

# Instructions for Self-Insured Hospital Filings

## New Submissions

The Department recommends that the following information be submitted ninety (90) days prior to the renewal date of coverage to allow sufficient time for the Department to determine the financial responsibility per IC 34-18-4-1(3):

1. Most recent audited financial statement, including a break-out for the hospital(s) if submitting a consolidated statement. If this is newly acquired facility, then provide the most recent audited financial statement for the facility prior to being acquired.
2. Current balance sheet.
3. Most recent copy of license issued by the Department of Health pursuant to IC 16-21-2.

Once the Department has made the determination of the hospital's financial responsibility, the hospital will be advised as to whether it may or may not participate in the Indiana Patient's Compensation Fund (PCF) on a self-insured basis. NOTE: If the Department determines that a hospital cannot participate on a self-insured basis, notification will be sent advising the hospital and setting a deadline to procure insurance through an admitted or authorized carrier.

If approved, the Department will add the facility to the PCF database and the hospital will need to proceed as follows:

1. Within thirty (30) days of the effective date of the policy, the hospital will need to remit the certificate and surcharge payment to the Department via the online filing portal at <https://secure.in.gov/Apps/idoi/certificates/>.
  - a. Be sure to use the current license number, as the prefix for most license hospital numbers is changed with each license renewal; current license numbers are available at <https://www.in.gov/isdh/reports/QAMIS/hosdir/wdirhos.htm>.
  - b. ISDH bed counts are available at <https://www.in.gov/isdh/reports/QAMIS/hosdir/wdirhos.htm>.
  - c. All hospital filings will automatically be put in pending status while the PCF reviews the certificate.
  - d. Once the filing has been approved by the PCF, the email address on file will receive a message confirming that the certificate is available for payment.
  - e. The certificate is not considered to be filed with the PCF until payment has been made.
  - f. Please note that filings not paid within 10 days of entry will be unavailable for payment and the certificate will need to be refiled.
2. Once the certificate and surcharge payment have been received, a confirmation letter of participation may be printed by accessing the database at [www.in.gov/idoi/pcf](http://www.in.gov/idoi/pcf) and searching by provider name or license number.

Please direct any questions to [PCF-COI@idoi.IN.gov](mailto:PCF-COI@idoi.IN.gov).

# Instructions for Self-Insured Hospital Filings

## Renewal Submissions

- 1) The PCF recommends that the following information be submitted ninety (90) days prior to the renewal date of coverage to allow sufficient time for the Department to determine the financial responsibility per IC 34-18-4-1(3):
  - a) Most recent audited financial statement, including a break-out for the hospital(s) if submitting a consolidated statement. If this is newly acquired facility, then provide the most recent audited financial statement for the facility prior to being acquired.
  - b) Current balance sheet.
  - c) Most recent copy of license issued by the Department of Health pursuant to IC 16-21-2.
- 2) Once the Department has made the determination of the hospital's financial responsibility, the hospital will be advised as to whether or not it may continue to participate in the Indiana Patient's Compensation Fund (PCF) on a self-insured basis.
- 3) Within thirty (30) days of the effective date of the policy, the hospital should file the certificate via the online filing portal at <https://secure.in.gov/Apps/idoi/certificates/>.
  - a) Be sure to correct the license number, as the prefix for most license hospital numbers is changed with each license renewal; current license numbers are available at <https://www.in.gov/isdh/reports/QAMIS/hosdir/wdirhos.htm>.
  - b) ISDH bed counts are available at <https://www.in.gov/isdh/reports/QAMIS/hosdir/wdirhos.htm>.
  - c) All hospital filings will automatically be put in pending status while the PCF reviews the certificate.
  - d) Once the filing has been approved by the PCF, the email address on file will receive a message confirming that the certificate is available for payment.
  - e) The certificate is not considered to be filed with the PCF until payment has been made.
  - f) Please note that filings not paid within 10 days of entry will be unavailable for payment and the certificate will need to be refiled.
- 4) Once the certificate and surcharge payment have been received, a confirmation letter of participation may be printed by accessing the database at [www.in.gov/idoi/pcf](http://www.in.gov/idoi/pcf) and searching by provider name or license number.

Please direct any questions to [PCF-COI@idoi.IN.gov](mailto:PCF-COI@idoi.IN.gov).