

INSTRUCTIONS TO OBTAIN COMPARATIVE EFFECTIVENESS RESEARCH FEE (CERF) CIGNA REPORTING

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Together, all the way.®



CERF average covered life reports

- Cigna has created reporting to assist you with the eligibility data needed for the Average Covered Lives calculation required for the Comparative Effectiveness Research Fee (CERF).
- This document provides instructions on how to access the reports.
- Depending on the products, some reports are available on request and others are available through the self-service websites.



CERF average covered life reports to request

Cigna Behavioral Health - Slice and Standalone plans

- Reports are available on request. Contact your CHC Client Manager for Integrated Cases and the CBH Subject Matter Expert for Standalone.

Cigna Voluntary

- Reports are available on request by contacting your Cigna Voluntary Client Manager.

Cigna Global Health Benefits

- For the small number of ASO cases where the CERF may apply, contact your CGHB Client Manager to request the report.



CERF average covered life self-service reports

The following slides will assist you in accessing the self-service reports based on the appropriate portal for your plans/policies.

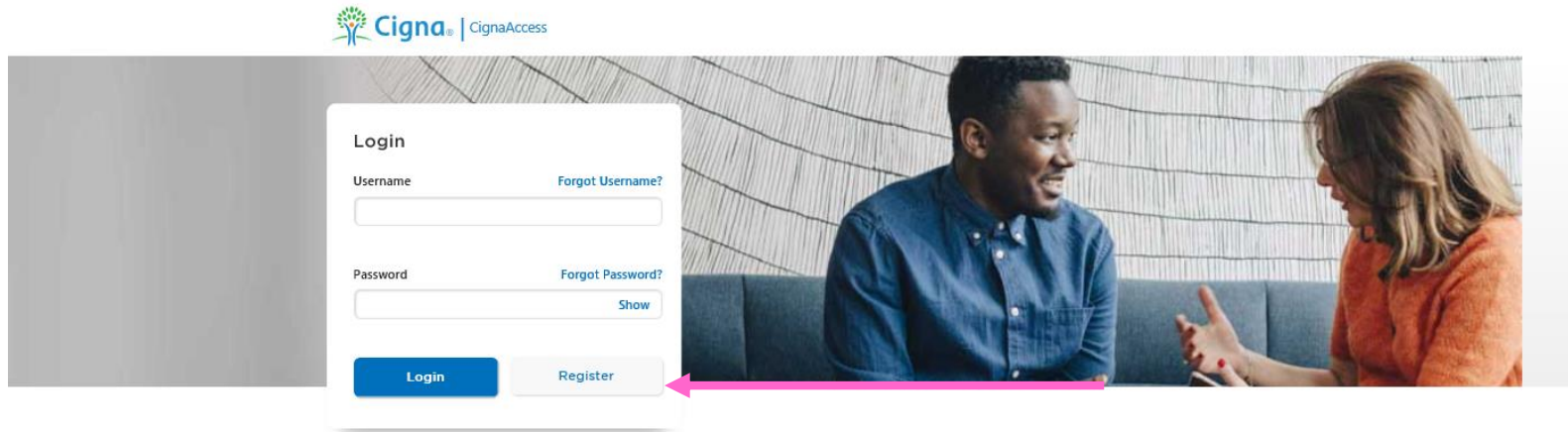


CignaAccess Instructions



The Comparative Research Assessment reports are available on [CignaAccess](#).

Log in with your current Username and Password. If you have not used the website, you will need to register for the site.



CignaAccess is the ultimate portal for employers and brand sponsors, putting YOU in control of employee benefits.



Support your employees benefits and claim questions



Manage eligibility information



Track spending and plan performance



Manage finances and plan for expenditures




Once logged in, select Reports and Tools from the menu on the left side.

The screenshot displays the CignaAccess web application interface. At the top, the Cigna logo is on the left, and the user is logged in as 'id fiserv'. The main navigation bar includes 'Profile', 'Live Chat M-F, 9am-8pm ET', 'Messages Archive', and 'Log Out'. The 'Healthcare' section is active, showing various report categories: Banking Reports, Eligibility Reports, Financial Experience Reports, Consultative Analytics (CAP), Accounts Receivable/Billing, and Consumer Fund Reports. The 'Filter Results - Cigna Account Number 1011044' section is visible, with a dropdown menu for 'Select a Document Group' showing options: Cleared Check Register, Issued Check Register, and Claim Refund. A pink arrow points to the 'Reports & Tools' menu item in the left sidebar, which is highlighted with a blue bar. Below the dropdown menu are 'BACK' and 'CONTINUE' buttons.



The Comparative Research Assessment reports are available under Eligibility Reports.

To run a new report, select the Run an Ad Hoc report option and select Continue.

 **Healthcare**

Banking Reports	Eligibility Reports	Financial Experience Reports	Consultative Analytics (CAP)
Consumer Fund Reports			

View up-to-date membership data from a list of report options to assist in your health plan administration.

