Qualified Health Plan
Issuer Application Instructions

2018

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Version 1

CMS

Section 2A: Network ID

1. Introduction

In the Network ID section, issuers must assign each of their provider networks—groups of providers providing services in an area—to network IDs and provide the network URL that enrollees will use to access information about the issuer's provider networks. These instructions apply to QHP and SADP issuers.

2. Data Requirements

To complete this section, issuers will need the following:

1. HIOS Issuer ID;
2. List of provider networks; and
3. URLs for provider directory.

3. Quick Reference

Key Changes for 2018
◆ No changes for the 2018 QHP Application

Tips for the Network ID Section
◆ The URL to the provider directory is the only network identification information made public. ◆ Dual-product issuers offering QHPs and SADPs must create two different network IDs for use with the two plan types, regardless of whether the network is intended to serve QHPs and SADPs. ◆ Dual-product issuers must use the word "dental" in the network area name for their dental service area to distinguish the QHP network from the dental network.

4. Detailed Section Instructions

Perform the following steps to complete the Network ID Template.

Network ID Template	Steps
HIOS Issuer ID	Enter the five-digit HIOS Issuer ID.
State	Using the drop-down menu, select the state in which the proposed plan will be offered.
Generate Network IDs	Click the **Create Network IDs** button. This button generates the network IDs that will be used in a later step. When asked how many networks, enter the number of networks, and select **OK**. The network IDs are automatically generated on the basis of the number of networks specified.
Network Name	Enter a network name. Dual-product issuers must use the word "dental" in the network name for their dental network to distinguish the QHP network from the dental network.
Network ID	Select a network ID using the drop-down menu. The network IDs consist of the state abbreviation plus an "N" and then a sequenced number (such as MDN001 or MDN002). Dual-product issuers offering QHPs and SADPs must create separate network IDs for their QHP and dental networks.
Network URL	Enter the network URL (website). The network URL is the web address on the issuer website that consumers use to view the providers in the issuer's network associated with the specific identified network.

Repeat these steps for each additional network ID.

A sample completed **Network ID** Template looks like Figure 2A-1.

Figure 2A-1. Sample Network ID Template

Once the template is completed, issuers must validate, finalize, and upload it into HIOS.

Template Validation	Steps
Validate Template	Click the **Validate** button in the top left of the template. The validation process identifies any data issues that need to be resolved. If no errors are identified, finalize the template.
Validation Report	If the template has any errors, a Validation Report will appear in a pop-up box showing the data element and cell location of each error. Correct any identified errors and click **Validate** again. Continue this process until all errors are resolved.
Finalize Template	Click the **Finalize** button in the template. The Finalize function creates the .XML version of the template that issuers need to upload in the network section of the Benefits and Service Area Module.
Save Template	**Save** the XML Template. CMS recommends saving the validated template on the computer as a standard Excel .XLSM file and the finalized .XML file in the same folder.
Upload Template	Upload the saved file in the network section of the Benefits and Service Area Module in HIOS. Refer to the Benefits and Service Area Module User Guide for details on how to complete this step.