

# NMM Org Quick Reference Guide

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# 1 How to download templates from Reference Materials to create upload files.

## Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Reference Materials** link on the right navigation bar. The user will advance to the Select Contract Number page.

The screenshot shows the Network Management Start Page. At the top, there is a green navigation bar with 'Contract Management' and 'Monitoring'. Below the navigation bar, the breadcrumb 'Home » Network Management' is visible. The main heading is 'Network Management Start Page'. To the left, there is a photograph of two healthcare professionals in a clinical setting. Below the photo, a paragraph states: 'The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.' On the right side, there is a 'Network Management' sidebar menu with the following items: 'Organization Initiated Activity' (with sub-item 'Organization Initiated Upload'), 'Network Activity' (with sub-items 'Upload Data' and 'Status Report'), 'Reference Materials' (highlighted in yellow), 'Exceptions' (with sub-items 'Exception Request' and 'Exception Upload'), 'Reports' (with sub-item 'ACC Extracts'), and 'Documentation' (with sub-item 'User Guide'). The version number 'CV: 1.21.0.0' is located in the bottom right corner of the page.

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- Click **Search**
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts  
Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access the Reference Materials page

- On the Reference Materials page, click the appropriate **Provider Template, Facility Template, Exception Template, Reference File, Sameple Census, NMM Instructions or Contract Upload Technical Instructions** links to access the templates.
- Download templates. Add data to templates to create upload files.

Home » Network Management » Reference Materials

### Reference Materials

Note: These are the latest standards used by CMS.

**MA**

- [MA Provider Template \(.xls, 35.5 KB, revised 01/11/2016\)](#)
- [MA Facility Template \(.xls, 77.5 KB, revised 01/11/2016\)](#)
- [MA Exception Template \(.docx, 24.43 KB\)](#)
- [MA Reference File.zip \(1.62 MB\)](#)
- [MA Medicare Sample Census.zip \(35 MB\)](#)

**MMP**

- [MMP Provider Template \(.xls, 35.5 KB, revised 01/11/2016\)](#)
- [MMP Facility Template \(.xls, 94 KB, revised 01/11/2016\)](#)
- [MMP Exception Template \(.docx, 26.07 KB\)](#)
- [MMP Reference File.zip \(282.6 KB\)](#)
- [MMP Medicare Sample Census.zip \(11.59 MB\)](#)

**Other**

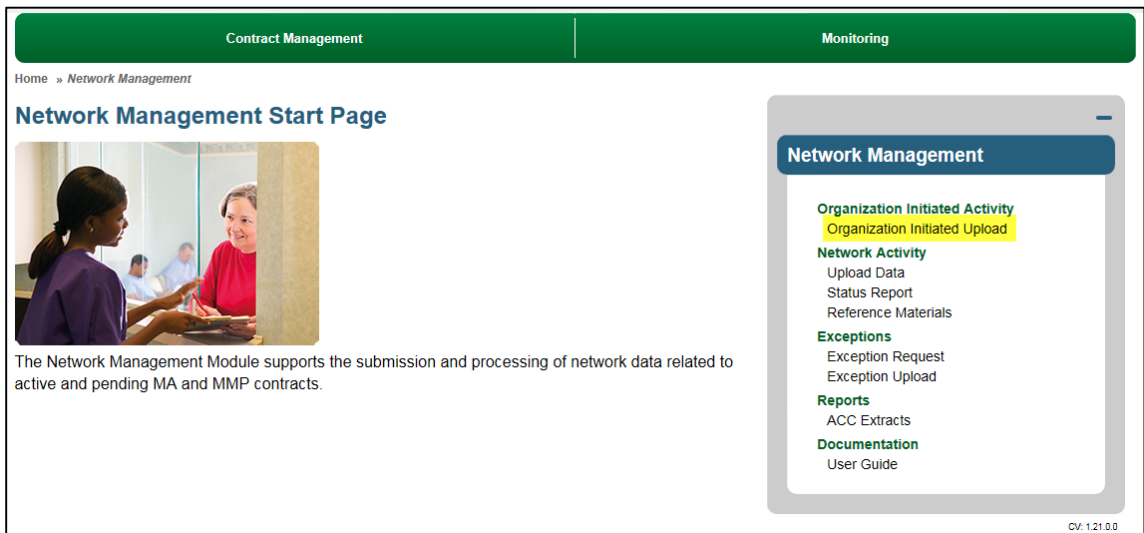
- [NMM Instructions \(.pdf, 505.66 KB\)](#)
- [Contract Upload Technical Instructions \(.pdf, 221.39 KB\)](#)

Network Management +

## 2 How to Submit Network Data for Organization Initiated Upload

### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Reference Materials** to access the upload templates to prepare Provider and Facility files for upload. Refer to section [How to download templates from Reference Materials](#) to create upload files.
- On the Network Management Start Page, click **Organization Initiated Upload** on the right navigation bar. The user will advance to the Select Contract Number page.



