

DEPARTMENT OF INSURANCE

STATISTICAL ANALYSIS DIVISION
300 SOUTH SPRING ST.
LOS ANGELES, CA 90013
www.insurance.ca.gov

**CIRCULAR**

March 27, 2009

Health Insurer Dispute Resolution Data Call (HIDR-2009)

TO: All companies offering and/or maintaining Health & Disability Insurance in California

SUBJECT: **HIDR-2009 Data Call** - Reporting obligations under California Insurance Codes Section (CICS) 10123.137 & 10508.6(b); **for calendar year 2008 data.**

The purpose of this letter is to serve as a formal notice of your company's reporting obligations under California Insurance Code Sections 10123.137 & 10508.6(b). The following sections of this letter contain information regarding the HIDR Data Call and specific instructions on how to retrieve the reporting materials from the internet.

WHAT IS THE HIDR-2009 DATA CALL?

HIDR-2009 Data Call is an annual reporting requirement from the California Department of Insurance.

For additional information on CICS 10123.137 & 10508.6(b), visit the State of California Legislative Information website. The instructions are outlined in the following section:

- California Insurance Code 10123.137 has been added to the California Insurance Code pursuant to **Senate Bill 367**.
- California Insurance Code 10508.6 has been added to the California Insurance Code pursuant to **Assembly Bill 1600**.
- For a complete copy of these codes, please visit the State of California Legislative Information website at <http://www.leginfo.ca.gov>.

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WHO IS REQUIRED TO REPORT?

The HIDR-2009 reporting requirements pertain to companies that **currently write or have existing business in health insurance**. For the purposes of the HIDR-2009 reporting requirements, health insurance policies are defined by California Insurance Code Section 106(b).

- If your company currently writes or has existing business in health insurance, as defined by CICS 106(b), your company is subject to the reporting requirements in CICS 10123.137 and must respond to the HIDR-2009 Data Call. Companies that have experience to report under CICS 10123.137, **for the reporting period from January 1, 2008 through December 31, 2008**, are required to complete the HIDR-2009 Acknowledgement Form confirming their participation in the HIDR-2009 Data Call.
- If your company is licensed to conduct disability insurance (e.g. – maintains a Class-06 Disability license) in California **but has never written or has no existing health insurance business**, please complete the “No Experience To Report” section in the HIDR-2009 Acknowledgement Form and return this form to the California Department of Insurance by April 10, 2009.

PENALTIES FOR NON-COMPLIANCE: Companies that fail to submit a completed HIDR Acknowledgement Form and HIDR Data Workbook (if applicable) by the due date requested will be considered in non-compliance with **California Insurance Code Sections 10123.137 and 10508.6 (b)** and will be subject to fines and penalties (up to \$100,000) under California Insurance Code Section 10508.7 and will be referred to the Department’s Legal Division for further action.

Non-compliant companies may also be referred to the **Field Rating & Underwriting Bureau** who will collect the required data and bill the time required for examination at the company’s expense pursuant to **CICS 1857.4**.

HOW DO COMPANIES FULFILL THEIR REPORTING OBLIGATIONS?

Companies that **currently write or have existing business in health insurance**, as defined by CICS 106 (b), **must complete the following steps in order to fulfill their reporting obligations under CICS 10123.137:**

- Step 1:** Complete and Return the **HIDR-2009 Acknowledgement Form** to the California Department of Insurance by April 10, 2009.
- Step 2:** Download the **HIDR-2009 Statistical Plan** and **HIDR-2009 Data Workbook** from the California Department of Insurance’s Public Website. *Instructions for retrieval of this information are contained in the next section.*
- Step 3:** Review the reporting instructions in the HIDR-2009 Statistical Plan and **collect the information pursuant to the instructions and definitions stated in the HIDR-2009 Statistical Plan.**
- Step 4:** **Enter the information required** in the HIDR-2009 Data Workbook.
- Step 5:** **E-mail the HIDR-2009 Data Workbook** to the California Department of Insurance by July 1, 2009. E-mail instructions are contained in the HIDR-2008 Statistical Plan under Method of Reporting.
- Step 6:** **Complete & Return** the HIDR-2009 Affidavit Form.

