

## **UPDATE MARYLAND OCA-REPORTS CONTACT INFORMATION**

General Instructions to Update the Contact Information for reports due the Office of the Chief Actuary.

A courtesy email is sent to Companies to remind them when a report is due to The Office of the Chief Actuary. However, it is your Company's responsibility to keep the contact information maintained by the Office of the Chief Actuary accurate and updated.

Failure to keep this contact information up to date will result in your not receiving these courtesy reminders, and may result in your company receiving fines or penalties for not complying with the Maryland Code. Contact data may be updated any time during the year.

To update contact information you must use the "Form to Update Contact Information" found on the MIA web page <http://insurance.maryland.gov/Insurer/Pages/MarylandHealthBenefitPlansAnnualReport.aspx>.

Additionally, be certain when filing required reports to the OCA to complete the contact information section.

All companies may use the same form.

All Data/Responses, whether Alpha or Numeric, are to be typed.

Download a copy of the Update Contact Information Form. The form is in an Excel format. **DO NOT SCAN OR CHANGE THE FORM.** For the form to be compatible with our system it must be sent in its original Excel form as an attachment to an email.

You must use the legal name and the National Association of Insurance Commissioner (NAIC) identification number of your company in the corresponding blocks. If you are a TPA use your TPA FEI number and if you are an MCO only use the name of your company. Do not use abbreviations or d/b/a, etc. Updated requests without the necessary identifying information can not be processed.

All completed reports are to be returned via email to: [ocareports.mia@maryland.gov](mailto:ocareports.mia@maryland.gov)

Do not fax or use a postal delivery carrier.