



# Kansas Insurance Department

## Sandy Praeger, Commissioner of Insurance

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Dear Sir or Madam:

Please be advised that you must complete an application for a utilization review organization certificate in order to apply for formal certification by the Kansas Insurance Department in compliance with the Utilization Review Organization Act (K.S.A. 40-22a01, et seq. and amendments thereto.)

A utilization review organization is defined in K.S.A. 40-22a03 and amendments thereto, as “any entity which conducts utilization review and determines certification of an admission, extension of stay or other health care service.” Unless granted an exemption in K.S.A. 40-22a06 and amendments thereto, a utilization review organization may not conduct utilization review services in this state or affecting residents of this state without obtaining a certificate from the commissioner. It is important to note, utilization review organizations which conduct utilization review only with respect to mental health, chemical dependency, chiropractic, optometric, podiatric, dental or any other health care service other than the practice of medicine and surgery ARE required to obtain a certificate. The regulation was developed in such a manner as to include these types of utilization review organizations as well as those which perform utilization review with respect to the practice of medicine and surgery.

The regulation sets forth the specific standards required for utilization review organizations and applies to prospective, concurrent and retrospective utilization review for inpatient and outpatient care rendered by a health care provider. The standards apply to utilization review activity conducted in connection with health benefit plans. The regulation defines these plans to include any individual, group or blanket policy of accident and sickness, medical or surgical expense coverage and any provision of a policy, contract, plan or agreement for medical service, including any contract of a health maintenance organization, non-profit medical and hospital service corporation, or municipal group-funded sickness and accident pool. The regulation does not include a policy or certificate covering only credit, only disability income, coverage issued as a supplement to liability insurance, insurance arising out of a workers compensation or similar law, automobile medical payment insurance, insurance under which benefits are payable with or without regard to fault and which is required by statute to be contained in any liability policy, Medicare, or Medicaid.

If you do not have URAC accreditation please submit your application in notebook format, clearly referencing each section of your submission to that item in the application. Submission of the application in this format will allow us to complete our review in a more expeditious manner. All information submitted in the application must be typed. The application must be accompanied by a \$100 filing fee payable to “The Kansas Insurance Department.” Send the completed application and fee to:

Julie Holmes, Assistant Director  
Accident & Health Division  
Kansas Insurance Department  
Accident and Health Division  
420 S.W. 9th Street  
Topeka, KS 66612-1678

Please be advised if your entity has URAC accreditation we will only need the front page of the application and the last page of the application with the CEO’s signature notarized. In addition to the aforementioned items, we will also need either a copy of your current URAC certificate or a letter from URAC stating that your accreditation is being processed. If the latter is submitted, please be advised that we will need a copy of your certificate once the accreditation process is completed. The application fee is not required for URAC accredited organizations. However, it is your responsibility to provide new URAC certificates as your entity goes through renewals with URAC.

If you are changing your name, you will need to send us your original Kansas Insurance Department Utilization Review certificate, to enable us to cancel the original and issue a certificate with the new name. If you no longer have or aren't able to locate the original certificate, please note that fact in your cover letter.

NOTE: Each utilization review organization should file written notice with the Kansas Insurance Department of any material change in the information provided to the department in the application. (The notice should be provided as soon as possible, but no later than 30 days after the effective date of the change).

Sincerely,

Julie Holmes  
Assistant Director  
Accident & Health Division  
785-296-7850 Phone  
785-291-3034 Fax