

Individuals Authorized Access to CMS Computer Services

(IACS)

User Guide – Attachment E

CBSS/DME – Competitive Bidding Submission System/Durable Medical Equipment

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REVISION HISTORY

Date	Version	Reason for Change	Author
03/12/2007	0.1	Initial version of this IACS User Guide Attachment for CBSS/DME.	Elaine Purcell
03/28/2007	0.2	Updated contents of emails to be sent to users for successful and unsuccessful data validation matches. Also updated associated text.	Elaine Purcell

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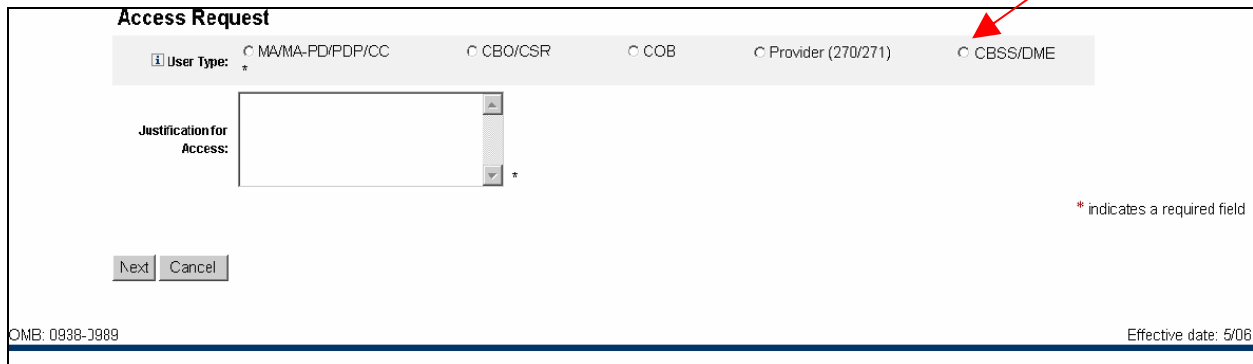
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This attachment provides instructions on completing the “Required Access” portion of the “New User Registration” screen for Competitive Bidding Submission System/Durable Medical Equipment (CBSS/DME). This attachment also provides instructions on modifying your account profile as well as instructions on how to access your desired CMS application.

A-1.0 CBSS/DME Specific Registration Fields

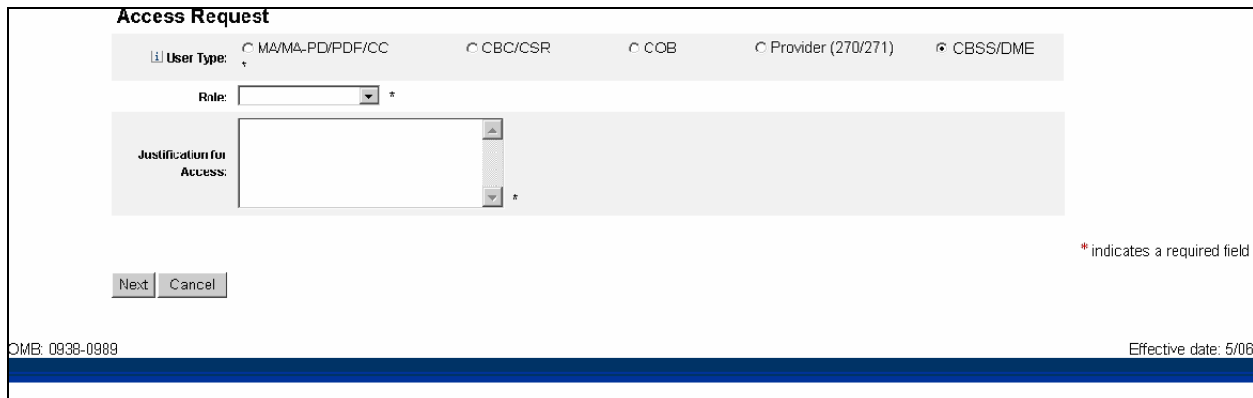
Action: In the *Access Request* section, choose *CBSS/DME* for *User Type*. (See Figure E-1)



The screenshot shows the "Access Request" section of the New User Registration screen. At the top, there is a horizontal bar with radio buttons for "User Type": MA/MA-PD/PDF/CC, CBC/CSR, COB, Provider (270/271), and CBSS/DME. A red arrow points to the "CBSS/DME" option, which is selected. Below this bar is a text area labeled "Justification for Access:" with a scroll bar and an asterisk. At the bottom left are "Next" and "Cancel" buttons. At the bottom right, a note states "* indicates a required field". The footer contains "OMB: 0938-0989" and "Effective date: 5/06".

Figure E-1: Access Request Portion of the New User Registration Screen

The screen will refresh and display a CBSS/DME related Role field as shown in Figure E-2.



