



STATE OF CONNECTICUT

INSURANCE DEPARTMENT

BULLETIN HC-86-16
JULY 19, 2016

TO: UTILIZATION REVIEW COMPANIES

RE: LICENSING & RENEWAL REQUIREMENTS FOR UTILIZATION REVIEW COMPANIES

This bulletin rescinds Bulletin HC-86-15 dated July 8, 2015. Section §38a-591-1 of the Regulations of Connecticut State Agencies amended the renewal date for utilization review company licenses from October 1 to January 1. Companies are advised that their current license slated to expire on September 30, 2016 will be extended through December 31, 2016. Applications for renewal effective January 1, 2017 should be filed no later than October 1, 2016.

The license application is available on the Insurance Department's website (www.ct.gov/cid) under the tab "Forms and Applications." Applications may also be requested from the Life & Health Division at the e-mail address listed below.

Initial Licensure

Companies submitting an application for an initial utilization review license should be sure that the application is complete with all necessary supporting materials. The application and all supporting materials including letters to enrollees should be specific to Connecticut for plans that are fully insured. Any application that contains provisions regarding jurisdictions outside of Connecticut or for self-funded plans will be rejected. Applications will not be considered until all required information is submitted. The license fee should not be sent with the application. Upon satisfactory review of the application, the company will be invoiced and the license will be issued upon receipt of the \$3,000 license fee. All checks must be made payable to the Treasurer – State of Connecticut.

Annual License Renewal

Note that utilization review company licenses must be renewed annually every January 1 regardless of the date of initial licensure. License fees are not prorated for partial years. Renewal applications are due each October 1 prior to the January license renewal. Companies renewing the utilization review license effective January 1, 2017 should review relevant laws, regulations and bulletins as well as the current license application posted on the Department's website. All renewals should include the completed survey and certification that are Attachments 1 and 2 of the license application as well as any updates to the previously filed license application. The license fee should not be sent with the application for renewal. Upon satisfactory review of the application, the company will be invoiced and the license will be

issued upon receipt of the \$3,000 license fee. All checks must be made payable to the Treasurer – State of Connecticut. License fees are not prorated for partial years.

Utilization review companies should also note that any material change in information supplied in an application for licensure or renewal must be filed with the Insurance Department within 30 calendar days after such change.

QUESTIONS

Please contact the Life and Health Division at cid.lh@ct.gov with any questions.



Katharine L. Wade
Insurance Commissioner