Introduction: Instructions for the Qualified Health Plan Application

This document provides instructions for completing a qualified health plan (QHP) application, including templates and supporting documentation, using the Health Insurance Oversight System (HIOS) QHP Application system. The instructions describe the QHP Application sections as well as the standards an issuer must satisfy to be certified to offer a QHP. Each instruction chapter has the following sections:

- *Overview*. Describes the application section and applicable policy and standards.

- *Purpose*. Describes the chapter's purpose.

- *Data requirements*. Lists the information necessary to complete the application section, including HIOS IDs, National Association of Insurance Commissioners (NAIC) codes, and supporting documentation.

- *Application instructions*. Describes the application section content and steps needed to complete it, including the following, if applicable:

  o Template instructions

  o Supporting documentation instructions.

The instructions *italicize* QHP Application system and template data fields, and they **bold** function buttons,[1] required data field entries,[2] and Excel ribbon names.[3] In some cases, they contain samples of completed supporting documents.

Review the section highlights for key items to note when completing the application sections.

Refer to the Plan Management user guides found in the Application modules or as https://zone.cms.gov/ for information on how to use the QHP Application system, including the requirements and instructions for downloading and uploading templates and supporting documentation.

For additional information, contact the QHP Application help desk at **855-CMS-1515** or via e-mail at CMS_FEPS@cms.hhs.gov.

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[1] Function buttons initiate actions in the QHP Application system and the section templates, such as "Sign In" to access the system, "Next" to move to the next screen, and "Validate" to launch the error check in the template.
[2] Data field entries are inputs to the data fields in the QHP Application system and the section templates, whether input via the keyboard or selected from a drop-down menu.
[3] A ribbon is a toolbar that gives users easy access to multiple application function buttons.