



ANGUS S. KING, JR.  
GOVERNOR

STATE OF MAINE  
MAINE HEALTH DATA ORGANIZATION  
151 CAPITOL STREET  
102 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0102

RICHARD M. BRUNS  
CHAIR  
DANA C. KEMPTON  
VICE-CHAIR  
ALAN M. PRYSUNKA  
EXECUTIVE DIRECTOR

September 18, 2002

Dear :

RE: Important Legal Requirement for Third-Party Administrators

The purpose of this memo is to inform your company that it will be required by the end of this year to begin submitting copies of all its paid claims and eligibility data for Maine contracts to the Maine Health Data Organization for inclusion in the Maine Health Care Claims Data Bank.

Given the tight timeframe for meeting this requirement, it is essential that you forward the enclosed material to your senior IT manager or vendor (and other appropriate managers) as soon as possible.

In order to begin the test phase of generating and transmitting the claims files to the Maine Health Data Processing Center, a registration form has been included that must be completed and returned to Ms. Suanne Singer, the Maine Health Data Processing Center Manager, no later than **October 4, 2002**. After submitting the form, those employees listed as contacts for your company will be contacted directly by Ms. Singer or members of her staff. This contact information is vitally important in allowing us to open up a direct line of communications between technical staff at the Maine Health Data Processing Center and your company.

#### Background

On June 28, 2001, Maine Governor Angus S. King signed two bills into law: An Act to Amend the Maine Health Data Organization Laws by (PL 2001, Chapter 457) and An Act to Create the Maine Health Data Processing Center (PL2001, Chapter 456). Chapter 457 enacted several statutory amendments that directly affect "third-party administrators" within the meaning 24-A MRSA, Chapter 18. One of the amendments clarified statutory language requiring all third-party administrators to submit to the Maine Health Data Organization (MHDO) health care claims related data for Maine residents covered under ERISA plans.

After considerable input from a number of health insurance carriers and the public, the MHDO Board adopted new rules on July 31, 2002, entitled Chapter 243: *Uniform Reporting System for Health Care Claims Data Sets*, that include specific data elements, file formats, and submission schedules for health care claims and eligibility data for Maine contracts. Data for December of 2002 is to be submitted to the Maine Health Data Processing Center by **January 31, 2003**.



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The Maine Health Data Processing Center is a public/private non-profit entity specifically established by the Maine State Legislature to process the health claims data on behalf of the MHDO. After the data is processed at the Center, it shall be transmitted to the MHDO where it will be stored and processed for public distribution.

In order to assist you with meeting the Maine Health Data Organization's new regulatory requirement for the submission of health claims and eligibility data, the following material has been included:

1. *Health Care Claims Data Bank Fact Sheet;*
  2. *Chapter 243 – Uniform Reporting for Health Care Claims Data Sets;*
  3. *Maine Assistant Attorney General's Position Paper re: HIPAA;*
  4. *Maine Assistant Attorney General's Position Paper re: ERISA; and*
  5. *Maine Health Data Processing Center Registration Form with return envelope.*
- (to be returned by October 4, 2002)**

If you have any questions regarding the new regulatory requirements, please contact:

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Augusta, Maine 04333-0102

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Thank you for your prompt attention to this matter.

Sincerely,



Alan M. Prysunka, Executive Director  
Maine Health Data Organization