Qualified Health Plan
Issuer Application Instructions

2021

Extracted section:
Section 2A: Network ID

[05/2020]

Version 1.1

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. These instructions apply to QHP and stand-alone dental plan (SADP) issuers.

2. Data Requirements

To complete this section, issuers will need the following:

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

3. Quick Reference

Key Changes for 2021
◆ Provider Directory URLs are no longer collected in the Network ID Template. Issuers must now submit their URLs via the Supplemental Submission Module (SSM).

Tips for the Network ID Section
◆ **Dual-product issuers offering QHPs and SADPs must create two different network IDs, one for use with each of the two plan types, regardless of whether the specific network is intended to serve both 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. Enter the number of networks when prompted and select **OK**. The network IDs are automatically generated 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 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, the letter "N," and 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.

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 as a standard Excel .XLSM file in the same folder as the finalized .XML file.
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.