

Data Reporting Manual

**Department of Insurance
Division of Health Insurance Policy and Managed Care
2003 Edition**

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NARRATIVE

Pursuant to KRS 304.17A-330, insurers authorized to write health insurance in the state, employer-organized associations that are self insured, and Insurance Purchasing Outlets are required to provide data to the Department of Insurance each year identifying premium, enrollment, claims, services, cost of services, and policy cancellation information for the previous calendar year. This data relates to Kentucky Health Benefit Plans issued to Kentucky residents.

This data specification manual has been developed to identify all information that is required to be reported by an insurer, self-insured employer-organized association, or Insurance Purchasing Outlet and to prescribe the reporting format and data elements. The Data Reporting Manual includes:

- File specifications;
- Record counts and control totals; and
- Transmission requirements.

Insurers, self-insured employer-organized associations, or Insurance Purchasing Outlets with more than 500 “Total Unduplicated Covered Persons (subscribers plus dependents)” as indicated on Annual Report 1 (File 1, sheet 1) in Column “P” are required to complete Annual Reports 1 through 7. Insurers self-insured employer-organized associations or Insurance Purchasing Outlets with 500 or less “Total Unduplicated Covered Persons (subscribers plus dependents)” as indicated on Annual Report 1 (File 1, sheet 1) in Column “P” are required to complete only Annual Report 1.

The Department of Insurance has developed a database to store the information reported in accordance with this Data Reporting Manual. The database is comprised of all files submitted by insurers, self-insured employer-organized associations, and Insurance Purchasing Outlets and is designed to permit the generation of any report related to the submitted data. Once the data is received from the insurers authorized to write health insurance in this state, the employer-organized associations that self-insure, and the Insurance Purchasing Outlets, the Department intends to produce an annual report based on the data collected pursuant to this Data Reporting Manual.

COMPLETION NOTES

The data reported in accordance with this Data Reporting Manual shall comply with the following reporting rules:

- Numeric fields shall not be left blank. If there is no data to report for a specific numeric field, zeros shall be used.
- If a percentage is required, the percentage shall be expressed by utilizing the percentage sign (%).
- If a dollar amount is required, the dollar amount shall be expressed by using a decimal (.).

DEFINITIONS

- (1) "Association" is defined by KRS 304.17A-005(1).
- (2) "Billed charges" means the amount that the insurer is billed for a service.
- (3) "Capitation" means a stipulated dollar amount established to cover the cost of health care delivered to a person.
- (4) "Covered person" is defined by KRS 304.17A-500(3).
- (5) "Electronic format" means the use of any of the following mechanisms for the submission of data to the Department of Insurance:
 - (a) A 3.5-inch diskette; or
 - (b) CD ROM in a Microsoft Excel spreadsheet.
- (6) "Health benefit plan" means a health benefit plan as defined by KRS 304.17A-005(22) and issued within Kentucky to a Kentucky resident.
- (7) "Health care provider" is defined by KRS 304.17A-005(23).
- (8) "Insured" means a covered person.
- (9) "Insurer" is defined by KRS 304.17A-005(27).
- (10) "Market segment" as used in this manual means: Individual, Small Group, Large Group, Group Association, Individual Association, Self-Insured Employer Organized Association, and Insurance Purchasing Outlet.
- (11) "Medical service" means the service that was provided by a health care provider to a member of a health benefit plan.
- (12) "Member" means a covered person.
- (13) "Member month" means a period of time that represents each month that a member or subscriber, depending upon the information request, is enrolled in a health benefit plan.
- (14) "Paid claim amount" means the amount paid by an insurer for a claim, excluding the

following:

- (a) Member deductible;**
- (b) Member co-pay; and**
- (c) Member co-insurance.**

(15) "Product type" means a health benefit plan that is one of the following:

- (a) Fee-for-service or FFS;**
- (b) Preferred provider organization or PPO;**
- (c) Point-of-service or POS; or**
- (d) Health maintenance organization or HMO.**

(16) "Self-Insured Employer Organized Association" means an association that holds a certificate of filing according to KRS304-17A-320.

(17) "Subscriber" means the following:

- (a) In the individual market, the number of health benefit plan policyholders; or**
- (b) In the small group, large group, individual association, group association, self-insured**

employer organized association or the Insurance Purchasing Outlet market, the number of health benefit plan certificate holders.