Ad Hoc Reports

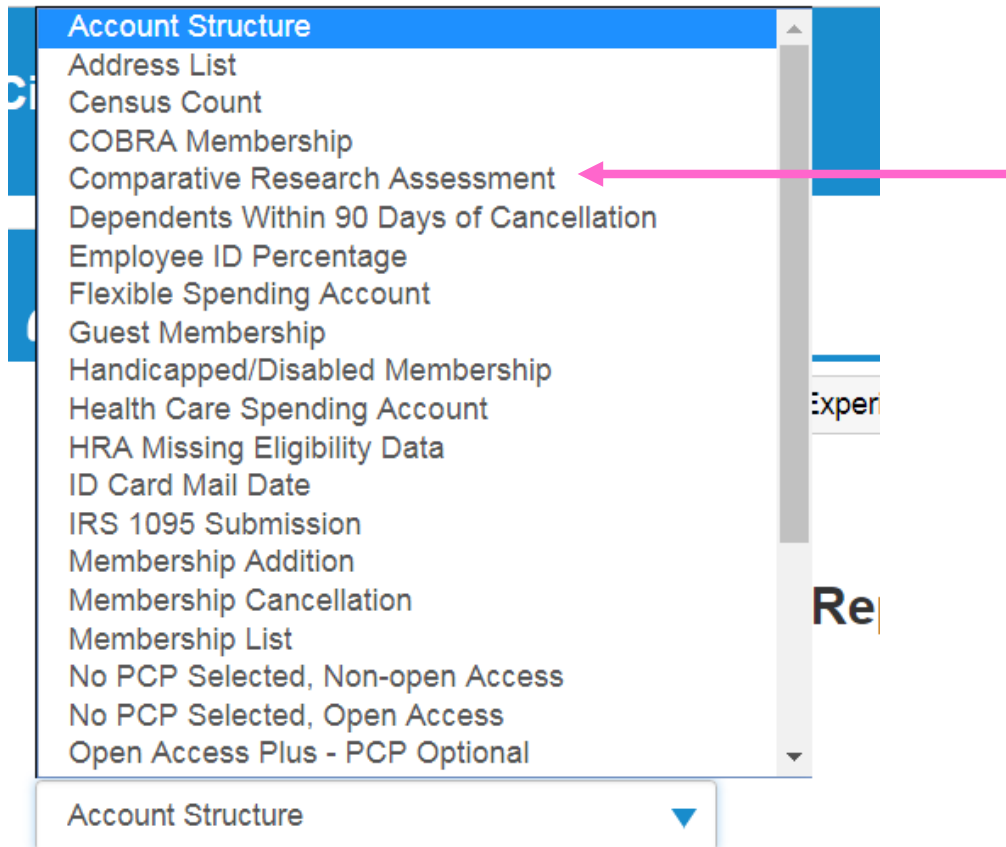
- View Existing Requested Reports
- Request Ad Hoc Report

CONTINUE



There are 20+ reports available to choose from the drop down list.

Select Comparative Research Assessment from the drop down list and then select continue.



Enter the report parameters and select run report.

Banking Reports **Eligibility Reports** Financial Experience Reports Consultative Analytics (CAP) Accounts Receivable/Billing
Consumer Fund Reports Cigna Express

Filter Results - Request Ad Hoc Report

Choose Report

Comparative Research Assessment ▼

Enter Parameters for Comparative Research Assessment



If you choose to leave a field blank, you'll receive all possible results for that field.

Report Description

Report Description: Enter a description to uniquely identify the report.

Account Number(s)

Account Number(s): (Example: 0071421, 2077126)

Effective Begin Date

Effective Begin Date: * (mm/yyyy)

Effective End Date

Effective End Date: (mm/yyyy)

BACK

RUN REPORT



The page will display a status of Running.

After a few moments, select refresh and the report links will display.

The larger the report the longer it will take to be available.

Requested reports are available for up to seven days.



Client Resources Portal Instructions



If you have accessed your current reports on the Client Resources Portal (CRP), the Comparative Research Assessment Fee reports will be available there as well. You will sign in with your current ID and password. The reports are accessed under “Reports,” which you can access from the CRP Homepage.

Enter www.CignaClientResources.com in your internet browser. Sign in with your ID and password. If you have never used the website, there are registration instructions and training sessions listed.

Cigna. Welcome, Today is January 8, 2013
My Profile | Sign Out

Service Request System | Contact Us
Group Health Plans Insured or Administered by:
Connecticut General Life Insurance Company
Cigna Health and Life Insurance Company

Selected ABC123 Company
Group # 00123456

Please select a destination from the list below:

- ▶ **Plan Administration**
Review new, updated, pending, incomplete and recently approved member enrollments.
- ▶ **Member Administration**
Member Enrollment Wizard, Update Member Or Dependents, View Member, Request or Print ID Cards, Claim Inquiry
- ▶ **Group Enrollment Setup**
Specify and edit Subgroup information, Class information and enrollment scripts.
- ▶ **Reports**
Banking Reports, Billing Reports, Claims Reports, Eligibility Reports
- ▶ **Archived Reports**

FIND A HEALTH CARE PROFESSIONAL
Search online for doctors, hospitals and facilities.

Comparative Research Assessment is located under the Billing Reports Category

Even though you may also know the fee as the “PCORI Fee,” or the “Comparative Research Effectiveness Fee,” for this purpose you will select the option “Comparative Research Assessment Report.”

