



# IMPORTANT INFORMATION

## FOR INDEPENDENT REVIEW ORGANIZATION LICENSE

### DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

Web Site: [www.doi.idaho.gov](http://www.doi.idaho.gov)

**Idaho Department of Insurance**

700 W State St Fl 3

Phone: 208/334-4339

PO Box 83720

Fax: 208/334-4398

Boise, ID 83720-0043

**SIGN UP** ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

**\*Keep this document in electronic format to preserve the links\***  
**Check the [website](#) occasionally for updated versions of this form.**

### INDEPENDENT REVIEW ORGANIZATION INFORMATION

- The Idaho Health Carrier External Review Act was codified in Title 41, Chapter 59 of Idaho code and will apply to health plans issued or renewed in Idaho on or after January 1, 2010.
- The Act provides an insured the right to have an adverse benefit determination for a health claim reviewed by an independent reviewer if the denial is based on a finding by the plan that a service or supply is: *not medically necessary or is investigational, or on the basis of appropriateness, health care setting, level of care and effectiveness.*
- Please review important information regarding this act:
  - Idaho Code, Title 41, [Chapter 59](#),
  - IDAPA rule [18.01.05](#)
  - [Bulletin 09-08](#)
  - [Bulletin 11-04](#).

### ADDRESS CHANGES

- Per [§41-1008 \(6\)](#), all producers must inform the Department of Insurance *within 30 days* of any change of address.
- Please complete a [Business Entity Change of Address Form](#) and fax any change of address, phone or fax to 208-334-4398 as NIPR does not process business entity changes of address.
- Email changes can be [reported here](#).

### LICENSE RENEWALS

- Licenses are issued for 2 years. Agency licenses expire on the first day of month following issuance.
- Licenses must be renewed by paper at this time. Please go to our site, [www.doi.idaho.gov](http://www.doi.idaho.gov), and get the **paper renewal form** under the IRO web page.
- Cost of renewal is \$300.
- You will have a courtesy notice to renew approximately 45 days before your expiration. Whether or not you receive this notice, it is your responsibility to renew the license in a timely fashion.
- **Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.** Failure to renew prior to the expiration will result in a reinstatement status. The fee

doubles to \$600 for up to 1 year past the expiration. Please go to our site, [www.doi.idaho.gov](http://www.doi.idaho.gov) and get the **IRO reinstatement form**.

### **COORDINATION OF IRO SERVICES BY THE DEPARTMENT**

- Handled by Eileen Mundorff [Eileen.mundorff@doi.idaho.gov](mailto:Eileen.mundorff@doi.idaho.gov)

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- If you are unsure of your Idaho License number, you can [look it up here](#).

### **ADDITIONAL INFORMATION**

- Please visit the [Independent Review Organization section of the Idaho Department of Insurance website](#) for more information about IRO's.