

**COMMONWEALTH OF VIRGINIA  
2003 Health Benefits Plans RFPs OHB03-2, 3, 4 , and 5**

This *Attachment 1* to the subject RFPs consists of the following:

- 1. A.** Summary Chart of Current COVA Care Benefits
- 1. B.** Summary Chart of Current TLC Benefits
- 1. C.** Blank Summary Chart

As directed in paragraph 6.2 of the RFPs, these charts must be submitted as Tab 2 of a proposal.

If your proposed benefits are identical to the current plans, a brief annotation to that effect on Attachments 1. A. and 1. B. is required.

If the proposed benefits vary to some degree, but resemble the current program (e.g., different deductibles), submit an MS Word redline edit version of Attachments 1. A. and 1.B.

If your proposed benefits are materially different than the current programs, complete and submit an attachment 1. C. for each plan of benefits proposed.

COVA CARE BASIC SCHEDULE OF BENEFITS

Attachment 1 A

Calendar Year Deductible:	Individual	Family
Annual Out-of-Pocket Limits	\$200	\$400
Lifetime Maximum <i>(Other Covered Services)</i>	\$1500	\$3000
	\$1,500,000	

Basic Benefits	Co-Payment	Deductible Applies?	In-network Coinsurance	Comments:
<b>Accidental Dental Injuries</b>	\$0	Yes	20%	
<b>Ambulance Travel</b>	\$0	Yes	20%	No Calendar Year Limit
<b>Diagnostic test and x-rays</b>				
• Inpatient	\$0	No	0%	
• Outpatient, including Office	\$0	Yes	10%	
<b>Doctor's Visits</b>				
Inpatient				
• Primary Care Physician (PCP)	\$0	No	0%	
• Specialist	\$0	No	0%	
Outpatient /Office				
• Primary Care Physician (PCP)	\$25	No	0%	
• Specialist	\$35	No	0%	
<b>Home Health Care</b>	\$0	No	0%	90-visit Calendar Year Limit
<b>Hospice Care Services</b>	\$0	No	0%	
<b>Hospital Services</b>				
• Inpatient Facility	\$300 per stay	No	0%	
• Outpatient Facility, incl. ER visits	\$100 per visit	No	0%	Waived if admitted
<b>Mental Health or Substance Abuse Treatment</b>				
Inpatient Treatment				
• Facility	\$300 per stay	No	0%	
• Professional Provider Services	\$0	No	0%	
Partial Day Program	\$300 per stay	No	0%	
Outpatient Treatment				
• Facility Services	\$100	No	0%	
• Specialist	\$35	No	0%	
Employee Assistance Program	\$0	No	0%	Four visits per incident
<b>Medical Equipment, appliances and supplies</b>	\$0	Yes	20%	Includes Diabetic Supplies
<b>Nursing Services – Private Duty</b>	\$0	Yes	20%	Home Services only
<b>Oral Surgery</b>	\$ 35	No	0%	
<b>Skilled Nursing Facility</b>				
• Facility	\$0 per stay	No	0%	180 day per stay limit
• Professional Provider Services	\$0	No	0%	
<b>Surgery</b>				
Inpatient				
• PCP/Specialist	\$0	No	0%	
• Assistant Surgeon	\$0	No	0%	Medical Necessity Review
• Anesthesiologist	\$0	No	0%	Medical Necessity Review
Outpatient				
• PCP	\$25	No	0%	
• Specialist	\$35	No	0%	
• Anesthesiologist	\$35	No	0%	Medical Necessity Review
<b>Wellness Services</b>				
<b>Well child - Office Visits at specified intervals through age 6</b> (Includes all immunizations given at the time of the Office Visit)				
• PCP	\$25	No	0%	
• Specialist	\$35	No	0%	
Screening Tests	\$0	No	10%	
<b>Routine Wellness/Preventative care (Age 7 and older)</b>				

COVA CARE BASIC SCHEDULE OF BENEFITS

Attachment 1 A

Annual check-up				
• PCP	\$25	No	0%	
• Specialist	\$35	No	0%	
Immunizations	\$0	No	10%	Plan pays 90% coinsurance up to a \$200 CY maximum.
Lab and x-ray services	\$0	No	10%	
Preventative Care				
Annual gynecological exam				
• PCP	\$25	No	0%	
• Specialist	\$35	No	0%	
Annual Pap test	\$0	No	10%	
Annual mammography screening, beginning at age 35	\$0	No	10%	
Annual Prostate exam (digital rectal exam), beginning at age 40				
• PCP	\$25	No	0%	
• Specialist	\$35	No	0%	
Annual Prostate specific antigen test, beginning at age 40	\$0	No	10%	
Colorectal cancer screening	\$0	No	10%	
<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier	\$15	No	0%	Typically generic drugs
• Second Tier	\$20	No	0%	Lower cost brand-name drugs
• Third Tier	\$35	No	0%	Higher cost brand-name drugs
Mail Order (up to 90 day supply)				
• First Tier	\$30	No	0%	Typically generic drugs
• Second Tier	\$40	No	0%	Lower cost brand-name drugs
• Third Tier	\$70	No	0%	Higher cost brand-name drugs
<b>Dental Services – The Basic Plan includes most services except prosthetic, complex restorative and orthodontic. Covered expenses are not subject to a deductible and limited to a \$1200 calendar year maximum</b>				
• Diagnostic/Preventative Services	\$0	No	0%	
• Primary Services	\$0	No	20%	
<b>Optional Benefits – These benefits can be purchased at an additional cost to supplement the Basic Plan.</b>				
<b>Out-of Network Option</b>	25% penalty applied to the eligible benefit.			
<b>Expanded Dental</b>	The annual Dental maximum increases from \$1200 to \$1500 with this option			
• Prosthetic and Complex Restorative	\$0	No	50%	
• Orthodontic	\$0	No	50%	Lifetime maximum \$1200
<b>Vision/Hearing/Expanded Dental</b>				
Vision – benefits are limited to once every 24 months				
• Eye Exam	\$35	No	0%	
• Frames	\$75 benefit maximum			
• Lenses				
o Single Vision	\$50 benefit maximum			
o Bifocal	\$75 benefit maximum			
o Trifocal	\$100 benefit maximum			
o Contacts	\$100 in lieu of eyeglass lenses			
Hearing – benefits are limited to once every 48 months				
• Exam	\$35	No	0%	
Hearing Aid(s) & related services		\$1200 benefit maximum		
Expanded Dental – same as above				

**The Local Choice Schedule of Benefits**

**Key Advantage -25% Penalty applies to out of network providers except for emergency services**

Calendar Year Major Medical Deductible:	Individual \$100	Family \$400
Annual Out-of-Pocket Limits	\$1000	\$3000
Lifetime Maximum ( <i>Major Medical Services</i> )	\$1,000,000	

	Co-Payment	Deductible Applies?	Coinsurance	Comments:
<b>Accidental Dental Injuries</b>	\$0	Yes	20%	Under MM
<b>Ambulance Travel</b>	\$0	Yes	20%	
<b>Diagnostic test and x-rays</b>				
• Inpatient	\$200/confinement	No	0%	
• Outpatient/ Office	\$0	No	10%	
<b>Doctor's Visits</b>				
Inpatient				
• Primary Care Physician (PCP)	\$0	No	0%	
• Specialist	\$0	No	0%	
Outpatient /Office				
• Primary Care Physician (PCP)	\$15	No	0%	
• Specialist	\$25	No	0%	
<b>Home Health Care</b>	\$15 PCP/\$25 Specialist	No	0%	90-visit CY Limit
<b>Hospice Care Services</b>	\$15 PCP/\$25 Specialist	No	0%	
<b>Hospital Services</b>				
• Inpatient Facility	\$200/confinement	No	0%	
• Outpatient Facility, incl. ER visits	\$75 per visit	No	0%	Waived if admitted
<b>Mental Health or Substance Abuse Treatment</b>				
Inpatient Treatment				
• Facility	\$200 /confinement	No	0%	
• Professional Provider Services	\$0	No	0%	
Partial Day Program	\$200 /confinement	No	0%	
Outpatient Treatment				
• Facility Services	\$75	No	0%	Waived if admitted
• Specialist	\$25	No	0%	
Employee Assistance Program	\$0	No	0%	Four visits/ incident
<b>Nursing Services – Private Duty</b>	\$0	Yes	20%	
<b>Skilled Nursing Facility</b>				
• Facility	\$0 per stay	No	0%	180 day limit
• Professional Provider Services	\$0	No	0%	
<b>Surgery</b>				
Inpatient				
• PCP/Specialist	\$0	No	0%	
• Assistant Surgeon	\$0	No	0%	Medical Necessity Review
• Anesthesiologist	\$0	No	0%	Medical Necessity Review
Outpatient				
• PCP	\$15	No	0%	
• Specialist incl. Anesthesiologist	\$25	No	0%	

**The Local Choice Schedule of Benefits**

*Attachment 1 B*

<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier	\$15	No	0%	Typically generic drugs
• Second Tier	\$20	No	0%	Lower cost brand-name drugs
• Third Tier	\$35	No	0%	Higher cost brand-name drugs
Mail Order (up to 90 day supply)				
• First Tier	\$18	No	0%	Typically generic drugs
• Second Tier	\$33	No	0%	Lower cost brand-name drugs
• Third Tier	\$63	No	0%	Higher cost brand-name drugs
<b>Dental Services – The Basic Plan includes most services except prosthetic, complex restorative and orthodontic. Covered expenses are not subject to a deductible and limited to a \$1200 calendar year maximum</b>				
• Diagnostic/Preventative Services	\$0	No	0%	
• Primary Services	\$0	No	20%	
<b>Optional Benefits – These benefits can be purchased by the employer at an additional cost to supplement the Basic Plan.</b>				
<b>Expanded Dental</b>				
• Prosthetic and Complex Restorative	\$0	No	50%	
• Orthodontic	\$0	No	50%	Lifetime maximum \$1200
<b>Vision</b>				
Vision – benefits are limited to once every 24 months				
• Eye Exam	\$25	No	0%	
• Frames	\$75 benefit maximum			
• Lenses				
o Single Vision	\$50 benefit maximum			
o Bifocal	\$75 benefit maximum			
o Trifocal	\$100 benefit maximum			
o Contacts	\$100 in lieu of eyeglass lenses			

**The Local Choice Schedule of Benefits**

*Attachment 1 B*

**Cost Alliance - No Out of Network Benefits other than Emergency**

Annual Out-of-Pocket Limits

\$2500 per Covered Person

Lifetime Maximum

\$1,000,000

	<b>Co-Payment</b>	<b>Deductible Applies?</b>	<b>Coinsurance</b>	<b>Comments:</b>
<b>Accidental Dental Injuries</b>	\$20PCP/ \$35 Specialist	N/A	N/A	Accident treatment only
<b>Ambulance Travel</b>	\$0	N/A	N/A	A/C non-emergency pre-cert
<b>Diagnostic test and x-rays</b>				
• Inpatient	\$100/day \$500 max	N/A	N/A	A/C
• Outpatient, including Office	\$20 PCP/\$35 Specialist	N/A	N/A	A/C
<b>Doctor's Visits</b>				
<b>Inpatient</b>				
• Primary Care Physician (PCP)	\$0	N/A	N/A	A/C
• Specialist	\$0	N/A	N/A	A/C
<b>Outpatient /Office</b>				
• Primary Care Physician (PCP)	\$20	N/A	N/A	A/C
• Specialist	\$35	N/A	N/A	A/C
<b>Home Health Care</b>	\$0	N/A	N/A	Pre-cert
<b>Hospice Care Services</b>	\$0	N/A	N/A	A/C
<b>Hospital Services</b>				
• Inpatient Facility	\$100/day \$500 max	N/A	N/A	A/C
• Outpatient Facility, incl. ER visits	\$75 per visit	N/A	N/A	Waived if admitted
<b>Mental Health or Substance Abuse Treatment</b>				
<b>Inpatient Treatment</b>				
• Facility	\$100/day \$500/ max	N/A	N/A	A/C
• Professional Provider Services	\$0	N/A	N/A	A/C
Partial Day Program	\$100/day \$500/ max	N/A	N/A	A/C
<b>Outpatient Treatment</b>				
• Facility Services	\$75 per visit	N/A	N/A	Waived if admitted
• Specialist	\$35	N/A	N/A	A/C
Employee Assistance Program	\$0	N/A	N/A	Four visits per incident
<b>Nursing Services – Private Duty</b>	N/A	N/A	N/A	
<b>Skilled Nursing Facility</b>				
• Facility	\$0	N/A	N/A	100 day per stay A/C
• Professional Provider Services	\$0	N/A	N/A	A/C
<b>Surgery</b>				
<b>Inpatient</b>				
• PCP/Specialist	\$0	N/A	N/A	
• Assistant Surgeon	\$0	N/A	N/A	Medical Necessity Review
• Anesthesiologist	\$0	N/A	N/A	Medical Necessity Review
<b>Outpatient</b>				
• PCP	\$20	N/A	N/A	
• Specialist incl. Anesthesiologist	\$35	N/A	N/A	

**The Local Choice Schedule of Benefits**

*Attachment 1 B*

<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier	\$15	No	0%	Typically generic drugs
• Second Tier	\$20	No	0%	Lower cost brand-name drugs
• Third Tier	\$35	No	0%	Higher cost brand-name drugs
Mail Order (up to 90 day supply)				
• First Tier	\$18	No	0%	Typically generic drugs
• Second Tier	\$33	No	0%	Lower cost brand-name drugs
• Third Tier	\$63	No	0%	Higher cost brand-name drugs
<b>Dental Services –Covered expenses are not subject to a deductible and limited to a \$1200 calendar year maximum</b>				
• Diagnostic/Preventative Services	\$0	No	0%	
• Primary Services	\$0	No	20%	
• Prosthetic and Complex Restorative	\$0	No	50%	
• Orthodontic	\$0	No	50%	Lifetime maximum \$1200

**The Local Choice Schedule of Benefits**

**KeyShare -25% Penalty applies to out of network providers except for emergency services**

Plan Year Deductible: \$200 Per covered person Not to exceed \$600 per Family

Plan Year Out-of-Pocket Limits \$2000 Per covered person Not to exceed \$6000 per Family

	Co-Payment	Deductible Applies?	Coinsurance	Comments:
<b>Accidental Dental Injuries</b>	\$20 PCP/\$30 Specialist treated in the office	Yes for IP/OP treatment	20% for IP/OP treatment	Medical Only
<b>Ambulance Travel</b>	\$0	Yes	20%	
<b>Diagnostic test and x-rays</b>				
• Inpatient	\$0	Yes	20%	
• Outpatient	\$0	Yes	20%	
• Office	\$0	Yes	20%	
<b>Doctor's Visits</b>				
Inpatient				
• Primary Care Physician (PCP)	\$0	Yes	20%	
• Specialist	\$0	Yes	20%	
Outpatient /Office				
• Primary Care Physician (PCP)	\$20	No	0%	
• Specialist	\$30	No	0%	
<b>Home Health Care</b>	\$0	Yes	20%	90-visit CY Limit
<b>Hospice Care Services</b>	\$20 PCP/\$30 Specialist	No	0%	
<b>Hospital Services</b>				
• Inpatient Facility	\$0	Yes	20%	
• Outpatient Facility, including ER visits	\$0	Yes	20%	
<b>Mental Health or Substance Abuse Treatment</b>				
Inpatient Treatment				
• Facility	\$0	Yes	20%	
• Professional Provider Services	\$0	Yes	20%	
Partial Day Program	\$0	Yes	20%	
Outpatient Treatment				
• Facility Services	\$0	Yes	20%	
• Specialist	\$30	No	0%	
Employee Assistance Program	\$0	No	0%	Four visits per incident
<b>Nursing Services – Private Duty</b>	\$0	Yes	20%	
<b>Skilled Nursing Facility</b>				
• Facility	\$0	Yes	20%	180 day per stay limit
• Professional Provider Services	\$0	Yes	20%	
<b>Surgery</b>				
Inpatient				
• PCP/Specialist	\$0	Yes	20%	
• Assistant Surgeon	\$0	Yes	20%	
• Anesthesiologist	\$0	Yes	20%	
Outpatient				
• PCP	\$20	Yes	20%	
• Specialist incl. Anesthesiologist	\$30	Yes	20%	
<b>Routine Wellness/Preventative care (Age 7 and older)</b>				

**The Local Choice Schedule of Benefits**

*Attachment 1 B*

Annual check-up				
• PCP	\$20	No	0%	
• Specialist	\$30	No	0%	
Immunizations	\$0	No	20%	Plan pays 80% coinsurance up to a \$150 CY maximum.
Lab and x-ray services	\$0	No	20%	
Preventative Care				
Annual gynecological exam				
• PCP	\$20	No	0%	
• Specialist	\$30	No	0%	
Annual Pap test	\$0	No	20%	
Annual mammography screening, beginning at age 35	\$0	Yes	20%	
Annual Prostate exam (digital rectal exam), beginning at age 40				
• PCP	\$20	No	0%	
• Specialist	\$30	No	0%	
Annual Prostate specific antigen test, beginning at age 40	\$0	Yes	20%	
Colorectal cancer screening	\$0	Yes	20%	
<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier	\$15	No	0%	Typically generic drugs
• Second Tier	\$20	No	0%	Lower cost brand-name drugs
• Third Tier	\$35	No	0%	Higher cost brand-name drugs
Mail Order (up to 90 day supply)				
• First Tier	\$18	No	0%	Typically generic drugs
• Second Tier	\$33	No	0%	Lower cost brand-name drugs
• Third Tier	\$63	No	0%	Higher cost brand-name drugs
<b>Dental Services – The Basic Plan includes most services except prosthetic, complex restorative and orthodontic. Covered expenses are not subject to a deductible and limited to a \$1200 calendar year maximum</b>				
• Diagnostic/Preventative Services	\$0	No	0%	
• Primary Services	\$0	No	20%	
<b>Optional Benefits – These benefits can be purchased by the Employer at an additional cost to supplement the Basic Plan.</b>				
Expanded Dental/Vision				
Expanded Dental – these benefits are available in addition to the basic dental services				
• Prosthetic and Complex Restorative	\$0	No	50%	
• Orthodontic	\$0	No	50%	Lifetime maximum \$1200
Vision – benefits are limited to once every 24 months				
• Eye Exam	\$30	No	0%	
• Frames	\$75 benefit maximum			
• Lenses				
o Single Vision	\$50 benefit maximum			
o Bifocal	\$75 benefit maximum			
o Trifocal	\$100 benefit maximum			
o Contacts	\$100 in lieu of eyeglass lenses			

**The Local Choice Schedule of Benefits**

**Value Alliance - No Out of Network Benefits other than Emergency**

Plan Year Deductible

\$300 per Covered Person Not to Exceed \$900 per Family

Plan Year Out-of-Pocket Limits

\$2500 per Covered Person Not to Exceed \$7500 per Family

	<b>Co-Payment</b>	<b>Deductible Applies?</b>	<b>Coinsurance</b>	<b>Comments:</b>
<b>Accidental Dental Injuries</b>	\$20 PCP/\$35 Specialist if in office	Yes, if IP/OP treatment	20% if IP/OP treatment	
<b>Ambulance Travel</b>	\$0	Yes	20%	
<b>Diagnostic test and x-rays</b>				
• Inpatient	\$0	Yes	20%	
• Outpatient	\$0	Yes	20%	
• Office	\$0	Yes	20%	
<b>Doctor's Visits</b>				
Inpatient				
• Primary Care Physician (PCP)	\$0	Yes	20%	
• Specialist	\$0	Yes	20%	
Outpatient /Office				
• Primary Care Physician (PCP)	\$20	No	0%	
• Specialist	\$35	No	0%	
<b>Home Health Care</b>	\$0	Yes	20%	90-visit CY Limit
<b>Hospice Care Services</b>	\$20 PCP/\$35 Specialist	No	0%	
<b>Hospital Services</b>				
• Inpatient Facility	\$0	Yes	20%	
• Outpatient Facility, including ER visits	\$0	Yes	20%	
<b>Mental Health or Substance Abuse Treatment</b>				
Inpatient Treatment				
• Facility	\$0	Yes	20%	
• Professional Provider Services	\$0	Yes	20%	
Partial Day Program	\$0	Yes	20%	
Outpatient Treatment				
• Facility Services	\$0	Yes	20%	
• Specialist	\$35	No	0%	
Employee Assistance Program	\$0	No	0%	Four visits per incident
<b>Nursing Services – Private Duty</b>	\$0	Yes	20%	
<b>Skilled Nursing Facility</b>				
• Facility	\$0	Yes	20%	100 day per stay limit
• Professional Provider Services	\$0	Yes	20%	
<b>Surgery</b>				
Inpatient				
• PCP/Specialist	\$0	Yes	20%	
• Assistant Surgeon/ Anesthesiologist	\$0	Yes	20%	
Outpatient, incl. Oral Surgery				
• PCP	\$20	Yes	20%	
• Specialist incl. Anesthesiologist	\$30	Yes	20%	
<b>Routine Wellness/Preventative care (All Ages)</b>				

