

ATTACHMENT 16 – LIST OF REPORTS

REPORT NUMBER	REPORT TITLE	PROGRAM AREA	ASES REVIEW DEPT.	CONTRACT SECTION	FREQUENCY
1	Call Center Report	Administrative	Customer Service	18.2.2.1	Monthly
2	Enrollee Enrollment Materials Report	Administrative	Customer Service	18.2.2.2	Quarterly
3	Fraud Waste Abuse Report	Administrative	Compliance	18.2.2.3	Quarterly
4	Privacy and Confidentiality Report	Administrative	Compliance	18.2.2.4	Monthly
5	Systems Incident & Availability Report	Administrative	Information Systems	18.2.2.5	Annually or 10 Business Days following incident
6	Federal Qualified Health Center (FQHC 330) Report	Administrative	Operations Clinical Area	18.2.2.6	Quarterly
7	Special Coverage Registry Report	Administrative	Clinical Affairs	18.2.2.7	Monthly
8	LEFT BLANK INTENTIONALLY				
9	Disclosure of Information on Annual Business Transactions	Administrative	Compliance	18.2.2.8	Annually
10	Annual Statistical Reports	Administrative	Operations Clinical Area	18.2.2.9	45 days of end of year
11	Claims Activity Report	Claims	Operations Clinical Area	18.2.3.1	Monthly
12	Encounter Data Submission	Claims	Information Systems	18.2.3.2	Monthly

List of Required Reports

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13	CMS 416 EPSDT Report	Covered Services	Operations Clinical Area	18.2.4.1	Annually
14	Executive Director and Utilization Data Report	Covered Services	Operations Clinical Area	18.2.4.2	Quarterly
15	Network Provider List (NPL)	Provider Reports	Operations Clinical Area	18.2.5.1	Monthly
16	Geographic Access Report	Provider Reports	Operations Clinical Area	18.2.5.2	Quarterly
17	Appointment Availability Report	Provider Reports	Compliance	18.2.5.3	Quarterly
18	Provider Satisfaction Survey Report	Provider Reports	Operations Clinical Area	18.2.5.4	Annually
19	Provider Training and Outreach Evaluation Report	Provider Reports	Operations Clinical Area	18.2.5.5	Quarterly
20	Physician Incentive Program Report	Provider Reports	Operations Clinical Area	18.2.5.6	Annually
21	Grievances and Appeals Report	Quality	Customer Service	18.2.6.1	Quarterly
22	Health Care Improvement Program (HCIP) Report	Quality	Operations Clinical Area	18.2.6.2	Quarterly
23	Enrollee Satisfaction Survey Report	Quality	Operations Clinical Area	18.2.6.3	Annually
24	Audited HEDIS Results Report	Quality	Operations Clinical Area	18.2.6.4	Annually
25	Utilization Management and Integration Model Report	Utilization Management	Operations Clinical Area	18.2.7.1	Quarterly
26	Adults and Child Core measures sets	Quality	Operations Clinical Area	18.2.6.5	Annually
27	Business Continuity and Disaster Recovery (BC-DR) Test Report	Systems	Information Systems	18.2.8.2	Annually
28	Unaudited Financial Statement	Financial Management	Finance	18.2.9.1	Quarterly
29	Report on Controls Placed in Operation and Tests of Operating Effectiveness (SSA E 18)	Financial Management	Finance	18.2.9.2	Annually

List of Required Reports

REPORT NUMBER	REPORT TITLE	PROGRAM AREA	ASES REVIEW DEPT.	CONTRACT SECTION	FREQUENCY
30	Audited Financial Statements	Financial Management	Finance	18.2.9.3	Annually
31	Cost Avoidance Report	Financial Management	Finance	18.2.9.4	Quarterly
32	Report to Puerto Rico Insurance Commissioner's Office	Financial Management	Finance	18.2.9.5	Annually
33	Annual Corporate Report	Financial Management	Compliance	18.2.9.6	Annually
34	Pharmacy Certification	Financial Management	Finance	18.2.9.7	Every two weeks
35	Incurred But Not Paid (IBNR) Report	Financial Management	Finance	18.2.9.8	Quarterly
36	System Availability and Performance Report	Systems	Information Systems	18.2.8.1	Monthly
	Medical Loss Ratio Report (included in report 28 Unaudited financial statements as per V.9 Reporting guide)	Financial Management	Finance	18.2.9.9	Annually