



**Office of Insurance Regulation**  
**Company Admissions**

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**APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY  
SERVICES ORGANIZATION**

This package is designed to assist individuals in preparing the application with all the information required by statute and to facilitate expeditious processing of the application by this Office.

PLEASE NOTE: THE COMPLETED CHECK LIST MUST BE SUBMITTED WITH THE APPLICATION PACKAGE.

The completed application package must be submitted to the Office by utilizing the following link:

<http://www.floir.com/iportal>  
and select iApply – Online Company Admissions

If this package requires submission of forms and/or rates, upon receipt of an email notification of acceptance of the application, the Applicant is directed to return to the Industry Portal <http://www.floir.com/iportal> and select “Form & Rate Filing Assembly and Submission” to begin the submission of forms and/or rates.

If this package requires original documents, in lieu of providing original paper documents, the Applicant is directed to submit a PDF of the original document(s) unless otherwise required by Florida Statutes.

Any questions concerning this application package or iApply may be directed to [lhappcoord@floir.com](mailto:lhappcoord@floir.com).

**In order for a submission to be considered a complete application, all required information must be included in the filing. Filings that do not include all required information will be disapproved or returned.**

## **APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

This package has been developed to aid you in notifying the Office of Insurance Regulation of your intention to act as a fiscal intermediary services organization in Florida under the provisions of Section 641.316, Florida Statutes.

In order to register with the Office of Insurance Regulation, a fiscal intermediary must:

- (1) Complete and file the attached Application For Registration as a Fiscal Intermediary Services Organization and Addendum. Please fill these forms out completely. The Office of Insurance Regulation's qualification of your fiscal intermediary services organization registration under Section 641.316(6), Florida Statutes will be delayed until a fully completed registration package is received.
- (2) Provide a written statement indicating that the proposed organization will not be billing for or collecting premium on behalf of any entity.
- (3) Registration Requirements

Pursuant to Section 641.316(3), Florida Statutes, a fiscal intermediary services organization shall be required to secure and maintain a fidelity bond in the minimum amount of 10 percent of the funds handled by the intermediary in connection with its fiscal and fiduciary services during the prior year or \$1 million, whichever is less. The minimum bond amount shall be \$50,000. The fidelity bond shall protect the fiscal intermediary from loss caused by the dishonesty of its employees and must remain unimpaired for as long as the intermediary continues in business in the state.

Pursuant to F.S. 641.316(4), Florida Statutes, a fiscal intermediary services organization shall secure and maintain a surety bond on file with the Office, naming the intermediary as principal. The bond must be obtained from a company authorized to write surety insurance in the state, and the Office shall be obligee on behalf of itself and third parties. The penal sum of the bond may not be less than 5 percent of the funds handled by the intermediary in connection with its fiscal and fiduciary services during the prior year or \$250,000, whichever is less. The minimum bond amount must be \$10,000. The condition of the bond must be that the intermediary shall register with the Office and shall not misappropriate funds within its control or custody as a fiscal intermediary or fiduciary.

The following requirements pertain to each officer, director, and owners of excess of 5 percent of the common stock of the organization, or other persons responsible for the conduct and affairs of the organization.

- (a) Biographical Statement and Affidavit

The Office of Insurance Regulation's forms are enclosed with this package and must be used. Submit the original of each form.

The requirement for the affiant's social security number as part of the Biographical Affidavit is mandatory. However, pursuant to sections 119.071(5), Florida Statutes, social security numbers collected by an agency are confidential and exempt from section 119.07(1), Florida Statutes, and section 24(a), Art. I of the State Constitution and must be segregated on a separate page. Therefore, instead of including the SSN on page 6 of the NAIC form, please include the affiant's name and social security number on a separate page and attach it to the Biographical Affidavit. Also, please mark CONFIDENTIAL at the top and

bottom of the separate page.

Section 119.071(5), Florida Statutes, gives authority for an agency to collect social security numbers if imperative for the performance of that agency's duties and responsibilities as prescribed by law. Limited collection of social security numbers is imperative for the Office. The duties of the Office in background investigation are extensive in order to insure that the owners, management, officers, and directors of any insurer are competent and trustworthy, possess financial standing and business experience, and have not been found guilty of, or not pleaded guilty or nolo contendere to, any felony or crime punishable by imprisonment of one year.