The screenshot displays the 'Network Management Start Page' within the HPMS interface. At the top, there is a green navigation bar with 'Contract Management' and 'Monitoring' tabs. Below the navigation bar, the breadcrumb 'Home » Network Management' is visible. The main heading is 'Network Management Start Page'. To the left, there is a photograph of two healthcare professionals in a clinical setting. Below the photo, a text block states: 'The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.' On the right side, a sidebar menu titled 'Network Management' contains several categories: 'Organization Initiated Activity' (with 'Organization Initiated Upload' highlighted in yellow), 'Network Activity' (including Upload Data, Status Report, and Reference Materials), 'Exceptions' (including Exception Request and Exception Upload), 'Reports' (including ACC Extracts), and 'Documentation' (including User Guide). The version number 'CV. 121.00' is located in the bottom right corner of the page.

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access Upload Data page

- **Browse** for Network Submission files for Provider and or Facility
- Click **Submit** to upload files.

Home » Network Management » Upload Data

### Upload Data

Network Management +

**Contract #:** Z1234: Health Plan 1  
**Contract Type:** MA  
**Contract Status:** Active  
**Effective Date:** 03/01/1994  
**Audit ID:** 3063

**Step 1.** Download both the Provider and Facility upload templates from the Reference Materials page. Refer to the supplemental [NMM Instruction \(.pdf, 184.76 KB\)](#) for guidance in preparing your tables according to CMS Instructions. For guidance with uploading your tables to HPMS, please refer to the [Contract Upload Technical Instructions \(.pdf, 37.42 KB\)](#).

**Step 2.** Select the file you would like to upload. At least one file must be uploaded.

Please Note:

- File names cannot contain the following characters: & # % + ; , < > | \* ? / \ "
- Upload non-password protected .zip files only. Files with password protection or extensions other than .zip will not be accepted.
- For Provider Table and Facility Table uploads, only a single tab-delimited text file (.txt) in a single zip file is permitted.

**Step 3.** Click on the "Submit" button to send the file to HPMS.

**Step 4.** Wait until the file transfer is complete. After receiving confirmation of the upload, you may view your unload results in the Status Report.

**Provider Table:**

**Facility Table:**



## 3 How to Submit Network Data

### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Reference Materials** to access the upload templates to prepare Provider and Facility files for upload. Refer to section [How to download templates from Reference Materials to create upload files](#).
- On the Network Management Start Page, click **Upload Data** on the right navigation bar. The user will advance to the Select Contract Number page.

The screenshot shows the Network Management Start Page. At the top, there is a green navigation bar with 'Contract Management' and 'Monitoring'. Below this, the breadcrumb 'Home » Network Management' is visible. The main heading is 'Network Management Start Page'. On the left, there is a photograph of two women in a professional setting. Below the photo, a paragraph states: 'The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.' On the right side, there is a 'Network Management' sidebar menu with the following items: 'Organization Initiated Activity' (with sub-item 'Organization Initiated Upload'), 'Network Activity' (with sub-items 'Upload Data' highlighted in yellow, 'Status Report', and 'Reference Materials'), 'Exceptions' (with sub-items 'Exception Request' and 'Exception Upload'), 'Reports' (with sub-item 'ACC Extracts'), and 'Documentation' (with sub-item 'User Guide'). The version number 'CV: 1.21.0.0' is located in the bottom right corner of the page.

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access Upload Data page

- **Browse** for Network Submission files for Provider and or Facility
- Click **Submit** to upload files.

Home » Network Management » Upload Data

### Upload Data

Network Management +

**Contract #:** Z1234: Health Plan 1  
**Contract Type:** MA  
**Contract Status:** Active  
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**Audit ID:** 3063

**Step 1.** Download both the Provider and Facility upload templates from the Reference Materials page. Refer to the supplemental [NMM Instruction \(.pdf, 184.76 KB\)](#) for guidance in preparing your tables according to CMS Instructions. For guidance with uploading your tables to HPMS, please refer to the [Contract Upload Technical Instructions \(.pdf, 37.42 KB\)](#).