**The Local Choice Schedule of Benefits**

*Attachment 1 B*

Annual check-up				
• PCP	\$20	No	0%	
• Specialist	\$35	No	0%	
Immunizations	\$0	Yes	20%	
Lab and x-ray services	\$0	Yes	20%	
Preventative Care				
Annual gynecological exam				
• PCP	\$20	No	0%	
• Specialist	\$35	No	0%	
Annual Pap test	\$0	Yes	20%	
Annual mammography screening, beginning at age 35	\$0	Yes	20%	
Annual Prostate exam (digital rectal exam), beginning at age 40				
• PCP	\$20	No	0%	
• Specialist	\$35	No	0%	
Annual Prostate specific antigen test, beginning at age 40	\$0	Yes	20%	
Colorectal cancer screening	\$0	Yes	20%	
<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier	\$15	No	0%	Generally generic drugs
• Second Tier	\$20	No	0%	Lower cost brand-name drugs
• Third Tier	\$35	No	0%	Higher cost brand-name drugs
Mail Order (up to 90 day supply)				
• First Tier	\$18	No	0%	Generally generic drugs
• Second Tier	\$33	No	0%	Lower cost brand-name and some generic drugs
• Third Tier	\$63	No	0%	Higher cost brand-name drugs
<b>Dental Services –Covered expenses are not subject to a deductible and limited to a \$1200 calendar year maximum</b>				
• Diagnostic/Preventative Services	\$0	No	0%	
• Primary Services	\$0	No	20%	
• Prosthetic and Complex Restorative	\$0	No	50%	
• Orthodontic	\$0	No	50%	Lifetime maximum \$1200

SCHEDULE OF BENEFITS

Calendar Year Deductible:	Individual	Family
Annual Out-of-Pocket Limits	\$	\$
Lifetime Maximum	\$	\$

Basic Benefits	Co-Payment	Deductible Applies?	In-network Coinsurance	Comments:
<b>Accidental Dental Injuries</b>				
<b>Ambulance Travel</b>				
<b>Diagnostic Test and X-rays</b>				
• Inpatient				
• Outpatient, including Office				
<b>Doctor's Visits</b>				
Inpatient				
• Primary Care Physician (PCP)				
• Specialist				
Outpatient /Office				
• Primary Care Physician (PCP)				
• Specialist				
<b>Home Health Care</b>				
<b>Hospice Care Services</b>				
<b>Hospital Services</b>				
• Inpatient Facility				
• Outpatient Facility, including ER visits				
<b>Mental Health or Substance Abuse Treatment</b>				
Inpatient Treatment				
• Facility				
• Professional Provider Services				
Partial Day Program				
Outpatient Treatment				
• Facility Services				
• Specialist				
Employee Assistance Program				
<b>Medical Equipment, Appliances and Supplies</b>				
<b>Nursing Services – Private Duty</b>				
<b>Oral Surgery</b>				
<b>Skilled Nursing Facility</b>				
• Facility				
• Professional Provider Services				
<b>Surgery</b>				
Inpatient				
• PCP/Specialist				
• Assistant Surgeon				
• Anesthesiologist				
Outpatient				
• PCP				
• Specialist				
• Anesthesiologist				
<b>Wellness Services</b>				
<b>Well child through age 6</b>				
• PCP				
• Specialist				
Screening Tests				
<b>Routine Wellness/Preventative care (Age 7 and older)</b>				

SCHEDULE OF BENEFITS

Attachment 1 C

Annual check-up				
• PCP				
• Specialist				
Immunizations				
Lab and x-ray services				
Preventative Care				
Annual gynecological exam				
• PCP				
• Specialist				
Annual Pap test				
Annual mammography screening, beginning at age 35				
Annual Prostate exam (digital rectal exam), beginning at age 40				
• PCP				
• Specialist				
Annual Prostate specific antigen test, beginning at age 40				
Colorectal cancer screening				
<b>Prescription Drugs</b>				
Retail pharmacy (per 34 day supply)				
• First Tier				
• Second Tier				
• Third Tier				
Mail Order (up to 90 day supply)				
• First Tier				
• Second Tier				
• Third Tier				
<b>Dental Services</b>				
• Diagnostic/Preventative Services				
• Primary Services				
• Prosthetic and Complex Restorative				
• Orthodontic				
<b>Out-of Network Benefits</b>				
<b>Vision and Hearing</b>				
Vision Benefit				
• Eye Exam				
• Frames				
• Lenses				
o Single Vision				
o Bifocal				
o Trifocal				
o Contacts				
Hearing Benefit				
• Exam				
Hearing Aid(s) & related services				
Other Benefits:				

# COMMONWEALTH OF VIRGINIA

## EMPLOYEE HEALTH BENEFITS PROGRAM PROCUREMENT

### Statewide Self-Funded Medical Surgical Questionnaire

Completion of this schedule's enclosed questionnaire and exhibits in the formats provided will constitute the Technical and Cost Management Capabilities portion of the offeror's Proposal. Completion of the appropriate RFP Attachment 2, Schedules 2-1 through 2-8 is also required for a complete proposal. The contents of the Medical/Surgical Questionnaire are:

Contents	
Questionnaire	A questionnaire that allows each offeror to describe its technical capabilities in general terms (e.g., organization, history, financial stability, etc.) as well as specific areas that will form the evaluation framework for the offeror's proposal (e.g., Network Service and Quality). Sections I through V of the questionnaire constitute the forms and information required for the Technical and Cost Management evaluation. Please complete them in full. The questionnaire will direct the offeror to supporting exhibits that are to be completed in full, in the format provided. The primary exhibit contents are described below. The questionnaire also requests various supplemental exhibits (e.g., Provider Directories). <b>PLEASE NOTE: All exhibits should be placed on the page immediately following the applicable question, NOT in a separate binder or section. The few exceptions to this guideline (e.g., Geo-Access Report) will be clearly noted in the applicable question set.</b>
MEDICAL/SURGICAL Capabilities -- Exhibits	
Exhibit 1	<i>Organization Chart</i>
Exhibit 2	<i>Member Access</i>
Exhibit 3	<i>Patient Satisfaction Standards</i> providing historical results of patient satisfaction surveys (offeror's format, follow instructions in Question III.9.)
Exhibit 4	<i>Standard Reports</i> (follow instructions provided in Question IV.2.)
Cost Forms	MEDICAL/SURGICAL applicable schedules provided in RFP Attachment 2 submitted in accordance with instructions in RFP Section 6.0, <i>Form of Response</i> .

# EMPLOYEE HEALTH BENEFITS PROGRAM PROCUREMENT

## MEDICAL/SURGICAL Questionnaire

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Completion of this questionnaire and its referenced supporting exhibits will constitute each offeror's Technical and Cost Management Capabilities description for the following plan described in this RFP:

### STATEWIDE SELF-FUNDED MEDICAL/SURGICAL PLAN

1. This plan is a self-funded statewide Medical/Surgical Preferred Provider Organization (PPO). It will be packaged with the self-funded Prescription Drug, MISA and Dental plans procured under RFPs OHB03-3, 4 and 5. Please note, there are two benefit programs being procured, the state employee program and The Local Choice (TLC) program for local government and schools.
2. A self-funded ASO arrangement is contemplated. The cost forms in Attachment 2 and applicable questions in this document will permit you to make a proposal on this basis.

Please provide a direct response to all of the questions below and follow directions for submission of supporting exhibits. Utilizing the MS Word file you have been provided, restate the question, then supply your response. **Exhibits should be provided following your questionnaire response.** RFP Attachment 2 Schedules referenced herein should be submitted as directed in the RFP Form of Response (Section 6.0) and Attachment 2 instructions. If a given response is lengthy or redundant to more than one question, provide a brief cross-reference to an attachment (or the similar response to another question). Your responses should be contained in a loose-leaf notebook and **not be bound**. Data, especially audited data, are preferred to simple assertions. **Charts and well-organized tables or exhibits may serve in lieu of narrative.**

### **General**

1. a. The RFP describes task and benefit specifications (Section 2.0); Standards of Performance (Section 3.0); and Reporting Requirements (Section 4.0). Under the appropriate evaluation section below, you will be requested to affirm that you will fully comply and meet these specifications as stated. Be advised that failure to identify any deviation in response to the appropriate question constitutes a representation on the offeror's part that the specifications will be met precisely as written. **Your response must also contain any demurrals and the reasons thereof. The absence of demurrals shall constitute a representation that the offeror will provide services and reports exactly as requested by the Department. The absence of clearly stated demurrals in Tab 1 of your proposal, in the form described in Section 6.0 of the RFP, constitutes a representation that the offeror is capable of providing the services and reports exactly as requested as of the day the proposal is submitted.** In the space below, please acknowledge that you understand and have complied with this requirement.

- b. Appendices to this RFP and the CD disk available to prospective offerors contain key claims and enrollment data. The Attachment 2 Schedules contain instructions and require the use of certain data and assumptions when completing your offeror's exhibits. If you have any demurrals, as defined above, and/or **not used** the data and/or assumptions, say such here and affirm that you clearly noted the exception in your response to the specific question.
2. Certain of the questions below may cause offerors to provide different answers for the State plan versus The Local Choice plan options. Where this is the case, please clearly distinguish the differences and impact on the respective plans. As your written response to this question, please state below that you understand and have complied with this requirement.
3. Please certify below that you have an active business plan in place to enable your organization to comply in a timely manner with HIPAA's administrative simplification standards relating to electronic data interchange (EDI); that you have the necessary systems capacity to fully implement the EDI standards; and that it is in full compliance with the EDI standards.
4. Please certify below that you are able to comply with HIPAA's regulations protecting the privacy of individually identifiable health information, and that you will fully comply with HIPAA's information privacy requirements.
5. You will be expected to sign a Business Associate Agreement with the Commonwealth. Please state your agreement to do so here.
6. What safeguards do you provide to protect patient privacy?

**I. Organization and Financial Stability (10 points)**

This section asks offerors to provide a brief background of your organization.

1. Identify the type of MEDICAL/SURGICAL network you propose (e.g., PPO, Point of Service, etc.). If any network component is rented, leased, or managed by an affiliate party, identify such here and provide the information below for all parties.
2. Briefly describe your organization's history and parent organizational ties, if applicable.
3. Provide the number of customers and members (or employees – specify) covered in the Commonwealth of Virginia as of January 1, 2003, as follows:

Plan Type	# Group Plan Customers	# Members	# Employees
Indemnity/PAR			
PPO			
POS			
HMO			

4. Submit evidence of appropriate liability insurance protection.
5. Disclose the nature of any pending judgments for malpractice claims. Are any of the pending judgments considered material by your legal council?
6. As directed in Section 6.0 of the RFP, please submit, under Tab 5 of your proposal, a copy of your most recent audited financial statements (balance sheet, income statement and flow of funds).
7. Please indicate any recent or anticipated changes in the offeror's corporate structure, such as mergers, acquisition, new venture capital, stock issue, etc.
8. Please include three current client references, of a size similar to the enrollment you anticipate under this contract, for whom you provide similar MEDICAL/SURGICAL services to those requested in this RFP, preferably public entities, preferably plans with 25,000 or more employees.

Reference #1	
Name	
Street Address	
City, State, Zip	
Phone Number	
Number of Employees Covered	
Services Provided by Your Organization	

<b>Reference #2</b>	
Name	
Street Address	
City, State, Zip	
Phone Number	
Number of Employees Covered	
Services Provided by Your Organization	

<b>Reference #3</b>	
Name	
Street Address	
City, State, Zip	
Phone Number	
Number of Employees Covered	
Services Provided by Your Organization	

9. Provide two former client references for whom you previously provided similar MEDICAL/SURGICAL services. (These references should not represent lost clients due to merger or other neutral causes.)

<b>Reference #1</b>	
Name	
Street Address	
City, State, Zip	
Phone Number	
Number of Employees Covered	
Services Provided by Your Organization	

<b>Reference #2</b>	
Name	
Street Address	
City, State, Zip	
Phone Number	
Number of Employees Covered	
Services Provided by Your Organization	

10. Please provide information as to length of time your firm or organization has been operational in providing managed MEDICAL/SURGICAL plan administration services in the Commonwealth of Virginia.

**II. Qualifications of Staff (10 points)**

This section asks offerors to identify the staff personnel and qualifications for the personnel who will be assigned to this account.

1. Identify the accountable senior person who will be responsible for managing the relationship with the Contractor, including these negotiations.

<b>Senior Account Manager</b> (individual responsible for managing the relationship)	
Title	
Office Location	
Contact E-mail Address	
Contact Phone Number	
Years of Experience	
Years of Service with current company	
# Accounts Currently Servicing	

2. Complete Exhibit 1, an organizational chart that will identify key management personnel (i.e., those who will directly support this contract), including the following information:
  - their dedicated time allocation to this contract,
  - the office locations responsible for managing the various duties associated with fulfilling all of the provisions of this contract, and
  - the number of years of experience in handling contracts similar in scope to the Commonwealth's.

**EMPLOYEE HEALTH BENEFITS PROGRAM PROCUREMENT**  
**MEDICAL/SURGICAL Organization Chart**

Provide an organizational chart, including title and office location, that:

1. Identifies key personnel, for example, those managers who will directly support this contract, and whose performance appraisal is impacted by their performance on this contract. Do not include first-line supervisor personnel at this point. Be sure to include, at least, the below functions. Also, please indicate the expected percentage of time that each manager will devote to this contract.
  - a. Senior Corporate Officer with ultimate decision-making authority for this contract
  - b. Account Manager
  - c. Network Building/Provider Relations Manager(s)
  - d. Administration Managers (Claims, Billing, etc.)
  - e. Customer Service Manager
  - f. Medical Director
  - g. Utilization Review Director
  - h. Senior Underwriter
2. If in the foreseeable future there is a reasonable chance that any of these individuals will be reassigned, retire, or otherwise be unavailable to fulfill the duties described herein, please identify the replacement(s). Also, provide all of the requested information about any such individual.
3. Provide, as an attachment to your chart, resumes for these individuals. Resumes should clearly identify the number of years performing directly related activities and reference current, similarly situated customers.

3. **Claims Adjudicators**

- a. How many full-time equivalent (FTEs) claims adjudicators will be assigned to the Commonwealth's contract?
- b. Will these claims adjudicators be dedicated solely to the Commonwealth's contract?
- c. What is your standard for assigning full-time claims adjudicators to the Commonwealth of Virginia's account (i.e., one full-time claims adjudicator per 5,000 covered members)?
- d. What are the qualifications (e.g., educational degrees, years of experience, clients served) of the claims adjudicators to be assigned to the contract?
- e. Do you anticipate hiring additional claims adjudicators to administer the contract? If so, how many?
- f. What type of formal training is done for your claims adjudicators?

4. **Customer Service/Call Center Representatives**

- a. How many full-time equivalent (FTEs) customer service/call center representatives will be assigned to the Commonwealth's contract?
- b. Will these customer service/call center representatives be dedicated solely to the Commonwealth's contract?
- c. What is your standard for assigning full-time customer service/call center representatives to the Commonwealth of Virginia's account (i.e., one full-time claims adjudicator per 5,000 covered members)?
- d. What are the qualifications (e.g., educational degrees, years of experience, clients served) of the customer service/call center representatives to be assigned to the contract?
- e. Do you anticipate hiring additional customer service/call center representatives to administer the contract? If so, how many?
- f. What type of formal training is done for your customer service/call center representatives?

5. **Doctors and Other Professional Staff**

- a. Please indicate the number of FTEs and qualifications of doctors and other health care professional staff employed by your company to provide utilization management.

- b. Identify the number of years of clinical experience and experience with a managed care organization for each.
- c. How many doctors and other health care professional staff employed by your company and **located on-site** will be dedicated to the Commonwealth's contract?
- d. What is your standard for assigning FTE doctors employed on-site dedicated to the Commonwealth's contract?
- e. Do you anticipate hiring any additional doctors or other professional staff should you be awarded the Commonwealth's contract?
- f. If so, how many, and what will the primary credentialing and experience requirements be?

### III. Network Service and Quality (20 points)

This section asks offerors to describe their network capabilities in terms of access to participating providers for the Commonwealth's employees. This section also asks offerors to describe their capabilities in terms of quality assurance, improvement and planning.

1. Under the network you are proposing, are you willing to assume **ownership** (i.e., responsibility for recruiting providers, exercising quality control, managing service and claim adjudications, and defending actions by allegedly wronged parties)? If not unconditional, describe your conditions for **ownership** in detail. (Note: The Commonwealth's intent is **not** to own the network.)
2. Define the scope and availability of your MEDICAL/SURGICAL network providers by completing a geo-access report with the below access standards. Include, as Exhibit 2, the summary pages for PCP, Specialists and Hospital following this question and include the entire report as an attachment (please note the location of that attachment in your proposal here), and you must provide an electronic file containing the match results. Preferred formats for the electronic file are ASCII (include the file format), Access or Excel.):

Type of Provider	Distance
One acute care hospital	15 miles
Two acute care hospitals	60 miles
One primary care physician	5 miles
Three primary care physicians	15 miles

3. Provide, as a supplemental attachment, your most recent, comprehensive provider directory for the network being offered. Directories should clearly indicate the general areas of the State covered by the directory. Also include provider directories for the areas of Tennessee, Maryland, DC, North Carolina, and West Virginia, where members reside out of state (please note the location of that attachment in your proposal here).
4. For what period of time are your provider contracts generally negotiated? What type of roll-out agreement is included in your provider contract to assure the Commonwealth that providers will continue to treat the Commonwealth's employees until the end of the plan year (June 30 or September 30 for TLC)?
5. What commitment are you willing to make to assure the Commonwealth that a sufficient number of providers will be available to meet the needs of all Commonwealth employees?
6. Please summarize the major elements of your formal quality assurance program. Describe the activities used to assure the minimal standards are met for day-to-day performance.
7. Describe the technical instruments used to measure and continuously monitor information about processes and procedures.
8. Identify the main quality management initiatives planned for 2004 & 2005.

9. Describe your patient satisfaction surveying/assessment methodology. Provide, as Exhibit 3 following this question, the most recent two years' **patient satisfaction** results for the network you are offering.
10. Affirm below that you will comply with Section 4.0 of this RFP, and conduct annual surveys of Commonwealth of Virginia patient satisfaction.
11. Briefly describe your telephonic ACD system capabilities currently available.
12. Regarding your proposed customer service function:
  - a. Affirm that you will have a fully trained, dedicated member service function devoted to administration of the Commonwealth's plan.
  - b. Where will the member service unit reside?
  - c. What real-time data will be available to the representatives?
  - d. Attach here a list of individuals (i.e., line supervisors and staff) who would be assigned to this member service unit, noting their years of direct experience in member service to large (1,000+ employees) employer plans.
13. Identify any member service factors not provided in the response to the above questions that you believe make you uniquely qualified to administer the Commonwealth's MEDICAL/SURGICAL plan.
14. Provide, under Tab 3 of your response, a sample of the employee communication materials required in Section 6.0 of this RFP.

## IV. Administrative Capability (20 points)

This section asks offerors to describe their customer service standards, results and management process, as well as their administrative/systems capabilities and to affirm standards of performance identified in RFP Section 3.0. It also requests your standard benefit adjudication practices for certain types of claims.

