

## Transparency in Coverage Reporting by Qualified Health Plan Issuers

### Appendix D: Health Insurance Oversight System (HIOS) via the Supplemental Submission Module (SSM)

- A. The following steps provide an overview of the initial submission process for the Claims Payment Policies and Practices URL in the Health Insurance Oversight System (HIOS) via the Supplemental Submission Module (SSM). The URL Data page allows users to review and update URL data and is divided into three main sections: the Download Issuer URL Template File section, the Upload Issuer URL Template File section, and the Search & Update URLs section. Users can choose between two submission methods to submit URLs:
- Submit using a simple URL template, which can be downloaded from the module. If an issuer is submitting multiple URL types along with the Transparency in Coverage URL, CMS recommends this method.
  - Submit through a Search & Update capability available within the module User Interface (UI). If an issuer is only submitting the Transparency in Coverage URL, CMS recommends this method.
1. Download Issuer URL Template file for Transparency in Coverage and then click Generate Issuer URL Template button.

**URL Data** [User Guide \(PDF, 1.04 MB\)](#)

**!** Issuers must have State authorization for all QHP data changes. Issuers must check with the applicable State and comply with all requirements prior to submitting any URL changes. By submitting a URL change, you are attesting that the change(s) have been approved by the applicable State.

#### Download Issuer URL Template File

Choose URL Types <sup>Ⓢ</sup>

All

Transparency in Coverage    Payment

SBC    Network

Plan Brochure    Formulary

**Generate Issuer URL Template** ▶

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#### Upload Issuer URL Template File <sup>Ⓢ</sup>

Choose File    No file chosen

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1310 (Expires XX/XX/20XX). The time required to complete a one-time technical modification is estimated to average 11 hours per response for QHP issuers. The time required to complete an annual submission of Transparency in Coverage data is estimated to average 44 hours per response for QHP issuers. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850. \*\*\*\*CMS Disclosure\*\*\*\* Please do not send applications, claims, payments, medical records or any documents containing sensitive information to the PRA Reports Clearance Office. Please note that any correspondence not pertaining to the information collection burden approved under the associated OMB control number listed on this form will not be reviewed, forwarded, or retained. If you have questions or concerns regarding where to submit your documents, please contact Jack Reeves at Jack.Reeves@cms.hhs.gov.

2. Click on Download Issuer URL Template File and Update URLs.


[User Guide \(PDF, 1.04 MB\)](#)


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### Download Issuer URL Template File

Choose URL Types <sup>?</sup>

All	
Transparency in Coverage	Payment
SBC	Network
Plan Brochure	Formulary

Generate Issuer URL Template 

 Download Issuer URL Template  
Generated 02/26/2021 2:25 PM

3. Upload Issuer URL template file by selecting “Choose File” and navigating to local file location.

### Upload Issuer URL Template File <sup>?</sup>

Choose File

URL\_Template.csv

Submit

✓

URL\_Template.csv submitted successfully

B. Search and Update URLs to View URL Data Currently Stored in the System and to Make Quick Updates via a Search Results Table.

1. Select Transparency in Coverage under “Search and Update URLs” dropdown.

**Download Issuer URL Template File**  
Choose URL Types ⓘ

All

Transparency in Coverage | Payment

SBC | Network

Plan Brochure | Formulary

Generate Issuer URL Template ▶

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**Upload Issuer URL Template File** ⓘ

Choose File | No file chosen

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**Search & Update URLs** ⓘ

Choose URL Type  
 Transparency in Coverage  
 Payment  
 SBC  
 Network  
 Plan Brochure  
 Formulary

HOME | ACROE WEB POLICIES

**CMS** A federal government website managed by the U.S. Centers for Medicare & Medicaid Services

2. Use the New URL column in the search results table to submit URL updates.

**Search & Update URLs** ⓘ

Transparency in Coverage | Input URL ID 🔍

URL Type	Issuer ID	↕ Current URL	↕ New URL
Transparency in Coverage	10011	http://www.google.com/TransparencyinCoverage	Input new URL

Showing 1 to 1 of 1 entries

Update