



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

WHEN ANSWERING
PLEASE REFER TO:

March 6, 2003

RULING LETTER NO.: N-ES-3-33-2003

TO ALL AUTHORIZED HEALTH SERVICES ORGANIZATIONS IN PUERTO RICO

RE: ANNUAL REPORT FOR 2002

Dear Sirs and Madams:

Section 19.090 of the Puerto Rico Insurance Code, 26 P.R.L.A. sec. 1909, provides that:

"Each health services organization shall annually render to the Commissioner, with a copy to the Secretary of Health, **on or before March 31**, a true statement certified by an authorized public accountant and subscribed under oath by two of its main officers, covering the preceding year.

Said report shall be made in the forms prescribed by the Commissioner and shall include:

- (a) The economic situation of the organization, including a statement of condition, a profit and loss statement, and a statement of sources and application of funds for the preceding year, certified by an authorized public accountant;
- (b) any material change of the information submitted by virtue of Section 19.030(3) of this title;

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- (c) the number of persons subscribed during the year, the number of subscribers at the end of the year and the number of subscribers who terminated during the year;
- (d) a summary of the information compiled under Section 19.040(1)(b)(iii) of this title in the manner provided by the Secretary of Health, and
- (e) any other information related to the health services organization that may be necessary to enable the Commissioner to carry out his duties under this chapter.” (Our emphasis)

Under this Section, an annual report shall be filed including a financial statement for 2002, **no later than March 31, 2003**. This report shall be filed **with this Office and the National Association of Insurance Commissioners (NAIC) on paper and electronically.**

The form to be used for this annual report is the most recent version of the form adopted by the Annual Reports Committee of the National Association of Insurance Commissioners with all of its attachments and reports, including the Management Discussion and Analysis (MD&A).

The annual report shall be filed according to the instructions of the National Association of Insurance Commissioners (NAIC), as specified in the *NAIC Annual Statement Instructions*. For more information on filing the annual report, you may access the NAIC web page at the following address: www.naic.org and select “*Filing Instructions*”.

When an organization files an annual report using the NAIC form without the certification of a CPA and instead files the report along with financial statements audited by a CPA, these financial statements shall be filed based on statutory accounting. Therefore, in the latter case, the opinion of the accountant shall refer to whether these financial statements conform to the accounting principles or practices provided for by the Commissioner of Insurance.

In addition, all health services organizations shall complete the **Report on Premiums Written and Claims Paid for all Types of Health Care Plans and Number of Insureds** included in this Circular Letter. The information therein is as of the year ending on **December 31, 2003**, and shall be filed along with the Annual Report.

You are advised that if health service organizations should fail to file any of the documents related to the annual report, or filing such using obsolete forms or in a format other than that required herein will result in the report being deemed as **not filed**.

You are hereby ordered to comply fully with the terms of this Circular Letter.

Very truly yours,

SIGNED

Dorelisse Juarbe-Jiménez
Deputy Commissioner of Insurance

Enclosure



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

REPORT ON PREMIUMS WRITTEN AND CLAIMS PAID FOR ALL TYPES OF HEALTH CARE
PLANS AND NUMBER OF INSURED

Name of the Organization: _____

Period: _____

Premiums written and benefits paid for all types of health care plans

	Private and Direct Payment Groups	Government Employee Groups	Participants of "Reforma" Health Plan ¹	Totals
Premiums written				
Claims and benefits paid				

Number of insureds, current health plans and current Medicare supplementary policies

	Private and Direct Payment Groups	Government Employee Groups	Participants of "Reforma" Health Plan ¹	Totals
Number of insureds (lives)				
Number of contracts (subscribers) ²				
Number of Medicare supplementary policies				

Number of insured children by ages

Ages	Number
Under 1 (one) year old	
From (1) to two (2) years old	
From (3) to six (6) years old	
From seven (7) to eighteen (18) years old	
Total	

Prepared by: _____
Name

Title

Signature

Date

¹This section refers to the Health Insurance Administration of Puerto Rico Act of 1993 which provides insurance for eligible beneficiaries under the Law, commonly known as the Reforma Health Plan".

²This includes current Medicare supplementary policies.