**Step 2.** Select the file you would like to upload. At least one file must be uploaded.

Please Note:

- File names cannot contain the following characters: & # % + ; , < > | \* ? : / \ "
- Upload non-password protected .zip files only. Files with password protection or extensions other than .zip will not be accepted.
- For Provider Table and Facility Table uploads, only a single tab-delimited text file (.txt) in a single zip file is permitted.

**Step 3.** Click on the "Submit" button to send the file to HPMS.

**Step 4.** Wait until the file transfer is complete. After receiving confirmation of the upload, you may view your unload results in the Status Report.

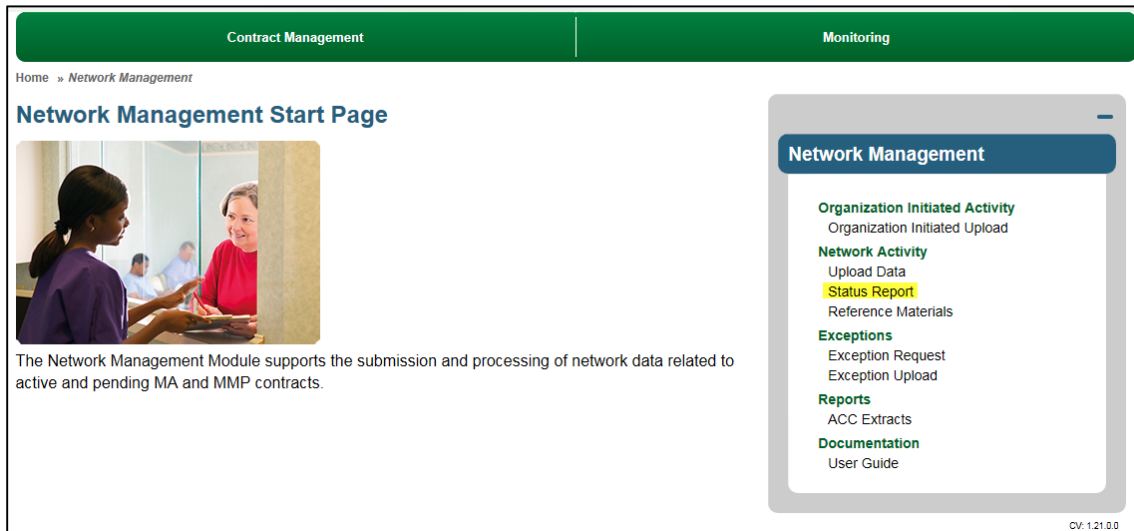
**Provider Table:**

**Facility Table:**

## 4 How to Access the Status Report to Check the Status of an Upload

### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Status Report** link on the right navigation bar. The user will advance to the Select Contract Number page.



## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- To access the status report associated with Organization Initiated Uploads, select Org Ad-hoc in the optional Reason Code drop down field to narrow down search results.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access the Status Report Page

- The Status column displays the Network Submission file status.
- Click on the [HELP](#) hyperlink for further explanation, located top right of the page.

Home » Network Management » Status Report

### Status Report

**Network Management** +  
HELP (PDF,275.15 KB)

**Contract #:** Z1234 Health  
**Contract Type:** MA  
**Contract Status:** Pending  
**Effective Date:** 01/01/2017  
**Event ID:** AD01040 - Test  
**ACC Criteria:** MA

Please contact the HPMS Help Desk at 1-800-220-2028 or [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov) if you have any questions about your upload. You will receive an e-mail indicating the status of the unload of your Facility Table and/or Provider Table as soon as the unload process is complete.

If the unload failed or there are non-fatal information messages for a successful unload, you may view the detailed unload messages by selecting the detail report link.

For a brief explanation of various statuses displayed on this page, and a workflow diagram, please use the Help file link. The system will start ACC processing after the Gate closes, and successful unload of both Provider and Facility network data. You will be notified via email when data extracts become available.

If you wish to re-upload network data after the submission gate has closed, please contact CMS.

You can use the refresh button to check for updates on the status report.

