

# BULLETIN

## OMC 2003-02

**TO:** All Health Maintenance Organizations Doing Business in New Jersey

**FROM:** Marilyn Dahl, Senior Assistant Commissioner, New Jersey State Department of Health and Senior Services

**DATE:** May 28, 2003

**RE:** Reporting Departures, Replacements and other Transitions of an HMO's Officers, Directors and other Key Personnel

The purpose of this bulletin is to remind HMOs of their obligation to report to the Department of Health and Senior Services ("Department") departures, replacements or transitions in scope of responsibility of officers, directors and other key personnel (senior management), in accordance with N.J.S.A. 26:2J-3(d), and N.J.A.C. 8:38-2.7(a). In particular, HMOs have an obligation to keep the Department apprised of changes relevant to all persons who are responsible for the conduct of the affairs of the HMO, as specified at N.J.S.A. 26:2J-3(c)(3). To the extent known, HMOs should notify the Department of all such changes 30 days prior to the change becoming effective, or as soon as possible otherwise.

The Department makes an attempt to keep its records up-to-date, and reaches out to HMOs from time-to-time to support these efforts. However, the obligation to keep the filed information up-to-date and accurate actually rests with the HMOs. The Department is finding in its recent outreach efforts that, while most HMOs do report departures and replacements of their Presidents and/or Chief Executive Officers, some HMOs have been lax in complying with this obligation regarding other key positions, most notably with respect to providing information about changes of or among Medical Directors responsible for New Jersey business, and changes in title or scope of responsibility of other senior staff. All HMOs need to work more diligently to assure that the information is kept current with the Department.

Questions regarding this matter may be directed to Sylvia Allen-Ware, Director, Office of Managed Care by mail at P.O. Box 360, Trenton, NJ 08625-0360; by phone at 609-633-0660; by fax at 609-633-0807, or by email at Sylvia.Allen-Ware@doh.state.nj.us.