

APPLICATION REQUIREMENTS FOR INITIAL REGISTRATION OF INDEPENDENT REVIEW ORGANIZATION (IRO)

The following items must be submitted in order to obtain a license. Please number each item in the upper right-hand corner to correspond with its number in this schedule of requirements. You may print the appropriate forms by clicking on the underlined item.

1. [Application](#) - Each question must be completed in full. Attach a separate sheet of paper, properly signed, if additional space is needed.
2. Application attachments, which include [Independent Review checklist](#) and supporting documentation. Complete the “Located” column on the checklist with section and page number of your submission where the item can be found.
3. Application fee is \$250.00
4. The completed application and information requested above should be sent to the following IDOI representative.

Attn: Rebecca Vaughan
Indiana Department of Insurance
311 W. Washington Street, Suite 300
Indianapolis, IN 46204-2787

5. Important reminder: Per IC 27-8-29-19(c)(3) and IC 27-13-10.1-8(c)(3), all IRO’s shall annually file a description of their grievance procedure including total number of grievances handled through the procedure during the preceding year, a compilation of the causes underlying those grievances and a summary of the final disposition of the grievances. This information is required to be filed with the Department annually by March 1 and should be submitted to the addressee below.

IRO Coordinator
Indiana Department of Insurance
311 W. Washington Street, Suite 300
Indianapolis, IN 46204-2787

6. For any questions, please contact [Rebecca Vaughan](#) at (317) 232-2187 or rvaughan@idoi.in.gov.