



MIKE CHANEY
Commissioner of Insurance
State Fire Marshal

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Deputy Commissioner of
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MISSISSIPPI INSURANCE DEPARTMENT

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WOOLFOLK BUILDING
JACKSON, MISSISSIPPI 39201
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MAILING ADDRESS
Post Office Box 79
Jackson, MS 39205-0079
TELEPHONE: (601) 359-3569
FAX: (601) 576-2568

MEMORANDUM

TO: Private Review Agency

FROM: Mississippi Insurance Department, Licensing Division

RE: Application & Fee for Certification/Recertification as a Private Review Agent

A complete application signed and verified by the applicant, including all supporting documents requested in the application.

1. An application fee of \$1,322.50.
2. Licenses will be issued for two years and will expire unless the license has been renewed. Return the application, fee, and other requested information to:

MS Insurance Department
Attn: Licensing Division
P O Box 79
Jackson, MS 39211

If we can be of assistance in this matter please do not hesitate to contact our office at (601)359-3657 or email licensing@mid.ms.gov.

Contact Form

Agency Name: _____ Certificate#: _____

Director's Name:

Director's Email:

Director's Phone:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Phone: _____

If there is a change in Administration, please send a letter, on entity letterhead, containing the Name, License#, Email, and Start Date of the new person(s) to licensng@mid.ms.gov.

Mississippi Insurance Department

Application for Certification/Recertification Private Review Agency

I. Agency _____

Address
Number and Street City State Zip Code

Mailing Address _____
City State Zip Code

Telephone Number -----

Fax Number

Director _____ (_____) _____
Name Title Telephone Number

Person to be contacted for additional information:

Name Title Telephone Number

II. **Specify if the entity is operated by an individual, partnership, corporation, or other.** _____

A. If operated by an individual, provide name and address:

B. If operated by a partnership, provide full name and address of each partner:

C. If operated by a corporation:

1. Provide full name and address of corporation:

2. Provide full name, title and address of each officer:

D. If the entity is owned by a corporation, list each individual who owns five (5) percent or more of the stock, including their current mailing and/or street address and percentage of ownership. If five (5) percent or more of such stock is owned by another corporation, furnish the same information requested above.

III. Agency Employees:

	Full-time	Part-time	Under Arrangement
Administrative	_____	_____	_____
Physicians	_____	_____	_____
Registered Nurses	_____	_____	_____
Clerical	_____	_____	_____
Others (Specify)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If a physician review organization is utilized by this agency, provide name and address:

IV. How does this agency address the requirement that no adverse determinations shall be made without prior evaluation and concurrence in the adverse determination by a physician licensed to practice in Mississippi?

V. Based on the agency's activities in Mississippi during the past two years of certification, please provide the following statistics:

Total Number of Precertification/Preadmission Reviews _____

Total Number of Denials _____

Total Number of Appeals _____

Total Number of Denial Decisions Reversed _____

Total Number of Concurrent Reviews _____

Total Number of Denials _____

Total Number of Appeals _____

Total Number of Denial Decisions Reversed _____

Total Number of Retrospective Reviews _____

Total Number of Denials _____

Total Number of Appeals _____

Total Number of Denial Decisions Reversed _____

VI. If there have been any changes in the following documents, please submit with this recertification application, and designate the changes.

A. Utilization Review Plan that includes a description of review criteria, standards and procedures to be used in pre-admission certification of proposed hospital and medical care, concurrent and retrospective review of delivered hospital and medical care, and the provisions by which patients, physicians, or hospitals may seek reconsideration or appeal of adverse decisions by the private review agent.

B. Type and qualifications of all personnel who perform utilization review.

- C. Policies and procedures to insure that a representative of the private review agent is reasonably accessible to patients and providers in this state.
- D. Policies and procedures to insure confidentiality of individual patient's medical records.
- E. Copies of materials used to inform patients and providers of requirements of the Utilization Review Plan.
- F. List of the names and addresses of all third party payers for which the private review agency performs utilization review in Mississippi.

I (we) do hereby certify on behalf of _____ after diligent research, inquiry and study, that the information and material contained in this foregoing application for a certificate is true, accurate and correct, to the best of my (our) knowledge and belief. It is understood that the Mississippi Insurance Department ("Department") will rely on this information and material in making its decision as to the issuance of a license, and if it finds that the application contains distorted facts or misrepresentation or does not reveal truth and accuracy, the Department may reject the application. It is further understood that if a certificate is issued based upon the evidence contained in the application, such certificate may be canceled or revoked, if the Department determines its findings were based on evidence not true, factual, accurate and correct.

Signature

Signature

Title

Title

Date

Make checks payable to: Mississippi Insurance Department

Mail to: Mississippi Insurance Department
Attn: Licensing Division
P O Box 79
Jackson MS 39201