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Medicare Reporting Update: Requirements for Self Insured Employers are Rapidly Approaching

New Report Burden Begins Soon

The new Medicare workers' compensation reporting requirements for all self-insured employers go into effect May 1, 2009. Under these new requirements, self-insured employers must register with the Center for Medicare Services, and then submit quarterly reports disclosing every workers' compensation claim where the claimant is a Medicare beneficiary.

Mandatory Registration Begins May 1, 2009

Self-insured employers must register with the Center for Medicare Services between May 1, 2009 and June 30, 2009. Self-insured employers must register themselves. Agents, such as third party administrators, cannot register their self-insured clients.

Self-insured employers must go to the Center for Medicare Services Coordinator of Benefits website to register. This web address is www.section111.cms.hhs.gov. During the registration process, each self-insured employer can designate a third party administrator who can serve as Account Manager and submit the quarterly claim reports.

The information required to register includes:

- A Federal Tax Identification Number;
- Company name and address;
- Company Authorized Representative contact information (name, job title, address, email, phone, and fax); and
- All subsidiary company information if applicable.

Authorized Representative

During registration, each self-insured employer must designate an Authorized Representative. This is the individual with authority to bind the self-insured employer to contracts and the terms of the Center for Medicare Services requirements. The authorized representative will have ultimate accountability for compliance with the reporting requirements.

Account Manager

Each self-insured employer must also designate an Account Manager. The Account Manager manages the overall reporting requirements and actually submits the quarterly reports. This person may be an employee of the self-insured employer, or may be an agent, such as a third party administrator. Also, the Account Manager can designate others, "Account Designees," who

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are permitted to assist the Account Manager with the onerous reporting requirements.

Once the self-insured employer has registered, the Account Manager will need to set up the account for the self-insured employer on the registration site. Simply go to www.section111.cms.hhs.gov and click on the “Account Setup” button.

Bottom Line

All self-insured employers should contact their third party administrators immediately (if not already) to discuss this process. Otherwise, each self-insured employer will be on the hook for tracking and submitting this claim data to the Center for Medicare Services.

For a complete explanation of all requirements and deadlines, see the *Users’ Guide* at <http://www.cms.hhs.gov/MandatoryInsRep/Downloads/NGHPUserGuide031609.pdf>.