### Administrative Capability

1. Describe your current automated information management system. How long has your current system been fully operational?
2.
  - a. Affirm below that you can meet all of the **standards of performance** detailed in RFP Section 3.0, and provide reports verifying results.
  - b. Affirm that you will comply with Schedule of Liquidated Damages described in RFP paragraph 3.8.
  - c. List here the standard reports you can provide to the Commonwealth to demonstrate you are meeting these. Provide samples as a supplementary attachment and state the location of that attachment in your proposal here.
  - d. Provide in the chart below your 2002 calendar year results for each of the performance standards. For any that are not measured, note N/M in the box. For any that are measured in a different manner, explain the measurement and provide the results.

RFP Sub-Section	Standard	Can Report (Samples Attached)		2002 Results
		Yes	No	
3.8				
	Accurate claim processing			
	COB Savings (non-Medicare)			
	Invoice processing			
	Late/missing reports			
	Inaccurate premium projections	N/A	N/A	N/A

3. Affirm that you can meet all of the RFP administrative tasks and specifications (Section 2.0), reporting requirements (Section 4.0) and the *Special Terms and Conditions* (Section 8.0).
4. Affirm that you will be able to produce an annual HEDIS Report (or a Department approved alternative) for the Commonwealth of Virginia.
5. Provide a brief summary below, and complete descriptions as supplemental attachments, of the following administrative processes and systems. Carefully annotate which processes are automated and which are manual and where the systems/people interfaces occur:
  - a. **Customer Services:** Describe your processes and controls in providing member services (by phone, letter, in person and/or on-line). Include the functions of: (1) inquiries on benefit

and provider information; and (2) handling complaints on providers, administrative/service issues, and/or claim appeals.

- b. **Claim Processing and Utilization Monitoring:** Describe the claim processing system for in-network and out-of-network claims.
- (1) Describe how records are maintained, backed up, stored, and retrieved. (Include any provisions for recovery from disaster)
  - (2) Explain how records are secured and how confidentiality of information is protected
  - (3). The security of the system, including safeguards against employee embezzlement and theft are very important
  - (4). Supply a sample EOB with EOB messages.
  - (5) Include a detailed description of the edits used to ensure the integrity of the data and to guard against duplicate payments
  - (6) Describe coordination of benefits (COB) procedures
- c. **Membership Accounting Services:** Describe the billing processes for the State plan, and the Local Choice, and COBRA requirements described in RFP paragraph 8.0 (also see Appendices 8 and 9). Be sure to clearly state the services (e.g., number of bills) that are included in your cost proposal versus those at an additional charge. Any additional charges identified must be completely cross-referenced to your response to the cost attachments (i.e., if you describe an optional service or incremental cost to service transactions above a certain amount at \$X fee, that service and fee must be included in your cost attachment under an optional label).
- d. **Systems Development:** Provide the implementation date of the most recent substantive changes to your administration systems. If a future change is contemplated between this date and July 1, 2004, please provide a brief description of the changes and implementation dates.

6. Affirm here that you will meet the claim tape mandatory requirement described in paragraph 2.8.

### **Benefit Adjudication**

Using the plan of benefits you are proposing in your response, please explain in detail how the following would be paid:

7. A maternity claim. Start from conception and conclude at the end of the post-partum period. Assume normal delivery. What would the plan pay? What would be the responsibility of the employees? Include all hospital, physician and diagnostic x-ray and lab charges.
8. A nuclear imaging test. What would the plan pay? What would be the responsibility of the employees? Include all hospital, physician and diagnostic x-ray and lab charges.
9. A simple blood test performed in a physician's office
10. An injection (i.e. allergy, therapeutic, etc.) administered by a physician

12. An injection administered by a nurse in a physician's office
13. Organ and tissue transplants services, including complications that may arise. Include the types of transplants you will cover. How are the expenses of the donor handled, including those for the identification of a suitable donor?
14. The services for the diagnosis and treatment of Infertility. Include all hospital, physician and diagnostic x-ray and lab services, including any exclusions.

***Vision and Hearing Plan Options***

15. The COVA Care plan implemented July 1, 2003 has vision and hearing optional components. These are not currently provided through a managed network. Please confirm that you can administer the current benefits.
16. If either or both of these benefits are administered by parties other than those administering the Medical/Surgical plans, please provide the administrative details here including number and location of personnel, description of systems and workflow.
17. If you have a network of providers for either or both of these benefits, describe the scope of the network and the approximate value of discounts. Would the network be available on a passive basis for the current benefits?

## **V. Benefit Cost Management, Risk-Sharing, and Administrative Cost (35 points)**

This section asks offerors to describe their capabilities in terms of controlling medical plan cost through proven managed care initiatives, as well as development and implementation of next generation capabilities such as disease management and consumer driven health plans.

### ***Utilization Review***

1. Describe in detail your pre-admission and continued hospital stay certification process for inpatient care, including the nature and timing of the contact with the provider(s) and the patient.
2. How are the specifications of approved treatment formally communicated to the provider, the treatment facility and to the patient?
3. How do the certification and notification processes differ between in-network, out-of-network and out-of-area providers? Provide examples.
4. During what hours of the day are pre-admission and continued hospital stay certification services provided?
5. How is an emergency inpatient admission defined and how is it certified (during regular hours and during weekends or after hours)? Please include any differences between certifying an admission to in-network and out-of-network facilities.
6. Explain your standard procedures for coordinating utilization review with the Commonwealth's mental health and substance abuse (MISA) administrator, including a description of the responsibilities and authority of that administrator and your organization.

### ***Disease Management***

7. Provide a brief (100 words or less) description of your disease management function including number of years providing services, ownership, number of programs and total number of members enrolled in all programs as of January 1, 2003.
8. Provide the current scope of your services by completing the table on the next page.

CONDITION	# ENROLLED	YEAR SERVICE STARTED
Asthma		
Cancer		
Cardiovascular Disease		
Congestive Heart Failure		
Chronic obstructive pulmonary disease		
Depression		
Diabetes		
Eating Disorders		
End Stage Renal Disease		
High Risk Pregnancy		
Hypertension		
HIV/AIDS		
Low Back Problems		
Obesity		
Osteoporosis		
Other (specify)		

9. Please complete the table below, checking the sources used to identify disease management candidates and the appropriate systems linkage status:

SOURCE	CLAIMS SYSTEMS FEEDS IDENTIFICATION REPORT	
	YES	NO
Medical/surgical Claims Data		
Prescription Drug claims		
Laboratory Claims Data		
Physician Referrals		
Hospital Review Referrals		
Patient Referrals		
Case Management Referrals		
Demand Management Referrals		
Health Risk Appraisals		

10. Do you use predictive modeling technology for any/all of your current DM conditions? If yes, provide a brief (200 words or less) description of the technology including length of time implemented, whether clinical risk and financial cost per individual is a standard output and the degree of integration between prescription drug and medical claims systems.
11. How are your patient participation rates measured? Show the results for the most recent two years by completing the table below:

	2001	2002
Eligible Population		
Number Targeted for DM		
Actual Participants		
% Participation		

12. Which of the following process and outcome measures are you able to track, monitor and report?

	TRACK, MONITOR AND REPORT
Admission Rates	
Clinical Outcomes	
Compliance with Medication	
Compliance with Treatment	
Cost per Patient per Month	
Emergency Room Use	
Physician Office Visit Rate	
Inpatient Length of Stay	
Participation Rate	
Quality of Life	
Readmission Rates	
Patient Compliance is Measured	

13. Briefly (200 words or less) describe your most noteworthy disease management program achievement in the past two years.

**Consumer Driven Health Plans**

14. Provide a brief (200 words or less) description of your consumer driven health plan/defined contribution product line including number of years providing the benefit, owned vs sub-contracted product components; funding methods available; network availability for consumer and plan expenses; number of employer programs and total number of employees and/or members enrolled in all DC Health Plans as of January 1, 2003. In addition to your brief response here, you may include standard product descriptions as an attachment located elsewhere in your proposal (state location here).

**Cost**

15. Submit your cost proposal in accordance with the instructions contained in Attachment 2.

16. Complete the Trend and Network Utilization table below. Be sure the combined trend figures are consistent with the information provided in Schedule 2-3 of Attachment 2 and the trend factors used to develop your PMPM costs in Schedule 2-1.

<b>Overall Virginia Network Annual Trend Utilization Results and Projections (%)</b>			
<b>Network Type – Exclude Drug</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
PAR or Indemnity			
PPO			
HMO			

17. As stated in the RFP, the state plan benefits changed July 1, 2003. Please affirm here that your cost proposal recognizes these changes and that your claims projections in Schedule2-1 reflect your best estimate of the appropriate benefit adjustment factors.

# INSTRUCTIONS FOR COMPLETING ALL SCHEDULES INCLUDED IN THIS CD

1. Schedules to be completed are contained on the CD under the file name COMMVA.XLS.
  - In order for the spreadsheet to work correctly, you need to **ENABLE** the macros if it asks you.
  - Immediately after you open the file, do the following steps from the menu bar at the top: File / Save As (put a new disk/CD in your computer) and save the file **with the same name (COMMVA.XLS)**.  
***Important:*** Make sure you save the file to a new disk/CD and label the diskette for the location you are quoting. **DO NOT PUT MORE THAN ONE FILE ON A DISK/CD ... Remember all files returned should be named COMMVA.XLS; therefore, you will only be able to put one file on a disk/CD.**
  - You will be required to submit the cost proposal both in hard copy (as described in Section 6.0 of the RFP) and on disk/CD (separate disks/CDs for each plan and/or location quoting).

**Note:** *It is important that you do not save over the file on the original disk/CD. This original file can be utilized everytime you need to complete a new file for a new location, etc. If you accidentally save over the original file, you will have to pull the file up and delete all of the information you entered in order to complete your next file for data submission.*

2. Click on each sheet tab at the bottom to move from schedule to schedule.
3. You are to enter data only in areas shaded gray on the following worksheets
4. **DO NOT** enter text or spaces in a space which should have a number.  
This may cause you to have errors in the Schedules. If you have errors in your Schedules, you should review prior schedules to make sure you have not entered text or spaces in a space which should have a number.
5. In places where a box is to be checked, point the cursor at the box and a hand will appear. Simply click on the box to place a check in it.
6. Some questions have formulas built-in and will automatically calculate the answers. In these instances, you will not be allowed to change or overwrite the formulas.
7. **DO NOT** change **ANY** formats in the sheets (this includes inserting rows, etc.). Your disk must be returned in the exact same format as when it was sent to you.

**(PLEASE NOTE: These schedules apply to RFPs OHB03-2, OHB03-3, OHB03-4 and OHB03-5. Please follow instructions carefully if you are proposing under either RFP.)**

You must complete a separate schedule for each plan type (e.g., HMO, PPO, etc.) and each Service Area proposed. You **MUST** propose **BOTH** the State Plan and TLC benefits, and complete **SEPARATE** schedules for each. For deductible, copay and coinsurance variations by plan type, complete Section 12 of the schedule. Detailed instructions are provided below and definitions of the service categories on the form are contained in Schedule 2-1-B. You need only complete portions of the Schedule applicable to the benefits (i.e. Medical/Surgical, Dental, MISA, Prescription Drugs) you are proposing.

Provide your data on the disk/CD and submit the disk/CD and hard copy as directed in RFP Section 5. **DO NOT CHANGE ANY FORMATS IN THE DISK/CD.**

Please clearly identify the specific scope of your offer by completing the information below and Schedule 2-1-C, which details your service areas.

<b>Offeror:</b>	<input type="text"/>		
<b>Coverage Proposed For:</b>	<input type="checkbox"/> STATE PLAN	<input type="checkbox"/> TLC	
<b>Benefits Proposed:</b>	<input type="checkbox"/> MEDICAL/SURGICAL		
<b>Funding Method:</b>	<input type="checkbox"/> INSURED	<input type="checkbox"/> ASO	
<b>Plan Type:</b> <small>(e.g., EPO, HMO, POS, PPO)</small>	<input type="text"/>		
<b>Service Area:</b>	<input type="checkbox"/> STATEWIDE	<input type="checkbox"/> LESS THAN STATEWIDE	Region: <input type="text"/>
<small>(If statewide, label such. If less than statewide, list the general region covered (e.g., Richmond area) and complete <u>Schedule 2-1-C</u> listing each city/county in your service area)</small>			

**Instructions (Please review the instructions carefully and also note well *Paragraph 8.5* regarding the administrative 2% surcharge for all plans and the age/sex adjustment for insured plans)**

1. For Sections 1 through 9, complete the requested information by Provider and Setting Type (blocks 1 through 8) for the listed service categories under each Provider/Type heading.
  - a. The Service categories are defined in Schedule 2-1-B. Provide the utilization, cost and PMPM information requested in columns (A), (C) and (E), and adjustment factors requested in columns (B) and (D), for each service category you maintain in your reporting systems.
  - b. Service categories for which you do not maintain the data as defined may be combined in the “other” category line immediately preceding the Provider/Type sub-total. This may include capitated expenses if the service category expense line is not available. **IF YOU HAVE NO SUB-CATEGORY DATA ELEMENTS, YOU MUST ENTER A ZERO IN THE "OTHER" ROWS FOR THE SPREADSHEET TO PROPERLY TOTAL.**
  - c. The contents of the “other” category entries must be specifically defined in Schedule 2-1-D. For Prescription Drugs (Part 6) **THE OTHER LINE MUST INCLUDE THE DISPENSING FEE.**
- d. Please note that the claims data tape specifications require ICD-9, CPT etc. detail that will allow actual claims data to be reported for each contract year. The claims data will be aggregated into the line items requested on Schedule 2-1 and 2-2 and the liquidated damages report referenced in RFP Section 3.0.

2. Provide the basis of the membership assumption entered in the Total Members block in the upper right corner of Schedule 2-1 by completing the applicable portion of Schedule 2-1-E.
3. For column (A), enter your plan's 1/1/02 - 12/31/02 utilization, unit cost and PMPM results for each service category in the proposed service area. Provide the demographic breakdown of these 2002 results by completing the applicable portion of Schedule 2-1-E.
4. For columns (B) and (D), **assume mature years claims** for both contract years and provide the adjustment factors (expressed to at least two decimal points) that convert your plans experience to that expected for the state plan in the first two contract years. For example:
  - If you expect the State plan's 7/1/04-6/30/05 medical admissions to be 12 percent greater than your plan's 2002 results, enter 1.12 in the block.
  - If the benefits you are proposing are actuarially valued 5% below your 2002 results and annual trend is projected at 6%, enter 1.0925 in the block (i.e. annual trend extended to 30 months =  $1.15 \times .95$  benefit adjustment factor = 1.0925).
  - If the demographics you expect versus your 2002 plan demographics are estimated to increase medical admissions costs 4%, enter 1.04 in the block.
5. For columns (C) and (E) extend your calculations from columns (A), (B) and (D). For example:
  - If your column (A) Inpatient Medical Admissions Per 1,000 was 35, enter 39.2 ( $35 \times 1.12$ ) in the block.
  - If your column (A) Inpatient Medical Cost Per Admission was \$2,000, enter \$2,272 ( $\$2,000 \times 1.0925 \times 1.04$ ).
  - If your column (A) PMPM was \$19.10, enter \$24.31 ( $\$19.10 \times 1.12 \times 1.0925 \times 1.04$ ).
6. Calculate all applicable claim subtotals and the grand total Line (9). (The spreadsheet should do this automatically)
7. Provide your administrative expense proposals for the assumed membership by completing Section 10.a.(1) through 12b(5) as applicable to the benefits you are proposing. Part 10.a.(14) of the form provides for adjustments based on the scope of your actual versus assumed membership. **You must also complete Administrative Cost Schedule 2-1-F.**
8. Complete Section 11 to summarize your PMPM cost proposals and Per Contract Per Month (PCMP) by benefit offered (i.e., Medical/Surgical, Dental, MISA, Prescription Drug).
9. If your proposal includes more than one design by benefit and/or type (e.g. differences in copays, deductibles, coinsurance), complete Sections 1 through 12 of the report for the single plan design you believe would best meet the objectives of the Commonwealth's RFP. Use Section 12 to show the PMPM claim cost impact of your proposed alternative plans.
10. If you are proposing statewide self funded Dental, MISA and/or Prescription Drug benefits under RFP OHB03-3, OHB03-4 or OHB03-5, complete Schedule 2-1 as follows:
  - a. Dental: Block 7, parts a. through e. and lines (7) and (9); administration expense sections 10 and 11, and the applicable portions of Section 12, if applicable
  - b. MISA and/or EAP: Blocks 1(e), 1(f), 2(e), 2(f), 3(f), 3(g), 4(i), 4(j) and Grand Total line (9); administrative expense sections 10 and 11; the applicable portions of Section 12, if applicable
  - c. Prescription Drug: Block 6, parts a. through s.; administrative expense sections 10 and 11; the applicable portions of Section 12, if applicable; **For Medicare Retiree benefits, complete Schedule 2-1R.**
  - d. Schedule 2-1-F: Start-Up and Administrative Cost Schedule

Rate Build-Up Schedule (Refer to Schedule 2-1-A for Instructions)

- Complete the following exhibit for each plan type for each service area proposed. Instructions and definitions are contained in schedules 2-1-A and B respectively.
- Enter the number of members you assume in the space to the right. Show the logic for your calculation in Schedule 2-1-E.

Total Members:	
----------------	--

Offeror: ERROR - Not Defined on Sched. 2-1-A			Plan Type: ERROR - Not Defined on Sched. 2-1-A			Service Area: ERROR - Not Defined On Sched. 2-1-A														
			1/1/02-12/31/02 Results			Projected State Plan 7/1/04-6/30/05			Projected State Plan 7/1/05-6/30/06											
			(A)			(B) Adjustment Factors			(C) State Plan Cost			(D) Adjustment Factors			(E) State Plan Cost					
Provider	Type	Service	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	PMPM	Utilization	Benefits	Demographic/Other	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	Cost PMPM	Utilization	Benefits	Demographic/Other	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	Cost PMPM			
1. Hospital Inpatient (HIP)	Inpatient	a. Medical																		
		b. Organ Transplants																		
		c. Other Surgical																		
		d. Maternity																		
		e. Mental Illness																		
		f. Substance Abuse																		
		g. SNF																		
		h. Rehab.																		
		i. Other																		
	(1)	<b>HIP Total</b>				0						0							0	
2. Hospital Outpatient (HOP)	Outpatient	a. Emergency Room																		
		b. Medicine																		
		c. Surgical																		
		d. Maternity																		
		e. Mental Illness																		
		f. Substance Abuse																		
		g. X-Ray/Imaging																		
		h. Lab																		
		i. Other Diag. Svcs.																		
		j. Therapy Svcs.																		
		k. HH/Hospice																		
		l. Other																		
	(2)	<b>HOP Total</b>				0						0							0	
3. Professional Inpatient (PIP)	Inpatient	a. Inpatient Visits																		
		b. Emergency Room																		
		c. Medicine																		
		d. Surgery, Anesthesia																		
		e. Maternity																		
		f. Mental Illness																		
		g. Substance Abuse																		
		h. Radiology																		
		i. Pathology																		
		j. Diag. Tests																		
		k. Rehab.																		
		l. Hearing																		
		m. Speech																		
	n. Other																			
(3)	<b>PIP Total</b>				0						0							0		



Rate Build-Up Schedule (Refer to Schedule 2-1-A for Instructions)

- Complete the following exhibit for each plan type for each service area proposed. Instructions and definitions are contained in schedules 2-1-A and B respectively.
- Enter the number of members you assume in the space to the right. Show the logic for your calculation in Schedule 2-1-E.