Insurer Information Report

This report provides basic identifying information regarding the insurer who is submitting the report and control totals for total premiums, subscribers, and covered persons. This report shall be submitted as File 1, sheet 1 of the EXCEL spreadsheet and shall include 33 columns. Row 1 shall contain the field descriptions and row 2 shall contain the data submitted by the insurer.

Row/ Column	Field Description	Valid Values
2/A	Company Name	Alpha-numeric, maximum 150 characters
2/B	DBA Name	Alpha-numeric, maximum 150 characters
2/C	Contact person	Alpha-numeric, maximum 150 characters
2/D	Insurer's telephone number	Must be 10 digits numeric (do not include dashes, etc)
2/E	First line of mailing address	Alpha-numeric, maximum 150 characters
2/F	Second line of mailing address	Alpha-numeric, maximum 150 characters
2/G	City	Alpha-numeric, maximum 150 characters
2/H	State	Must be 2 digits alphabetic
2/I	Zip code	Must be 5 or 9 digits numeric (do not include dashes, etc.)
2/J	NAIC number	Must be 5 digits numeric
2/K	NAIC Group number	Must be 4 digits numeric
2/L	Federal tax ID number	Must be 9 digits numeric (do not include dashes, etc.)
2/M	Total Premium earned	Must be numeric representing dollars and cents. This is the total dollar amount of premiums earned from the sale of health benefit plans during the reporting year. This amount shall be expressed using a decimal.
2/N	Total subscribers (as member months)	Must be numeric. This is the total number of subscribers during the reporting year. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months. 2 X 12 = 24 member months. The entry would be 24.
2/O	Total covered persons (subscribers plus dependents) (as member months)	Must be numeric. This is the total number of subscribers plus their dependents during the reporting year. This should be expressed as member months. Example: Two subscribers with each having 1 dependent were insured for the entire 12 months. 4 X 12 = 48 member months. The entry would be 48.
2/P	Total unduplicated covered persons (subscribers plus dependents).	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan at any time during the reporting year.

Row/ Column	Field Description	Valid Values
2/Q	Total actual covered persons (subscribers plus dependents) during January of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during January of the reporting year.
2/R	Total actual covered persons (subscribers plus dependents) during February of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during February of the reporting year.
2/S	Total actual covered persons (subscribers plus dependents) during March of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during March of the reporting year.
2/T	Total actual covered persons (subscribers plus dependents) during April of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during April of the reporting year.
2/U	Total actual covered persons (subscribers plus dependents) during May of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during May of the reporting year.
2/V	Total actual covered persons (subscribers plus dependents) during June of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during June of the reporting year.
2/W	Total actual covered persons (subscribers plus dependents) during July of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during July of the reporting year.
2/X	Total actual covered persons (subscribers plus dependents) during August of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during August of the reporting year.
2/Y	Total actual covered persons (subscribers plus dependents) during September of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during September of the reporting year.
2/Z	Total actual covered persons (subscribers plus dependents) during October of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during October of the reporting year.
2/AA	Total actual covered persons (subscribers plus dependents) during November of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during November of the reporting year.
2/AB	Total actual covered persons (subscribers plus dependents) during December of the reporting year.	Must be numeric. This is the total number of subscribers plus their dependents covered by a health benefit plan during December of the reporting year.

Row/ Column	Field Description	Valid Values
2/AC	Total costs of Billed Charges of Claims	Must be numeric representing dollars and cents. This is the total dollar amount of billed charges of claims submitted for all health benefit plans during the reporting year. This amount shall be expressed by using a decimal.
2/AD	Total costs paid by <u>insurer</u> (this is total Paid Claims)	Must be numeric representing dollars and cents. This is the total amount of claims costs paid by the <u>insurer</u> during the reporting year. This amount shall be expressed by using a decimal.
2/AE	Total costs paid by <u>insured</u>	Must be numeric representing dollars and cents. This is the total amount of claims costs paid by the <u>insured</u> during the reporting year. This amount shall be expressed by using a decimal.
2/AF	Total number of insureds receiving services during the reporting year.	Must be numeric. This is the number of insureds receiving services during the reporting year. This is the unduplicated number of insureds that received any service during the reporting year.
2/AG	Total number of policies (for individual market segment) or certificates (for all other market segments) cancelled or discontinued.	Must be 6 digits numeric.

