



State of New Jersey
 DEPARTMENT OF BANKING AND INSURANCE
 OFFICE OF SOLVENCY REGULATION

PO Box 325
 TRENTON, NJ 08625-0325

JON S. CORZINE
Governor

TEL (609) 292-5350
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STEVEN M. GOLDMAN
Commissioner

January 14, 2009

Dear Sir or Madam,

The purpose of this correspondence is to standardize financial reporting for Third Party Administrators (TPAs) licensed or **registered** in New Jersey, and to ensure that data is properly captured in order to be in compliance with N.J.A.C. 11:23-3.8. All filings must be postmarked no later than June 1st. If the due date falls on a Sunday, then the deadline is extended to the next business day. **Note that any additional or revised filing requirements are outlined in bold.**

Please submit updated contact information to Fred Berger (see end of correspondence) no later than May 1, 2009. This may be sent either in a letter, fax (609-202-6765) or e-mail. The contact information should include:

- Company Name**
- Contact (individual) and title**
- Address**
- Phone number**
- Fax Number**
- e-mail address**

The Commissioner of Banking and Insurance (Commissioner) has the regulatory authority (N.J.A.C. 11:23-4.3) to impose enforcement remedies against a TPA for violations of any regulatory requirements including the late filing of annual reports. The Commissioner may levy an administrative penalty in an amount not less than \$250.00 or more than \$5,000.00 for each day that a TPA is in violation of the regulation. This letter is reasonable notice that any TPA that files late will be fined on a per day basis.

The TPA filing requirements are as follow: (Note the UNAUDITED Financial Statements previously due by March 1st are no longer required).

<u>ITEM</u>	<u>REPORT</u>	<u>DUE DATE</u>
A.	Annual Questionnaire	June 1
B.	Annual Contract Report FKA Annual Report	June 1

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|----|------------------------------|--------|
| C. | Audited Financial Statements | June 1 |
| D. | \$100 Annual Filing Fee | June 1 |
- A. Annual Questionnaire (see attached). This report must be completed in its entirety. If a specific question is not applicable to the TPA, it should be so indicated using “N/A” or “None”. Note the questionnaire must include an organizational chart which identifies the corporate structure.
- B. Annual **Contract Report FKA Annual Report**. Every TPA shall file with the Commissioner on or before June 1 of each year an Annual **Contract Report** for the preceding calendar year. The report shall contain the complete names and addresses of all benefit payers with which the administrator had a contract in effect during the preceding calendar year, and the status of all contracts in effect in the previous year covering one or more residents of New Jersey.

Name and Address of the TPA

Name, Phone Number, and email for Contact Person for this Report Year for Which the Report is Filed (example 2008)

For each Contract with a Benefit Payer covering residents of NJ

Name and Address of the Benefit Payer

Type of Benefit Payer (Employer, Union, School, Health Carrier, etc.)

Type of Benefit (e.g. Medical, Rx, Dental, Vision, Behavioral Health, PT, etc.)

Type of Service (e.g. Claims Payment, Utilization Management, Enrollment, etc.)

Status of Contract at year end (Active, Terminated)

Enrollment (number of covered people in New Jersey, including dependants) (indicate if estimated)

Enrollment only needs to be reported if all of the following are true of the Contract:

1. **The Contract is with a self-funded plan, not an insured plan.**
2. **The Contract covers, at a minimum, comprehensive medical benefits.**
3. **The Contract provides, at a minimum, claims payment service.**

Enrollment should be reported for those Contracts for which the TPA is the administrator of benefit payments for a self-funded plan of comprehensive medical benefits. Enrollment should not be reported if the plan is fully insured, if the only benefits provided are ancillary, or if the services provided do not include the primary review and payment of claims.

- C. Audited Financial Statement. An Audited financial Statement for the TPA’s preceding calendar year prepared on a GAAP basis, shall be filed on or before June 1 of each year. The parent company’s consolidated Audited Financial Statement and its subsidiaries may be filed to meet this requirement. Additional consolidating information is recommended but is no longer a requirement.

D. The filing fee of \$100.00 shall accompany the June 1st filings and be made payable to the State of New Jersey – General Treasury.

E. MAILING ADDRESS

Every TPA shall submit 1 copy of the above required reports to:

Fred Berger
NJ Department of Banking and Insurance
Office of Solvency Regulation
20 West State Street, 8th Floor
PO Box 325
Trenton, NJ 08625-0325

If you have any questions concerning this correspondence other than those pertaining to the Annual **Contract Report** please contact Fred Berger at (609) 292-5350 x50070 or email him at fred.berger@dobi.state.nj.us.

Questions concerning the Annual **Contract Report** should be directed to Neil Vance at (609) 292-5427 x50338 or emailed at neil.vance@dobi.state.nj.us.

Frank Cipriani
Manager, Health Entities Unit