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

July 2019

Offered by Cigna Health and Life Insurance Company or its affiliates
CERN 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 (CERN).

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

Filter Results - Request Ad Hoc Report

Choose Report

Enter Parameters for Comparative Research Assessment

Report Description

Account Number(s)

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

Effective Begin Date

Effective End Date

07/2019

Effective Begin Date: (mm/yyyy)

Effective End Date: (mm/yyyy)

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

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.
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.”
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.
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.
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

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<th>First Name</th>
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</table>

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.