

## **Healthcare Enrollment Information Data Survey Instructions**

The following data is to be submitted to the OIC monthly beginning in January 2014.

### **What data is the subject of the survey?**

Enrollment data is for each individual and small group plan written either inside or outside the exchange, for metal level and catastrophic plans. This means for Platinum, Gold, Silver, Bronze and Catastrophic plans inside and outside of the exchange.

### **What data will be covered in each submission?**

For the first submission, enrollment as of 12/31/2013 for 1/1/2014 effective dates.

For subsequent submissions, enrollment as of month end of the previous month. For example, the submission for 2/10/14 will be based on the enrollment numbers as of 1/31/14.

Note: We do not expect any corrections based on late submissions or back dated policies. We are only looking for the snap shot data as of month end each month.

### **What data will be collected?**

A template is attached showing the data elements. There are eleven elements: Company Name, NAIC Code, Individual or Small Group policy type, Plan name, Provider network name, Contact Name, Contact Phone Number, Contact Email Address, Data Month, and Enrollee numbers by county.

### **Are there any other instructions?**

A separate template is to be used for each plan. If you participate in various metal levels both inside and outside the exchange, you will submit multiple templates to us each month. The number of templates could be larger for specific situations such as multiple networks associated with a plan.

If a plan uses more than one network for a plan, you must submit a form for each network used by that plan. For example: if plan #1 uses Network A and Network B, there will be 2 sheets for that plan – one for Plan 1/Network A and one for Plan 1/Network B.

Other situations should be discussed with the OIC contact, John Haworth, prior to submission.

### **Data submission information is also located at:**

<http://www.insurance.wa.gov/companies/market-conduct/more-market-conduct-resources/>

### **Where do we submit the templates?**

All templates are to be submitted electronically to [marketconductoversig@oic.wa.gov](mailto:marketconductoversig@oic.wa.gov). The January submission is due on 1/25/2014. Subsequent monthly transmissions are due by the 10<sup>th</sup> of each month.

### **Questions?**

John Haworth at [johnhaw@oic.wa.gov](mailto:johnhaw@oic.wa.gov) or (360) 725-7223.

