



REGISTERING AS A HEALTH CARE BENEFIT MANAGER

Instructions for Submitting New Applications

As required under RCW chapter 48.200, any person or entity providing services to, or acting on behalf of, a health carrier or employee benefits program, that directly or indirectly impacts the determination or utilization of benefits for, or patient access to, health care services, drugs, and supplies must register as a Health Care Benefit Manager (HCBM) with the Washington Office of the Insurance Commissioner.

STEPS TO APPLY FOR REGISTRATION:

Step 1. Account creation and request for application

Fill out the [Account Creation and Request for Application form](#). After submitting the form, you will receive an email to confirm your request.

Step 2. Submit registration fee payment

Once your account request is approved, you will receive an email with instructions to submit the \$200 registration fee.

Step 3. Submit the completed application and supporting documentation

Upon receipt of payment, we will send you a confirmation email that includes a receipt for your payment. This email contains links to the HCBM application form and the DocuSign portal, where you can upload your completed application and supporting documents.

You must upload all the required documentation as itemized on the DocuSign application. Once completed, sign the DocuSign application, and select the "Finish" button to submit your application.

Please note: the application form requires several acknowledgments and a declaration to be signed by a corporate officer.

Application submission does not guarantee final approval and registration. An OIC licensing analyst will review your application form and accompanying documentation to ensure it is complete and compliant.

If your application is incomplete, the OIC licensing analyst will send you a deficiency notice. This notice will provide instructions on how to proceed. You will have 15 business days to correct all deficiencies.

All information in your submission is subject to the Public Records Act and is therefore considered a public record. Any material marked as "private" or "confidential" does not prevent it from being publicly available. For more information about public records, please visit our [website](#).

Registration Notification

Once the OIC analyst has completed their application review, you will receive an email regarding its status. Your company is not registered until you receive the registration confirmation email with an attached copy of the electronically signed Certificate of Registration.

Registration Timeframe

Registrations for Health Care Benefit Managers (HCBMs) are valid from the certificate effective date to the ensuing June 30th.

To continue operating as an HCBM in Washington, you must renew your registration by submitting a renewal application no later than March 1st of each year. There is no filing fee for your renewal application.

Invoices for the OIC-calculated HCBM renewal fee for the next registration period will be available on or before June 1 and due July 15. Instructions for renewing your registration may be found on the HCBM Registration Renewal link on the OIC website.

Legal Notice

As an HCBM operating in Washington, it is your responsibility to have a clear understanding of the laws, regulations, and other applicable statutes related to your business activities. If you conduct business in this state without being registered, you are acting in violation of the law and will be subject to enforcement action.

Questions?

For questions or additional information, please contact a [Company Licensing Specialist](#) by selecting "Company applications" from the dropdown menu or calling (360) 725-7219.