Premium and Enrollment Report as Member Months

This report provides information regarding an insurer’s total number of members (stated as member months) and premiums collected by market segment and product type for a calendar year. This report shall be submitted as File 1, sheet 2. Row 1 and Column A shall contain field descriptions and row 2 through row 29, columns B through D shall contain the data submitted by the insurer.

- Row 2 represents data for Individual/Fee-for Service.
- Row 3 represents data for Individual/PPO.
- Row 4 represents data for Individual/HMO.
- Row 5 represents data for Individual/POS.
- Row 6 represents data for Small Group/Fee-for Service.
- Row 7 represents data for Small Group/PPO.
- Row 8 represents data for Small Group/HMO.
- Row 9 represents data for Small Group/POS.
- Row 10 represents data for Large Group/Fee-for Service.
- Row 11 represents data for Large Group/PPO.
- Row 12 represents data for Large Group/HMO.
- Row 13 represents data for Large Group/POS.
- Row 14 represents data for Group Association/Fee-for Service.
- Row 15 represents data for Group Association/PPO.
- Row 16 represents data for Group Association/HMO.
- Row 17 represents data for Group Association POS.
- Row 18 represents data for Individual Association/Fee-for Service.
- Row 19 represents data for Individual Association/PPO.
- Row 20 represents data for Individual Association/HMO.
- Row 21 represents data for Individual Association/POS.
- Row 22 represents data for Self-Insured Employer Organized Association/Fee-for Service.
- Row 23 represents data for Self-Insured Employer Organized Association/PPO.
- Row 24 represents data for Self-Insured Employer Organized Association/HMO.
- Row 25 represents data for Self-Insured Employer Organized Association/POS.
- Row 26 represents data for Insurance Purchasing Outlet/Fee-for Service.
- Row 27 represents data for Insurance Purchasing Outlet /PPO.
- Row 28 represents data for Insurance Purchasing Outlet /HMO.
- Row 29 represents data for Insurance Purchasing Outlet /POS.

Column	Field Description	Valid Values
B	Number of subscribers during the reporting year (as member months)	Must be numeric. This is the total number of subscribers during the reporting year with a health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months. 2 X 12 = 24 member months. The entry would be 24.

Column	Field Description	Valid Values
C	Number of covered persons during the reporting year (as member months)	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
D	Total Premium	Must be numeric. This is the total dollar amount of premiums earned from the sale of plans during the reporting year. This amount shall be expressed by using a decimal.

Demographic Report as Member Months

Annual Report 2 provided information regarding an insurer’s total number of members (stated as member months) by market segment and product type for a calendar year. This report further provides information regarding members (stated as member months) receiving a health benefit plan from an insurer by county for a calendar year. This report shall be submitted as File 1, sheet 3 of the EXCEL spreadsheet and shall contain 121 rows. Row 1 and column A shall contain field descriptions. Rows 2 through 121 and columns B through AC shall represent data for the specific county as indicated in column A. See attachment A for a list of the 120 Kentucky counties.

Row/ Column	Field Description	Valid Values
2 to 121/ B	Number of Individual/Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual/Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ C	Number of Individual/PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual/PPO. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ D	Number of Individual/HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual/HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ E	Number of Individual/POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual/POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.

Row/ Column	Field Description	Valid Values
2 to 121/ F	Number of Small Group/Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Small Group/Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ G	Number of Small Group/PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Small Group/PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ H	Number of Small Group/HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Small Group/HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ I	Number of Small Group/POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Small Group/POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ J	Number of Large Group/Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Large Group/Fee-for-Service/ health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ K	Number of Large Group/PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Large Group/PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.

Row/ Column	Field Description	Valid Values
2 to 121/ L	Number of Large Group/HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Large Group/HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ M	Number of Large Group/POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Large Group/POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ N	Number of Group Association /Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Group Association /Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ O	Number of Group Association /PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Group Association /PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ P	Number of Group Association /HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Group Association /HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ Q	Number of Group Association /POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Group Association /POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.

Row/ Column	Field Description	Valid Values
2 to 121/ R	Number of Individual Association /Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual Association /Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ S	Number of Individual Association /PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual Association /PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ T	Number of Individual Association /HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual Association /HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ U	Number of Individual Association /POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Individual Association /POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ V	Number of Self-Insured Employer Organized Association/Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Self-Insured Employer Organized Association/Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ W	Number of Self-Insured Employer Organized Association/PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Self-Insured Employer Organized Association/PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.