**Current Submission Status:**

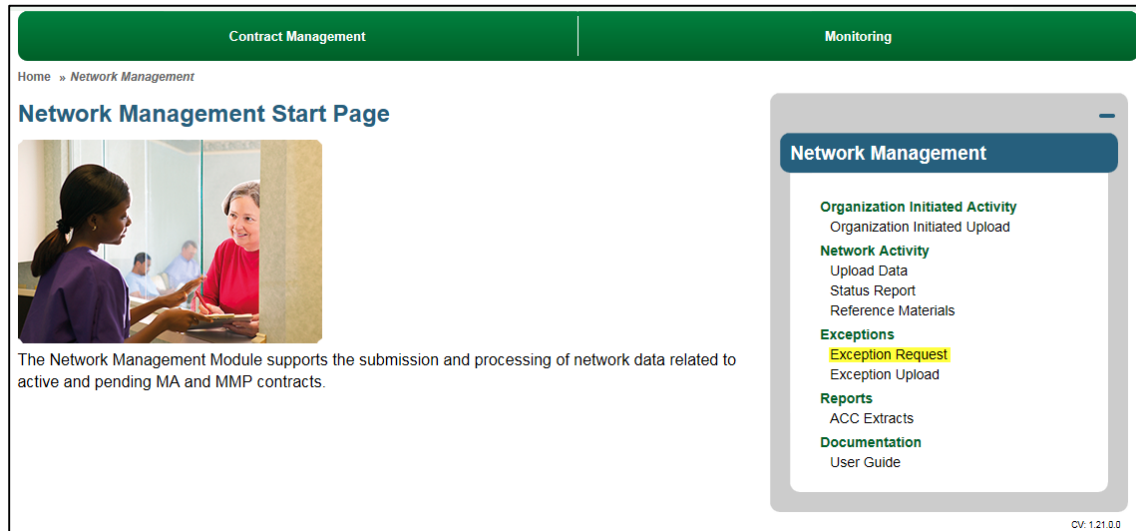
Use the right or left arrow key to view content.

Network Data Section	File Name	MA Status	MA Last Status Updated Date	MMP Status	MMP Last Status Updated Date	Error Report
Provider	P.zip(1005 B)	ACC Extracts Generated	07/21/2016 01:36:03 PM	N/A	N/A	No Error
Facility	F.zip(912 B)	ACC Extracts Generated	07/21/2016 01:36:03 PM	N/A	N/A	No Error

## 5 How to Request Exceptions

### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Exception Request** link on the right navigation bar. The user will advance to the Select Contract Number page.



The screenshot shows the HPMS interface. At the top, there is a green navigation bar with 'Contract Management' and 'Monitoring'. Below this, the breadcrumb 'Home » Network Management' is visible. The main heading is 'Network Management Start Page'. On the left, there is a photograph of two healthcare professionals in a clinical setting. Below the photo, a paragraph states: 'The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.' On the right side, there is a 'Network Management' sidebar menu with the following items: 'Organization Initiated Activity' (with sub-item 'Organization Initiated Upload'), 'Network Activity' (with sub-items 'Upload Data', 'Status Report', and 'Reference Materials'), 'Exceptions' (with sub-item 'Exception Request' highlighted in yellow), 'Reports' (with sub-item 'ACC Extracts'), and 'Documentation' (with sub-item 'User Guide'). A small version number 'CV: 121.0.0' is located at the bottom right of the sidebar.

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending



## Step 3 of 3: Access the Request Exception Page

- Select **State, County, Provider/Facility type, Specialty Type, Exception type.**
- Select the **Add Exception** button.
- The exception is added to the grid below.
- To delete the requested exception, select the records in the grid using checkboxes, and click the **Delete Selected Exception(s)** button. The selected exception will be deleted from the grid.

Home » Network Management » Exception Request

**Exception Request** Network Management +

Contract #: Z1234: Health Plan 1  
 Contract Type: MA  
 Contract Status: Active  
 Effective Date: 03/01/1994  
 Event ID: AD00034

Note:

- A field with an asterisk (\*) before it is a required field.
- A "County" with an asterisk (\*) indicates a partial county.

**Step 1: Enter appropriate information below to create a new exception:**

\*State:

\*County:

Note: The Specialty Type S03 - Primary Care Providers is comprised of specialty types for General Practice, Family Practice, Internal Medicine, Geriatrics, Primary Care - Physician Assistants and Primary Care - Nurse Practitioners.

\*Provider/Facility Type:  Provider  Facility

\*Specialty Type:

\*Exception Type:

Total Exceptions Requested: 3

Select	State	County	Provider/Facility Type	Exception Type
<input checked="" type="checkbox"/>	CA	Alameda (05000)	Plastic Surgery	Patterns Do Not Support
<input type="checkbox"/>	MN	Aitkin (24000)	Allergy and Immunology	Patterns Do Not Support
<input type="checkbox"/>	CA	Contra Costa (05060)	Occupational Therapy	Patterns Do Not Support

Page size: 10 3 items in 1 pages

**Step 2: Upload exception documentation. Please note that exception documentation cannot be uploaded until at least one exception is requested.**  
 To upload exception documentation, please go to NMM Exception Upload page.

