



## REGISTERING AS A HEALTH CARE BENEFIT MANAGER

### Instructions for Submitting New Applications

Effective January 1, 2022, any person or entity providing services to, or acting on behalf of, a health carrier or employee benefits programs, that directly or indirectly impacts the determination or utilization of benefits for, or patient access to, health care services, drugs, and supplies are required to register as a Health Care Benefit Manager (HCBM) with the Washington Office of the Insurance Commissioner.

#### **How to Apply**

Applying for registration is a multi-step process.

#### **Step 1. Account creation and request for application**

To begin, complete the [Account Creation and Request for Application form](#). Upon submission of the form, you will receive an email confirming your request.

#### **Step 2. Submit application fee payment**

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

#### **Step 3. Submit completed application and supporting documentation**

Once the registration payment is received, you will receive a receipt of payment confirmation email. This email will provide you links to the HCBM application form as well as the DocuSign portal where you will upload your completed application and supporting documents. Please note that the application form contains acknowledgements and a declaration that must be signed by a corporate officer. Upload the documentation as itemized on the DocuSign application. Once completed, sign the DocuSign application, and select the "Finish" button to submit your completed application.

Submission of the application alone does not constitute final approval and registration. An OIC licensing analyst will review the submitted application form and documentation provided for completeness and compliance as prescribed by Washington requirements. If your application is missing information or documentation, you will be contacted by the OIC licensing analyst who will advise you of what information or documentation is missing.

All information contained within your submission is a matter of public record under the Public Records Act. Any marking as "private" or "confidential" on any material does not preclude its availability or its status as a public record. See our [website](#) for more information about public records.

#### **Registration Notification**

Following the OIC analyst's complete review of the application, you will receive email notification advising you of the status of your application. The OIC will mail you an original Certificate of Registration

along with an email copy. Your company is not registered until you receive the registration confirmation email with an attached copy of the Certificate of Registration.

**Registration Timeframe**

Registrations are valid for one fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Registrations may be renewed by submitting a renewal application no later than March 1<sup>st</sup> of each year and paying a registration renewal fee as invoiced by the OIC. Renewing a registration is required to continue operating as an HCBM in Washington. Instructions for renewing your registration may be found on the HCBM Registration Renewal link on the OIC website.

**Legal Notice**

It is the HCBM's responsibility to understand the laws, related regulations, and other applicable statutes regarding HCBM's operating in Washington. Any person or entity conducting business in this state as an HCBM without being registered is acting in violation of the law and subject to enforcement action.

**Questions?**

For all questions or requests for additional information, please contact a [Company Licensing Specialist](#) (select "Company applications" in the dropdown) or call (360) 725-7219.