Row/ Column	Field Description	Valid Values
2 to 121/ X	Number of Self-Insured Employer Organized Association Group /HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Self-Insured Employer Organized Association/HMO health benefit plan. This should be expressed as member months. Example Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ Y	Number of Self-Insured Employer Organized Association Group /POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with a Self-Insured Employer Organized Association/POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ Z	Number of Insurance Purchasing Outlet/Fee-for-Service covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Insurance Purchasing Outlet /Fee-for-Service health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ AA	Number of Insurance Purchasing Outlet/PPO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Insurance Purchasing Outlet /PPO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ AB	Number of Insurance Purchasing Outlet/HMO covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Insurance Purchasing Outlet/HMO health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.
2 to 121/ AC	Number of Insurance Purchasing Outlet/POS covered persons during the reporting year (as member months).	Must be numeric. This is the total number of subscribers plus any dependents during the reporting year with an Insurance Purchasing Outlet/POS health benefit plan. This should be expressed as member months. Example: Two subscribers were insured for the entire 12 months with 3 dependents each. $8 \times 12 = 96$ member months. The entry would be 96.

Commonwealth of Kentucky County Listing

Name	Row	Name	Row	Name	Row
Adair	2	Grant	42	Mason	82
Allen	3	Graves	43	Meade	83
Anderson	4	Grayson	44	Menifee	84
Ballard	5	Green	45	Mercer	85
Barren	6	Greenup	46	Metcalfe	86
Bath	7	Hancock	47	Monroe	87
Bell	8	Hardin	48	Montgomery	88
Boone	9	Harlan	49	Morgan	89
Bourbon	10	Harrison	50	Muhlenberg	90
Boyd	11	Hart	51	Nelson	91
Boyle	12	Henderson	52	Nicholas	92
Bracken	13	Henry	53	Ohio	93
Breathitt	14	Hickman	54	Oldham	94
Breckinridge	15	Hopkins	55	Owen	95
Bullitt	16	Jackson	56	Owsley	96
Butler	17	Jefferson	57	Pendleton	97
Caldwell	18	Jessamine	58	Perry	98
Calloway	19	Johnson	59	Pike	99
Campbell	20	Kenton	60	Powell	100
Carlisle	21	Knott	61	Pulaski	101
Carroll	22	Knox	62	Robertson	102
Carter	23	LaRue	63	Rockcastle	103
Casey	24	Laurel	64	Rowan	104
Christian	25	Lawrence	65	Russell	105
Clark	26	Lee	66	Scott	106
Clay	27	Leslie	67	Shelby	107
Clinton	28	Letcher	68	Simpson	108
Crittenden	29	Lewis	69	Spencer	109
Cumberland	39	Lincoln	70	Taylor	110
Daviess	31	Livingston	71	Todd	111
Edmonson	32	Logan	72	Trigg	112
Elliott	33	Lyon	73	Trimble	113
Estill	34	McCracken	74	Union	114
Fayette	35	McCreary	75	Warren	115
Fleming	36	McLean	76	Washington	116
Floyd	37	Madison	77	Wayne	117
Franklin	38	Magoffin	78	Webster	118
Fulton	39	Marion	79	Whitley	119
Gallatin	40	Marshall	80	Wolfe	120
Garrard	41	Martin	81	Woodford	121

Billed Charge and Paid Claim Report

This report provides information regarding the total billed charge amounts, the total paid claim amounts, and capitation payments by market type and product type. This report shall be submitted as File 1, sheet 4 of the EXCEL spreadsheet and shall include columns A through E and Rows 1 through 29. Row 1 and column A shall contain the field descriptions and rows 2 through 29 and columns A through E shall contain the data submitted by the insurer.

