

INSTRUCTIONS/CHECKLIST FOR IRO REGISTRATION PROCESS

IROs must:

- Have accreditation through URAC
- Register with the Department of Insurance using [application](#) on website
- Pay registration fee of \$500

Please attach the following to the IRO application as part of the registration process:

- Copy of URAC accreditation
- Certified statement that IRO will not be operated by health benefit plan and confirmation of compliance with [41-5912\(3\)](#) regarding ownership and control of applicant
- Chart to show internal structure of applicant's management and administrative staff (see application for specific criteria for this chart)
- Fee Schedule for IRO
- Descriptions of areas of expertise
- Number of clinical reviewers per specialty
- Description of quality assurance mechanisms