

Health Maintenance Organization – Provider Contract Terminations

Overview

The Florida Office of Insurance Regulation (Office) has automated the collection of information relative to provider contract notification required pursuant to Section 641.315, Florida Statutes. Per Statute, notifications must be provided in advance, no less than 60 days prior to effective date of contract termination.

Required Filers and general Reporting Definitions

All HMO insurers licensed in Florida with a Certificate of Authority and an Active status are required to submit a new filing for each provider contract termination, pursuant to the notification requirements in the statute above.

The insurer's submission is on an individual company basis, but all data must be submitted and without data redundancy.

STEPS FOR REPORTING DATA TO THE OFFICE OF INSURANCE REGULATION:

Please use the Insurance Regulation Filing System (IRFS) for reporting data submissions. Here is the link: <https://irfs.fldfs.com/>

- log in, create a new account or reset your password.
- New users must subscribe to a company (ies) using the Entity Management on the User Menu.
- Select Create Filing on the top right corner.
- In the Data Collection tile, click Begin.
- STEP 1: Select the company for which you are creating the filing. Click Next.
- STEP 2: Select the Health Maintenance Organization Provider Contract Terminations Data Call. Click Next.
- STEP 3: Skip step Three, which is for group filings (not permitted with this data call).
- STEP 4: Review the information. Click Create. You will be redirected to the Workbench.
- You must repeat steps 1 – 4 to create a Filing for each company that you represent.
- View and edit the filing on the Workbench by clicking the Filing ID in the first column.
- Expand components by clicking on the plus sign.
- In the 'Company Contacts' Component, other email accounts subscribed to your company will be listed under Add Company Contact. Include additional email addresses that are not subscribers of the company in the text box. Any email listed in this component will receive email notifications about the filing. Click Save.
- Select the 'PCT Reporting Template' Component and download the Excel data template. This is a mandatory component of the filing. Follow the instructions to download the Excel template file to your local PC. Save the template to your local drive – you may add to it as needed and upload it back to the same page in IRFS when you are ready. You will click on "+" to upload.
- Notifications with less than 60 days, calendar days between Date Termination submitted and Effective Termination Date should provide additional explanatory information how the notification is compliant with statutory requirements.
- When all mandatory components are Complete, click the Submit button.

- You and any accounts listed in Company Contacts will receive an email receipt with your Filing ID. If you do not receive an email and the submission status does not change to Received, contact the Market Research and Technology at OIR.