- Row 2 represents data for Individual/Fee-for Service.
- Row 3 represents data for Individual/PPO.
- Row 4 represents data for Individual/HMO.
- Row 5 represents data for Individual/ POS.
- Row 6 represents data for Small Group/Fee-for Service.
- Row 7 represents data for Small Group/PPO.
- Row 8 represents data for Small Group/HMO.
- Row 9 represents data for Small Group/ POS.
- Row 10 represents data for Large Group/Fee-for Service.
- Row 11 represents data for Large Group/PPO.
- Row 12 represents data for Large Group/HMO.
- Row 13 represents data for Large Group/ POS.
- Row 14 represents data for Group Association/Fee-for Service.
- Row 15 represents data for Group Association/PPO.
- Row 16 represents data for Group Association/HMO.
- Row 17 represents data for Group Association/ POS.
- Row 18 represents data for Individual Association/Fee-for Service.
- Row 19 represents data for Individual Association/PPO.
- Row 20 represents data for Individual Association/HMO.
- Row 21 represents data for Individual Association/ POS.
- Row 22 represents data for Self-Insured Employer Organized Association/Fee-for Service.
- Row 23 represents data for Self-Insured Employer Organized Association/PPO.
- Row 24 represents data for Self-Insured Employer Organized Association/HMO.
- Row 25 represents data for Self-Insured Employer Organized Association/POS.
- Row 26 represents data for Insurance Purchasing Outlet/Fee-for Service.
- Row 27 represents data for Insurance Purchasing Outlet /PPO.
- Row 28 represents data for Insurance Purchasing Outlet /HMO.
- Row 29 represents data for Insurance Purchasing Outlet /POS.

Column	Field Description	Valid Values
B	Cost of billed charges of claims submitted during the reporting year.	Must be numeric. This is the total dollar amount of billed charges of claims submitted in health benefit plans during the reporting year. This amount shall be expressed by using a decimal.
C	Cost of claims paid by the <u>insurer</u> during the reporting year.	Must be numeric. This is the total dollar amount of claims paid by the <u>insurer</u> in health benefit plans during the reporting year. This amount shall be expressed by

Column	Field Description	Valid Values
		using a decimal.
D	Cost of claims paid by the <u>insured</u> during the reporting year.	Must be numeric. This is the total dollar amount of claims paid by the <u>insured</u> in health benefit plans during the reporting year. This amount shall be expressed by using a decimal.
E	Amount of capitation payments paid during the reporting year.	Must be numeric. This is the total dollar amount of capitation payments paid during the reporting year. This amount shall be expressed by using a decimal.

Medical Service Cost Report by Market Segment

This report provides information regarding the type of service and the paid cost of the services by Market Segment (Individual, Small Group, Large Group, Group Association, Individual Association, Self-Insured Employer Organized Association or Insurance Purchasing Outlet) for a calendar year. This report shall be submitted as File 1, sheet 5. Row 1 and column A contain field descriptions. Rows 2 through 45 and columns B through H shall represent data for the specific information as indicated. Rows 16 and 31 will be blank.

Column B represents data for Individual.

Column C represents data for Small Group.

Column D represents data for Large Group.

Column E represents data for Group Association.

Column F represents data for Individual Association.

Column G represents data for Self-Insured Employer Organized Association

Column H represents data for Insurance Purchasing Outlets.

Rows 2 through 15 represent costs paid by INSURER during the reporting year. This must be numeric representing dollars and cents. This is the total amount of claims costs paid by the INSURER during the reporting year for specified services. This amount shall be expressed by using a decimal.

Rows 17 through 30 represent costs paid by INSURED during the reporting year. This must be numeric representing dollars and cents. This is the total amount of claims costs paid by the INSURED during the reporting year for specified services. This amount shall be expressed by using a decimal.

Rows 32 through 45 represent the unduplicated number of insureds receiving services during the reporting year. This must be numeric.

Specified Services for costs paid by the INSURER for rows 2 through 15:

Row	Service
2	Inpatient hospital - costs paid by insurer during the reporting year
3	Outpatient hospital - costs paid by insurer during the reporting year
4	Physician Services - costs paid by insurer during the reporting year
5	Pharmacy Services - costs paid by insurer during the reporting year
6	Behavioral Health Services (Excluding Autism Services) - costs paid by insurer during the reporting year
7	Home Health Care Services - costs paid by insurer during the reporting year
8	Ambulatory Surgical Services - costs paid by insurer during the reporting year
9	Laboratory Services - costs paid by insurer during the reporting year
10	X-Ray Services - costs paid by insurer during the reporting year
11	Durable Medical Equipment - costs paid by insurer during the reporting year
12	Autism Services - costs paid by insurer during the reporting year
13	Emergency Department Services - costs paid by insurer during the reporting year
14	Chiropractic Services - costs paid by insurer during the reporting year
15	All Other Services - costs paid by insurer during the reporting year

Specified Services for costs paid by the INSURED for rows 17 through 30:

