

Qualified Health Plan Issuer Application Instructions

Plan Year 2023

Extracted section:
Section 2A: Network ID

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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 2023

- ◆ You must create separate network IDs for your Individual Market networks and your Small Business Health Options Program (SHOP) Market networks. If you submit via the National Association of Insurance Commissioners' (NAIC's) System for Electronic Rates & Forms Filing (SERFF) you must use the same Network Template across all binders or ensure that no network IDs repeat across the binders.

Tips for the Network ID Section

- ◆ If you are a dual-product issuer, you must create two different network IDs, one each for qualified health plans (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 medical network.
- ◆ If you offer plans in the Individual and SHOP Markets, you must create separate network IDs for each market, regardless of whether the network is intended to serve both markets.
- ◆ 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.
- ◆ While a medical QHP or SADP must always be associated with a single Service Area ID and with a single Network ID, networks and service areas may be used for multiple QHPs or SADPs. You should create one template containing all service areas and identify each service area with a unique Service Area ID. You should also complete the Network ID Template and create a unique Network ID for each network. When you complete the Plans & Benefits Template, it will map each plan to a specific Service Area ID and Network ID as entered in the Service Area and Network ID Templates.
- ◆ Network IDs and Service Area IDs may both be used for multiple plans and do not have to correspond one to one (for example, an issuer may have a single statewide network, identified with a Network ID, assigned to all of its plans, but have two Service Area IDs, each made up of half the state and each assigned to a different plan).
- ◆ If specific providers are available for some of your products but not others, then establish separate Network IDs to enable mapping the plans to the applicable Network IDs.

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.

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

- QHP
- SADP

See Appendix E for additional information.

Network ID Template	Steps
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. Note: If you submit via SERFF, click Create Network IDs and enter the number of network IDs you need to ensure that no two templates use the same network ID. For example, if the Individual Market needs three network IDs and the SHOP Market needs two network IDs, enter “5” for the total number of networks.
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). <u>If you are a dual-product issuer, you must create separate network IDs for your QHP and dental networks.</u>

Repeat these steps for each additional network ID.

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

Figure 2A-1 Sample Network ID Template

2023 Network Template v12.0		<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.</i>
<input type="button" value="Finalize"/>		<i>Click Create Network IDs button (or Ctrl + Shift + N) to create network ids based on your state.</i>
		<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*	12345	
Issuer State*	VA	
<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 are 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 Section 2. Benefits and Service Area Module for details on how to complete this step.

The next section of the Instructions for the PY2023 QHP Application is Service Area.