

## General Instructions:

You may now complete renewal and new applications for Preferred Provider registrations electronically. Please submit renewals and application forms electronically at: [ALMSOnline](#)

**All submissions for 2024 require a full and complete submission.** In the past, entities were allowed to answer “no changes since 2019 for Sections II, IV and V, but beginning in 2024 submissions must be in full every five years. Please provide a summary of all changes to submitted policies, or a red-lined version of the policies.

All items on the initial registration and renewal registration forms must be complete and include financial statements. If any required information cannot be provided at submission, the entity may return to the website to upload documentation at a later time. Please note that review will not begin until all documentation has been uploaded. Please include a cover letter identifying and explaining any changes in the application for the year.

Once logged in with your Access Code, please follow the prompts.

Please respond to the online questions only. The webpage pdf versions are just for information only and should not be used as a substitution for the electronic forms online. Some questions may appear to be duplicated, as evidenced in Section IV. Operations Q3 and Q14. Please indicate by responding to Q3 and indicate the attachments are included under #14.

**Attachments to Upload:** The application includes attachments that may be uploaded using only the following allowable filetypes: .bmp, .jpg, .docx, .png, .pdf, .csv, .xls, outlook, .txt. There is no restriction on the number of documents you can upload, but there is a 10MB size limit per document. You may split documents into multiple parts to accommodate the size restriction, if needed.

You may choose to upload documents initially or return to upload them later. If you wish to upload documents later, you still must initially submit your application and pay the filing fee, if required. **If you abandon the application prior to the confirmation page, any documents uploaded in the initial session will not be saved.**

You will continue through several screen prompts, where you upload your documents, or return later to upload before coming to the Final Review screen.

**Final Review screen:** You will see all of the uploads and changes that you have made, and you must scroll to the bottom of this screen to Attest & Agree by checking the "I hereby certify..." box and clicking on the [Continue](#) button.

**Confirmation of Submission:** When you get to this page, you will see a summary of your transaction. It will show what items are still outstanding and will need to be uploaded before the Bureau can review the application. At this point, you can print a copy of the entire submission by clicking on the [Print Application](#) button at the bottom of the screen. If you print copy, it will show which items have been attached for this session only.

**Check the Status of an Application:** To return to the application you will need to log back in to [ALMSOnline](#) and click on "Check the Status of an Application" radio button. You will again need your **Access Code** in order to log back in. If you do not have that please contact us. When checking the status of the application, the screen (see screenshot below) will show you items that still need to be submitted and also shows you other items that were previously submitted.

The screenshot displays a web interface titled "Application Status". It contains the following text and elements:

- Header: "Application Status"
- Text: "Please review the items below associated with the following submission: **Preferred Provider Arrangement Renewal**"
- Section: "The following items require action:"
- Section: "Items you can submit now online:"
- List of items for online submission:
  - Samples of Provider Contracts
  - Service Area Map
  - Other Contracts or Agreements
- Section: "Other items:"
- List of other items:
  - Staff review of Carriers and Health Plans
  - Staff review of Operations Description #1-10
  - Staff review of Samples of Employer Contracts
  - Staff review of Copies of Enrollee Materials
  - Staff review of Operations Description #15
- Section: "Review"
- Text: "Please review the information above and click the continue button below to proceed."
- Buttons: "Continue" and "Go Back to Options"
- Footer: "Questions about this service? Contact BUREAU OF INSURANCE at: (207) 624-8475 or [email](#)."

Title 24-A Chapter 32 §2678 requires the filing of annual information by preferred provider arrangements (PPAs) on or before **March 1** in order to maintain PPA registration. Chapter 32 also requires carriers and administrators to comply with Chapter 56-A and Bureau of Insurance Rule Chapters 360 and 850. Preferred provider registrations are issued from March 1 to March 1.

You may be asked to provide such other information as the Superintendent of Insurance or his/her delegate may reasonably request.

The Annual Renewal Registration form and Experience Reporting forms have been combined.

**Requesting Confidentiality:** Documents which applicants would like held as confidential must follow the “Instructions for Requesting Confidential Treatment of Documents Filed with the Bureau of Insurance” at: [Confidential Treatment | PFR Insurance \(maine.gov\)](#).

**Insurance Administrator Registration:** Pursuant to Title 24-A M.R.S. § 2674-A(5), if the applicant directly or indirectly transfers funds, manages funds, adjusts claims or asserts control over the transfer of funds for the purpose of payment of provider services, the applicant must also register as an insurance administrator pursuant to Title 24-A M.R.S. Chapter 18. Please visit: [Third Party Administrators | PFR Insurance \(maine.gov\)](#)

**Initial Registration/Renewal Fee:** Pursuant to Title 24-A §601, **Administrators** are required to submit the initial and renewal registration fee of \$100 made payable to: Treasurer, State of Maine.

If you have questions, please contact Violet Hyatt at [Violet.M.Hyatt@Maine.gov](mailto:Violet.M.Hyatt@Maine.gov) or 207-624- 8459.