

MARTIN O'MALLEY
Governor

ANTHONY G. BROWN
Lt. Governor



PEGGY J. WATSON
Interim Commissioner

JAMES V. MCMAHAN, III
Deputy Commissioner

P. TODD CIONI
Associate Commissioner
Compliance and Enforcement

525 St. Paul Place, Baltimore, Maryland 21202-2272
Direct Dial: 410-468-2235 Fax: 410-468-2204
Email: tcioni@mdinsurance.state.md.us
1-800-492-6116 TTY: 1-800-735-2258
www.mdinsurance.state.md.us

BULLETIN 07-13

Date: August 16, 2007

To: Health Insurers, Nonprofit Health Service Plans, Health Maintenance Organizations, Managed Care Organizations, Third-Party Administrators

Re: Electronic Semi-Annual Claims Data Filing
COMAR 31.10.11.14

The purpose of this bulletin is to notify third-party payors that claims data filing required by COMAR 31.10.11.14 may now be completed electronically beginning with the report of the first six months of calendar year 2007 data. Designed to simplify and expedite claims data filing, an electronic form accessible from any computer that connects to the Internet was developed. Once a third-party payor completes and files an electronic form, it is secure and available only to the filer and the Maryland Insurance Administration ("MIA").

Semi-Annual Claims Data Filing

Twice each calendar year, third-party payors, as defined by COMAR 31.10.11.02, are required to submit to the Commissioner a claims data filing concerning their reimbursement of health care benefit claims provided on an expense-incurred basis under an insurance policy, contract, plan or certificate issued or delivered in the State. Health care benefit claims include those claims incurred under medical benefit plans, dental benefit plans, prescription drug plans, vision care plans, mental and/or behavioral health benefit plans, home health care plans and Medicare-supplement plans.

The MIA created the Semi-Annual Claims Data Filing Form for this purpose beginning with the first reporting period in 2002. A copy of this paper form is on the MIA website at:

<http://www.mdinsurance.state.md.us/documents/CleanClaimFilingForm.pdf> Instructions for completion of the form are at: <http://www.mdinsurance.state.md.us/documents/CleanClaimFilingInstruct2002.pdf>

An electronic Semi-Annual Claims Data Form is now available for reporting claims information beginning with the first reporting period for calendar year 2007. A copy of the electronic form is on the MIA website at: <http://www.mdinsurance.state.md.us/documents/CleanClaimFilingEform.pdf>

Instructions for electronic filing are on the MIA website at: <http://www.mdinsurance.state.md.us/documents/CleanClaimFilingInstruct2007.pdf>

Confidentiality of Electronic Filings

Third-party payors access the electronic Semi-Annual Claims Data Filing form at the MIA's designated Internet address using an identification code and randomly assigned password. To obtain their user identification code, password and the Internet address for filing, third-party payors must first contact the MIA at: mc_filings@mdinsurance.state.md.us (note: underscore between "mc" and "filings"). Third-party payors should designate a single contact for data filing and access to the electronic form.

Calendar Year 2007 Data Filing

The first filing period for the electronic form is for claims processed by third-party payors January 1, 2007 through June 30, 2007. The electronic form will be required for all subsequent reporting periods. Presented in a *question-and-answer* format, the electronic form requires the same essential information required by the paper form. Unlike the paper form, the electronic form does not require completion and submission of attachments.

Third-party payors should make every effort to use the electronic form, but may use the paper form for the current report period. Payors not filing electronically should notify and advise the MIA at: mc_filings@mdinsurance.state.md.us (note: underscore between "mc" and "filings") that they will file paper forms.

To encourage and facilitate the transition to electronic filing, the Commissioner will accept filings through October 1, 2007 for claims processed by third-party payors January 1, 2007 through June 30, 2007. The electronic form for this report period will be accessible for completion from August 1, 2007 through September 30, 2007.

The deadline for filing claims data for July 1, 2007 through December 31, 2007 will be March 1, 2008. Subsequent semi-annual reports follow the September 1 and March 1 deadlines. The MIA will post information on its website concerning changes to the filing process, as well as the period during which payors may submit new or corrected reports. The Commissioner may impose penalties if a third-party payor submits inaccurate information or does not file the required report by the specified deadline.

Questions about this bulletin may be directed to Thomas Marshall, Coordinator Compliance and Enforcement, by phone at 410-468-2217, or by e-mail at tmarshall@mdinsurance.state.md.us.

Signature on file with original

P. Todd Cioni
Associate Commissioner
Compliance and Enforcement