

# Submit a HIPAA Assessments Worksheet

Hello and welcome to the webinar for the HIPAA assessments module, developed for the Louisiana Department of Insurance. In this webinar, we will explore the process of submitting a HIPAA assessment worksheet via the Industry Access Portal. For more information on accessing the Industry Access Portal, please see the Help Manual and webinar available on the Industry Access Login screen.

To begin, first log into Industry Access and go to Your Modules.

Click the HIPAA Assessments link under the licensee for which you would like to file the assessment. The HIPAA Assessment Filing page will open. Please note that if you are filing assessments for multiple licensees, you will need to return to the Your Modules screen and select HIPAA Assessments for each individual licensee.

Once on the HIPAA Assessment Filing page, click the "Create New Assessment" link to open the HIPAA Assessment Worksheet. Please note that you may use the Save button at the bottom of the form to record your current progress at any time. Saving the worksheet will allow you to return for later editing. The worksheet will remain in "Pending" mode until it is submitted. To access the worksheet later, simply click the "View" link on the previous HIPAA Assessment Filing page. You may also view all completed worksheets from previous years.

First you will need to fill out the section for Contact Information Verification. If available, your Company Contact information will already be populated in the appropriate fields. Please review this information, making any updates if necessary. Once you have completed adding or updating your contact information, click the Update button. You will also need to click the button below to indicate that the information is correct and current.

Please note that if you would like to make further updates to your contact information, you will first need to click the button to indicate that the information is incorrect and requires updating.

If you have already saved a "Pending" copy of the worksheet and are returning to edit it, you will need to verify your contact information before the assessment can be submitted.

Next, enter the total of all accident and health premiums reported for Louisiana in your annual statement in the field provided.

To continue the worksheet, enter premiums reported for direct business in Louisiana which are subject to assessment into the applicable fields of chart A. Please note that the subtotal field will automatically calculate.

Enter premiums reported for separate lines of business in Louisiana which are exempt from HIPAA into the applicable fields of chart B. Again, the subtotal field will automatically calculate. Please note that if you enter premium into the Other field, you must enter a description into the designated field.

Total direct premiums reported for lines 1 through 23 will automatically calculate in Chart C according to the data you have entered into Charts A and B.

Enter premiums deducted or exempted into Chart D. Please note that if you enter premium into the Other field, you must cite the statute, court decision, or other legal basis that allows for the deduction or exemption.

Chart E will automatically calculate your HIPAA assessment according to the data entered into Chart A and Chart D.

Next, attach a PDF copy of the Louisiana annual state page from your annual statement in the Annual Statement Page section. Please note that the Louisiana annual state page is required to be attached before the worksheet is submitted. Only one file may be attached to the worksheet.

To complete the worksheet, you must identify each line of business for which you reported premiums in Charts A, and B, lines 1 through 23, along with the primary policy form number (for example the number assigned to the policy or certificate) for each insurance product. Please note that the Policy Form Number can be found in the lower left corner of the policy.

When you have completed the worksheet, click the "Submit Assessment" button. The worksheet will be marked as "Complete" and sent to the Louisiana Department of Insurance for review. Please note that worksheets marked as "Complete" can no longer be edited, unless the file is reset to "Pending" by the LDI.

This concludes our demonstration. We hope that this webinar has given you a greater understanding of the HIPAA Assessments filing process. Thank you for watching.