Total Members:	
----------------	--

<b>Offeror:</b> ERROR - Not Defined on Sched. 2-1-A			<b>Plan Type:</b> ERROR - Not Defined on Sched. 2-1-A			<b>Service Area:</b> ERROR - Not Defined On Sched. 2-1-A												
			1/1/02-12/31/02 Results			Projected State Plan 7/1/04-6/30/05			Projected State Plan 7/1/05-6/30/06									
			(A)			(B) Adjustment Factors			(C) State Plan Cost			(D) Adjustment Factors			(E) State Plan Cost			
Provider	Type	Service	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	PMPM	Utilization	Benefits	Demographic/Other	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	Cost PMPM	Utilization	Benefits	Demographic/Other	Utilization Per 1,000 <sup>(1)</sup>	Unit Cost	Cost PMPM	
	Tier 2 Mail	m. Brand w/No Generic																
		n. Brand w/Generic																
		o. Generic																
	Tier 3 Mail	p. Brand w/No Generic																
		q. Brand w/Generic																
		r. Generic																
	Other	s. Other																
(6)	<b>Drugs Total</b>				0						0							0
<b>7.</b>	<b>Dental</b>	a. Diag/Prev																
		b. Primary (Basic)																
		c. Major																
		d. Orthodontics																
		e. Other																
(7)	<b>Dental Total</b>				0						0							0
<b>(8).Vision Plan Total</b>																		
<b>(9).Grand Total Benefit Cost (Sum 1-8)</b>					0						0							0

**Commonwealth of Virginia**

Offeror:	ERROR - Not Defined on Sched.
Plan Type:	ERROR - Not Defined on Sched.
Service Area:	ERROR - Not Defined On Sched.

Schedule 2-1  
(Expense Build Up)

**10. a. Administration Expense Build-Up**

Please provide the zero base build-up of your expense charges.

(Note: The 2% Administrative Expense surcharge IS NOT to be included in this schedule. It is to be included in Schedule 2-7 only)

Total Members:	0
# of Calls	0
# of Claims	0
COBRA Enrollment	0

**Expense Component**

Include applicable full-time staff equivalent for each cost line. Include unit factor for all applicable expense categories determined by a factor vs actual expense

July 1, 2004-June 30, 2005				July 1, 2005-June 30, 2006			
# FT Equiv. Staff	Unit Factor	# Units	Total Annual Cost	# FT Equiv. Staff	Unit Factor	# Units	Total Annual Cost

- (1) Network Administration/Access Fees
  - (a) Staffing: Salaries; Benefits; Taxes (for + D14 provider recruitment; maintenance; credentialling; etc)
  - (b) Staffing: Salaries; Benefits; Taxes (for other administrative staff)
  - (c) Staffing: Salaries; Benefits; Taxes (for management)
  - (d) IT
  - (e) Property; rent
  - (f) Office supplies; Equipment
  - (g) Other (attach detail to this exhibit; specify type of expense & itemize cost build-up for category)

	N/A			N/A			
	N/A			N/A			
	0	0	\$0	0	0	0	\$0

- (2) Customer Service Administration
  - (a) Staffing: Salaries; Benefits; Taxes (for Cust. Svc. administration)
  - (b) Staffing: Salaries; Benefits; Taxes (for any non-Cust. Svc. processing administrative staff)
  - (c) Staffing: Salaries; Benefits; Taxes (for management)
  - (d) IT
  - (e) Property; rent
  - (f) Office supplies; Equipment
  - (g) Other (attach detail to this exhibit; specify type of expense and itemize cost build-up for category)

	N/A			N/A			
	N/A			N/A			
	0	0	\$0	0	0	0	\$0

- (3) Claim Administration
  - (a) Staffing: Salaries; Benefits; Taxes (for claim administration)
  - (b) Staffing: Salaries; Benefits; Taxes (for any non-claim processing administrative staff)
  - (c) Staffing: Salaries; Benefits; Taxes (for management)
  - (d) IT
  - (e) Property; rent
  - (f) Office supplies; Equipment
  - (g) Other (attach detail to this exhibit; specify type of expense and itemize cost build-up for category)

	0	0	\$0	0	0	0	\$0

- (4) Other Administration (List Functions In Attachment)
  - (a) Staffing: Salaries; Benefits; Taxes (for claim administration)
  - (b) Staffing: Salaries; Benefits; Taxes (for management)
  - (c) IT
  - (d) Property; rent
  - (e) Office supplies; Equipment

	0	0	\$0	0	0	0	\$0

- (5) State Premium Tax (if applicable)

--	--	--	--	--	--	--	--

(6) Interest Charge/Credit (if applicable)

--	--	--	--	--	--	--	--

(7) Corporate Overhead

--	--	--	--	--	--	--	--

- (8) (a) Profit
- (b) Risk
- (c) Margin
- Sub Total

0	0	\$0	0	0	\$0		

(9) Retained Discounts (Enter total estimated - will subtract when totalling column)

--	--	--	--	--	--	--	--

(10) Sub-Total Administrative Expense excluding COBRA (sum 1-9)

0	0	\$0	0	0	\$0		
---	---	-----	---	---	-----	--	--

(10 a.) Convert Your Annual Cost to PMPM Cost (excluding COBRA)

(11) COBRA Administration

- (a) Staffing: Salaries; Benefits; Taxes (for COBRA administration)
- (b) Staffing: Salaries; Benefits; Taxes (for any non-COBRA processing administrative staff)
- (c) Staffing: Salaries; Benefits; Taxes (for management)
- (d) IT
- (e) Property; rent
- (f) Office supplies; Equipment
- (g) Other (attach detail to this exhibit; specify type of expense and itemize cost build-up for category)
- (h) Overhead
- (i) Profit

# FT Equiv. Staff	Unit Factor	# Units	Total Annual Cost	# FT Equiv. Staff	Unit Factor	# Units	Total Annual Cost
N/A							
N/A							
N/A							
N/A							
0			\$0	0			\$0

(12) Sub-Total COBRA Administrative Expense (sum 11a.-11k.)

(12 a.) Convert Your Annual Cost to PMPM Cost (COBRA Only)

(13) Grand Total Administrative Expense (sum 10+ 12)

0		\$0	0		\$0		
---	--	-----	---	--	-----	--	--

(13 a.) Convert Your Total Annual Cost to PMPM Cost

(14) Enrollment Adjustment Factor

(Enter the adjustment factor that would apply if actual enrollment differs from assumed at the following thresholds)

- (a) +25%
- (b) +16-24%
- (c) +5-15%
- (d) -5 to -15%
- (e) -16 to -24%
- (f) > -25%


Offeror:	ERROR - Not Defined on Sched. 2-1-A
Plan Type:	ERROR - Not Defined on Sched. 2-1-A
Service Area:	ERROR - Not Defined On Sched. 2-1-A

11. Proposal Cost Summary

- a. As indicated in Schedule 2-1-A your funding method proposed is: **ERROR - Not Defined In Schedule 2-1-A**  
*If more than one funding method proposed, complete separate schedules for Insured and ASO proposals.*

b. Complete the table below summarizing your cost proposals – complete only for benefit option you are proposing.

Cost Summary	1/1/02-12/31/02 Results	Projected State Plan 7/1/04-6/30/05	Projected State Plan 7/1/05-6/30/06
	(A) Your Results	(C) State Plan Cost	(E) State Plan Cost
	PMPM	PMPM	PMPM
11. b.(1) Total Medical PMPM before Adm Charges <sup>(1)</sup>	0	0	0
11. b.(2) Medical Adm Charges		0	0
11. b.(3) Total Rate PMPM	0	0	0

c. Complete the table below converting the PMPM Costs reflected above to Per Contract Per Month costs using The Commonwealth's membership/contract factors as follows:

Employee Only:	1.00
Employee + 1:	1.85
Family:	2.70

Per Contract Unit Conversion	1/1/02-12/31/02 Results	Projected State Plan 7/1/04-6/30/05	Projected State Plan 7/1/05-6/30/06
	(A) Your Results	(C) State Plan Cost	(E) State Plan Cost
	Per Contract Per Month	Per Contract Per Month	Per Contract Per Month
11. c.(1) Total Medical before Adm Charges <sup>(1)</sup>			
11. c.(2) Medical Adm Charges			
11. c.(3) Total Rate Per Contract Per Month	0	0	0

<sup>(1)</sup> Vision PMPM is included in the Medical PMPM

As indicated in Schedule 2-1-A your funding method proposed is: **ERROR - Not Defined In Schedule 2-1-A**  
**If more than one funding method proposed, complete separate schedules for Insured and ASO proposals.**

Offeror:	ERROR - Not Defined on Sched. 2-1-A
Benefits:	MEDICAL/SURGICAL ONLY
Plan Type:	ERROR - Not Defined on Sched. 2-1-A
Service Area:	ERROR - Not Defined On Sched. 2-1-A

**12. Benefits Claim Cost Adjustments - MEDICAL/SURGICAL BENEFITS**

If you are proposing more than one benefit design, complete the following information

- a. Identify the deductible/copay and coinsurance features of the plan proposed in Sections 1 through 12.
- b. Identify the claim cost adjustment(s) to your proposed benefit cost for the plan variations you propose. Note the deductible/copay and coinsurance features in the left column. In the right column, show the benefit adjustment calculation by noting the appropriate PMPM total cost from line (9) above. The benefit adjustment factor expressed to at least two decimal points (i.e., 1.02, .98, etc.) and the benefit alternative PMPM resulting from multiplying line (9) times the factor.

Alternative Plan Features - MEDICAL/SURG ONLY		Benefit Claim Cost Adjustment					
		(C) State Plan Cost 7/1/04-6/30/05			(E) State Plan Cost 7/1/05-6/30/06		
		PMPM Above	Adjustment Factor	Proposed PMPM	PMPM Above	Adjustment Factor	Proposed PMPM
12.a.	Benefit Proposed Sections 1-12 [Redacted]						
12.b.(1)							
12.b.(2)							
12.b.(3)							
12.b.(4)							
12.b.(5)							

**Service Category Definitions**

The service categories included in Schedule 2-1 by Professional and setting type are defined on the CD in a MSWord document named SERVDEF.DOC.

**Proposed Service Area**

Please identify the service area you are proposing by completing the information below.

1. Offeror: ERROR - Not Defined on Sched. 2-1-A
2. Plan Type Proposed: ERROR - Not Defined on Sched. 2-1-A
3. Your proposed service area as indicated on Schedule 2-1-A is:

**ERROR - Not Defined In Schedule 2-1-A**

4. Indicate below your proposed Service Area. If Statewide, check the All Counties/Cities box below. If less than statewide, check the box next to each county or city in your proposed service area.

<input type="checkbox"/> All Counties/Cities	<input type="checkbox"/> Buckingham	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Giles	<input type="checkbox"/> King and Queen	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Prince Edward	<input type="checkbox"/> South Boston	<input type="checkbox"/> Wise
<input type="checkbox"/> Accomack	<input type="checkbox"/> Buena Vista	<input type="checkbox"/> Danville	<input type="checkbox"/> Gloucester	<input type="checkbox"/> King George	<input type="checkbox"/> Nelson	<input type="checkbox"/> Prince George	<input type="checkbox"/> Southampton	<input type="checkbox"/> Wythe
<input type="checkbox"/> Albemarle	<input type="checkbox"/> Campbell	<input type="checkbox"/> Dickenson	<input type="checkbox"/> Goochland	<input type="checkbox"/> King William	<input type="checkbox"/> New Kent	<input type="checkbox"/> Prince William	<input type="checkbox"/> Spotsylvania	<input type="checkbox"/> York
<input type="checkbox"/> Alexandria	<input type="checkbox"/> Caroline	<input type="checkbox"/> Dinwiddie	<input type="checkbox"/> Grayson	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Newport News	<input type="checkbox"/> Pulaski	<input type="checkbox"/> Stafford	<input type="checkbox"/> Out of State
<input type="checkbox"/> Amelia	<input type="checkbox"/> Carroll	<input type="checkbox"/> Essex	<input type="checkbox"/> Greene	<input type="checkbox"/> Lee	<input type="checkbox"/> Norfolk	<input type="checkbox"/> Radford	<input type="checkbox"/> Staunton	
<input type="checkbox"/> Amherst	<input type="checkbox"/> Charles City	<input type="checkbox"/> Fairfax City	<input type="checkbox"/> Greenville	<input type="checkbox"/> Loudoun	<input type="checkbox"/> Northampton	<input type="checkbox"/> Rappahannock	<input type="checkbox"/> Suffolk	
<input type="checkbox"/> Appomattox	<input type="checkbox"/> Charlotte	<input type="checkbox"/> Fairfax County	<input type="checkbox"/> Halifax	<input type="checkbox"/> Louisa	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Richmond City	<input type="checkbox"/> Surry	
<input type="checkbox"/> Arlington	<input type="checkbox"/> Charlottesville	<input type="checkbox"/> Falls Church	<input type="checkbox"/> Hampton	<input type="checkbox"/> Lunenburg	<input type="checkbox"/> Norton	<input type="checkbox"/> Richmond County	<input type="checkbox"/> Sussex	
<input type="checkbox"/> Augusta	<input type="checkbox"/> Chesapeake	<input type="checkbox"/> Fauquier	<input type="checkbox"/> Hanover	<input type="checkbox"/> Lynchburg	<input type="checkbox"/> Nottoway	<input type="checkbox"/> Roanoke City	<input type="checkbox"/> Tazewell	
<input type="checkbox"/> Bath	<input type="checkbox"/> Chesterfield	<input type="checkbox"/> Floyd	<input type="checkbox"/> Harrisonburg	<input type="checkbox"/> Madison	<input type="checkbox"/> Orange	<input type="checkbox"/> Roanoke County	<input type="checkbox"/> Virginia Beach	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Clarke	<input type="checkbox"/> Fluvanna	<input type="checkbox"/> Henrico	<input type="checkbox"/> Manassas	<input type="checkbox"/> Page	<input type="checkbox"/> Rockbridge	<input type="checkbox"/> Warren	
<input type="checkbox"/> Bland	<input type="checkbox"/> Clifton Forge	<input type="checkbox"/> Franklin City	<input type="checkbox"/> Henry	<input type="checkbox"/> Manassas Park	<input type="checkbox"/> Patrick	<input type="checkbox"/> Rockingham	<input type="checkbox"/> Washington	
<input type="checkbox"/> Botetourt	<input type="checkbox"/> Colonial Heights	<input type="checkbox"/> Franklin County	<input type="checkbox"/> Highland	<input type="checkbox"/> Martinsville	<input type="checkbox"/> Petersburg	<input type="checkbox"/> Russell	<input type="checkbox"/> Waynesboro	
<input type="checkbox"/> Bristol	<input type="checkbox"/> Covington	<input type="checkbox"/> Frederick	<input type="checkbox"/> Hopewell	<input type="checkbox"/> Mathews	<input type="checkbox"/> Pittsylvania	<input type="checkbox"/> Scott	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Brunswick	<input type="checkbox"/> Craig	<input type="checkbox"/> Fredericksburg	<input type="checkbox"/> Isle of Wight	<input type="checkbox"/> Mecklenburg	<input type="checkbox"/> Portsmouth	<input type="checkbox"/> Shenandoah	<input type="checkbox"/> Williamsburg	
<input type="checkbox"/> Buchanan	<input type="checkbox"/> Culpeper	<input type="checkbox"/> Galax	<input type="checkbox"/> James City	<input type="checkbox"/> Middlesex	<input type="checkbox"/> Powhatan	<input type="checkbox"/> Smyth	<input type="checkbox"/> Winchester	

5. If the cities and counties listed above do not include the entire contiguous licensed service area, list the excluded cities and counties below.

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Schedule 2-1 Reported Service Categories

In accordance with instruction 1. of Schedule 2-1-A, define the composition of data included in the "Other" service category lines of your completed Schedule 2-1. Please be specific. For those proposing a Prescription Drug Plan, the other category must include the dispensing fees.

1. Hospital Inpatient "Other" includes:


2. Hospital Outpatient "Other" includes:


3. Professional Inpatient "Other" includes:


4. Professional Outpatient "Other" includes:


5. Ancillary "Other" includes:


6. Drugs "Other" includes: (NOTE: must include dispensing fees)


7. Dental "Other" includes:


Membership and Demographics

1. In accordance with instruction 2., in Schedule 2-1-A, provide the basis of your membership assumption for Schedule 2-1. Assume state employee demographics remain constant for both contract years. For example:
  - *The RFP data indicates there are 2,000 state employees residing in our proposed service area.*
  - *For each contract year, we assume state employee enrollment of 30% of these employees (or 600) and that the employee + dependents membership factor is 1.9. Therefore, we project 1,140 members.*
  
2. Provide the demographic breakdown of your assumed membership in the same format as the data provided in RFP Appendix 2. Attach a summary to this page and be prepared to provide a diskette or CD of the complete breakdown in the Appendix 2 format.

**Start-Up and Administrative Cost Schedule**

Complete the following information related to your Administrative Cost Proposal. Insert this schedule in Tab 5 as instructed in the RFP.

**1. Start-Up Cost Budget**

If your proposed administration charges do not include start-up costs from the date of award through June 30, 2004, enter the total amount in the box below. Attach a detailed budget specifying tasks, assumptions and component costs to this form.

<b>Total Fixed Price Start-Up Costs:</b>	<input type="text"/>
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**2. Propose below a guaranteed interest rate for funds in the operating account or an index which will constitute a minimum guarantee (applies to ASO offers only).**

	<b>YEAR 1</b>
<b>a. Guaranteed Interest Rate</b>	<input type="text"/>
<b>b. Index</b>	<input type="text"/>

**Instructions for Completing Schedule 2-2**

Describe the quantitative impact of your provider reimbursement methods as follows:

- Complete the table on the following page. In the appropriate columns:
  - ⇒ List the benefit proposed and the plan type (Indemnity, PPO, POS, HMO) in the space at the top of the chart.
  - ⇒ In the first gross charge column, aggregate the proportionate distribution of gross charges from the experience data provided in the RFP for the cities/counties included in your proposal service area.
  - ⇒ In the second gross charge column, show YOUR projected distribution ON A MATURE YEAR BASIS. If you expect the second contract year to differ from the first, enter your second year distribution in the column labeled "Second Year". *The Commonwealth will allow the second year charge distribution numbers to be adjusted based on first year experience.*
  - ⇒ In the right-hand column, show the net impact of YOUR reimbursement methods, claims adjudication, and plan design on YOUR projected charge distribution by projecting the actual claim payment level for the service type. Assume the claims experience and demographics for the Service Areas and plan designs you are quoting. If you expect a different charge distribution in the second contract year, label and enter your net reimbursement in a parallel column.
- Using the Inpatient Facility service type as an example, entries in the appropriate column would be:
  - Gross Charge Distribution Amount = 35
  - Expected Impact of Reimbursement Method, claims adjudication and application of deductibles, etc. = -10%
  - Net Plan Payment = 31.5
- Total the net reimbursements and calculate the plan savings per the formula at the bottom of the table
- Please note, the Commonwealth will use this exhibit to establish the baseline for liquidated damages described in Section 3.0 of the RFP. If awarded a contract, your actual results will be reported via the Claims Data Tape.



## PROVIDER REIMBURSEMENT METHODS

## Schedule 2-2-A

Briefly describe your provider reimbursement methods for the following Provider service types and settings: *(Provide your descriptions via hard copy in your proposal, not on this diskette.)*

1. Inpatient Facility
2. Inpatient Professional
3. Outpatient Facility
4. Outpatient Professional
  - a. PCPs (for HMO and POS networks)
  - b. Primary/family physicians (for Indemnity Plans and PPO networks)
  - c. Specialists
  - d. Other Medical (specify)
5.
  - a. Inpatient Mental Illness Professional
  - b. Inpatient Substance Abuse Facility
6.
  - a. Inpatient Mental Illness Professional
  - b. Inpatient Substance Abuse Professional
7.
  - a. Outpatient Mental Illness Facility
  - b. Outpatient Substance Abuse Facility
8.
  - a. Outpatient Mental Illness Professional
  - b. Outpatient Substance Abuse Professional
9. Prescription Drug
  - a. Brand
  - b. Generic
  - c. Mail Order
10. Dental
  - a. General Dentists
  - b. Specialists

Trend History and Projections Schedule

To demonstrate the effectiveness of your cost control methods and the basis of your projected costs for the contract period, complete the table below for each plan type and service area quoted. Express figures as a percentage from previous year. Also, note whether the trends cited are applicable to the service areas proposed, statewide or your entire covered population.

