

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard, Mail Stop C2-21-15  
Baltimore, Maryland 21244-1850



---

DATE: June 15, 2012  
TO: Issuers of Health Insurance  
FROM: Brian James  
CCIO Data Collection and Management Division  
SUBJECT: RBIS Training Small Group Templates

This notice provides information about the early training for the combined window submission process starting August 27, 2012 on HealthCare.gov.

The issuer training session will take place Wednesday, June 20, 10 a.m. ET.

The training will be via webinar and conference call. This session is in addition to the weekly User Group calls held Wednesdays.

CCIO has invited you to attend an online meeting using Live Meeting.

[Join the meeting.](#) (click on the link to join the web meeting)

#### **Audio Information**

##### **Telephone conferencing**

Use the information below to connect:

**Participant Toll-free: +1 (866) 503-0859**

**Conference ID: 90471494**

#### **First Time Users:**

To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.

#### **Notes:**

## **Troubleshooting**

Unable to join the meeting? Follow these steps:

1. Copy this address and paste it into your web browser:  
<https://www.livemeeting.com/cc/cgi-ams/join>
2. Copy and paste the required information:  
Meeting ID: 06202012  
Entry Code: attend  
Location: <https://www.livemeeting.com/cc/cgi-ams>

If you still cannot enter the meeting, [contact support](#)

## **Notice**

Microsoft Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

For policy questions regarding the HealthCare.gov Plan Finder, please email [CCIOPlanFinder@cms.hhs.gov](mailto:CCIOPlanFinder@cms.hhs.gov).

For technical assistance regarding product-level data submissions, please contact the HIOS Help Desk at 1-877-343-6507 or [insuranceoversight@hhs.gov](mailto:insuranceoversight@hhs.gov).