(b) Background Investigative Report

Provide a background investigative report for each individual as indicated above. Background reports must be submitted by the selected background investigator vendor directly to the Office prior to or contemporaneously with the submission of the application filing. Please refer to Form OIR-C1-905 for instructions.

(c) Fingerprint Cards

Fingerprint cards must be completed for each individual as indicated above. The cards will be furnished by the Office upon request. **No cards other than those furnished by the Office will be accepted.** These cards must be completed at a law enforcement or similar type agency and returned to this Office for processing. Florida residents have the option of having their fingerprints digitally scanned rather than providing paper fingerprint cards and fees as noted above. Please refer to Form OIR-C1-938, Fingerprint Payment and Submission Procedure for instructions.

All questions regarding Fiscal Intermediary Services Organizations and their operation in Florida should be directed to the Life and Health Financial Oversight area at (850) 413-3153.

**AFTER REVIEW OF ALL DOCUMENTS, YOU WILL RECEIVE A WRITTEN RESPONSE FROM THE OFFICE OF INSURANCE REGULATION WHEN THE FISCAL INTERMEDIARY SERVICES ORGANIZATION IS PROPERLY REGISTERED.**

**IN ORDER FOR A SUBMISSION TO BE CONSIDERED A COMPLETE APPLICATION, ALL REQUIRED INFORMATION MUST BE INCLUDED IN THE FILING. FILINGS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION WILL BE DISAPPROVED OR RETURNED.**

**APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

(Please type all information.)

1. List the name of the Fiscal Intermediary Services Organization:

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2. Indicate the form of organization (i.e. corporation, partnership, etc.)

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3. Provide a copy of the organizational chart.

4. Provide the name of the domiciliary state:

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5. List any other names under which the Fiscal Intermediary Services Organization is or may be doing business in this state or any other state if different than above.

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6. List the complete physical address of the Fiscal Intermediary Services Organization.

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7. List the name, title, address and telephone number of each officer/director of the Fiscal Intermediary Services Organization and the key officer or staff person responsible for overseeing operations of the group. (Attach additional pages if necessary.)

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## **APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

8. Submit a business plan to include a description of the services to be performed by the Fiscal Intermediary Services Organization (FISO), the entities with which the FISO will be contracting, and the amount of funds estimated to be handled by the FISO.
9. Submit a sample contract that the FISO intends to use if plans are to use another rather than the HMO provider contract.
10. Provide a copy of the executed fidelity bond pursuant to Section 641.316(3), Florida Statutes.

Section 641.316(3), Florida Statutes indicates:

“A fiscal intermediary services organization that is operated for the purpose of acquiring and administering provider contracts with managed care plans for professional health care services, including, but not limited to, medical, surgical, chiropractic, dental, and podiatry care, and which performs fiduciary or fiscal intermediary services shall be required to secure and maintain a fidelity bond in the minimum amount of 10 percent of the funds handled by the intermediary in connection with its fiscal and fiduciary services during the prior year or \$1 million, whichever is less. The minimum bond amount shall be \$50,000. The fidelity bond shall protect the fiscal intermediary from loss caused by the dishonesty of its employees and must remain unimpaired for as long as the intermediary continues in business in the state.”

The fidelity bond should include: the name of both the insurer and the insured; a description of the bond; and the amount and term of the bond. In addition, the Office of Insurance Regulation should be included as an additional insured for purposes of notification of termination. This notification should provide the Office of Insurance Regulation at least 30 days advance written notification of the termination.

11. Provide a copy of the executed surety bond on the Office of Insurance Regulation approved bond form pursuant to Section 641.316(4), Florida Statutes.

Section 641.316(4), Florida Statutes indicates:

“A fiscal intermediary services organization...shall secure and maintain a surety bond on file with the Office of Insurance Regulation, naming the intermediary as principal. The bond must be obtained from a company authorized to write surety insurance in the state, and the Office of Insurance Regulation shall be obligee on behalf of itself and third parties. The penal sum of the bond may not be less than 5 percent of the funds handled by the intermediary in connection with its fiscal and fiduciary services during the prior year or \$250,000, whichever is less. The minimum bond amount must be \$10,000. The condition of the bond must be that the intermediary shall register with the Office of Insurance Regulation and shall not misappropriate funds within its control or custody as a fiscal intermediary or fiduciary. The aggregate liability of the surety for any and all breaches of the conditions of the bond may not exceed the penal sum of the bond. The bond must be continuous in form, must be renewed annually by the surety upon its giving 30 days' written notice of termination to the Office of Insurance Regulation.”

**APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

The surety bond should include: the name of both the insurer and the insured; a description of the bond; and the amount and term of the bond. In addition, the Office of Insurance Regulation should be included as an additional insured for purposes of notification of termination. This notification should provide the Office of Insurance Regulation at least 30 days advance written notification of the termination.

We do hereby swear and affirm that the aforementioned statements and information are true and correct.

\_\_\_\_\_  
President or Chief Executive Officer

\_\_\_\_\_  
Secretary

Sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

State of:

My Commission Expires:

**APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

**State of Florida  
Office of Insurance Regulation  
200 E. Gaines Street  
Tallahassee, Florida 32399-0319**

**FISCAL INTERMEDIARY SURETY BOND**

Bond # \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS,  
that \_\_\_\_\_, fiscal intermediary services organization,  
which place of business is \_\_\_\_\_, Florida as  
Principal, and \_\_\_\_\_ as Surety are held and  
firmly bound unto THE OFFICE OF INSURANCE REGULATION, as Obligee, or its successors in  
office, in the penal sum of \_\_\_\_\_ Thousand dollars (\$ \_\_\_\_\_) [not less  
than \$ 10,000.00], in the lawful money of the United States of America, for payment of which well  
and truly to be made, we bind ourselves, and our and each of our heirs, executors, administrators,  
successors and assigns jointly and severally, firmly by these presents:

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT the Principal, the above bounden  
\_\_\_\_\_ shall faithfully comply with and conduct business in  
accordance with the provisions of the fiscal intermediary services law, Section 641.316(4) Florida  
Statutes, and abide by all applicable rules and regulations of the OFFICE OF INSURANCE  
REGULATION as promulgated by the DIRECTOR OF OFFICE OF INSURANCE  
REGULATION. However, nothing in this bond shall be construed to require the surety to provide  
coverage or otherwise indemnify the Obligee for any violations of any applicable statutes, rules  
or regulations except as specifically provided below.

This bond shall be in favor of the OFFICE OF INSURANCE REGULATION as the obligee, shall  
be registered with the OFFICE OF INSURANCE REGULATION and shall specifically authorize  
recovery by the OFFICE OF INSURANCE REGULATION of the damages sustained in case the  
principal or its officers, agents, or employees misappropriate funds within its control or custody as  
a fiscal intermediary or fiduciary.

THE SURETY BOND SHALL PROVIDE coverage to the OFFICE OF INSURANCE  
REGULATION only against loss caused by the dishonesty of the fiscal intermediary or its officers,  
employees and agents and must remain in force for as long as the fiscal intermediary does  
business in this state.

**APPLICATION FOR REGISTRATION AS A FISCAL INTERMEDIARY SERVICES ORGANIZATION**

**FISCAL INTERMEDIARY SURETY BOND**

IT IS MUTUALLY AGREED AND UNDERSTOOD BETWEEN ALL PARTIES HERETO, that if the Surety shall so elect, this bond may be canceled and discontinued by giving thirty (30) days notice in writing to the Principal and filed with THE OFFICE OF INSURANCE REGULATION, or its successors in office, by United States Registered Mail and this Bond shall be deemed canceled at the expiration of the thirty (30) days from the receipt of said notice, the surety remaining liable for all obligations covered by this bond, which may have accrued by default of the Principal prior to the effective date of the cancellation.

IN WITNESS WHEREOF the said Principal has caused these presents to be executed by affixing thereto his or her signature, and the said surety has caused presents to be executed by the signature of its attorney in fact and its corporate seal to be affixed hereto attested by its attorney in fact this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. This bond shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, and remain in force until canceled.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety (Name of Insurance Company)

\_\_\_\_\_  
Witness to Principal

\_\_\_\_\_  
Attorney in Fact (signature)