

(1) Submit an application to the [Secretary] COMMISSIONER; and

(2) Pay to the [Secretary] COMMISSIONER the application fee established by the [Secretary] COMMISSIONER through regulation.

(b) The application shall:

(1) Be on a form and accompanied by any supporting documentation that the [Secretary] COMMISSIONER requires; and

(2) Be signed and verified by the applicant.

(c) The application fees required under subsection (a)(2) of this section or [§ 19-1306(b)(2)] § 15-10B-10(B)(2) of this subtitle shall be sufficient to pay for the administrative costs of the certificate program and any other costs associated with carrying out the provisions of this subtitle.

15-10B-05.

(a) In conjunction with the application, the private review agent shall submit information that the [Secretary] COMMISSIONER requires including:

(1) A utilization review plan that includes:

(i) The specific criteria and standards to be used in conducting utilization review of proposed or delivered services;

(ii) Those circumstances, if any, under which utilization review may be delegated to a hospital utilization review program; and

(iii) The provisions by which patients, physicians, or hospitals may seek reconsideration or appeal of adverse decisions by the private review agent;

(2) The type and qualifications of the personnel either employed or under contract to perform the utilization review;

(3) The procedures and policies to ensure that a representative of the private review agent is reasonably accessible to patients and providers 5 days a week during normal business hours in this State;

(4) The policies and procedures to ensure that all applicable State and federal laws to protect the confidentiality of individual medical records are followed;

(5) A copy of the materials designed to inform applicable patients and providers of the requirements of the utilization review plan;

(6) A list of the third party payors for which the private review agent is performing utilization review in this State;

(7) The policies and procedures to ensure that the private review agent has a formal program for the orientation and training of the personnel either employed or under contract to perform the utilization review;

(8) A list of the health care providers involved in establishing the specific criteria and standards to be used in conducting utilization review; and