The screenshot shows the "Access Request" section after refreshing. The "User Type" bar now has "CBSS/DME" selected. A new "Role:" dropdown menu with an asterisk has appeared below the "User Type" bar. The "Justification for Access:" text area remains. "Next" and "Cancel" buttons are at the bottom left. The note "* indicates a required field" is at the bottom right. The footer contains "OMB: 0938-0989" and "Effective date: 5/06".

Figure E-2: CBSS/DME Related Fields

Action: In the **Role** field, select **CBSS User** as your user role. (The Role selection options are in a drop down list and appear as shown in Figure E-3.)

Access Request

User Type: MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271) CBSS/DME

Role: * Select Role

Justification for Access:

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure E-3: CBSS/DME Role Field

A-1.1 CBSS/DME – User Role

When you select the user role of CBSS User, the screen will refresh and CBSS/DME specific fields will be displayed as shown in Figure E-4.

Action: Enter your **NSC Number** (National Supplier Clearinghouse) (Must be 10 characters in length).

Action: Enter your **Date of Birth** (format – mm/dd/yyyy).

Access Request

User Type: MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271) CBSS/DME

Role: *

NSC Number:

Date of Birth:

Justification for Access:

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure E-4: CBSS/DME Application Specific Fields

Action: Enter a brief statement for the **Justification for Access**. (This justification field must include a valid reason for access. (See Figure E-5))

Action: Click on **Next** when you are done filling in all the required fields on the "New User Registration" screen.

The screenshot shows the "Access Request" form with the following fields and values:

- User Type:** Radio buttons for MA/MA-PD/PDP/CC, CBO/CSR, COB, Provider (270/271), and **CBSS/DME** (selected).
- Role:** CBSS User
- NSC Number:** 1234567890
- Date of Birth:** 11/22/1933
- Justification for Access:** An empty text area with a scroll bar.

Red arrows point to the "Next" button and the "Justification for Access" field. A legend indicates that an asterisk (*) denotes a required field. The footer shows "DMB: 0938-0989" and "Effective date: 5/06".

Figure E-5: CBSS/DME Justification for Access Field

When you click on **Next**, the system will validate the data you have entered in each of the fields on the "New User Registration" screen. If there is any invalid data or there are any mandatory fields not filled in, the system will redisplay the "New User Registration" screen. The top part of the screen will be shown with error messages informing you of data that needs to be corrected or mandatory fields that still need to be filled in.

When the data in all fields are valid and all mandatory fields have been completed, the system will display a "Review Registration Details" screen in which you can review the information you entered in the "New User Registration" screen. Go to **Section 2.4 – Completion of Registration Process** in the Main Body of the User Guide for an example of the "Review Registration Details" screen. This section also provides the procedure for completing the IACS registration process.

After you complete the registration process and submit the registration request, IACS will validate selected CBSS/DME data elements that you entered against data contained in a CBSS database. This data is derived from information on record with the National Supplier Clearinghouse (NSC). If the selected data elements match, you will be assigned an IACS User ID (UID). You will receive an email indicating the data match and informing you that your UID and a temporary one-time password will be mailed to you. The email will be sent to the email address you entered in the IACS User Registration form. You will be sent two postal mailings at the mailing address identified in the NSC files. One letter will contain your IACS User ID. The second letter will contain a temporary, one-time password. An example of the email you will receive is shown in Figure E-6. Please note that the 10 days referred to in the email is 10 business days, not 10 calendar days.

Your authentication has been successful, the information entered matches the information listed with the National Supplier Clearinghouse (NSC). A USER ID and PASSWORD will be mailed in separate correspondence to the correspondence address (Section 2A.2) you listed on the CMS 855S in the NSC file.

If you do not receive your USER ID and PASSWORD within 10 days of this e-mail, please contact the Competitive Bidding Implementation Contractor at 1-877-577-5331. If the NSC correspondence address is not correct, please complete CMS 855S to update your address. For complete instructions regarding the sections necessary to update your supplier file, please visit the NSC Web site (www.PalmettoGBA.com/NSC) and follow this path: Supplier Enrollment/Change of Information/Change of Information Guide.

You cannot use your USER ID and PASSWORD until the bidding window has opened. For more information on the bidding window please check the Competitive Bidding website (www.cms.hhs.gov/CompetitiveAcqforDMEPOS). You will need the USER ID and PASSWORD before you can enter a bid into the competitive bidding system. An authorized official only needs ONE USER ID and PASSWORD in order to submit bids for any company for which they were listed as such on the 855S.

*Thank you.
IACS*

Please do not reply to this system generated email.

Figure E-6: CBSS/DME Validation Match Notification Email

Once you have received your IACS User ID and temporary password in the mail, you will need to log into IACS and change the temporary password to your desired password. Please refer to the Main Body of the User Guide, **Section 2.5, Logging in for the First Time** for information on how to log into IACS and change your password. That section also provides the CMS password policy you must follow when creating your own password.

If one or more data elements do not match during the validation process, IACS will reject the registration and send you an email indicating this at the email address you entered in the IACS User Registration form. The email you will receive is similar to the one shown in Figure E-7.