Report Selection screen –
Comparative Research
Assessment Report

The screenshot displays the Cigna web portal interface. At the top left is the Cigna logo. The top right contains navigation links: Home, Service Request System, and Contact Us, along with information about Group Health Plans. The main navigation menu on the left includes Plan Administration, Member Administration, Group Enrollment Setup, Reports, and FSA Administration. The Reports section is expanded, showing sub-categories like Banking Reports, Billing Reports, Claims Reports, and Eligibility Reports. The 'Health Paid Claims' link under Claims Reports is highlighted with a pink arrow from the external text. The main content area, titled 'Reports Overview', lists several report categories: Banking Reports, Billing Reports, Claims Reports, and Eligibility Reports. The 'Comparative Research Assessment Report' link under the Billing Reports category is circled in red.

Follow the online prompts to set your report criteria.

If there is a large volume of data, the reports may take a few minutes to run.

Once completed, you will see four reports to choose from:

- A Summary report in both CSV and PDF format
- A Detailed report in both CSV and PDF format

The CSV format will allow you to manipulate the data as appropriate for your business structure.

Plan Administration

Member Administration

Group Enrollment Setup

Reports

- Banking Reports
- Billing Reports
 - Group Premium Statement
 - Aggregate Accounting Statement
 - Comparative Research Assessment Report
- Claims Reports
 - Health Paid Claims
 - Basic Summary of Expenses
 - Pharmacy Benefits Financial Detail
 - Large Claimant
- Eligibility Reports
 - Eligibility Roster
 - Birthday Report
 - Enrollment Reports
 - Error Reports

Archived Reports

FSA Administration

HRA Administration

Health and Wellness

Welcome,
Today is January 8, 2013
[My Profile](#) | [Sign Out](#)

Home | [Service Request System](#) | [Contact Us](#)
Group Health Plans Insured or Administered by:
Connecticut General Life Insurance Company
Cigna Health and Life Insurance Company

Group# [Change Group](#)

Reports

Comparative Research Assessment Report

Fields marked with * are required.

Dates

* Start Date: Jan 1, 2012

* End Date: Dec 31, 2012

Classification

Report Level: Group Subgroup

Subgroup(s): All
0001 ABC123 Company

Ctrl+click or Shift+click for multiple selections

Presentation

Presentation Options: All Records

Set parameters for the report and click view

Begin date is required and can be on or after 10/1/2011

A 12-month maximum can be requested with each query



This screen is a sample of the Client Resource Portal Summary report. Only product types required to pay the fee are displayed in these reports.

You should refer to the Summary report to obtain the reporting fee totals. The Detail report may not match the summary totals due to changes in family status or benefit coverage that take place after the date the summary data was captured.

Group Number and Group Name

COMPARATIVE RESEARCH ASSESSMENT REPORT: STANDARD - ALL RECORDS (SUMMARY) For Group: 00608232 United Storage - BAF CRP
As Of 11/29/2012
Covered Lives for requested time period: 11/1/2012 - 11/30/2012

Product	Nov-12
Medical	27
Medical/FSA	0
FSA	0
Total	27

The information in this report:

(i) is based entirely upon the enrollment/eligibility information provided to the Cigna companies by the employer or other group sponsoring the plan to which this report applies (enrollment/eligibility information reported to Cigna within 48 hours of the date of the summary may not be reflected in this summary), and
(ii) is based on such enrollment/eligibility information as of the 15th of each month.

Report run date and time period requested

Cigna disclaimer including more details regarding the report



This screen is a sample of the Client Resource Portal Detail report. This report could be pages long depending on the volume of covered lives.

The Detail report will list out covered lives under your account by product type, which is why you may see the same employee listed more than once.

As in the Summary report, only product types required to pay the fee are displayed in these reports.



COMPARATIVE RESEARCH ASSESSMENT REPORT: STANDARD - ALL RECORDS (DETAIL and SUMMARY) For Group: 00608232 United Storage - BAF CRP
As Of 11/29/2012

Covered Lives for requested time period: 11/1/2012 - 11/30/2012

Last Name	First Name	Rel Code	Member ID	Member SSN	Sub group ID	Subgroup Name	Class ID	Class Name	Birth Date	Eff Date	Cancel Date	Plan ID
Cooney	Jason	CH	100598744	333333410	0002	Management	A002	Employees in All Other Locations	08/09/1997	03/01/2012	08/08/2016	MPPO0004
Dunphy	James	EE	100598745	333333411	0002	Management	A002	Employees in All Other Locations	01/01/1972	03/15/2012		MHSA0004
new	child	CH	100598745		0002	Management	A002	Employees in All Other Locations	03/02/2010	03/15/2012	03/01/2029	MHSA0004

The information in this report:

- (i) is based entirely upon the enrollment/eligibility information provided to the Cigna companies by the employer or other group sponsoring the plan to which this report applies (enrollment/eligibility information reported to Cigna within 48 hours of the date of the summary may not be reflected in this summary), and
- (ii) is based on such enrollment/eligibility information as of the 15th of each month.



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