Row	Service
17	Inpatient hospital - costs paid by insured during the reporting year
18	Outpatient hospital - costs paid by insured during the reporting year
19	Physician Services - costs paid by insured during the reporting year
20	Pharmacy Services - costs paid by insured during the reporting year
21	Behavioral Health Services (Excluding Autism Services) - costs paid by insured during the reporting year
22	Home Health Care Services - costs paid by insured during the reporting year
23	Ambulatory Surgical Services - costs paid by insured during the reporting year
24	Laboratory Services - costs paid by insured during the reporting year
25	X-Ray Services - costs paid by insured during the reporting year
26	Durable Medical Equipment - costs paid by insured during the reporting year
27	Autism Services - costs paid by insured during the reporting year
28	Emergency Department Services - costs paid by insured during the reporting year
29	Chiropractic Services - costs paid by insured during the reporting year
30	All Other Services - costs paid by insured during the reporting year

Specified Services for Unduplicated number of insureds receiving services for rows 32 through 45:

Row	Services
32	Inpatient hospital - unduplicated number of insureds receiving services during the reporting year
33	Outpatient hospital - unduplicated number of insureds receiving services during the reporting year
34	Physician Services - unduplicated number of insureds receiving services during the reporting year
35	Pharmacy Services - unduplicated number of insureds receiving services during the reporting year
36	Behavioral Health Services (Excluding Autism Services) - unduplicated number of insureds receiving services during the reporting year
37	Home Health Care Services - unduplicated number of insureds receiving services during the reporting year
38	Ambulatory Surgical Services - unduplicated number of insureds receiving services during the reporting year
39	Laboratory Services - unduplicated number of insureds receiving services during the reporting year
40	X-Ray Services - unduplicated number of insureds receiving services during the reporting year
41	Durable Medical Equipment - unduplicated number of insureds receiving services during the reporting year
42	Autism Services - unduplicated number of insureds receiving services during the reporting year
43	Emergency Department Services - unduplicated number of insureds receiving services during the reporting year
44	Chiropractic Services - unduplicated number of insureds receiving services during the reporting year.
45	All Other Services - unduplicated number of insureds receiving services during the reporting year

Medical Service Cost Report by Product Type

This report provides information regarding the type of service and the paid cost of the services by Product Type (Fee for Service, PPO, HMO, or POS) for a calendar year. This report shall be submitted as File 1, sheet 6. Row 1 and column A contain field descriptions. Rows 2 through 45 and columns B through E shall represent data for the specific information as indicated. Rows 16 and 31 will be blank.

Column B represents data for Fee for Service.

Column C represents data for PPO.

Column D represents data for HMO.

Column E represents data for POS.

Rows 2 through 15 represent costs paid by INSURER during the reporting year. This must be numeric representing dollars and cents. This is the total amount of claims costs paid by the INSURER during the reporting year for specified services. This amount shall be expressed by using a decimal.

Rows 17 through 30 represent costs paid by INSURED during the reporting year. This must be numeric representing dollars and cents. This is the total amount of claims costs paid by the INSURED during the reporting year for specified services. This amount shall be expressed by using a decimal.

Rows 32 through 45 represent the unduplicated number of insureds receiving services during the reporting year. This must be numeric.

Specified Services for costs paid by the INSURER for rows 2 through 26:

Row	Service
2	Inpatient hospital - costs paid by insurer during the reporting year
3	Outpatient hospital - costs paid by insurer during the reporting year
4	Physician Services - costs paid by insurer during the reporting year
5	Pharmacy Services (Excluding Autism Services) - costs paid by insurer during the reporting year
6	Behavioral Health Services - costs paid by insurer during the reporting year
7	Home Health Care Services - costs paid by insurer during the reporting year
8	Ambulatory Surgical Services - costs paid by insurer during the reporting year
9	Laboratory Services - costs paid by insurer during the reporting year
10	X-Ray Services - costs paid by insurer during the reporting year
11	Durable Medical Equipment - costs paid by insurer during the reporting year
12	Autism Services - costs paid by insurer during the reporting year
13	Emergency Department Services - costs paid by insurer during the reporting year
14	Chiropractic Services – costs paid by insurer during the reporting year.
15	All Other Services - costs paid by insurer during the reporting year

Specified Services for costs paid by the INSURED for rows 17 through 30:

