



Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

Dear Applicant:

Thank you for your interest in obtaining a certificate to conduct utilization review services for Kansas residents. Please be advised that you must complete an application for a 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 operational policy and procedure documents within a binder. The placement of the binder documents should be clearly cross-referenced in accordance 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 either a copy of your current URAC certificate or a letter directly 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. A renewal 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 upon renewal your organization is under desk review, or on site review, a letter directly from URAC advising us of such "applicant" status must be forwarded to this office in order to maintain your current status in Kansas.

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