



Commonwealth of Puerto Rico
OFFICE OF THE COMMISSIONER OF INSURANCE

**DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FOR A
CERTIFICATE OF AUTHORIZATION FOR HEALTH SERVICES
ORGANIZATIONS**

NOTE: All documents shall be filed in duplicate, except those required in numbers 6, 7, and 8, which shall be submitted in triplicate.

Date received: _____

- _____ 1. Copy of the charter document, if any, and amendments thereto, duly authenticated by the Office where the originals were filed, required by Article 19.030(3)(a) of the Puerto Rico Insurance Code.
- _____ 2. Copy of the corporate by-laws or regulations that govern the internal affairs of the organization, as required by Article 19.030(3)(b) of the Puerto Rico Insurance Code.
- _____ 3. A list of the names, directors, and official positions of the individuals who are responsible for the affairs of the Organization, including members of the Board of Directors, Board of Trustees, Executive Committee, or any governing board or committee, principal officers and partners or members, if a partnership or association. (Include for each of said persons: resumés, certificate of good conduct, credit report, consolidated financial statements, and certificate of bankruptcy filing from the U.S. Bankruptcy Court). Required by Article 19.030 (3)(c) of the Puerto Rico Insurance Code.
- _____ 4. Copy of all agreements used or to be used between the provider and the persons listed in above paragraph (3) and the applying organization, as required by Article 19.030(3)(d) of the Puerto Rico Insurance Code.
- _____ 5. A summarized description of applicant's organization, applicant's health insurance plan or plans, facilities, and staff, providing adequate proof to the Commissioner that the facilities and staff are sufficient to provide high -

quality services to the enrollee as required by Article 19.030(3)(e) of the Puerto Rico Code.

- _____6. Copy of the proof coverage form for enrollees. (Include a cover letter, application form, and promotional documents), required in Articles 19.030(3)(f) and 19.080 of the Puerto Rico Insurance Code.
- _____7. Copy of the form of the individual or group contract or agreement to be executed with employees, unions, trustees or any other organization. (Include a cover letter, application form, and promotional documents), required in Articles 19.030(3)(g) and 19.080 of the Puerto Rico Insurance Code.
- _____8. Rates to be used in the health insurance plan, including an actuarial study with a certification by a qualified actuary, required in Article 19.080 of the Puerto Rico Insurance Code.
- _____9. Financial statement of the applicant organization as of the previous December 31 and the procedures used to obtain capital, required in Article 19.030(3)(h) of the Puerto Rico Insurance Code.
- _____10. Description of the method to be used to market the plan; a financial plan including a three-year projection of expected initial operational results; a statement of the source of working capital, as well as any other operational funding source, required in Article 19.030(3)(i) of the Puerto Rico Insurance Code.
- _____11. If the organization is not domiciled in Puerto Rico, a power of attorney in which the Commissioner, the Commissioner's successors, and the duly authorized Deputy Commissioner are appointed attorneys in fact for the purposes of service of process in actions which may arise against the organization en Puerto Rico. In addition, evidence of registration at the Office of the Secretary of State, as required in Article 19.030(1) and (3)(j) of the Puerto Rico Insurance Code.
- _____12. A summary describing the geographical area or areas where the organization will provide services, required in Article 19.030(3)(k) of the Puerto Rico Insurance Code.
- _____13. A description of the procedure to be used to process complaints, as provided in Articles 19.030(3)(1) and 19.120 of the Puerto Rico Insurance Code.

- _____14. A description of the procedures and programs to be implemented by the organization to comply with the service quality requirements established in Articles 19.040(1)(a) and (b) and 19.030(3)(m) of the Puerto Rico Insurance Code.
- _____15. A description of the mechanism provided for enrollees to participate in the direction and operation of the organization as provided in Articles 19.060(2) and 19.030(3)(n) of the Puerto Rico Insurance Code.
- _____16. Filing fees for the application of \$300, by certified check made out to the Secretary of the Treasury (Secretario de Hacienda), required in Article 7.010(2)(k) of the Puerto Rico Insurance Code.
- _____17. Corporate seal and logo to be used in correspondence.
- _____18. Any other information that the Commissioner may require to make determinations as required in Article 19.040 of the Puerto Rico Insurance Code.

ADDITIONAL REQUIREMENTS

- _____A. Requirement of surety for protection against insolvency (Article 19.140 of the Puerto Rico Insurance Code).
As a guarantee for the obligations to enrollees, providers, and creditors, all health services organizations shall post a deposit with the Commissioner in the amount of \$600,000 in eligible assets, as provided in Article 8.020 of the Puerto Rico Insurance Code.
- _____B. Certified check made out to the Secretary of the Treasury (Secretario de Hacienda) in the amount of \$5,257.00 as a fee for the certificate of authorization, required in Article 7.010(1)(g) of the Puerto Rico Insurance Code.

The Organization shall comply with these requirements once this Office and the Secretary of Health have made a determination with regard to the above requirements, and these are in order and the organization is so notified.