Offeror: ERROR - Not Defined on Sched. 2-1-A

Benefit: [Redacted]

Plan Type: ERROR - Not Defined on Sched. 2-1-A

Service Area: ERROR - Not Defined On Sched. 2-1-A

Trend Scope:  
(Check only one box)

Service Area Proposed

Statewide

Offeror Covered Population

Service Type*	Percent Annual Trend (vs. Previous Year)						
	2000	2001	2002	2003	2004	2005	2006
Inpatient Facility							
Inpatient Professional							
Outpatient Facility							
Outpatient Professional							
Other Medical							
<b>MEDICAL SUB-TOTAL</b>							
Prescription Drug							
Dental							
MISA							

**Schedule of Professional Services Allowances**

For each CPT listed, provide the current maximum allowable charge. State below when and how often allowance schedules are changed. Also state below what change from current was assumed for the PMPM figures cited in your Schedule 2-1. Affirm that the assumed allowances tie-in directly to the related PMPM figures (in Schedule 2-1) and the trend figures provided in Schedule 2-3.

When Are Allowance Schedules Changed?

Frequency Schedules Are Changed:

Aggregate percentage difference of these allowances to current equals  Affirmation:  YES  NO

Offeror:		Plan Type:	Service Area:	
Category	Subcategory	CPT-4	Description	Allowance
Medicine	Immunizations	90669	PNEUMOCOCCAL VAC-POLYVALENT-< 5 YRS-IM	
Medicine	Dialysis	90935	HEMODIALYSIS PROC W/SINGLE PHYSICIAN EVALUATION	
Medicine	Cardiovascular	92980	TRNSCATH PLCMT INTRACORONRY STENT-PERQ; 1 VES	
		93000	ECG ROUTINE ECG W/AT LEAST 12 LEADS; W/I&R	
		93307	ECHO TRNSTHORAC REAL-TIME W/WO M-MODE; CMPL	
Medicine	Allergy/Immunolog	95117	PROF SRVC ALLERG IMMUNOTX WO EXTRACT; 2/MORE INJ	
		95165	PROF SRVC SUPV PREP&PRVS IMMUOTHAPY; 1/MX ANTIG	
Medicine	Office Visits	99212	OFC/OUTPT VISIT E&M EST SELF-LIMIT/MINOR 10 MIN	
		99213	OFC/OUTPT VISIT E&M EST LOW-MOD SEVERITY 15 MIN	
		99214	OFC/OUTPT VISIT E&M EST MOD-HI SEVERITY 25 MIN	
Medicine	Hospital Visits	99223	INIT HOSP CARE-DAY E&M HIGH SEVERITY 70 MIN	
		99232	SUBSQT HOSP CARE-DAY E&M MINOR CMPL 25 MIN	
		99233	SUBSQT HOSP CARE-DAY E&M SIGNIFIC CMPL 35 MIN	
Medicine	Consultations	99242	OFFICE CNSLT NEW/ESTAB LOW SEVERITY 30 MIN	
		99243	OFFICE CNSLT NEW/ESTAB MODERATE SEVERITY 40 MIN	
		99244	OFFICE CNSLT NEW/ESTAB MOD-HIGH SEVERITY 60 MIN	
Medicine	Emergency	99283	EMERG DEPT VISIT E&M MODERATE SEVERITY	
		99284	EMERG DEPT VISIT E&M HIGH SEVERITY URGENT EVAL	
Medicine	Critical Care	99291	CRITICAL CARE E&M-CRIT ILL/INJUR; 1ST 30-74 MIN	
		99292	CRITICAL CARE E&M-CRIT ILL/INJUR; EA ADD 30 MIN	
		99296	SUBSQT NEONAT CRTL CARE-PER DAY E&M 30 DAY AGE/<	
		99297	SUBSQT NICU CARE PER DAY E&M-CRIT ILL & STABLE	
Medicine	Nursing Facility	99312	SUBSQT NRS FACL CARE DAY E&M MINOR CMPL 25 MIN	
Medicine	Well Baby Exams	99381	INIT PREVENTATIVE MED E&M NEW PT; INFANT < 1 YR	
		99391	PRD PREVENTATIVE MED E&M ESTAB PT; INFANT < 1 YR	
		99431	Initial care, normal newborn	
Medicine	Outpatient Psych	90841	INDIVIDUAL PSYCHOTHERAPY, TIME UNSPECIFIED	
		90843	INDIVIDUAL PSYCHOTHERAPY, 20-30 MINUTES	
		90844	INDIVIDUAL PSYCHOTHERAPY, 45-50 MINUTES	

Category	Subcategory	CPT-4	Description	Allowance		
Medicine	Physical Exams	99392	PRD PREVENTATIVE MED E&M ESTAB PT; 1-4 YRS			
		99395	PRD PREVENTATIVE MED E&M ESTAB PT; 18-39 YRS			
		99396	PRD PREVENTATIVE MED E&M ESTAB PT; 40-64 YRS			
Surgery	Surgery	17000	DESTRUC BEN/PREMLIG LES OTH THAN SKN TAG; 1 LES			
		20610	ARTHROSCEN ASPIR&/INJ; MAJOR JNT BURSA/GANG CYST			
		22554	ARTHRODIS ANT INTERBODY W/MINI DISSECT; BELOW C2			
		22612	ARTHRODIS POST/POSTEROLAT TECHNIQUE 1 LEVL; LUMB			
		27130	ARTHROPLSTY ACETABULAR&PROX FEM PROSTH REPL			
		27447	ARTHROPLSTY KNEE CONDYLE&PLATAU; MED&LAT CMPRTMT			
		29881	ARTHROSCOPY KNEE; W/MENISCECTOMY MED/LAT			
		33533	COR ART BYPS USING ART GRAFT; SINGLE ART GRAFT			
		43239	UGI ENDO; W/BX 1/MX			
		45378	COLONOSCOPY FLEX-PROX SPLEN FLEX; DX-SEP PROC			
		45378	COLONOSCOPY FLEX-PROX SPLEN FLEX; DX-SEP PROC			
		45380	COLONOSCPY FLXIBLE PROX SPLENIC FLXURE; W/BX 1/MX			
		45384	COLONOSCOPY FLEX; REMV TUMOR/LES HOT BX FORCEPS			
		45385	COLONOSCOPY FLEX; W/REMV TUMOR/LES BY SNARE			
		45385	COLONOSCOPY FLEX; W/REMV TUMOR/LES BY SNARE			
		47562	LAPAROSCOPY SURGICAL; CHOLECYSTECTOMY			
		50590	LITHOTRIPSY EXTRACORPOREAL SHOCK WAVE			
		58150	TAH W/WO REMOVAL OF TUBE W/WO REMOVAL OF OVARY;			
		64721	NEUROPLASTY &/OR TRANSP; MEDIAN @ CARPAL TUNNEL			
69436	Tympanostomy, general anesthesia, unilateral					
Surgery	Maternity	59400	ROUTINE OB CARE W/ANTPRTM CARE VAG DEL&PP CARE			
		59510	ROUTINE OB CARE W/ANTPRTM CARE C/S DEL & PP CARE			
		59514	CESAREAN DELIVERY ONLY;			
Radiology		70450	CMPT TOMOGRPH HEAD/BRAIN; W/O CONTRST MATERIAL			
		70553	MRI BRAIN; W/O CONTRAST FOLLOWED BY CONTRAST			
		71020	RADIOLOGIC EXAMINATION CHST 2 VIEWS FRNTL&LAT;			
		71260	CMPT TOMOGRAPHY THORAX; W/CONTRAST MATERIAL			
		72141	MR IMAG SP CANAL&CONTENTS CERV; W/O CONTRST MATL			
		72148	MR IMAG SP CANAL&CONTENTS LUMB; W/O CONTRST MATL			
		72193	CMPT TOMOGRAPHY PELVIS; W/CONTRAST MATERIAL			
		73721	MR IMAG ANY JNT LOW EXTREM; W/O CONTRST MATERIAL			
		74160	CMPT TOMOGRAPHY ABDOMEN; W/CONTRAST MATERIAL			
		76075	DEXA BONE DNSITY STUDY 1/MORE SITES; AXIAL SKEL			
		76091	MAMMOGRAPHY; BILATERAL			
		Radiology (continued)		76092	SCREENING MAMMOGRAPHY BILATERAL	
				76830	ULTRASOUND TRANSVAGINAL	
		76856	US PELV B-SCAN &OR REAL TIME W/IMAGE DOC; CMPL			
		77427	RADIATION TREATMENT MANAGEMENT FIVE TREATMENTS			
		78465	MYOCARDIAL PERFUS IMAG; TOMO MX STUDIES			
Pathology		80048	BASIC METABOLIC PANEL			
		80050	GENERAL HEALTH PANEL			
		80053	COMPREHENSIVE METABOLIC PANEL			
		80061	LIPID PANEL			
		80076	HEPATIC FUNCTION PANEL			
		81000	UA DIP STICK/TABLET REAGENT; NON-AUTO W/MICRO			
		83036	HEMOGLOBIN; GLYCATED			
		84153	PROSTATE SPECIFIC ANTIGEN; TOTAL			

Category	Subcategory	CPT-4	Description	Allowance
		84439	THYROXINE; FREE	
		84443	THYROID STIMULATING HORMONE	
		85024	BLD CT; HG/PLATELET CT AUTO & AUTO PART WBC	
		85025	BLD COUNT; CMPL AUTO & AUTO DIFF WBC COUNT	
		85610	PROTHROMBIN TIME;	
		87088	CULT BACTERL; W/ISOLAT&PRESUMP ID ISOLATES URINE	
		87880	INF AGT-IMMUNOASSAY W/DIR OBS; STREP GRP A	
		88142	CYTOPATH CERV/VAG; THIN PREP; MNL SCR-PHYS SUPR	
		88164	CYTOPATH SLIDES CERV/VAG; MNL SCR UND PHYS SUPV	
		88304	LEVEL III - SURGICAL PATH GROSS & MICRO EXAM	
		88305	LEVEL IV - SURGICAL PATHOLOGY GROSS & MICRO EXAM	
		88307	LEVEL V- SURG PATH GROSS/MICRO EXAM	



Hospital Outpatient Allowances Schedule

Supplement your description of how you currently reimburse Hospital Outpatient services in Schedule 2-2 by completing the table and affirmation below. If a percentage of charges, for example, state the percentage.

Offeror: ERROR - Not Defined on Sched. 2-1-A

Benefit:

Plan Type: ERROR - Not Defined on Sched. 2-1-A

Service Area: ERROR - Not Defined On Sched. 2-1-

APC	APC Description	Current Average Reimbursement
0027	Excise excessive skin tissue	
0029	Excision, breast lesion	
0029	Removal of breast tissue	
0041	Shoulder arthroscopy/surgery	
0050	Removal of knee cartilage	
0051	Repair of knee ligament	
0056	Incision of metatarsal	
0080	Left heart catheterization	
0131	Laparoscopic cholecystectomy	
0141	Biopsy of bowel	
0143	Colon endoscopy	
0169	Fragmenting of kidney stone	
0191	Hysteroscopy, dx, sep proc	
0196	Dilation and curettage	
0211	Inj paravertebral l/s	
0212	Injection into disk lesion	
0220	Carpal tunnel surgery	
0246	Remove cataract/insert lens	
0253	Incision of eardrum	
0359	Injection, sc/im	

**Affirmation**

It is the State's intention to use Ambulatory Payment Classes or other generally accepted method for reporting Outpatient Service reimbursement. Affirm below that you are willing to report on this basis

YES

NO

**Type of Membership Premium Rates**

Show below the detailed steps in converting your quoted per-member-per-month cost in Schedule 2-1 to monthly premium rates by line of coverage (i.e., single employee + 1, family). Complete exhibits for both fully insured and ASO (illustrative) quotes, as applicable. **Please note that this form is the only place you include the 2% surcharge described in paragraph 8.5 of the RFP.**

Note: The Department presently uses the following factors for all plans:

Employee Only:	1.00
Employee + 1:	1.85
Family:	2.70

Offeror: ERROR - Not Defined on Sched. 2-1-A

Service Area: ERROR - Not Defined On Sched. 2-1-A

Plan Type: ERROR - Not Defined on Sched. 2-1-A

MEDICAL/SURGICAL		7/1/04 - 6/30/05	7/1/05 - 6/30/06
1. a. PMPM Cost (from Line 11.b. (3) of Sched. 2-1)		\$0.00	\$0.00
b. Number of members indicated on Schedule 2-1:		0	0
c. Monthly Premium (1.a. x 1.b.):		\$0.00	\$0.00
2. Attach a hard copy worksheet (do not include on this diskette) detailing the conversion of the above PMPM rates to the quoted line-of-coverage rates below. Include all math, logic and assumptions.			
3. Quoted Monthly Rates (must agree with the products of your attached worksheet) - <i>excludes 2% surcharge</i>			
	Enrollment	7/1/04 - 6/30/05	7/1/05 - 6/30/06
a. Single			
b. Employee + 1			
c. Family			
d. Monthly Total			
4. Quoted Monthly Rates including 2% surcharge			
	Enrollment	7/1/04 - 6/30/05	7/1/05 - 6/30/06
a. Single			
b. Employee + 1			
c. Family			
d. Monthly Total			

**Proposal Checklist**

Complete the form below in full, sign in blue ink the completion certification at the bottom of the form, and enclose it following the Cover Sheet as directed in RFP Section 6.0

<b>Offeror:</b>
-----------------

1.a. Indicate the plan design you have proposed by checking the appropriate blocks:

Plan Scope	Benefits*			
	Medical	Dental	MISA/EAP**	Pres. Drug
(1) Statewide Indemnity Plan				
(2) Statewide EPO, POS/PPO				
(3) Health Maintenance Organizations EPO/HMO				
Note: *Mark any benefit plans quoted on a fully insured basis with an asterisk. ** Note if EAP Only				

1.b. If you have proposed an HMO or EPO with less than statewide coverage, check the block below to affirm that you have met the requirements of RFP OHB03-2, paragraph 2.2. Cite specifics.

Meet requirements of paragraph 2.2 as stated below

2. If you have proposed any network-based plans, affirm by checking the appropriate blocks below, that you meet the Mandatory Qualifications stated in RFP paragraph 2.7 or 2.8 (varies by RFP). Your affirmation will also declare your intent to submit appropriate documentation as may be required to demonstrate these qualifications are met throughout the contract period.

Mandatory Qualifications for Contractors	Meet Standard (✓)
1. Can demonstrate sufficient access	
2. Will produce approved Member Satisfaction Survey	
3. Will provide toll-free number by April 1, 2004	
4. Will provide web site by April 1, 2004	
5. Will provide paid claims test tape by September 1, 2003	

3. Affirm below that you are in agreement with the Standards of Performance specified in RFP Section 3, including the Schedule of Liquidated damages, and will provide the requested documentation and claims tapes substantiating your performance.

Statement	Agreement (✓)
We agree to adhere to the specified Standards of Performance, Schedule of Liquidated Damages, and claims tape documentation requirements	

4. Affirm, by checking the appropriate block below, that you have completed and submitted all of the following required proposal components as required in RFP Section 6.

Proposal Component	Completed and Submitted (✓)
a. Cover Sheet, original signed in blue ink	
b. This Proposal Checklist and Questionnaire, original signed in blue ink	
c. Confidential/Proprietary information statement and affected page marking	
d. Tab 1 Redline RFP noting demurrals	
e. Tab 2 Benefits Description	
f. Tab 3 Benefits Brochure	
g. Tab 4 Questionnaire	
h. All Tab 5 Cost Proposal schedules in Attachment 2 and certified audit report as requested in RFP Section 6	
i. Tab 6 Small, Women, and Minority-Owned Business detail (Exhibit TWO)	

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Company)

## **Report Formats**

**The general form and contents of each contractor submitted report are outlined below. It is not the intent of the Department to require special designed reports if the Contractor has a standard report format that will satisfy the Department's needs for oversight of the various programs. However, the Department reserves the right to require a special report design if the standard reports are not satisfactory, in the Department's opinion. Offeror shall submit a sample report with the final format and details to be determined during the negotiation process. The primary reports are addressed below, however the Offeror should submit a sample of any requested report, whether identified below or not.**

1. Weekly Claims Report
  - A. Cover Letter – Each report provides Cover Charges broken by the following categories: (a) State Employees, (b) State Medicare for Drug Only, (c) TLC Government, (d) TLC Schools, and (e) Total column. Each column will reflect any applicable discounts on a separate line and show net charges by category. This will serve as the Contractor's invoice and the total of the net charges will be the amount due the Contractor.
  - B. An Excel spread sheet for each category will provide a detail of covered charges broken by type of charge. Examples can be: Inpatient, Hospital, Vision, EAP, Mail order, etc. The spreadsheet shall provide a Plan Year-To-Date column followed by month-to-date column and a separate column for each week of the current month.
2. Administrative Fee Report – Monthly Invoice
  - A. Cover Letter – Each report provides Monthly Administrative Fees broken by the following categories: (a) State Employees, (b) State Medicare for Drug Only, (c) TLC Government, (d) TLC Schools, and (e) Total column. Any pre-approved charges or credits will be shown under each category and added to or subtracted from the categories fees. This will serve as the Contractor's invoice and the total of the net charges will be the amount due the Contractor.

B. Support Documentation

- a. Enrollment summary – For each category in A, the enrollment by plan within that category will be provided along with the applicable fee singularly and in total for all units within the plan. A Y-T-D column shall also be provided for each enrollment line. The total for all units within a category shall be the amount invoiced in A above.

**NOTE: THE DEPARTMENT WILL AUDIT EACH MONTH'S REPORTED ENROLLMENT BY THE CONTRACTOR. A VARIANCE IN EXCESS OF 0.5% (1/2 OF A PERCENT) FROM THE ENROLLMENT SHOWN ON BES MAY RESULT IN A DELAY IN PAYMENT OF THE INVOICE UNTIL THE DISCREPANCY IS RESOLVED. SEE LIQUIDATED DAMAGES SCHEDULE AS PERTAINS TO ELIGIBILITY FILES NOT PICKED UP TIMELY.**

- b. Pre Approved Charges or Credits – A schedule of any charges or credits will be included by category as provided in A above. Support documentation for such charges/credits must be provided.

3. TLC Monthly Income Report

This report pertains to the ASO contractor for medical/surgical benefits only (See paragraph 4.1.6 in RFP OHB03-2). The report shows the premium income received from each local employer by plan and in total, with an indication of employer groups in default. The report is to be prepared in MS Excel format and E-mailed on the 8<sup>th</sup> day after the close of the month.

4. Monthly Service Report

This report shall be in Excel format and submitted electronically to the Department within 15 days of the end of each month. The report shall be contained one page, if possible, and address all Standards of Performance, Section 3.0, except for the annual premium projections due by September 15<sup>th</sup>.

The first column on the spreadsheet shall identify the items being reported and have headings with specific detail line items. Examples of headings, if applicable, would be: network, participants, customer service call statistics, claims activities, cycle time, inventory, accuracy rates, COB savings, claims dollars paid (by plan and by enrollee), EAP services, and pharmacy scripts by tier. Additional columns should show standards, if applicable, YTD statistics, and most recent two quarters of activity broken by month.

5. Monthly/Quarterly Utilization Management Report

This report shall be in Excel format and submitted electronically to the Department within 15 days of the end of each month/quarter. The report shall be contained one page, if possible. The purpose of this report is to disclose the Contractor's assessment of its utilization management activities, including admission review, concurrent review and case management.

The first column on the spreadsheet shall identify the items being reported and have headings with specific detail line items. The additional columns should show the activity YTD, the current month, average of the past 3 months, and average of past 12 months.

In addition to the utilization report described above, the Contractor shall submit support reports that allow the Department to monitor utilization by the specific product covered. Examples of, but not limited to, such reports are:

- a. Medical and MISA - Large inpatient claims expected to exceed \$100,000 with amount paid to date and expected total
- b. Pharmacy – Top 10 drugs processed by quantity and dollar volume.
- c. EAP – Services requested and provided by type.
- d. Interventions provided – Type and quantity for disease and pharmacy management.

6. Extended Coverage (COBRA) Transactions and Enrollment File

This report shall be in Excel format and submitted electronically to the Department within 10 days of the end of each month. The primary purposes of the report are (1) to report all changes (adds, change in membership, and terminations) to the previous month's Extended Coverage enrollment, and (2) to provide a file denoting the current Extended Coverage enrollment.

The file shall at a minimum contain the enrollees name, identification number; type, reason, and date of change; and current status.

