AccessTN
State of Tennessee • Department of Finance and Administration • Benefits Administration
Suite 2600 William R. Snodgrass Tennessee Tower • 312 Rosa L. Parks Avenue
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Dear Insurer or Benefit Administrator:

In May 2006, the Tennessee General Assembly passed the Access Tennessee Act, 2006 Pub.Acts, c. 867, § 3, codified as T.C.A. **§** 56-7-2901et.seq. This law instituted Tennessee's high risk pool, AccessTN to provide comprehensive health coverage to Tennesseans who are uninsurable because of health status.

AccessTN has completed three assessments based on the number of Tennessee Covered Lives enrolled by each Reporting Entity, and we very much appreciate your participation and cooperation. AccessTN receives substantial state funding for its operations and requires all members to pay premiums for their coverage. However, due to the prevalence of high-expense medical conditions among AccessTN members, assessment funds are also necessary.

We are now beginning the data call for this year's assessment based upon your **Tennessee Covered Lives as of December 31, 2010**. The enclosed 2011 Health Benefit Plan Reporting Form and Covered Lives Worksheet are intended to make sure that an individual is counted only once for each Health Coverage product, even if the health benefit is provided or administered by more than one Reporting Entity. We have also included "Questions and Answers" for your reference in filling out the forms.

Please complete the enclosed forms to provide the counts of Covered Lives administered by your company. If you need additional information, please submit any questions in writing to the address listed above or by email at access.tn@tn.gov. Additional forms are also available if your company has affiliates which need to report this year.

If your company provides health benefits for Tennessee Covered Lives and believes that a different Reporting Entity has priority for payment of the assessment, the Covered Lives Worksheet is your chance to tell us. Be sure to provide sufficient detail for us to identify the correct Reporting Entity. Many Insurers have multiple affiliates. We must be able to identify the correct Reporting Entity to evaluate your claim that your company should not be responsible for the assessment. Always provide a current address for the other entity, and if possible, provide a contact person and telephone number.

The completed forms must be received at our office no later than close of business **June 3, 2011**, unless you have our written approval for an extension. You can mail your papers or scan them to an email attachment to access.tn@tn.gov. We will review the data you submit in reference to the information submitted by all Reporting Entities. Late submissions may be subject to State penalties.

AccessTN will attempt to contact you regarding possible discrepancies in your counts of Covered Lives by the end of August, and will plan to issue the Notice of Proposed Assessment during October. Notices of Assessment should be mailed during the fourth quarter of 2011. The Questions and Answers include a schedule for assessment activity.

Thank you again for your company's participation in this important health insurance initiative for uninsurable Tennesseans.

Sincerely,

David Hilley, J.D.
Director, AccessTN