**Exception Type Legend:**

Abridged Exception Type	Full Exception Type
1 - Patterns Do Not Support	Patterns of care in the county do not support need for the requested number of the specific provider/facility type

## 6 How to Upload Documentation for Exceptions

### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **Reference Materials** to access the upload templates to prepare Exception Documentation files for upload. Refer to section [How to download templates from Reference Materials to create upload files](#).
- On the Network Management Start Page, click **Upload Exception** link on the right navigation bar. The user will advance to the Select Contract Number page.

The screenshot shows the 'Network Management Start Page' interface. At the top, there is a green navigation bar with 'Contract Management' and 'Monitoring' tabs. Below the navigation bar, the breadcrumb 'Home » Network Management' is visible. The main heading is 'Network Management Start Page'. On the left, there is a photograph of two women in a professional setting. Below the photo, a text block states: 'The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.' On the right side, there is a 'Network Management' flyout menu with the following items: 'Organization Initiated Activity' (with sub-item 'Organization Initiated Upload'), 'Network Activity' (with sub-items 'Upload Data', 'Status Report', and 'Reference Materials'), 'Exceptions' (with sub-items 'Exception Request' and 'Exception Upload'), 'Reports' (with sub-item 'ACC Extracts'), and 'Documentation' (with sub-item 'User Guide'). The 'Exception Upload' item is highlighted in yellow. In the bottom right corner of the screenshot, the version number 'CV: 121.0.0' is displayed.

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access the Exception Upload Page

- **Browse** for Exception Upload file
- Click **Submit** to upload the file.

Home » Network Management » Exception Upload

### Exception Upload

Network Management +

**Contract #:** Z1234: Health Plan 1  
**Contract Type:** MA  
**Contract Status:** Active  
**Event ID:** AD00034  
**Effective:** 03/01/1994

Upload documentation below:

Note: Attachment(s) must be in .ZIP format and contents must be in .PDF format. Each new file upload will replace the last upload. Only the last uploaded version will be reviewed.

**A field with an asterisk (\*) before it is a required field.**

\*Attachment:

To request an exception, please go to the NMM Exception Request page.

## 7 How to Access the ACC Extracts


### Step 1 of 3: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **ACC Extracts** link on the right navigation bar. The user will advance to the Select Contract Number page.

Contract Management | Monitoring

Home » Network Management

### Network Management Start Page



The Network Management Module supports the submission and processing of network data related to active and pending MA and MMP contracts.

**Network Management**

- Organization Initiated Activity
  - Organization Initiated Upload
- Network Activity
  - Upload Data
  - Status Report
  - Reference Materials
- Exceptions
  - Exception Request
  - Exception Upload
- Reports
  - ACC Extracts**
- Documentation
  - User Guide

CV: 1.21.0.0

## Step 2 of 3: Select a Contract

- On the Contract Selection page, enter or select a contract ID and/or Reason Code/Event ID combination.
- To access extracts associated with Organization Initiated Uploads, select Org Ad-hoc in the optional Reason Code drop down field to narrow down search results.
- Click **Search**.
- Click on a **hyperlink** in ‘Select A record’ column from the Search Results grid.

Home > Network Management > Select a Contract

**Select Contract Number** Network Management +

Please enter a Contract Number using option 1 or select one or All Contracts from the list box using option 2.

**Option 1: Enter Contract Number**

**Option 2: Select one or All Contracts from the list below:**

Note: Selections can be made under Reason Code, Event ID, and Contract Type without first selecting or entering a contract.

All Contracts

Z1234 - Health Inc.

Reason Code:

Event ID:

Use the right or left arrow key to view content.

**Criteria Selected: Contract ID: Z1234 Reason Code: ALL Event ID: All**

**Total Records: 2**

Select a Record	Reason Code	Contract Number	Contract Name	Provider File Uploaded Date	Provider File Uploaded Status	Facility File Uploaded Date	Facility File Uploaded Status	Extract Last Generated Time Stamp	ACC Processing Status
<a href="#">AD00001 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.	08/22/2016 11:18:41 AM	Unload Completed	08/22/2016 11:18:41 AM	Unload Completed	8/22/2016 2:01:40 PM	ACC Extracts Generated
<a href="#">AD00002 - Test</a>	CMS Ad-hoc	Z1234	Health Inc.		Pending		Pending		Pending

## Step 3 of 3: Access the ACC Extracts page

- Select any **Extract link** to access the report.
- Click on the [HELP](#) hyperlink to further understand various reports, located at the top right of the page.