**Commonwealth of Virginia  
Claims Database  
Data Definitions  
July 1, 2003**

Facility Provider Type

- 01: Hospital
- 02: Skilled Nursing Facility
- 03: Home Health Agency
- 04: Physical Therapy Clinic
- 05: Outpatient Clinic
- 06: Health Maintenance Organization
- 07: Visiting Nurses Association
- 08: Private Laboratory
- 09: Alcohol Rehabilitation Facility
- 10: Ambulatory Surgical Facility Level I
- 11: Ambulatory Surgical Facility Level II
- 12: Ambulatory Surgical Facility Level III
- 13: Ambulatory Surgical Facility Level IV
- 14: Partial Day Psychiatric Facility
- 15: Other Facility
- 16: Urgent Care Center

Professional Provider Type

- 31: Medical Doctor (MD)
- 32: Ambulatory Surgery Physician: High Level
- 33: Ambulatory Surgery Physician: Low Level
- 34: Ambulatory Surgery Provider
- 35: Clinical Nurse Specialist (CNS)
- 36: Doctor of Osteopath (DO)
- 37: Dentist (DDS/DMD)
- 38: Doctor of Podiatry (DPM)
- 39: Licensed Psychologist (LP)
- 40: Certified Registered Nurse Anesthetist (CRNA)
- 41: Consultant
- 42: Medical Laboratory
- 43: Christian Science Nurse
- 44: Hospital Outpatient Endorsement
- 45: Physical Therapist
- 46: Occupational Therapist
- 47: Speech Therapist
- 48: Optician
- 49: Nurse Midwife
- 50: Hospital Emergency Room Physician
- 51: Licensed Professional Counselor (LPC)
- 52: Durable Medical Equipment Supplier (DME)
- 53: Chiropractor (DC)
- 54: Optometrist
- 55: Licensed Clinical Psychologist (LCP)
- 56: Licensed Clinical Social Worker (LCSW)

- 57: Audiologist
- 58: School Psychologist
- 59: Home Health Agency
- 60: I.V. Therapy
- 61: Other Professional Provider

Pharmacy Provider Type

- 91: Retail
- 93: Mail Order Only

Provider Specialty (Professional Only)

- 01: Addictionology
- 02: Administration/Preventive Medicine
- 03: Adolescent Medicine
- 04: Allergy
- 05: Ambulance Services
- 06: Anesthesiology (Osteopath)
- 07: Anesthesiology
- 08: Audiology
- 09: Cardiac Surgery
- 10: Cardiology
- 11: Cardiovascular Disease
- 12: Child Psychiatry
- 13: Chiropractor
- 14: Christian Science Nurse
- 15: Clinical Nurse Specialist
- 16: Clinical Psychology
- 17: Colon/Rectal Surgery
- 18: Critical Care
- 19: CRNA
- 20: Dermatology (Osteopath)
- 21: Dermatology
- 22: Dermatopathology
- 23: Diagnostic Radiology
- 24: Diagnostic Roentgenology
- 25: Durable Medical Equipment
- 26: Ear Nose & Throat
- 27: Emergency Medicine
- 28: Endocrinology
- 29: Endodontist (Dentist)
- 30: Eye, Ear, Nose & Throat (Osteopath)
- 31: Family Practice (Osteopath)
- 32: Family Practice
- 33: Forensic Pathology
- 34: Gastroenterology
- 35: General Anesthesia (Dentist)
- 36: General Practice (Dentist)
- 37: General Practice (M.D.)

38: General Practice (Osteopath)  
39: General Surgery  
40: General Surgery (Osteopath)  
41: Genetics Metabolism  
42: Geriatrics Medicine  
43: Gynecological Oncology  
44: Gynecology (Osteopath)  
45: Gynecology  
46: Hand Surgery  
47: Head & Neck Surgery  
48: Hematology/Oncology  
49: Hepatology  
50: Home Health Agency (Professional Only)  
51: Hospital  
52: Hospital Outpatient Endorsement  
53: Hospital Psychiatric Care  
54: Hospital Reference Lab  
55: Immunology  
56: Independent Laboratory  
57: Infectious Disease  
58: Internal Medicine (Osteopath)  
59: Internal Medicine  
60: IV Therapy  
61: Licensed Professional Counselor  
62: Licensed Psychologist  
63: Manipulative Therapy  
64: Maternal/Fetal Medicine  
65: Maxillo-Facial Surgery (Dentist)  
66: Medical Genetics  
67: Multi Specialty Clinic  
68: Neonatal/Perinatal Medicine  
69: Nephrology  
70: Neurological Surgery  
71: Neurology  
72: Neurotology  
73: Nuclear Medicine  
74: Nurse Midwife  
75: Nurse Practitioner  
76: Obstetrics (Osteopath)  
77: Obstetrics  
78: Obstetrics/Gynecology  
79: Occupational Therapy  
80: Ophthalmology  
81: Optician  
82: Optometrist  
83: Oral Pathologist  
84: Oral Surgery (Dentist)  
85: Orthodontist (Dentist)  
86: Orthopedics  
87: Orthopedic Surgery  
88: Orthopedic Surgery (Osteopath)  
89: Other (Dentist)

90: Otology  
91: Pain management  
92: Pathology (Osteopath)  
93: Pathology  
94: Pediatric Allergy  
95: Pediatric Anesthesiology  
96: Pediatric Cardiac Surgery  
97: Pediatric Cardiology  
98: Pediatric Cardiovascular Disease  
99: Pediatric Critical Care  
A0: Pediatric Dentistry  
A1: Pediatric Dermatology  
A2: Pediatric Ear Nose & Throat  
A3: Pediatric Emergency Medicine  
A4: Pediatric Endocrinology  
A5: Pediatric Gastroenterology  
A6: Pediatric Hematology/Oncology  
A7: Pediatric Hepatology  
A8: Pediatric Immunology  
A9: Pediatric Infectious Disease  
B0: Pediatric Internal Medicine  
B1: Pediatric Nephrology  
B2: Pediatric Neurological Surgery  
B3: Pediatric Neurology  
B4: Pediatric Ophthalmology  
B5: Pediatric Orthopedic Surgery  
B6: Pediatric Orthopedics  
B7: Pediatric Pathology  
B8: Pediatric Physical Medicine & Rehabilitation  
B9: Pediatric Plastic Surgery  
C0: Pediatric Pulmonary Medicine  
C1: Pediatric Radiology  
C2: Pediatric Rheumatology  
C3: Pediatric Surgery  
C4: Pediatric Surgical Oncology  
C5: Pediatric Trauma  
C6: Pediatric Urology  
C7: Pediatrics (Osteopath)  
C8: Pediatrics  
C9: Periodontist (Dentist)  
D0: Peripheral Vascular  
D4: Physical Medicine & Rehabilitation  
D5: Physical Therapy  
D6: Plastic Surgery  
D7: Podiatry  
D8: Proctology  
D9: Prosthodontist (Dentist)  
E0: Psychiatry  
E1: Psychiatry/Neurology  
E2: Public Health  
E3: Pulmonary Diseases  
E4: Radiation Oncology

E5: Radiation Therapy  
 E6: Radiology  
 E7: Reproductive Endocrinology  
 E8: Rheumatology  
 E9: Roentgenology/Radiology  
 F0: School Psychologist  
 F1: Skilled Nursing Facilities  
 F2: Social Worker  
 F3: Speech Pathology  
 F4: Sports Medicine  
 F5: Surgical Oncology  
 F6: Surgical Pathology  
 F7: Therapeutic Radiology  
 F8: Thoracic Surgery  
 F9: Transplant Surgery  
 G0: Trauma Surgery  
 G1: Urgent Care Provider  
 G2: Urology  
 G3: Vascular Surgery  
 XX: Specialty Unknown

Place of Treatment Codes

00: Other Unlisted Licensed Facility  
 0G: Hemophilia Treatment Center  
 10: Inpatient Hospital  
 1S: Hospital Affiliated Hospice  
 1Z: Inpatient Rehabilitation Hospital  
 20: Outpatient Hospital  
 2E: Hospital Emergency Room  
 2F: Hospital Based Ambulatory Surgery Facility  
 2S: Outpatient Hospital Bases Hospice  
 2Z: Outpatient Rehabilitation Hospital  
 30: Providers Office  
 3S: Hospice Service Rendered in Providers Office  
 40: Patient's Home  
 4S: Hospice Service Rendered in Patient's Home  
 51: Inpatient Psychiatric Facility  
 52: Outpatient Psychiatric Facility  
 53: Day/Night Partial Day Psychiatric Facility  
 54: Psychiatric or Substance Abuse Night Facility  
 55: Residential Substance Abuse Treatment Facility  
 56: Outpatient Substance Abuse Treatment Facility  
 57: Psychiatric Halfway House  
 58: Hospital, Partial Hospitalization  
 60: Independent Clinical Lab  
 70: Nursing Home  
 80: Skilled Nursing Facility/Extended Care Facility  
 90: Ground Ambulance  
 9A: Air Ambulance

9C: Sea Ambulance  
 B0: Free standing Ambulatory Medical Facility  
 BD: Free-standing dialysis facility  
 BF: Free standing Ambulatory Surgery Facility  
 BM: Free standing Alternate Birth Center  
 BR: Free standing Cardiac Rehabilitation Facility  
 BS: Free standing Hospice Facility  
 BT: Free standing Substance Abuse Facility - Inpatient  
 BU: Free standing Substance Abuse Facility – Outpatient  
 BV: Free standing Substance Abuse Facility – Partial Hospitalization  
 C0: Pharmacy  
 C1: Urgent Care Center

Type of Service Codes

000: Unknown Type of Service  
 200: Surgery  
 2M0: Oral Surgery  
 2P0: Surgery/Professional Component  
 2R0: Donor Surgery  
 2R1: Surgery/Transplant Recipient  
 2T0: Assistant at Surgery  
 2U0: Surgery/Supplemental Accident  
 2V0: Surgery/Technical Component  
 300: Maternity  
 3Q0: Elective Abortion  
 400: Anesthesia  
 4R0: Anesthesia/Donor Surgery  
 4R1: Anesthesia/Transplant Surgery  
 4U0: Anesthesia/Supplemental Accident  
 500: Diagnostic Radiology/Nuclear Medicine & Ultrasound  
 530: Diagnostic Radiology/Maternity Care  
 5A0: Diagnostic Radiology/Emergency Medical Care  
 5I0: Diagnostic Radiology/Digital Subtraction Angiography  
 5K0: Diagnostic Radiology/Pre-Admission Testing  
 5N0: Diagnostic Radiology/Emergency Medical Care  
 5P0: Diagnostic Radiology/Professional Component  
 5R0: Diagnostic Radiology/Donor Surgery  
 5R1: Diagnostic Radiology/Transplant Surgery  
 5U0: Diagnostic Radiology/Supplemental Accident  
 5V0: Diagnostic Radiology/Technical Component  
 600: Medical Care  
 6A0: Emergency Medical Care  
 6B0: Concurrent Care  
 6J0: Medical Care/Home Health Care Program  
 6K0: Medical Care/Pre-Admission Testing  
 6L0: Medical Care/EKG, EEG & Other Electronic Diagnostic Procedures  
 6N0: Medical Care/Emergency Accident Care  
 6P0: Medical Care/Professional Component  
 6R0: Medical Care/Donor Surgery  
 6R1: Medical Care/Transplant Recipient

6S0: Medical Care/Psychiatric Care  
 6U0: Medical Care/Supplemental Accident  
 6V0: Medical Care/Technical Component  
 6W0: Medical Care/Second Surgical Opinion  
 600: Medical Care  
 6X0: Alcohol Rehabilitation  
 6X1: Alcohol And/Or Drug Detoxification  
 6Y0: Medical Care/Consultation  
 6Z0: Drug Rehabilitation  
 740: Hemodialysis  
 750: Hyperthermia Therapy  
 7C0: Chemotherapy  
 7D0: Physical Medicine (Therapy)  
 7E0: Therapeutic Radiology  
 7F0: Occupational Therapy  
 7G0: Speech Therapy  
 7H0: Respiratory Therapy  
 7P0: Therapeutic Radiology/Professional Component  
 7V0: Therapeutic Radiology/Technical Component  
 800: Diagnostic Pathology (Laboratory)  
 830: Diagnostic Pathology/Maternity Care  
 8A0: Diagnostic Pathology/Emergency Medical Care  
 8K0: Diagnostic Pathology/Pre-Admission Testing  
 8N0: Diagnostic Pathology/Emergency Accident Care  
 8P0: Diagnostic Pathology/Professional Component  
 8R0: Diagnostic Pathology/Donor Surgery  
 8R1: Diagnostic Pathology/Transplant Recipient  
 8U0: Diagnostic Pathology/Supplemental Accident  
 8V0: Diagnostic Pathology/Technical Component  
 9A0: Well Baby/Well Child Care  
 9B0: Whole Blood, Blood Derivatives, Administration & Processing  
 9C0: Hospice Care Program  
 9D0: Dental Care  
 9F0: Ambulance  
 9G0: Physical Accessories, Purchase  
 9H0: Physical Accessories, Rental  
 9J0: Home Health Care Program  
 9K0: Prescription Drug Program  
 9L0: Prescription Drugs and Medicine  
 9M0: Vision Care Program  
 9N0: Visiting Nurse Services  
 9P0: Private Duty Nursing  
 9R0: Transportation of Surgical/Harvesting Team & Donor Organ  
 9R1: Recipient Transportation & Lodging  
 9T0: Individual Benefits Management  
 9V0: Hearing Care Program  
 L00: Not Medically Necessary Admission  
 L10: Admission Primarily Diagnostic Studies (Diagnostic Admission)  
 L20: Admission Primarily for Custodial/Domiciliary Care  
 L30: Admission Primarily for Physical Therapy

Commonwealth of Virginia  
Claims Database  
Claims File  
Data Specifications  
July 1, 2003

**Transmittal Frequency:** Same frequency as billing to Commonwealth. For example, a Carrier providing both ASO and Insured plans, might provide the ASO claims weekly and the Insured claims monthly.

**Medium:** (1) CDROM. ASCII data. PC formatted records, i.e. CR, LF at end of each record.

(2) Same as (1). Data compressed with PKZIP.

-or-

(3) Same as (1) except transmitted electronically (assuming compatible hardware and software).

**Data Requirements:** All dollar amounts should have leading sign, 2 decimal places and implied decimal point. Field can be zero or blank filled. E.g. a 9 byte field containing the value (\$100.00) could be coded either 'bbb-10000' or '-00010000'. Positive amounts can either have '+' sign or be unsigned. \$100.00 can be represented as '+00010000', '000010000', 'bbb+10000', or 'bbbb10000'.

All dates should be provided CCYYMMDD where CC denotes Century, YY denotes year, MM denotes Month, and DD denotes Day. E.g. July 11, 1946 is '19460711'. If date is Not Applicable, field should be coded '00000000'.

File will consist of 5 type records: Header, Facility, Professional (including Dental), Pharmacy, and Trailer. There will be 1 Header record as the first record on the file, 1 Trailer record at the end of the file, and the remaining records between the Header and Trailer records. Each of the Professional and Pharmacy records should correspond to an item (line) of a bill, where a bill can be represented as multiple records with the same claim number, the same provider, and the same processing date. For Facility claims, each record should correspond to the aggregate claim for the Facility; any breakdown will be provided within the aggregate record.

The file should contain all claims processed on behalf of the Commonwealth during the transmittal period, regardless of the funding type or billing arrangement. Denied claims and adjustments to denied claims should be included on the file. Where capitated arrangements are in place, the claims file should still contain the underlying claims. Dollar amounts for capitated claims should be completed to the level of detail for which data is available.

Record type	Field Name	Size	Data type	Comments
Header	Record Type	1	Char	Value = 'A'
Header	Carrier Code	3	Char	To be assigned by the Commonwealth of Virginia (COV)
Header	File type	10	Char	Value = "CLAIM"
Header	Earliest processing date	8	Date	Claim Processed Date
Header	Latest processing date	8	Date	Claim Processed Date
Header	Filler	670	Char	Value = Spaces
	Record Length	700		
Prof	Record Type	1	Char	Value = 'P'
Prof	Carrier Code	3	Char	To be defined by COV
Prof	Covered Group	1	Char	"C" – Commonwealth of Virginia "S" – TLC School Group "G" – TLC Governmental Group
Prof	Plan Code	4	Char	To be defined by COV
Prof	Contract Number (Subscriber SSN)	9	Char	No '-'
Prof	Subscriber Birth Date	8	Date	
Prof	Subscriber Sex	1	Char	"M" : Male "F" : Female
Prof	Subscriber Zip Code	10	Char	
Prof	Subscriber Agency/ TLC Group	3	Char	For State, Agency Code from BES feed. If not active, COV may provide desired code(s) to denote COBRA, early Retiree, Medicare Retiree. For TLC, School or Government Group Identifier.
Prof	Patient SSN	9	Char	Optional. No '-'
Prof	Patient Last Name	20	Char	
Prof	Patient First Name	15	Char	
Prof	Patient Birth Date	8	Date	
Prof	Patient Relationship to Subscriber	1	Char	"E" : Self "S" : Spouse "C" : Child "O" : Other
Prof	Patient Sex	1	Char	"M" : Male "F" : Female
Prof	Patient Zip Code	10	Char	
Prof	Claim Number	20	Char	
Prof	Claim Number Suffix	2	Char	Optional. Can be used to differentiate multiple items (lines) on claim.
Prof	Claim Incurred Date	8	Date	
Prof	Claim Received Date	8	Date	
Prof	Claim Adjudicated Date	8	Date	
Prof	Claim Processed Date	8	Date	
Prof	Claim Check Date	8	Date	Date on the check when issued.
Prof	Claim Paid Date	8	Date	This date should be the date upon which claims are booked to your financial and accounting systems.
Prof	Claim Disposition	1	Char	"O" : Original Claim

				<p>“P” : Positive Adjustment  “N” : Negative Adjustment</p>
Prof	Optional Benefit Utilization (Expanded Benefit – Key Advantage, Key Share or COVA Care)	1	Char	<p>“Y” : Used expanded benefit, i.e. claim would not have been paid under Basic Coverage.  “N” : Did not use expanded benefit or expanded benefit option not part of this plan design</p>
Prof	Optional Benefit Utilization (Buy-up Utilization)	1	Char	<p>For claims prior to 7/1/1998 only.  N or space: Buyup non applicable  A : 80% Buy-up Utilized  B : 85% Buy-up Utilized  C : 90% Buy-up Utilized  D : 95% Buy-up Utilized</p>
Prof	Optional Benefit Utilization (COVA Care out of network)	1	Char	<p>Y – Out of Network Benefit Applies  N – Not COVA Care or COVA Care And Out of Network Benefit N/A</p>
Prof	Claim Approved/Denied	1	Char	<p>Space or “A” – Approved  “D” – Denied (Total Charges = Not Covered Charges)</p>
Prof	Capitated/Non-Capitated	1	Char	<p>Space or “N” – Non-capitated  “C” - Capitated</p>
Prof	Inpatient/Outpatient	1	Char	<p>“I” : Inpatient  “O” : Outpatient</p>
Prof	Place of Treatment	5	Char	See attached list of valid codes.
Prof	Type of Service	5	Char	See attached list of valid codes.
Prof	Claim Primary Payer	1	Char	<p>“T” : This carrier is primary  “M” : Medicare is primary  “O” : Other carrier is primary</p>
Prof	Claim Secondary Payer	1	Char	<p>“T” : This carrier is secondary  “M” : Medicare is secondary  “O” : Other carrier is secondary  “N” : No secondary payer  “U” : Secondary payer not verified</p>
Prof	Claim Tertiary Payer	1	Char	<p>“T” : This carrier is tertiary  “O” : Other carrier is tertiary  “N” : No tertiary payer  “U” : Tertiary payer not verified</p>
Prof	Principal HCPCS Code	5	Char	Actual Code or “N/A”. HCPCS includes Level 1 (CPT), Level 2
Prof	HCPCS Code Modifier	5	Char	Modifier or blank
Prof	Additional HCPCS Code	5	Char	Actual Code or “N/A”
Prof	HCPCS Code Modifier	5	Char	Modifier or blank
Prof	CDT-2 Code	5	Char	American Dental Association code. Actual Code or “N/A”.
Prof	CDT-2 Level	1	Char	<p>N – Not applicable, no CDT-2 code  1 – Dental Claim processed as Block 1 (Diagnostic and Preventive)  2 – Dental Claim processed as Block 2 (Primary)  3 – Dental Claim processed as Block 3 (Major)  4 – Dental Claim processed as Block 4</p>

