The Registration and Account Setup process is described in section 8 of the NGFP User Guide: http://www.cms.hhs.gov/MandatoryInsRep/Downloads/NGHPUserGuide031609.pdf. Additionally there is a Registration Overview at:
www.cms.hhs.gov/MandatoryInsRep/Downloads/RegistrationOverview.pdf however this is from 9/24/08 and seems to be a bit misleading. Several entities are discussed in these two documents; here is a summary along with some notes from Lightspeed.

RRE Registration Entities

Entities	Description	Notes
RRE – Responsible Reporting Entity	Each Guaranty Fund should register as a separate RRE. If your organization processes for multiple Funds. Each FUND should register as a separate RRE. Receivers should register each Estate as a separate RRE.	If the FUND is an Agent or TPA to the actual Fund, then the actual Fund should register their RRE and designate your organization as an Agent to their Fund. Other models are available to Receivers. Receivers who do not register initially because they have no expectation of having claims to report, **must** register in time to allow a full quarter for testing if they have future situations where they have a reasonable expectation of having to report.
Authorized Representative (Must have One and Only One per RRE)	Individual who has the legal authority to bind your organization to the terms of MMSEA Section 111 requirements and processing. This is the individual that should Register your RRE	Must be an employee or director of your organization and not an agent. Will ***NOT*** be able to submit filings
Technical Contact (Must have One and Only One per RRE)	This is the individual for technical or other implementation coordination issues for Section 111 Reporting. Your Technical Contact is the point of contact for any technical questions that may arise and is responsible for successful data exchange and file submission. ***This is mentioned in some documentation but not all it may be moot*** ***CAN NOT BE the Authorized Representative***	Your Technical Contact must be an employee or director of your organization and not an agent. If you are using an agent to report data, your Technical Contact should be the person who is managing your organization's relationship or contract with that agent.

Entities	Description	Notes
Account Manager (Must have One and Only One per RRE)	This is the individual who controls the administration of an RRE's account and manages the overall reporting process. The Account Manager may be an RRE employee or agent. ***CAN NOT BE the Authorized Representative*** The Account Manager may choose to manage the entire account and data file exchange, or may invite other company employees or data processing agents to assist.	Account Designees assist the Account Manager with the reporting process. Account Designees may be RRE employees or agents. There is no limit to the number of Account Designees associated with one RRE ID.
Account Designee No limit to number per RRE	Cannot be an Authorized Representative or Account Manager for the same RRE ID.	
Agent		Should not apply to current customers.

Additional items needed for registration:

Non-GHP Estimated Number of Paid Claims – Lightspeed will provide that number for each customer.

File Transmission Method – Should be SFTP

HEW Software – The HIPAA Eligibility Wrapper (HEW) software (provided by the COBC) to submit a Query Input File and process the Query Response File; During registration for Section 111 reporting, you will be asked to indicate whether you wish to use the HEW software. If you choose that option, you must request a copy of the HEW software from your EDI Representative. It is available in mainframe and PC/server versions. Each customer should request the PC/Server version of this software.

ANSI X12 translator mapping – Once you have been assigned a EDI Representative, please contact your EDI Representative for the necessary mapping documents for Lightspeed to create your own ANSI X12 translator that will create the ANSI X12 270 files for the Section 111 Query File and process the X12 271 response.

Testing Schedule – Once real reporting starts, each RRE will be assigned a one week reporting window each Quarter. If the testing schedule is that tight there may be some deadline issues. Those customers with User Acceptance Test environments should have no problem being ready for testing with COBC starting July 1st; however other customers might not be ready until July 13th. Once you have been assigned a EDI Representative that person will set up a testing schedule; Lightspeed should be able to come up with any needed workarounds to accommodate COBC's testing schedule.   Please notify Lightspeed as soon as you have been scheduled for testing.