The screenshot displays the HPMS Health Plan Management System interface. At the top, the HPMS logo and "Health Plan Management System" are visible on the left, and "User Resources | Log Out | A A A" and "Last logged in at 11:41 AM on December 11, 2015" are on the right. A navigation bar contains several menu items: Plan Dashboard, Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, Cost Reports, and Data Extract Facility. Below the navigation bar, the breadcrumb "Home > Network Management > ACC Extracts" is shown. The main content area is titled "Data Extracts" and includes a "HELP (PDF, 445.84 KB)" link and a "Network Management" button with a plus sign. The contract details for "Contract #: Z1234 - Health Plan 1" are listed: Contract Type: MA, Contract Status: Active, Effective Date: 6/1/2015, Event ID: AD00021, and ACC Criteria: Both. A "Notes" section contains three bullet points: "The extracts below open in Excel by default. Once opened, Save As feature of Excel can be used to save the file in any other format (such as .txt).", "E-mail will be sent once all ACC extracts links are available.", and "A 'County, State' with an asterisk (\*) indicates a partial county." Below the notes, several report categories are listed with their respective links and file sizes: "Address Information" (NMM Address Information Report for 14 counties and 1 county), "Automated Criteria Check" (Provider and Facility reports for 23 and 24 counties), "Service Area Variance" (reports for 17, 36, and 24 counties), "Provider with Multiple Specialties" (report for 20 counties), "Zip Code Report for Failed Counties" (reports for 23 counties and 1 county), and "Detail Report" (Provider and Facility reports for 24 counties and 1 county).

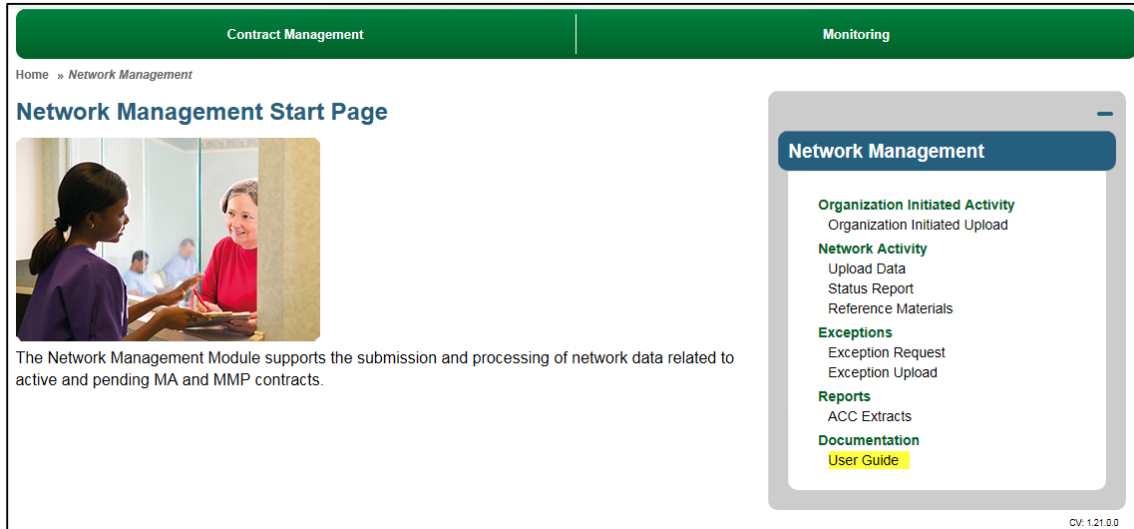




## 8 How to Access the User Guide

### Step 1 of 2: Access the Network Management Start Page

- On the HPMS Home Page, select **Monitoring** on the top navigation bar.
- In the flyout menu, click **Network Management**.
- On the Network Management Start Page, click **User Guide link** on the right navigation bar. The user will advance to the Select Contract Number page.



## Step 2 of 2: Access the User Guide

- Click on the **NMM\_OrgQuickReferenceGuide** link to access it.

### User Guide

Network Management



**The User Guide provides instructions on how to:**

- Select a contract
- Download reference materials
- Upload network data
- Monitor unload progress
- View reports

**The document may be downloaded as a PDF:**

[NMM\\_OrgQuickReferenceUserGuide.pdf \(2.4 MB\)](#)