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HOW TO RETRIEVE THE HIDR-2009 REPORTING INSTRUCTIONS:

To retrieve the HIDR-2009 reporting forms (Acknowledgement Form, Statistical Plan, Transmittal Forms and the Affidavit Forms), please follow the instructions below:

- Go to the Department of Insurance web site at <http://www.insurance.ca.gov>
- Click on the INSURERS link at the top portion of the webpage.
- Click on the DATA & REPORTS link, (located on the left-hand column of the page).
- Click on the STATISTICAL PLANS link and choose REPORTING YEAR 2009 STATISTICAL PLANS.
- A message will appear requesting a user name and password. Enter the following:

User Name: **GOTNUMBERS09** (case sensitive)
Password: **STAT2009** (case sensitive)
- Select **Health Insurer Dispute Resolution (HIDR-2009)**.

HIDR-2008 FORMS AND DUE DATES:

From the HIDR-2009 site, you can retrieve:

- ***HIDR-2009 Acknowledgement Form:* DUE APRIL 10, 2009**

IMPORTANT Regardless of your reporting experience, the **ACKNOWLEDGEMENT FORM (excel version) MUST BE ELECTRONICALLY SUBMITTED NO LATER THAN APRIL 10, 2009 TO submissions@insurance.ca.gov**. We **will not accept** scanned copies, photo copies or “.pdf” documents in lieu of the original excel file format.
- ***HIDR-2009 Data Workbook:* DUE JULY 01, 2009**
Your HIDR-2009 Data Workbook must be received no later than July 01, 2009.
- ***HIDR-2009 Statistical Plan*** – Contains Detailed Instructions On How To Complete The HIDR-2009 Data Workbook.
- ***HIDR-2009 Affidavit Form:* DUE JULY 01, 2009**
The affidavit form must be signed and notarized to confirm the validity of the data workbook. As an alternative to mailing or faxing the Affidavit Form, you may e-mail it (*preferred method*). Note that if you are scanning the original, an *imprint seal* may not appear on the scanned copy. We suggest that you take a led pencil and lightly brush over the imprint seal on the original copy to allow the seal to appear on the scanned copy. If the notary’s seal is visible on the scanned copy (saved in the Adobe format), you may e-mail it to submissions@insurance.ca.gov as an attachment.

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REQUEST FOR EXTENSION:

Requests for extensions in submitting the HIDR-2009 data must be received no later than **JUNE 01, 2009**. All extension requests must be in writing via e-mail and must be sent to the attention of Shawn Dadah at dadahs@insurance.ca.gov.

CORRECT SUBMISSION PROCESS:

DO NOT SUBMIT YOUR ACKNOWLEDGEMENT FORM(S) OR DATA WORKBOOK(S) TO SHAWN DADAH UNLESS REQUESTED TO DO SO. SEE THE IMPORTANT NOTE BELOW FOR THE CORRECT SUBMISSION E-MAIL ADDRESS.

IMPORTANT NOTES:

Although the HIDR-2009 Acknowledgement Form and Data Workbook can be completed and transmitted to this Department via the CDI Internet, it is advisable to save a copy of each to your local directory. There are macro buttons on both forms for saving and transmitting the data.

After saving the Acknowledgement Form and Data workbook (if required) to your local directory, it is preferable that you submit these forms via e-mail using the links/buttons contained in each from, which will electronically transmit the filing to submissions@insurance.ca.gov.

Should you have an extension request, and/or questions related to the Statistical Plan or programming of the Transmittal Forms, please address your inquiries or concerns to the contact person indicated below.

Shawn Dadah

HIDR Team Leader

CALIFORNIA DEPARTMENT OF INSURANCE

Tel: (213) 346-6317

Fax: (213) 897-6571

Correspondence E-mail: dadahs@insurance.ca.gov

Data Submission E-mail: submissions@insurance.ca.gov

Sincerely,

Ben J. Gentile

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Chief, Statistical Analysis Division

CALIFORNIA DEPARTMENT OF INSURANCE