
FEHB Program Carrier Letter

Health Maintenance Organizations

U.S. Office of Personnel Management
Office of Insurance Programs

Letter No. 2002- 16 (a)

Date: April 18, 2002

Fee-for-service [14] Experience-rated HMO {14 } Community-rated HMO [13]

SUBJECT: Technical Guidance and instructions for submitting 2003 HMO Benefit and Service Area Proposals

This provides technical guidance and instructions for submitting your benefit and service area proposals for the contract term from January 1 through December 31, 2003. Please also refer to our policy guidance in our *Call Letter for Contract Year 2003 issued April 16, 2002 (Carrier Letter 2002-14)*. This letter has three parts:

Part One - Preparing Your Benefit Proposal

Part Two - Changes in Service Areas or Re-designation as a Mixed Model Plan

Part Three - Benefits

Information about your current benefits packages is due to us by **May 10, 2001**. Your proposal for benefit changes, clarifications, and service area changes is due no later than **May 31, 2002**. Benefit policies from prior years remain in effect. Your proposal should include the corresponding language changes for the brochure. You do not need to send your fully revised 2003 brochure by May 31, only brochure language to describe your proposed changes. Your OPM contract specialist will negotiate your 2003 benefits and finalize the offering in a closeout letter. Within five business days following the receipt of the benefits closeout letter, please send an electronic version of your fully revised 2003 brochure to your contract specialist.

Along with your brochure text file, we will send you printing specifications for your brochure, electronic graphics, and the OPM authorization block for the cover. In August, we will send you a brochure quantity form, shipping labels, and related open season instructions.

As a reminder, each year we assess carriers' overall performance. We take into consideration your efforts in submitting benefit and rate proposals on time and your accurate and timely production and distribution of brochures.

We look forward to working closely with you on these essential activities to ensure a successful Open Season again this year.

Sincerely,



Abby L. Block
Assistant Director
for Insurance Programs

Enclosures