

Instructions for Completing the Maine Tick Borne Disease Claim Form Required by 24-A M.R.S.A. § 4302(5)

Due Date:

February 1st of each year


ALWAYS OBTAIN A CURRENT VERSION OF THE REPORT FORM FROM OUR WEBSITE AND USE A FRESH FORM FOR EACH ADDITIONAL COMPANY.


OLD VERSIONS WILL FAIL TO LOAD INTO OUR DATABASE AND WILL BE RETURNED

General Instructions:


Pursuant to title 24-A §4302 of Maine statute; by February 1st of each year, all carriers shall file with the superintendent for the most recent calendar year for all covered individuals in the State the total claims made for the diagnosis and treatment of Lyme disease and other tick-borne illnesses. Report all claims made for the **diagnosis and treatment** of Lyme disease and other Tickborne illnesses. Treatment may include the use of antibiotics such as doxycycline, amoxicillin, cefuroxime, axetil, ceftriaxone, or penicillin, as well as others. Treatment may also include, but is not limited to, such things as physical therapy, acupuncture, behavioral health, and osteopathic manipulation.

Lyme Disease and other Tick-Borne illnesses are identified by the following ICD-10 codes:

 **Note: This list is NOT all inclusive.** If you have a diagnosis not shown on this list, refer to the CDC guidelines.

Diagnosis	Primary ICD-10 Code	 Other Applicable Codes
Anaplasmosis	A79.82	A77.41 A77.49 A77.8 A79.89 A77.9 A79.81 A79.89
Babesiosis	B60.0	B60.01 B60.02 B60.03 B60.09 B60.1 B60.2
Borrelia Miyamotoi Disease	A69.20	A69.21 A69.22 A69.23 A69.29
Colorado Tick Fever	A93.2	
Ehrlichiosis	A77.40	A77.41 A77.49 A77.8

		A77.9 A79.81 A79.89
Heartland and Bourbon Virus Diseases	B34.9	A94
Lyme Disease	A69.20	A69.21 A69.22 A69.23 A69.29
Powassan Virus Disease	A84.81	A84 A84.1 A84.8 A84.89 A84.9
Rocky Mountain Spotted Fever	A77.0	A77.1 A77.2 A77.3 A77.8 A77.9
Rickettsia Parkeri Rickettsiosis	A77.8	A77.0 A77.1 A77.2 A77.3 A77.9 A79.89
Tickborne Relapsing Fever	A68.1	A68 A68.9
Tularemia	A21	A21.0 A21.1 A21.2 A21.3 A21.7 A21.8 A21.9

 Lyme Disease and other Tickborne illness are identified and defined by the CDC and can be located on their website at www.cdc.gov/ticks/tickbornediseases/index.html.

All fields must be completed
Blank fields may cause a load failure and the report will be returned for correction

SECTIONS I & II: COMPANY AND CONTACT INFORMATION

Complete sections I and II with the company’s full name and NAIC code. Include the contact person’s name (first and last) and contact information (Email and phone number). *Using an Email address that goes to a central inbox will ensure that future notices are received by the company in the event of staffing changes.*

SECTION III. NUMBER OF CLAIMS FOR DIAGNOSIS AND TREATMENT OF TICKBORNE DISEASES

Report the number of claims, not the number of enrollees. It is possible for an individual to have many claims for the diagnosis and treatment of Tickborne disease over the course of their illness.

The report is required of all Maine licensed carriers that hold "Health" on their COA regardless of written premium. If you do not have Tick-Born Illness claims or write plans other than healthcare – complete Sections I & II Company and Contact Information and submit the report as instructed below.

SECTION IV. REASONS FOR DENIAL OF CLAIMS FOR DIAGNOSIS AND TREATMENT OF ALL TICKBORNE DISEASES

For all claims reported in Section III, include the reasons for denial of those claims. There may be more than one reason for denial per claim. For each reason for denial of a claim that you reported under the "Other" category, you must specify what the other reasons for denial are in the comment field.

SECTION V. NUMBER OF APPEALS/RECONSIDERATIONS AND EXTERNAL REVIEWS OF CLAIM DENIALS FOR THE DIAGNOSIS AND TREATMENT OF ALL TICKBORNE ILLNESSES

For each of the claims reported in Section III, include the internal appeals, reconsiderations, and independent external reviews. These do not include independent external reviews conducted by the Bureau of Insurance.

Note: It is possible for information about one enrollee to be entered in more than one category. For example, an enrollee could have paid claims for antibiotics and denied claims for Other Treatment.

SUBMITTING YOUR REPORT

- Save the report as an Excel document with the following naming standard: **Full Company Name and Tickborne.xlsx**. *Files saved in any format other than Excel (.xlsx) will fail to load into our database.*
 - **Do not use acronyms**—We need to be able to easily identify your company as having filed the report. **Files not using the naming standard above will be sent back for correction.**
 - **PDFs will not load and will be sent back**
- Email completed reports to Barbra.L.Garboski@maine.gov
 - **Do not encrypt/secure Email** - Due to the number of insurers that are required to file our annual reports, we do not accept encrypted emails that compel signing up for an account to view them. ALL reports submitted to the Bureau of Insurance are kept confidential and any information shared in our legislative reports is aggregated and does not identify any single carrier. *When encryption happens automatically and cannot be turned off; you may contact us to discuss options to resolve the problem*
- You may contact Barbra Garboski at 207-624-8440 or electronically at the above email with questions regarding filing the report