				(Orthodontic) M – Dental Claim paid under medical plan.
Prof	ICD-9 Principal Diagnosis Code	6	Char	Actual Code with “.” or “N/A”. Required.
Prof	ICD-9 Secondary Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Prof	Provider ID type	2	Char	FI – Federal Taxpayer’s ID Number PC – Provider Commercial Number UP – Unique Physician ID Number HI – HCFA National Provider ID OT – Other ID (subject to COV approval)  COV plans to require HCFA ID if the National Provider ID is mandated for use.
Prof	Provider ID	15	Char	
Prof	Provider Name	50	Char	
Prof	Provider Type	2	Char	See attached list of valid codes.
Prof	Provider Specialty	2	Char	See attached list of valid codes.
Prof	Provider Location – City	20	Char	
Prof	Provider Location – State	2	Char	
Prof	Provider Location – Zip Code	10	Char	
Prof	Provider Referral	1	Char	“P” : Provider is PCP “R” : PCP referral “S” : Self referral “I” Specialist referral
Prof	Provider In/Out Network	1	Char	“I” : Provider in Network “P” : Participating Provider not in Network “N” : Non-participating Provider
Prof	Provider Contract Level	10	Char	“HMO” “HMO POS” “EPO” “POS PPO” “PPO” “PHO” “INDEMNITY”
Prof	Total Charges	10	Amount	
Prof	Non-benefit Charges not covered	10	Amount	e.g. convenience items
Prof	Benefit Charges not covered	10	Amount	e.g. a benefit not covered by COV’s plan.
Prof	Discount	10	Amount	If Schedule of Allowance is less than Total Charges – Non-benefit Charges Not Covered – Benefit Charges Not covered, Discount = Total Charges – Non-benefit Charges Not Covered – Benefit Charges Not Covered – Schedule of Allowance. Otherwise, Discount is zero.
Prof	Schedule of Allowance	10	Amount	Applicable to this procedure, provider, and to the COV.
Prof	Eligible Charges	10	Amount	Should be lesser of Schedule of Allowance and Total Charges – Non-benefit Charges

				Not Covered – Benefit Charges Not Covered.
Prof	Deductible	10	Amount	
Prof	Coinsurance	10	Amount	Copayment is stored in separate field
Prof	COB	10	Amount	
Prof	Net Payment After Application of Reimbursement Method	10	Amount	Expected relationship of amounts is Net Payment After Application of Reimbursement Method + COB + Copayment + Coinsurance + Deductible = Eligible Charge.
Prof	Internal Claim ID	20	Char	Claims may be edited for having been paid on covered individuals under the correct plan of benefits. To facilitate problem resolution, you may include an internal claim ID that will be included on the edit report.
Prof	Copayment	10	Amount	Copayment separate from Coinsurance
Prof	Contract Type	1	Char	Blank or 'A' – Active 'C' – Cobra 'R' - Retiree
Prof	Filler	222	Char	Spaces
	Record length	700		
Fac	Record Type	1	Char	Value = 'F'
Fac	Carrier Code	3	Char	To be defined by COV
Fac	Covered Group	1	Char	"C" – Commonwealth of Virginia "S" – TLC School Group "G" – TLC Governmental Group
Fac	Plan Code	4	Char	To be defined by COV
Fac	Contract Number (Subscriber SSN)	9	Char	No '-'
Fac	Subscriber Birth Date	8	Date	
Fac	Subscriber Sex	1	Char	"M" : Male "F" : Female
Fac	Subscriber Zip Code	10	Char	
Fac	Subscriber Agency/ TLC Group	3	Char	For State, Agency Code from BES feed. If not active, COV may provide desired code(s) to denote COBRA, early Retiree, Medicare Retiree. For TLC, School or Government Group Identifier.
Fac	Patient SSN	9	Char	Optional. No '-'.
Fac	Patient Last Name	20	Char	
Fac	Patient First Name	15	Char	
Fac	Patient Birth Date	8	Date	
Fac	Patient Relationship to Subscriber	1	Char	"E" : Self "S" : Spouse "C" : Child "O" : Other
Fac	Patient Sex	1	Char	"M" : Male "F" : Female
Fac	Patient Zip Code	10	Char	
Fac	Claim Number	20	Char	
Fac	Claim Number Suffix	2	Char	Optional. Can be used to differentiate

				multiple items (lines) on claim.
Fac	Claim Incurred Date - Begin	8	Date	
Fac	Claim Incurred Date – End	8	Date	
Fac	Number of Days Covered	5	Num	Signed. Right Justified. 0 Decimal places. Should be negative for negative adjustment.
Fac	Claim Received Date	8	Date	
Fac	Claim Adjudicated Date	8	Date	
Fac	Claim Processed Date	8	Date	
Fac	Claim Check Date	8	Date	Date on the check when issued.
Fac	Claim Paid Date	8	Date	This date should be the date upon which claims are booked to your financial and accounting systems.
Fac	Claim Disposition	1	Char	“O” : Original Claim “P” : Positive Adjustment “N” : Negative Adjustment
Fac	Optional Benefit Utilization (Expanded Benefit – Key Advantage, Key Share or COVA Care)	1	Char	“Y” : Used expanded benefit, i.e. claim would not have been paid under Basic Coverage. “N” : Did not use expanded benefit or expanded benefit option not part of this plan design
Fac	Optional Benefit Utilization (Buy-up Utilization)	1	Char	For claims prior to 7/1/1998 only. N or space: Buyup non applicable A : 80% Buy-up Utilized B : 85% Buy-up Utilized C : 90% Buy-up Utilized D : 95% Buy-up Utilized
Fac	Optional Benefit Utilization (COVA Care out of network)	1	Char	Y – Out of Network Benefit Applies N – Not COVA Care or COVA Care And Out of Network Benefit N/A
Fac	Claim Approved/Denied	1	Char	Space or “A” – Approved “D” – Denied (Total Charges = Not Covered Charges)
Fac	Capitated/Non-Capitated	1	Char	Space or “N” – Non-capitated “C” - Capitated
Fac	Inpatient/Outpatient	1	Char	“I” : Inpatient “O” : Outpatient
Fac	Place of Treatment	5	Char	See attached list of valid codes.
Fac	Type of Service	5	Char	See attached list of valid codes.
Fac	Claim Primary Payer	1	Char	“T” : This carrier is primary “M” : Medicare is primary “O” : Other carrier is primary
Fac	Claim Secondary Payer	1	Char	“T” : This carrier is secondary “M” : Medicare is secondary “O” : Other carrier is secondary “N” : No secondary payer “U” : Secondary payer not verified
Fac	Claim Tertiary Payer	1	Char	“T” : This carrier is tertiary “O” : Other carrier is tertiary “N” : No tertiary payer “U” : Tertiary payer not verified
Fac	DRG Code	3	Char	For inpatient facility claims, carrier should

				provide DRG Code, ICD-9 Principal Diagnosis Code, and ICD-9 Principal Procedure Code. If carrier cannot provide DRG Code, then carrier must provide all ICD-9 diagnosis and procedure codes.
Fac	ICD-9 Principal Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Other Diagnosis Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Principal Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Additional Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Additional Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Additional Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Additional Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	ICD-9 Additional Procedure Code	6	Char	Actual Code with “.” or “N/A”
Fac	Ambulatory Patient Classification (APC) Group Number	5	Char	For outpatient facility claims, carrier should provide APC Group Number. If carrier cannot provide APC Group Number, then carrier must provide all Uniform Billing (UB-92) Revenue Codes coded on the claim.
Fac	Ambulatory Surgical Center (ASC) Group	5	Char	Blank or 1-8 as appropriate.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual. Fill in all UB-92 codes for which non-zero \$ were entered.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.

Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Uniform Billing Revenue Code	3	Char	As defined in UB-92 manual.
Fac	Provider ID type	2	Char	<p>FI – Federal Taxpayer’s ID Number  PC – Provider Commercial Number  UP – Unique Physician ID Number  HI – HCFA National Provider ID  OT – Other ID (subject to COV approval)</p> <p>COV plans to require HCFA ID if the National Provider ID is mandated for use.</p>

Fac	Provider ID	15	Char	
Fac	Provider Name	50	Char	
Fac	Provider Type	2	Char	See attached list of valid codes.
Fac	Provider Location – City	20	Char	
Fac	Provider Location – State	2	Char	
Fac	Provider Location – Zip Code	10	Char	
Fac	Pre-Certified Admission	1	Char	“Y” : Yes “N” : No or Not Applicable
Fac	Provider In/Out Network	1	Char	“T” : Provider in Network “P” : Participating Provider not in Network “N” : Non-participating Provider
Fac	Provider Contract Level	10	Char	“HMO” “HMO POS” “EPO” “POS PPO” “PPO” “PHO” “INDEMNITY”
Fac	Total Charges	10	Amount	
Fac	Non-benefit Charges not covered	10	Amount	e.g. convenience items
Fac	Benefit Charges not covered	10	Amount	
Fac	Eligible Charge	10	Amount	Should be equal to Total Charges – Non-benefit Charges not covered – Benefit Charges not covered
Fac	Deductible	10	Amount	
Fac	Coinsurance	10	Amount	Copayment is stored in separate field
Fac	COB	10	Amount	
Fac	Facility Liability (pre-discount)	10	Amount	Amount owed facility if no discount relationship in place. Expected relationship of amounts is: Facility liability (pre-discount) + COB + Copayment + Deductible = Eligible Charge.
Fac	Facility Liability (post-discount)	10	Amount	Amount contracted with Facility.
Fac	Discount retained by carrier	10	Amount	Portion of total discount retained by carrier for ASO. Remainder of discount is assumed to be Commonwealth’s, which may consist of 2 portions: a guaranteed portion which is credited immediately and a settlement amount which is credited later, usually after the close of the fiscal year.
Fac	Discount guaranteed to Commonwealth	10	Amount	Amount of discount credited to Commonwealth on initial bill
Fac	Commonwealth’s settlement discount	10	Amount	Amount of discount credited (or due to be credited, if known in advance) to Commonwealth after close of fiscal year.
Fac	Net Payment After Application of Reimbursement Method	10	Amount	The expected relationship is that Net Payment After Application of Reimbursement Method = Facility Liability

				(pre-discount) – Discount guaranteed to Commonwealth – Commonwealth’s Settlement Discount
Fac	Internal Claim ID	20	Char	Claims may be edited for having been paid on covered individuals under the correct plan of benefits. To facilitate problem resolution, you may include an internal claim ID that will be included on the edit report.
Fac	Copayment	10	Amount	Copayment separate from Coinsurance
Fac	Contract Type	1	Char	Blank or ‘A’ – Active ‘C’ – Cobra ‘R’ - Retiree
Fac	Filler	32	Char	Spaces
	Record length	700		
Pharm	Record Type	1	Char	Value = ‘D’
Pharm	Carrier Code	3	Char	To be defined by COV
Pharm	Covered Group	1	Char	“C” – Commonwealth of Virginia “S” – TLC School Group “G” – TLC Governmental Group
Pharm	Plan Code	4	Char	To be defined by COV
Pharm	Contract Number (Subscriber SSN)	9	Char	No ‘-’
Pharm	Subscriber Birth Date	8	Date	
Pharm	Subscriber Sex	1	Char	“M” : Male “F” : Female
Pharm	Subscriber Zip Code	10	Char	
Pharm	Subscriber Agency/ TLC Group	3	Char	For State, Agency Code from BES feed. If not active, COV may provide desired code(s) to denote COBRA, early Retiree, Medicare Retiree. For TLC, School or Government Group Identifier.
Pharm	Patient SSN	9	Char	Optional. No ‘-’.
Pharm	Patient Last Name	20	Char	
Pharm	Patient First Name	15	Char	
Pharm	Patient Birth Date	8	Date	
Pharm	Patient Relationship to Subscriber	1	Char	“E” : Self “S” : Spouse “C” : Child “O” : Other
Pharm	Patient Sex	1	Char	“M” : Male “F” : Female
Pharm	Patient Zip Code	10	Char	
Pharm	Claim Number	20	Char	
Pharm	Claim Number Suffix	2	Char	Optional. Can be used to differentiate multiple items (lines) on claim.
Pharm	Claim Incurred Date	8	Date	
Pharm	Claim Received Date	8	Date	
Pharm	Claim Adjudicated Date	8	Date	
Pharm	Claim Processed Date	8	Date	
Pharm	Claim Check Date	8	Date	Date on the check when issued.

Pharm	Claim Paid Date	8	Date	This date should be the date upon which claims are booked to your financial and accounting systems.
Pharm	Claim Disposition	1	Char	“O” : Original Claim “P” : Positive Adjustment “N” : Negative Adjustment
Pharm	Optional Benefit Utilization (Expanded Benefit)	1	Char	“Y” : Used expanded benefit “N” : Did not use expanded benefit or expanded benefit option not part of this plan design
Pharm	Optional Benefit Utilization	1	Char	Reserved for future use
Pharm	Optional Benefit Utilization	1	Char	Reserved for future use
Pharm	Claim Approved/Denied	1	Char	Space or “A” – Approved “D” – Denied (Total Charges = Not Covered Charges)
Pharm	Capitated/Non-Capitated	1	Char	Space or “N” – Non-capitated “C” - Capitated
Pharm	Claim Primary Payer	1	Char	“T” : This carrier is primary “M” : Medicare is primary “O” : Other carrier is primary
Pharm	Claim Secondary Payer	1	Char	“T” : This carrier is secondary “M” : Medicare is secondary “O” : Other carrier is secondary “N” : No secondary payer “U” : Secondary payer not verified
Pharm	Claim Tertiary Payer	1	Char	“T” : This carrier is tertiary “O” : Other carrier is tertiary “N” : No tertiary payer “U” : Tertiary payer not verified
Pharm	NDC Drug Code	11	Char	In 5-4-2 format.
Pharm	Therapeutic Class Code	2	Char	00-99 from NDDF User Manual
Pharm	Generic Drug Category	1	Char	“B” : Brand Drug with NO generic equivalent “E” : Brand Drug with generic equivalent “G” : Generic Drug
Pharm	Number Days Drug Supplied	5	Num	Signed. 0 assumed decimal places. If negative adjustment, signed negative.
Pharm	Provider ID type	2	Char	FI – Federal Taxpayer’s ID Number PC – Provider Commercial Number NA – National Association of Boards of Pharmacy Number HI – HCFA National Provider ID OT – Other ID (subject to COV approval)  COV plans to require HCFA ID if the National Provider ID is mandated for use.
Pharm	Provider ID	15	Char	
Pharm	Provider Name	50	Char	
Pharm	Provider Type	2	Char	See attached list of valid codes.
Pharm	Provider Location – City	20	Char	
Pharm	Provider Location – State	2	Char	

Pharm	Provider Location – Zip Code	10	Char	
Pharm	Provider In/Out Network	1	Char	“I” : Provider in Network “P” : Participating Provider not in Network “N” : Non-participating Provider
Pharm	Provider Contract Level	10	Char	“HMO” “HMO POS” “EPO” “POS PPO” “PPO” “PHO” “INDEMNITY”
Pharm	Total Charges	10	Amount	
Pharm	Non-benefit Charges not covered	10	Amount	e.g. convenience items
Pharm	Benefit Charges not covered	10	Amount	e.g. a benefit not covered by COV’s plan.
Pharm	Discount	10	Amount	If Schedule of Allowance is less than Total Charges – Non-benefit Charges Not Covered – Benefit Charges Not covered, Discount = Total Charges – Non-benefit Charges Not Covered – Benefit Charges Not Covered – Schedule of Allowance. Otherwise, discount is zero.
Pharm	Schedule of Allowance	10	Amount	Applicable to this procedure, provider, and to the COV.
Pharm	Eligible Charges	10	Amount	Should be lesser of Schedule of Allowance and Total Charges – Non-benefit Charges Not Covered – Benefit Charges Not Covered.
Pharm	Deductible	10	Amount	
Pharm	Coinsurance	10	Amount	Copayment is stored in separate field
Pharm	COB	10	Amount	
Pharm	Net Payment After Application of Reimbursement Method	10	Amount	Expected relationship of amounts is Net Payment After Application of Reimbursement Method + COB + Copayment + Deductible = Eligible Charge.
Pharm	Drug Acquisition Cost	10	Amount	
Pharm	Drug Dispense Fee	10	Amount	Expected relationship is Drug Acquisition Cost + Drug Dispense Fee = Eligible Charge.
Pharm	Drug Process Fee	10	Amount	
Pharm	Internal Claim ID	20	Char	Claims may be edited for having been paid on covered individuals under the correct plan of benefits. To facilitate problem resolution, you may include an internal claim ID that will be included on the edit report.

Pharm	Copayment	10	Amount	Copayment separate from Coinsurance
Pharm	Payment Tier	1	Char	Blank or 'N' – Payment Tier Not Applicable '1' – Tier 1 '2' – Tier 2 '3' – Tier 3
Pharm	Contract Type	1	Char	Blank or 'A' – Active 'C' – Cobra 'R' - Retiree
Pharm	Filler	224	Char	Spaces
	Record length	700		
Trailer	Record Type	1	Char	Value = 'Z'
Trailer	Carrier Code	3	Char	To be assigned by COV
Trailer	File type	10	Char	Value = "CLAIM"
Trailer	Lowest processing date on file	8	Date	Claim Processed Date
Trailer	Highest processing date on file	8	Date	Claim Processed Date
Trailer	Number of Professional records on file	6	Numeric	Unsigned. Right Justify. 0 decimals.
Trailer	Amount of Professional Total Charges on file	12	Amount	
Trailer	Number of Facility records on file	6	Numeric	Unsigned. Right Justify. 0 decimals.
Trailer	Amount of Facility Total Charges on file	12	Amount	
Trailer	Number of Pharmacy records on file	6	Numeric	Unsigned. Right Justify. 0 decimals.
Trailer	Amount of Pharmacy Total Charges on file	12	Amount	
Trailer	Filler	616	Char	Spaces
	Record length	700		

Commonwealth of Virginia  
Eligibility File  
Data Specifications  
July 1, 2003

Transmittal Frequency: Monthly

Medium: (1) CDROM. ASCII data. PC formatted records, i.e. CR, LF at end of each record.

-or-

(2) Same as (1). Data compressed with PKZIP.

-or-

(3) Same as (1) except transmitted electronically (assuming compatible hardware and software).

Data Requirements: All dollar amounts should have leading sign, 2 decimal places and implied decimal point. Field can be zero or blank filled. E.g. a 9 byte field containing the value (\$100.00) could be coded either 'bbb-10000' or '-00010000'. Positive amounts can either have '+' sign or be unsigned.

All dates should be provided CCYYMMDD where CC denotes Century, YY denotes year, MM denotes Month, and DD denotes Day. E.g. July 11, 1946 is '19460711'. If date is Not Applicable, field should be coded '00000000'.

File will consist of 3 type records: Header, Detail, and Trailer. There will be 1 Header record as the first record on the file, 1 Trailer record at the end of the file, and Detail records between the Header and Trailer records.

