



Kansas Insurance Department

Ken Selzer, CPA, Commissioner of Insurance

Dear Sir or Madam:

Thank you for your interest in obtaining a certificate to conduct utilization review services for Kansas residents and providers. Please be advised that you must complete an application for utilization review organization certificate in order to apply for certification by the Kansas Insurance Department in compliance with the Utilization Review Organization Act, K.S.A. 40-22a01, et. seq.

A utilization review organization is defined in K.S.A. 40-22a03 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 as stated within K.S.A. 40-22a06, a URO may not conduct utilization review services in this state or affecting residents of this state without obtaining a certificate from the commissioner. However, UROs which conducts utilization review specifically in respect to mental health, chemical dependency, chiropractic, optometric, podiatric, and dental or any other health care service other than the practice of medicine and surgery ARE required to obtain a certificate. K.A.R. 40-4-41 was developed in a manner as to include these types of utilization review organizations in addition to those performing utilization reviews with respect to the practice of medicine and surgery. Please refer to bulletins 1995-4 and 1995-6 for clarification.

K.A.R. 40-4-41 sets forth the specific standards applicable 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 health benefit plan as 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 a health maintenance organization, non-profit medical and hospital service corporation, or municipal group-funded sickness and accident pool. The regulation is not applicable to 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, automobile medical payment insurance, or 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, or Medicare, or Medicaid.

If you do not have URAC accreditation, please submit your application along with all necessary supporting documents within a binder. The placement of the binder documents should be clearly cross-referenced in corresponding order with the application format. 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:

Kansas Insurance Department
ATTN: Barbara Torkelson,
Health and Life Policy Examiner II
420 S.W. 9th Street
Topeka, KS 66612-1678

Please be advised, if your entity has URAC accreditation you may only complete the front page of the application, question 7 on page two and the last page of the application including the CEO's notarized signature. In addition to the aforementioned items, we will also need a copy of your current URAC accreditation certificate which bears the true and correct name of the organization and the correct address. A renewal fee is not required for URAC accredited organizations. However, it is your responsibility to submit to this department, a copy of the renewed URAC certificates as your entity completes renewals with URAC.

Sincerely,
Barbara Torkelson
Health & Life Policy Examiner II
Phone: (785) 296-7850
e-mail: barbara.torkelson@ks.gov