

Title 24-A M.R.S. § 4303-E Report Instructions

Who Must File the Report?

Health carriers with more than 1,000 Maine covered lives as reported in the Rule 940 and Rule 945 reports filed with the Maine Bureau of Insurance must report information required by [24-A §4303-E\(3\) and \(4\)](#).

Location of Report Form

<https://www.maine.gov/pfr/insurance/licensees/insurance-companies/insurers/data-reporting-requirements>. Scroll down to Title 24-A M.R.S. § 4303-E Report (Denials, Downcoding, Network Data). **Note:** All fields on all three tabs at the bottom of the form (Report Form, Downcoding, and In-Network) are required to be completed.

What to Report

- Company and Contact Information
- Total Annual Amount Spent on Emergency Out-of-Network Costs
- Number of Claims Submitted
- Number of Claims Denied
- Number of Claim Denials by Reason
- Number of Downcoded Claims by Reason
- Number of In-Network Facilities
- Number of In-Network Providers in the following Specialties:
 - Behavioral Health
 - Gynecology/Obstetrics
 - Cardiology
 - Dermatology
 - Ophthalmology
 - Orthopedic Surgery
 - Gastroenterology

Definitions

- **Downcoding:** The alteration by plan or issuer of a service code to another service code, or the alteration, addition, or removal by a plan or issuer of a modifier, if the changed code or modifier is associated with a lower Qualifying Payment Amount (QPA) than the service code or modifier billed by the provider or facility.
- **Facility:** Any public or private hospital, clinic, center, medical school, medical training institute, health care facility, physician's office, infirmary, dispensary, ambulatory surgical center, or other institution or location where medical or mental health care is provided to any person.

Questions

If you have any questions about the content of this report, please contact Pam Stutch at Pamela.Stutch@maine.gov or call (207)-624-8458.

Where to Send the Completed Report Form

Save the completed Excel spreadsheet with the file named as follows: Company Name followed by a space, followed by your NAIC code (e.g., ABC Insurance Company 12345.xlsx). Send it as an e-mail attachment to Barbra.L.Garboski@maine.gov. Because many companies file other report forms with the Maine Bureau of Insurance, please specify the name of the report form that you are filing (i.e., Title 24-A M.R.S. § 4303-E Report) in the body or subject line of your e-mail.