

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007

Important Information about the Registration Process

The Registration needs to be done in multiple stages as follows:

Each Responsible Reporting Entity (RRE) needs to name an “Authorized Representative” and an “Account Manager” from their organization (these must be two separate people). The Authorized Representative must be someone who has legal authority to bind the RRE’s organization to a contract. The Account Manager will control the reporting process and can invite TRISTAR to register as an Account Designee and name TRISTAR as the Reporting Agent.

Detailed definitions of the parties noted above can be found in the attached PDF document entitled [“Help – How to Get Started on Section 111 COB Secure Web Site”](#)

To Register:

A representative from the RRE must go to www.Section111.cms.hhs.gov and click on “New Registration”. Information about the Authorized Representative will be collected during this step in the process.

Information needed is:

- Tax ID Number for the RRE
- Company Name and Address
- Company Authorized Representative’s contact information
- National Association of Insurance Commissioner (NAIC) Codes
- Reporter Type (Liability/No-Fault/Workers’ Compensation)
- Names, Tax ID Numbers, NAIC Codes for subsidiary companies

Once this portion of the registration is complete the COBC (Coordination of Benefits Contractor) will send a letter to the Authorized Representative with a personal identification number and RRE ID. The Authorized Representative must give this information to the Account Manager to complete the registration process.

The Account Manager will go to www.Section111.cms.hhs.gov and click on Step 2 – Account Set Up.

The Account Manager will be asked to create a Login ID and Password and provide additional personal information such as name, job title, phone, etc.

If TRISTAR is going to be your Reporting Agent, the Account Manager will need to provide the following information:

Agent Name: TRISTAR Risk Management

Agent Address: 100 Oceangate, Suite 700, Long Beach, CA 90802
Agent Email: schip.support@tristargroup.net
Agent Tax ID: 95-2791831

TRISTAR will be transmitting data using the SFTP method as defined in the regulations.

Please note: TRISTAR can only be the Reporting Agent for claims we administer in our VOS Portal System. A separate RRE ID will need to be created for other lines of business not administered by TRISTAR and/or not in TRISTAR's claims operating system.

Once the Account Manager has completed the registration process and a login has been obtained, they may invite TRISTAR to register as the Account Designee. A profile report will be sent to the Authorized Representative for review and signature. Upon receipt of the signed profile report, the COBC will notify the Account Manager when testing can begin.

The email address noted above - schip.support@tristargroup.net has been set up specifically for SCHIP communications. Emails will be received by the entire implementation team to ensure that questions do not go unanswered in the absence of any one individual.