If you need help or have questions, please contact the Competitive Bid Implementation Contractor (CBIC) Help Desk at 1-877-577-5331.

Based on the information entered, one of the following data elements does not match the information listed with the NSC:

- ***The Authorized Official*** - The authorized official is an appointed official to whom the organization has granted the legal authority to enroll it in the Medicare program and to commit the organization to fully abide by the statutes, regulations and program instructions of the Medicare program.
- ***The Authorized Official's Social Security Number***
- ***The Authorized Official's Date of Birth***
- ***The supplier number issued by the NSC*** - Please have an individual listed on the supplier file contact the NSC (866) 238-9652 to verify the supplier number.

Please note the NSC will only provide supplier specific information to an individual previously reported and listed on the supplier file.

If it is necessary to update your supplier file with the NSC in order to successfully complete the initial registration for the Medicare DMEPOS Competitive Bidding Program, you must revise and send the following sections of the CMS 855-S Medicare Enrollment Application via a designated fax to (803) 935-0547:

Section 1B- Reason for Application
Section 1C- Identify items that are changing
Section 2A1- Identifying Information
Section 3 – Adverse Legal Action
Section 6- Ownership Interest and/or Managing Control Information
Section 13- Contact Person
Section 15- Authorizing Official

If you have received your NPI, ensure you list it in Section 1B and include a copy of the notification received from the NPI enumerator verifying the NPI.

For complete instructions, the CMS 855-S Medicare Enrollment application sections necessary to update the supplier file and for information regarding the NPI requirement please visit the NSC Web site (www.PalmettoGBA.com/NSC) and follow this path:

Supplier Enrollment/Change of Information/Change of Information Guide

Once completed, please immediately fax your request to a dedicated fax machine at the NSC at (803) 935-0547. Upon completion of your update by the NSC, you will be notified to mail your changes, with original signature, to the NSC. If you did not include your NPI documentation with the faxed request, you must provide it with the hardcopy request.

If you have not yet received your NPI, contact the NPI enumerator at www.nppes.cms.hhs.gov, or call 1-800-465-3203.

Thank you.
IACS

Please do not reply to this system generated email.

Figure E-7: CBSS/DME Validation Mis-match Notification Email

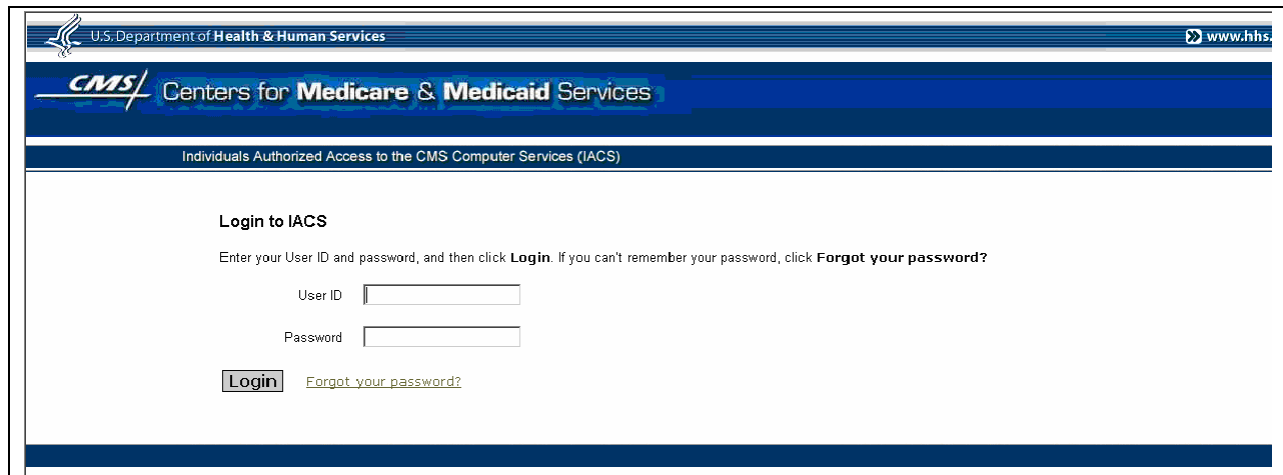
A-2.0 Login to CBSS/DME

Once you have been approved and provisioned in IACS, you will want to access the screens for the application you will be working on. You will login through IACS and the system will verify and authorize you to access the desired application. You will then be presented the opening screen for the application you are accessing.

The following shows you how to access your desired application through IACS.

Action: Browse to cbss.cms.hhs.gov.

The IACS Login screen will be displayed as shown in Figure E-8.



U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for **Medicare & Medicaid** Services

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

Enter your User ID and password, and then click **Login**. If you can't remember your password, click **Forgot your password?**

User ID

Password

[Forgot your password?](#)

Figure E-8: Login to IACS Screen

When you login with your IACS User ID and Password, the system will authenticate your identity. The IACS system will notify your application software that you are authorized to access the application. The first screen of the application will then open for you to begin your work.