

ROUTINE REPORTS REQUIRED OF FEHB CARRIERS

REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
<ul style="list-style-type: none"> ▪ Schedule 3A-Supplemental Schedule - Other Expenses 						
<ul style="list-style-type: none"> ▪ Schedule 3B-Vendor Cost Containment Expenses 						
<ul style="list-style-type: none"> ▪ Schedule 3C-Reconciliation of Administrative Expenses 						
<ul style="list-style-type: none"> ▪ Schedule 4-Prior Period Adjustments 						
<ul style="list-style-type: none"> ▪ Schedule 5-Status of Reserves 						
<ul style="list-style-type: none"> ▪ Additional Required Financial and Statistical Information (background) 						
<ul style="list-style-type: none"> ▪ Certified Financial Statements for the Most Current Fiscal Year 						
<p>Audit report on audit of the fiscal year accounting statement</p>	Annual w/AAC	Exp-rated plans that elected to provide an audit	With AAC	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-42	Financial Mgmt Div/ Shaffi (ZShaffi @opm.gov)
<p>Report on compliance with laws, regulations and internal controls</p>	Annual w/AAC	Exp-rated plans subject to Aprimary coverage@	With AAC	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-42 and CL 98-30	Financial Mgmt Div/ Shaffi (ZShaffi @opm.gov)

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Other Financial Reports						
CPA report (2 copies) -- most recent	Annual	All	90 days after carrier's FY	Contract ' 1.7, ' 3.2, and ' 3.10	CL 98-005 CL 98-042	Financial Mgmt Div/ Shaffi (ZShaffi @opm.gov)
Annual Paid Claims Report	Annual	FFS	Mar 31	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon @opm.gov)
Incurred Claims Report	Annual	BCBS, MHBP, GEHA, NALC, APWU	Dec 31	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon @opm.gov)
Monthly Incurred Claims	Monthly	FFS	15 days after end of month	Contract ' 1.7	Office of Actuary Instructions	Ofc of Actuary/Simon (SVSimon @opm.gov)
Premium Payment						
TFS Form 3881 B Payment Information Form	At approval	All	As directed	Contract ' 3.1	FMD instructions	Financial Mgmt Div/ Shaffi (ZShaffi @opm.gov)
Change of Financial Institution	When applicable	All	As directed	Contract ' 3.1	FMD instructions	Financial Mgmt Div/ Shaffi (ZShaffi @opm.gov)
Enrollment Reporting						
Table 1-Summary of FEHBP Enrollment	Annual	All	Apr 15	Contract ' 1.7	CL 98-42 CL 98-005-A CL 98-012 CL 99-013	OIP/IPED/ Figg (EDFigg @opm.gov)

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REPORT	Frequency:	Required of:	Date Due:	Reference:	Guidance:	For information about this report, contact:
Rate Related						
Rate Proposal (includes several tables and reports)	Annual	All; by Rate type	May 31	Contract ' 3.2	CL 98-16	Ofc of Actuary/ Simon (SVSimon@opm.gov)
Rate Reconciliation Request (includes several tables and reports)	Annual	C-rated	April 30	Contract ' 3.2	CL 98-10	Ofc of Actuary/ Simon (SVSimon@opm.gov)
Utilization Data per 1,000 Members	Annual	C-rated	May 31	Contract ' 1.7	Call Letter	Ofc of Actuary/ Simon (SVSimon@opm.gov)
Benefit Proposals and Brochure Production						
Plan Contracting Officials Form	Annual/not less than annual	All	May 31/as needed	Contract ' 1.7	Call letter	OIP/ICD/contract rep
FEHB Plan Address Form	As updates are needed	All	As needed	Contract ' 1.7	Contract rep	OIP/ICD/contract rep

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Satisfaction/Quality Assessment						
Customer Satisfaction Survey Results (CAHPS)	Annual	All except plans with <500 FEHB enrollees)	Jun 15	Contract ' 1.9	CL 98-45 CL 98-45A	OIP/IPED/Pierce (RPierce@opm.gov) (TMMorrow@opm.gov)
HEDIS (pilot)	Annual	HMOs with ≥ 500 FEHB	June 15	Contract ' 1.9	CL 99-016 CL 00-03	OIP/IPID/Pfleeger (jpfleege@opm.gov)
Quality assurance performance standards	Annual	All	Jan 31	Contract ' 1.9	---	OIP/IPID/Pfleeger (jpfleege@opm.gov)
Other Reports						
FEHB Carrier Debarment ActionsB (reported to OIG on providers excluded after 1/29/92)	Semi-annual	All	Apr 15 Oct 15	Contract ' 2.7	OIG Instructions	Ofc of Inspector Gen/Smith (JLSmith@opm.gov)
FEHB Carrier Debarment ActionsB (reported to OIP on providers excluded before 1/29/92)	Annual	FFS (not HMO)	Mar 31	Annual appropriations	CL 93-01 CL 93-20	OIP/IPED/Kalland (AMKallan@opm.gov)
Fraud and abuse cases report	Semi-annual	All	Jan 31 Jul 31	Contract ' 1.9	CL 91-10 CL 93-32 CL 94-02	OIP/IPED/Morrow (TMMorrow@opm.gov)

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Pilot Project						
Small Business Subcontracting Plan	Annual	6 pilot project carriers	Jun 15	Contract Appendix F	OPM Instructions 4/9/96	OIP/IPID/Bodenheimer (LR Bodenheimer @opm.gov)
Subcontracting Report for Individual Contracts (SF 294)	Semi-annual	6 pilot project carriers	Apr 30 Oct 30	Same	OPM Instructions 4/9/96	OIP/IPID/Bodenheimer (LR Bodenheimer @opm.gov)
Summary Subcontract Report (SF 295)	Annual	6 pilot project carriers	Oct 30	Same	OPM Instructions 4/9/96	OIP/IPID/Bodenheimer (LR Bodenheimer @opm.gov)
Agreements and Certifications						
Agreement re Release of Medicare Data	First year; then when applicable	All	As directed	OPM-HHS Agreement	Annual Letter	OIP/IPED/Kalland (AMKallan @opm.gov)
Certification re Disclosure of Lobbying Activities	At approval	All	Before approval	Contract ' 5.45	Contract rep	OIP/ICD/contract rep
OMB SF LLL, Disclosure of Lobbying Activities (relates to certification)	When applicable	All	As needed	Contract ' 5.45	Contract rep	OIP/ICD/contract rep
Certification re Drug-Free Workplace	At approval	All	Before approval	Contract ' 5.25	Contract rep	OIP/ICD/contract rep

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