

January 19, 2016

To: Medical Insurance Carriers for K-12 School Districts in the State of Washington

From: OIC K-12 Health Benefits Data Collection Project Team

CC: Office of the Insurance Commissioner (OIC)

RE: ShareFile Access - Year 4 of OIC K-12 Health Benefit Data Collection Project

Hello again from the OIC K-12 project team.

The purpose of this message is to provide important information about ShareFile to Insurance Carrier personnel that will be directly involved in submitting health benefit data in response to Year 4 of OIC K-12 Health Benefit Data Collection Project. Persons that will not be directly involved in submitting health benefit data via ShareFile can ignore this message.

### **Data submission method is ShareFile.com**

In Year 4 of the project, ShareFile.com will again be used as the data transport mechanism. Information on this service may be found on the ShareFile website, which is [www.sharefile.com](http://www.sharefile.com). If you have specific concerns about the data security arrangements of ShareFile.com, please see [www.sharefile.com/industries/business/security.aspx](http://www.sharefile.com/industries/business/security.aspx).

Once you are logged in, the ShareFile site contains extensive help functions and tutorials that are accessible via the 'Help' function in the upper right-hand corner of any screen.

### **ShareFile Access**

If you are a new ShareFile user, please either contact the project team to be set up with access your carrier's ShareFile account, or have someone from your organization (who already has access) do so. Note that all users who already have access to your organization's ShareFile account are able to add or delete other users, to upload or download files, and to configure the email notifications that are automatically generated whenever files are uploaded or downloaded.

If you are an existing user of ShareFile (if you used ShareFile to submit data in Year 3 of the project) you can log on to ShareFile using the credentials that were set up previously. For security reasons you may want to consider changing your password. If you have forgotten your password, go to the login page, enter your email address, and click on "Forgot Password?". You will be taken to a screen where you can reset your password.

### **Timelines / Next Steps**

01/19/16	Individual ShareFile accounts have been set up for all carriers.
1/28/16	The final version of the Carrier Data Call will be posted to the OIC website at <a href="http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection/index.html">http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection/index.html</a>
5/31/16	Deadline for all data submissions.

### **Questions or Comments?**

Please contact the project team at [OICDataCallTeam@Treinen.com](mailto:OICDataCallTeam@Treinen.com)

Thank you,  
The OIC K-12 Health Benefit Data Collection Project Team

## Further Information - Links

### ESSB 5940

The original legislation may be found here:

<http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/Senate%20Bills/5940-S.E.pdf>

### Treinen Associates Inc.

Treinen Associates' web site:

<http://www.treinen.com/>

### OIC Rules

The OIC's rules (CR-103P) associated with ESSB 5940 are available on the OIC's web site:

[www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf](http://www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf)

### OIC Data Collection Project Pages

Please see:

[www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection](http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection)

This web site hosts various documents related to the OIC K-12 Health Benefit Data Collection Project.