 Phone Ext: _____
(Format-123-456-7890)
Notification to Enrollees:
ABC Employee Health Benefits- Notification to Enrollees
Please select the 'Browse' button below to select a file (PDF or Word). After selecting a file select 'Continue' to start the submission.
Uploading a new file will delete the existing Notification to Enrollees document.
 Choose File No file chosen

 Back Continue

Non-Fed Module Overview

Users will be required to provide their electronic signature again in order to submit the edits.

The screenshot shows a web-based application interface for managing non-federal governmental plans. At the top, there's a navigation bar with links for 'HIOS MAIN PAGE', 'HOME', 'FAQ', 'CONTACT US', and 'SIGN OUT'. Below the navigation is a 'Welcome' message. The main content area is titled 'HIPAA Opt Out' and includes fields for 'Organization Name' (Township of ABC), 'Plan Name' (ABC Employee Health Benefits), 'Plan Effective Date' (01/01/2016), and 'Plan Expiration Date' (12/31/2016). A checkbox for 'Plan is governed by a Collective Bargaining Agreement' is checked. There's also a field for 'CBA Plan Name(s)' which is empty. A section titled 'HIPAA Opt Out Provisions' contains a list of standards: 'Standards relating to benefits for mothers and newborns'; 'Party in the application of certain limits to mental health benefits'; 'Required coverage for reconstructive surgery following mastectomies'; and 'Coverage of dependent students on a medically necessary leave of absence.' Below this is a 'Plan Administrator Information' section where details like first name (John), middle name (Smith), last name (Smith), address (123 Training Street, Oakton, VA 22124), and phone number (703-123-4567) are provided. An 'Election Point of Contact (POC)' section follows, listing a person with first name Jane, middle name Doe, last name Doe, email (703-123-4567), and phone (123-456-7890). A 'Notification to Enrollees' section contains a link to 'ABC Employee Health Benefits- Notification to Enrollees'. A note states that the plan is not provided through insurance and elects under section 2722(a)(2) of the Public Health Service (PHS) Act, and 45 CFR 146.180 of Federal regulations, to exempt the plan from the above selected requirements of title XVII of the PHS Act. It also certifies that the election has been made in conformity with all rules of the plan sponsor. Two radio button options are available: 'New Opt-Outs' (selected) and 'Renew Opt-Outs'. A note specifies that the notice to plan enrollees has been provided before the first day of the plan year and is provided at the time of enrollment to enrollees who enroll during the plan year. A copy of the notice to plan enrollees is attached. A final note states that the notice to plan enrollees has been, or will be, provided to plan enrollees at the time of enrollment under the plan, and on an annual basis no later than the last day of each plan year for which there is an election. At the bottom, there's a field for 'Enter your Electronic Signature (Title, First Name and Last name) to submit your Election.' followed by 'Back' and 'Submit' buttons.

Reference Documents

- Reference materials are available on the CClO website:
<https://www.cms.gov/CCIO/Resources/Forms-Reports-and-Other-Resources/index.html#Content>
- For additional questions, please contact the Exchange Operations Support Center (XOSC) at
CMS_FEPS@cms.hhs.gov or 1-855-267-1515.

Questions