Row	Service
17	Inpatient hospital - costs paid by insured during the reporting year
18	Outpatient hospital - costs paid by insured during the reporting year
19	Physician Services - costs paid by insured during the reporting year
20	Pharmacy Services (Excluding Autism Services) - costs paid by insured during the reporting year
21	Behavioral Health Services - costs paid by insured during the reporting year
22	Home Health Care Services - costs paid by insured during the reporting year
23	Ambulatory Surgical Services - costs paid by insured during the reporting year
24	Laboratory Services - costs paid by insured during the reporting year
25	X-Ray Services - costs paid by insured during the reporting year
26	Durable Medical Equipment - costs paid by insured during the reporting year
27	Autism Services - costs paid by insured during the reporting year
28	Emergency Department Services - costs paid by insured during the reporting year
29	Chiropractic Services – costs paid by insured during the reporting year.
30	All Other Services - costs paid by insured during the reporting year

Specified Services for Unduplicated number of insureds receiving services for rows 32 through 45:

Row	Services
32	Inpatient hospital - unduplicated number of insureds receiving services during the reporting year
33	Outpatient hospital - unduplicated number of insureds receiving services during the reporting year
34	Physician Services - unduplicated number of insureds receiving services during the reporting year
35	Pharmacy Services - unduplicated number of insureds receiving services during the reporting year
36	Behavioral Health Services (Excluding Autism Services) - unduplicated number of insureds receiving services during the reporting year
37	Home Health Care Services - unduplicated number of insureds receiving services during the reporting year
38	Ambulatory Surgical Services - unduplicated number of insureds receiving services during the reporting year
39	Laboratory Services - unduplicated number of insureds receiving services during the reporting year
40	X-Ray Services - unduplicated number of insureds receiving services during the reporting year
41	Durable Medical Equipment - unduplicated number of insureds receiving services during the reporting year
42	Autism Services - unduplicated number of insureds receiving services during the reporting year
43	Emergency Department Services - unduplicated number of insureds receiving services during the reporting year
44	Chiropractic Services - unduplicated number of insureds receiving services during the reporting year.
45	All Other Services - unduplicated number of insureds receiving services during the reporting year

Policy Discontinuance and Denial Reason Report

This report provides information regarding the type of policy and the reason the policy was discontinued for a calendar year. This report shall be submitted as File 1, sheet 7 of the EXCEL spreadsheet. Row 1 shall contain the field descriptions and row 2, columns A through J shall contain the data submitted by the insurer.

Row/ Column	Field Description	Valid Values
2/A	Number of policies (for individuals) or certificates cancelled or discontinued due to death of subscriber	Must be numeric. This is the number of policies or certificates discontinued due to the death of the subscriber.
2/B	Number of policies (for individuals) or certificates cancelled or discontinued due to subscriber moved out of state	Must be numeric. This is the number of policies or certificates discontinued due to the subscriber moving out of state.
2/C	Number of policies (for individuals) or certificates cancelled or discontinued due to subscriber moved out of service area	Must be numeric. This is the number of policies or certificates discontinued due to the subscriber moving out of service area.
2/D	Number of policies (for individuals) or certificates cancelled or discontinued due to subscriber selected another product from existing carrier	Must be numeric. This is the number of policies or certificates discontinued due to the subscriber selecting another product from the existing carrier.
2/E	Number of policies (for individuals) or certificates cancelled or discontinued due to subscriber request	Must be numeric. This is the number of policies or certificates discontinued due to the request of the subscriber.
2/F	Number of policies (for individuals) or certificates cancelled or discontinued due to subscriber non-payment of premiums	Must be numeric. This is the number of policies or certificates discontinued due to non-payment of premiums by the subscriber.
2/G	Number of policies (for individuals) or certificates cancelled or discontinued due to fraud or intentional misrepresentation of material facts under the terms of the coverage.	Must be numeric. This is the number of policies or certificates discontinued due to fraud or intentional misrepresentation of material facts under the terms of the coverage.

Row/ Column	Field Description	Valid Values
2/H	Number of policies (for individuals) or certificates cancelled or discontinued due to intentional and abusive non-compliance with material provisions of the health benefit plan.	Must be numeric. This is the number of policies or certificates discontinued due to intentional and abusive non-compliance with material provisions of the health benefit plan.
2/I	Number of policies (for individuals) or certificates cancelled or discontinued due to discontinuance of a product.	Must be numeric. This is the number of policies or certificates discontinued due to discontinuance of a product.
2/J	Number of policies (for individuals) or certificates cancelled or discontinued due to other or unknown reasons.	Must be numeric. This is the number of policies or certificates discontinued due to other or unknown reasons.