

# Qualified Health Plan Issuer Application Instructions

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Plan Year 2025

**Extracted section:  
Section 2H: Network ID**

## Section 2H: Network ID

### 1. Introduction

In the Network ID Template each of the issuer's provider networks—groups of providers providing services in an area—must be assigned to network IDs. This template is submitted in the Network ID section of the Marketplace Plan Management System (MPMS).

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

- QHP
- SADP

See Appendix D for additional information.

### 2. Data Requirements

To complete this section, the following are needed:

1. Health Insurance Oversight System (HIOS) Issuer ID
2. List of provider networks.

### 3. Quick Reference

#### Key Changes for 2025

- ◆ The Network ID Template is now submitted in the Network ID section of MPMS.

#### Tips for the Network ID Section

- ◆ Dual-product issuer 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. Issuers submitting via the National Association of Insurance Commissioners' (NAIC's) System for Electronic Rates & Forms Filing (SERFF) must use the same Network ID Template across all binders or ensure that no network IDs repeat across the binders.
- ◆ Dual-product issuer must use the word "dental" in the network area name for your dental network to distinguish the dental network from the medical network.
- ◆ Issuers who offer plans in the Individual and Small Business Health Options Program (SHOP) markets must create separate network IDs for each market, regardless of whether the network is intended to serve both markets. Issuers submitting via SERFF must use the same Network ID Template across all binders or ensure that no network IDs repeat across the binders.
- ◆ 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.
- ◆ Although 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. Issuers should create one template containing all service areas and identify each service area with a unique Service Area ID. Issuers should also complete the Network ID Template and create a unique Network ID for each network. When the Plans & Benefits Template is completed, 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 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, separate network IDs should be established 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.

When completing the template, note the following special characters that are allowed in free text fields. Entry of other special characters will result in validation errors when uploading the template to MPMS.

Valid Special Characters for Free Text Fields in the Network ID Template						
( ) (parentheses)	- (hyphen)	, (comma)	. (period)	/ (slash)	\ (backslash)	& (ampersand)
\$ (dollar sign)	+ (addition sign)	' (apostrophe/ single quote)	_ (underscore)			

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 <b>Create Network IDs</b> . Enter the number of networks when prompted and select <b>OK</b> . This button automatically generates the network IDs based on the number of networks specified.  Note: Issuers who submit via SERFF should click <b>Create Network IDs</b> and enter the total number of network IDs needed 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>Dual-product issuers must create separate network IDs for their QHP and dental networks.</u>

Repeat these steps for each additional network ID.

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

**Figure 2H-1. Sample Network ID Template**

2025 Network Template v14.0	
<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"/>	
<b>Network Name*</b> Required: Enter the Network Name	<b>Network ID*</b> 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, it must be validated, finalized, and uploaded into MPMS.

Template Validation and Submission Step	Step Description
Validate Template	Click <b>Validate</b> 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.

Template Validation and Submission Step	Step Description
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 <b>Validate</b> again. Continue this process until all errors are resolved.
Finalize Template	Click <b>Finalize</b> in the template to create the .XML version of the template that will be uploaded in the Plan Validation Workspace in MPMS.
Save Template	<b>Save</b> the .XML template. CMS recommends saving the validated template as a standard Excel .XLSM file in the same folder as the finalized .XML file for easier reference.
Upload and Link Template	Upload the saved .XML file in the Plan Validation Workspace in MPMS and link the validated template to the issuer's application in the Network ID section. Refer to the <a href="#">MPMS User Guide</a> for details on how to complete these steps.

This concludes the Network ID section of the QHP Application Instructions.