*The Detail Records have been designed to capture four types of eligibility based information: administrative charges under an ASO contract, premiums under an insured or HMO contract, capitation charges, and membership. Currently, the Commonwealth does not require that all this data be provided. For the Commonwealth, detail records for capitation charges should be provided, if applicable. For TLC, there should be detail records for capitation charges and membership.*

*The minimum requirement for membership is providing information at the contract level, i.e. the subscriber data, including the contract tier, e.g. family. If available, dependent information should also be provided for membership.*

*If membership is being provided at the contract level only, only 1 detail record per contract will be provided and the*

*information in Member ID and the following fields will not be left blank.*

*If membership is being provided at the member level (subscriber + dependents), then 1 detail record will be provided for each member including the subscriber. For the subscriber, the information, in Member ID and the following fields should be completed.*

*For charges or premiums, multiple detail records may be provided per contract. This could be necessary to differentiate charges by member, to provide capitation detail, or to differentiate types of administrative charges, e.g. charge for Medical, Charge for Dental.*

Record type	Field Name	Size	Data type	Comments
Header	Record Type	1	Char	Value = 'A'
Header	Carrier Code	3	Char	To be assigned by the Commonwealth of Virginia (COV)
Header	File type	10	Char	Value = "ENROLMENT"
Header	As of Date of file	8	Date	Date for which charges apply
Header	Filler	178	Char	Value = Spaces
	Record length	200		
Detail	Record Type	1	Char	Value = 'D'
Detail	Carrier Code	3	Char	To be assigned by COV
Detail	Covered Group	1	Char	"C" – Commonwealth of Virginia "S" – TLC School Group "G" – TLC Governmental Group
Detail	Plan Code	4	Char	To be defined by COV
Detail	Category	1	Char	"M" : Medical excluding MISA & Dental. "D" : Dental "S" : MISA "P" : Drug Card "T" : Total Plan
Detail	Contract Number (Subscriber Social Security Number)	9	Char	No '-'
Detail	Contract Type	1	Char	"A" : Active For TLC, groups are administering COBRA & Retiree billing, so all Contracts will be coded Active. "C" : Cobra "R" : Early Retiree "M" : Medicare Retiree
Detail	Subscriber Last Name	20	Char	
Detail	Subscriber First Name	15	Char	
Detail	Subscriber Birth Date	8	Date	
Detail	Subscriber Sex	1	Char	"F" : Female "M" : Male
Detail	Subscriber Zip Code	10	Char	
Detail	Subscriber Membership	8	Date	Date Subscriber effective in this Covered

	<i>Effective Date</i>			<i>Group/plan/tier.</i>
<i>Detail</i>	<i>Subscriber Termination Date</i>	8	<i>Date</i>	<i>Date Subscriber coverage terminated</i>
<i>Detail</i>	<i>Subscriber Agency/ TLC Group</i>	3	<i>Char</i>	<i>For State, Agency Code from BES feed. If not active, COV may provide desired code(s) to denote COBRA, early Retiree, Medicare Retiree. For TLC, School or Government Group Identifier.</i>
<i>Detail</i>	<i>Contract Tier</i>	1	<i>Char</i>	<i>“E” : Employee Only</i> <i>“S” : Employee + Spouse Only</i> <i>“C” : Employee + Child Only</i> <i>“D” : Family (both spouses employees of the Commonwealth)</i> <i>“F” : Family</i> <i>“N” : Charge not tier-based. Do not use N on Membership records.</i>
<i>Detail</i>	<i>Capitation Level</i>	1	<i>Char</i>	<i>At least 1 “T” record is required for each subscriber( or member) capitated charge. If additional detail is available, additional records “A”-“G”, “O” should total to “T”.</i>  <i>“T” : Total for subscriber or member</i> <i>“N” : Not applicable (for Administrative Charge, Membership, and Premium Records)</i> <i>“A” : MISA</i> <i>“B” : PCP</i> <i>“C” : Outpatient Lab</i> <i>“D” : OB/GYN</i> <i>“E” : Ophthalmology</i> <i>“F” : General Surgery</i> <i>“G” : Prescription Drugs</i> <i>“O” : Other</i>
<i>Detail</i>	<i>Feature affecting charges</i>	1	<i>Char</i>	<i>Reserved for future use.</i>
<i>Detail</i>	<i>Record Type</i>	1	<i>Char</i>	<i>Space or “A” : Administrative Charge</i> <i>“C” : Capitation Charge</i> <i>“M” : Membership</i> <i>“P” : Premium</i>
<i>Detail</i>	<i>Charge</i>	10	<i>Amount</i>	<i>Should be zero on Membership Records.</i>
<i>Detail</i>	<i>Member ID</i>	9	<i>Char</i>	<i>Required if dependent information is being transmitted, otherwise Spaces.</i>
<i>Detail</i>	<i>Member Birth date</i>	8	<i>Date</i>	<i>Required if Member ID is populated</i>
<i>Detail</i>	<i>Member Sex</i>	1	<i>Char</i>	<i>Required if Member ID is populated</i> <i>“M” : Male</i> <i>“F” : Female</i>
<i>Detail</i>	<i>Member Relationship to Subscriber</i>	1	<i>Char</i>	<i>Required if Member ID is populated</i> <i>“E” : Subscriber</i> <i>“S” : Spouse</i> <i>“C” : Child</i> <i>“O” : Other</i>
<i>Detail</i>	<i>Member Last Name</i>	20	<i>Char</i>	<i>Required if Member ID is populated</i>
<i>Detail</i>	<i>Member First Name</i>	15	<i>Char</i>	<i>Required if Member ID is populated</i>
<i>Detail</i>	<i>Member Effective Date</i>	8	<i>Date</i>	
<i>Detail</i>	<i>Member Termination Date</i>	8	<i>Date</i>	
<i>Detail</i>	<i>Filler</i>	23	<i>Char</i>	<i>Spaces</i>

	Record length	200		
Trailer	Record Type	1	Char	Value = 'Z'
Trailer	Carrier Code	3	Char	To be assigned by COV
Trailer	File type	10	Char	Value = "ENROLMENT"
Trailer	As of Date of file	8	Date	
Trailer	Number of Detail records on file	6	Numeric	Unsigned. Right Justify. 0 decimals.
Trailer	Total Detail Administrative \$	10	Amount	
Trailer	Total Detail Premium \$	10	Amount	
Trailer	Total Detail Capitation \$	10	Amount	
Trailer	Filler	142	Char	Value = Spaces
	Record Length	200		

Commonwealth of Virginia  
Schedule 2-1 Definitions  
July 1, 2003

1. Hospital Inpatient

Hospital Inpatient Admissions are those billed by a hospital, psychiatric hospital or skilled nursing facility for services provided by the facility to patients admitted for overnight stay. Partial day hospitalization is not considered inpatient.

Skilled Nursing Facility claims are grouped together irrespective of DRG. DRG's 138, 139, 232, 234, 235, which have a principal ICD9 diagnosis code beginning with '606' or '628' are treated as Infertility and reported in the Ancillary Category. For other admissions, the entire Hospital Admission is categorized based on Diagnosis Related Group (DRG) as documented below. The carrier is required to provide either DRG codes or ICD9 diagnosis and procedure codes as part of its Hospital Inpatient claim data

If DRG data is not available or if a carrier does not utilize DRG's, then the carrier may complete this section on a best effort basis. No data from the MISA carrier is present in the experience.. .

a. Medical DRG's

009-035  
043-048  
064-074  
078-102  
121-145  
172-190  
202-208  
235-256  
271-284  
294-301  
316-333  
346-352  
366-369  
376-377  
385-390  
395-399  
403-405  
409-414  
416-423  
444-460  
463-467  
469-470  
473-475  
487  
489-490  
492  
505  
508-511  
524

b. Transplant DRG's

103  
302  
480-481  
495  
512-513  
525

c. Surgical DRG's

001-008  
036-042  
049-063  
075-077  
104-114  
112-120  
146-171  
191-201  
209-234  
257-270  
285-293  
303-315  
334-345  
353-365  
392-394  
400-402  
406-408  
415  
424  
439-443  
461  
468  
471-472  
476-479  
482-486  
488  
491  
493-494  
496-504  
506-507  
514-520  
526-527

d. Maternity DRG's

370-384  
391

e. MISA DRG's

425-438  
521-523

g. Rehab DRG's

462

## 2. Hospital Outpatient

Hospital Outpatient refers to:

- Visits billed by a facility other than a hospital, psychiatric hospital or skilled nursing facility, or
- Visits billed by a hospital, psychiatric hospital or skilled nursing facility for services provided by the facility to patients not admitted for overnight stay. Partial day hospitalization is considered outpatient.

The Commonwealth's intent is to analyze Hospital Outpatient experience using Ambulatory Patient Classification (APC) Group Number and Ambulatory Surgical Center (ASC) Group. The claims experience, however, was developed using a different methodology.

Skilled Nursing Facility claims are grouped together irrespective of APC or Uniform Billing (UB92) data. Claims, which have a principal ICD9 diagnosis code beginning with '606' or '628', are grouped as Infertility and reported in the Ancillary Category. For other visits, the entire Hospital visit is categorized based on Uniform Billing (UB92) data. The UB92 data breaks total charges into components based on Revenue Codes. The Revenue Codes are used to categorize the entire Visit. In the following table, the order of the categories is important. As soon as any Revenue Code is found satisfying the conditions for a category, the entire visit is assigned to that category. That is, if emergency room charges are present, the entire visit is characterized as Emergency Room. If no emergency room charges are present, then the visit will be characterized as surgery if operating room or ambulatory surgery charges are present, and so on.

If UB92 data is not available or if a carrier does not utilize UB92 data, then the carrier may complete this section on a best effort basis. Experience from the MISA carrier is not included.

Description	Revenue Codes
a. Emergency Room	45x
c. Surgery	36x (operating room), 49x (ambulatory surgery)
c. Surgery (Lithotripsy)	79x
d. Maternity	72x
b. Medicine (Cardiology)	48x
b. Medicine (Clinic)	51x (clinic), 52x (free standing clinic)
k. Home Health/Hospice	57x (home health aide), 58x (other visits home health), 65x (hospice), 66x (respite care)
e. MISA (Psych)	90x (psychiatric/psychological treatments), 91x (psychiatric/psychological services)
f. MISA (Substance Abuse)	944 (drug), 945 (alcohol)
j. Therapy Services (Drug/Radiation)	64x (Home IV therapy), 33x (therapeutic radiology), 342 (therapeutic nuclear medicine), 351 (chemotherapy), 352 (chemotherapy), 355 (chemotherapy), 353 (radiation), 359 (radiation)
j. Therapy Services (Physical Therapy)	42x
j. Therapy Services (Other)	41x (respiratory services), 43x (occupational

	therapy), 44x (speech-language pathology), 94x (other therapeutic services, except 944 and 945)
b. Medicine (Dialysis)	80x (inpatient renal), 82x (hemodialysis - outpatient or home), 83x (peritoneal dialysis - outpatient or home), 84x (continuous ambulatory peritoneal dialysis - outpatient or home), 85x (continuous cycling peritoneal dialysis - outpatient or home), 88x (miscellaneous dialysis)
g. X-Ray/Imaging	32x (diagnostic radiology), 40x (other imaging), 34x (nuclear medicine)
g. X-Ray/Imaging (CTScan/MRI Only)	35x (CT Scan), 61x (MRI)
h. Laboratory	30x (laboratory), 31x (laboratory pathological)
i. Other Diagnostic Tests	46x (pulmonary function), 471 (diagnostic audiology), 73x (EKG/ECG), 74x (EEG), 75x (gastrointestinal), 92x (other diagnostic)
l. Other	Any unassigned UB92 codes

### 3. Professional Inpatient

Professional Inpatient refers to non-Hospital services provided in a hospital, psychiatric hospital or skilled nursing facility. Each service is categorized separately, using HCPCS Level I (CPT) and Level II codes, regardless of how the services may be billed.

Fertility Claims (Diagnosis 606 or 628), Experimental Treatments (CPT codes ending in ‘I’), and claims by Chiropractor and Podiatrist are moved to the Ancillary Category.

If HCPCS data is not available, then the carrier may complete this section on a best effort basis. Experience from the MISA carrier is not included.

Description	HCPCS Codes
a. Inpatient Visits (excluding visits to a psychiatrist)	99217-99239, 99291,99292, 99295-99298,99301-99333, 99241-99275, 99356-99357, 99361-99380.
b. ER	99281-99288
c. Medicine – Physical Exams	99382-99387, 99392-99397
c. Medicine – Immunizations	90471-90749
c. Medicine – Therapeutic Infusions/Injections	90281-90399, 90780-90799
c. Medicine - Allergy Testing	95004-95078
c. Medicine - Allergy Immunotherapy	95115-95199
c. Medicine – Ophthalmology	92002-92499
c. Medicine – Otorhinolaryngology	92502-92599
c. Medicine – Dialysis	90918-90999
c. Medicine – Chemotherapy	96400-96549
c. Medicine – Cardiovascular	92950-93799
c. Medicine – Other	90700-91999 (& not assigned to other Medicine categories). 96150-96155, 99201-99215, 99354-99355, 99500-99569
d. Maternity – Normal Delivery	59400-59430,59610-59614
d. Maternity – Cesarean Delivery	59510-59525,59618-59622
d. Maternity - Non-delivery	59812-59857

<b>Description</b>	<b>HCPCS Codes</b>
d. Maternity – Anesthesia	00850,00857,00946,0955,01960-01969
d. Maternity – Newborn Care	99431-99440
d. Maternity – Well Baby Exams	99381, 99391
d. Maternity - Other	59000-59350,59866-59899
e. Surgery/Anesthesia	00100-01999, 07xxx, D7xxx, 1xxxx, 2xxxx, 3xxxx, 4xxxx, 5xxxx, 6xxxx, 99100-99142 excluding procedures 00850, 00857, 00946, 00955, 1960-1969, 59xxx
f. Mental Illness – Evaluation & Management	96100-96150 or (992xx, 994xx performed by a psychiatric professional)
f. Mental Illness – Psychotherapy	90804-90857
f. Mental Illness – Other	908xx excluding 90804-90857.
g. Substance Abuse	H0001-H1005, T1006-T1012
h. Radiology	7xxxx, Rxxxx
i. Pathology	8xxxx, Pxxxx
j. Diagnostic Tests	91000-91299, 93875-94799, 95250, 95805-95999
k. Rehab	90901-90911, 96567-96999, 97001-97799, 97802-97804, 98925-98929
l. Hearing	V5008-V5299
m. Speech	V5336-V5364
n. Other	Any inpatient Level I HCPCS code not reported above or Level II HCPCS code not reported above or in Ancillary.

#### 4. Professional Outpatient

Professional Outpatient refers to non-dental services provided outside a hospital, psychiatric hospital or skilled nursing facility setting. Each service is categorized separately, using HCPCS Level I (CPT) and Level II codes, regardless of how the services may be billed.

Claims, which have a principal ICD9 diagnosis code beginning with '606' or '628', are grouped as Infertility and reported in the Ancillary Category. Claims performed by a chiropractor or podiatrist are grouped according to the provider, not the HCPCS code. Some Retiree Drugs are paid under the Major Medical Plan under HCPCS codes '99991-99996' and are included in the Drug Category.

Experience from the MISA carrier is not included.

<b>Description</b>	<b>Codes</b>
a. Office Visits	99201-99215, 99341-99355 performed by someone other than a psychiatrist
b. Preventive	99382-99387, 99392-99397
c. Well Baby Visits	99381, 99391
d. ER	99281-99288
e. Consults	99241-99275
f. Medicine – Evaluation & Management	99217-99239, 99291-99292, 99295-99298, 99301-99333, 99356-99357, 99361-99380
f. Medicine – Immunizations	90471-90749
f. Medicine – Therapeutic Infusions/Injections	90281-90399, 90780-90799
f. Medicine – Allergy Testing	95004-95078
f. Medicine – Allergy Immunotherapy	95115-95199

<b>Description</b>	<b>Codes</b>
f. Medicine – Ophthalmology	92002-92499
f. Medicine – Otorhinolaryngology	92502-92599
f. Medicine – Dialysis	90918-90999
f. Medicine – Chemotherapy	96400-96549
f. Medicine – Cardiovascular	92950-93799
f. Medicine – Home Health	99500-99569
f. Medicine – Other	90700-91999 & not assigned to other Medicine categories.
g. Surgery/Anesthesia	00100-01999, 07xxx, D7xxx, 1xxxx, 2xxxx, 3xxxx, 4xxxx, 5xxxx, 6xxxx, 99100-99142 excluding procedures 00850, 00857, 00946, 00955, 1960-1969, 59xxx
h. Maternity – Normal Delivery	59400-59430,59610-59614
h. Maternity – Cesarean Delivery	59510-59525,59618-59622
h. Maternity - Non-delivery	59812-59857
h. Maternity – Anesthesia	00850,00857,00946,0955,01960-01969
h. Maternity – Newborn Care	99431-99440
h. Maternity - Other	59000-59350,59866-59899
i. Mental Illness – Evaluation & Management	96100-96150, 992xx-994xx (performed by psychiatric professional)
i. Mental Illness – Psychotherapy	90804-90857
i. Mental Illness – Other	90862-90899 + any additional codes if carrier is MISA provider only.
j. Substance Abuse	H0001-H1005, T1006-T1012
j. Radiology	7xxxx, Rxxxx
k. Pathology	8xxxx, Pxxxx
l. Diagnostic Tests	91000-91299, 93875-94799,95805-95999
m. Rehab	90901-90911, 96567-96999, 97001-97799, 97802-97804, 98925-98929
n. Chiropractic	Any code performed by Chiropractor
o. Podiatry	Any code performed by Podiatrist
p. Vision	V2020-V2799
q. Hearing	V5008-V5299
r. Speech	V5336-V5364
s. Other	Any outpatient Level I HCPCS code not reported above or Level II HCPCS code not reported above or in Ancillary.

## 5. Ancillary

Ancillary refers to non-physician procedures and services, which are characterized using Level II HCPCS codes. Some HCPCS Level II codes are included in the Professional Inpatient, Professional Outpatient, Dental and Vision Plan categories. Any remaining HCPCS Level II codes are used to categorize Ancillary as described in the table below.

Some categories have been populated using other than HCPCS Level II codes. The Infertility Category can contain claims from Hospital Inpatient, Hospital Outpatient, Professional Inpatient, and Professional Outpatient. Most of the results are from Professional Outpatient. The Experimental Coverage category is populated based on CPT codes ending in “T”.

If HCPCS data is not available, then the carrier may complete this section on a best effort basis.

<b>Description</b>	<b>HCPCS Codes</b>
a. Ambulance/Transportation	A0021-A0999
b. Drugs Administered	Jxxxx
c. Supplies	A4000-A9999
d. DME	Bxxxx, Exxxx, Kxxxx
e. Prosthetics	Lxxxx
f. Infertility	Any claim with ICD9 diagnosis code beginning with '606' or '628'
g. Experimental Coverage	xxxxT
h. Other	Any other Level II HCPCS code not included above or in Professional Inpatient, Professional Outpatient, or Dental

## 6. Drugs

Prescription Drugs are categorized by the type of Pharmacy dispensing the drug:

- Retail

Pharmacy can fulfill walk-up prescription for up to 90 days.

- Mail Order

Pharmacy can fulfill prescriptions for 90 days by Mail Order.

Prescription Drugs are also categorized by the Brand Name/Generic nature of the drug being dispensed:

- Brand Name with No Generic Equivalent
- Brand Name with Generic Equivalent
- Generic

MM Drugs referred to drugs paid under Major Medical for Retiree Option 1, which has no drug card.

## 7. Dental

A claim is categorized as Dental based on any one of the following criteria:

- if the claim was coded with a CDT2 code,
- if the claim was coded as having been paid under 1 of the 4 levels of dental services as defined by the Commonwealth: Diagnostic/Preventive, Primary (consisting of maintenance, oral surgical, periodontic, and general anesthesia services), Complex Restorative, and Orthodontic,
- if the claim was coded as specific to a dental plan,
- if the service was performed by a dentist,
- if the type of service was coded as dental,
- if the HCPCS code was Dxxxx

The Dental Experience is reported in the following categories:

<b>Description</b>	<b>Codes</b>
a. Diagnostic/Preventive	Paid as a Level 1 Claim
b. Basic	Paid as a Level 2 Claim or Dental Claim coded as 07xxx or D7xxx
c. Major	Paid as a Level 3 Claim
d. Orthodontics	Paid as a Level 4 Claim
e. Other	Any dental claims not included in a-d.

DO WE HAVE ANY WRITTEN DESCRIPTION OF THE COVERED SERVICES UNDER EACH OF THE 4 LEVELS?

**8. Vision Plan**

The Key Advantage Vision Plan limited services to fixed payments for eye examination, eyeglass frames and lenses. Any professional outpatient HCPCS Level I codes 92002-92499 or Ancillary HCPCS Level II codes V2020-V2799 which were paid under the Expanded Benefit provisions of Key Advantage were treated as Vision Plan.