

Qualified Health Plan Issuer Application Instructions

2022

Extracted section:
Section 2A: Network ID

[02/2021]

Section 2A: Network ID

1. Introduction

In the Network ID section, you must assign each of your provider networks—groups of providers providing services in an area—to network IDs.

2. Data Requirements

To complete this section, you will need the following:

1. HIOS Issuer ID
2. List of provider networks.

3. Quick Reference

Key Changes for 2022

- ◆ No changes for the 2022 QHP Application.

Tips for the Network ID Section

- ◆ If you are a dual-product issuer, you must create two different network IDs, one each for QHPs and stand-alone dental plans (SADPs), regardless of whether the specific network is intended to serve both plan types.
- ◆ If you are a dual-product issuer, you must use the word “dental” in the network area name for your dental service area to distinguish the dental network from the QHP network.
- ◆ The Network ID Template syncs to the Plans & Benefits Template. Each plan identified in the Plans & Benefits Template must list the network ID that is associated with it.

Additional Resources

- ◆ There are no supporting documents for this section.
- ◆ There are [instructional videos](#) for this section.
- ◆ There are [templates](#) for this section.

4. Detailed Section Instructions

Follow these 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 Create Network IDs . Enter the number of networks when prompted and select OK . This button automatically generates the network IDs based on the number of networks specified.
Network Name	Enter a network name. Dual-product issuers must use the word “dental” in the dental network name to distinguish the dental network from the QHP network.
Network ID	Select a network ID from the drop-down menu. The network IDs consist of the state abbreviation, the letter “N,” and a sequenced number (such as MDN001 or MDN002). If you are a dual-product issuer, you must create separate network IDs for your QHP and dental networks.

Repeat these steps for each additional network ID.

The instructions for this section apply to the following issuer types:

- QHP
- SADP

See Appendix E for additional information.

See Figure 2A-1 for a sample completed Network ID Template.

Figure 2A-1 Sample Network ID Template

2022 Network Template v11.0		<i>All fields with an asterisk (*) are required.</i>
<input type="button" value="Validate"/>		<i>To validate the template, press Validate button or Ctrl + Shift + I. To finalize, press Finalize button or Ctrl + Shift + F. Click Create Network IDs button (or Ctrl + Shift + N) to create network ids based on your state.</i>
<input type="button" value="Finalize"/>		<i>Network IDs will populate in the drop-down box in Network ID column.</i>
		<i>Use each Network ID only once.</i>
	HIOS Issuer ID*	
	Issuer State*	
<input type="button" value="Create Network IDs"/>		
	Network Name* Required: Enter the Network Name	Network ID* Required: Select the Network ID
	Smith Network	VAN001

After entering all data, click **Save** to ensure no data is lost. Once the Network ID Template is completed, you must validate, finalize, and upload it into HIOS.

Template Validation	Steps
Validate Template	Click Validate 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 reason for 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 Finalize in the template to create the .XML version of the template you will upload in the Network section of the Benefits and Service Area Module.
Save Template	Save the .XML template. We recommend you save the validated template as a standard Excel .XLSM file in the same folder as the finalized .XML file for easier reference.
Upload Template	Upload the saved .XML file in the Network section of the Benefits and Service Area Module in HIOS. Refer to 2. Benefits and Service Area Module for details on how to complete this step.

The next section of the Instructions for the plan year (PY) 2022 QHP Application is Service Area.