



# Regulatory Data Collection

## Deadline for Response: November 16, 2011

The Affordable Care Act (ACA) requires that health insurance companies report their medical loss ratios (MLR) for 2011 to the Department of Health and Human Services (HHS). Please complete the below form to report the average number of employees you employed on business days for each month during the 2010 calendar year.

Once complete, please sign the form and return it in the provided postage paid envelope by November 16, 2011.

<b>1</b>	<b>Are you a start-up company* in 2011?</b> <input type="checkbox"/> Yes, must complete 2 and 4. <input type="checkbox"/> No, must complete 3 and 4.			
<b>2</b>	<b>What is your projected 2011 average number of employees?</b> (only answer if a 2011 start-up company*)			<input type="text"/>
<b>3</b>	<b>Enter the average number of employees** in the following fields</b> (all are required, or must enter 0 if applicable):			
	January 2010 <input type="text"/>	April 2010 <input type="text"/>	July 2010 <input type="text"/>	October 2010 <input type="text"/>
	February 2010 <input type="text"/>	May 2010 <input type="text"/>	August 2010 <input type="text"/>	November 2010 <input type="text"/>
	March 2010 <input type="text"/>	June 2010 <input type="text"/>	September 2010 <input type="text"/>	December 2010 <input type="text"/>
<b>4</b>	<b>Attest to your information</b> (all fields are required):			
	Company Name:			
	Account Number:			
	Your Full Name (print):			
	Signature:			
	Your Title:			
	Are you an (check one):	Authorized Broker? <input type="checkbox"/>	Employer? <input type="checkbox"/>	
	Date:			
	Email for future correspondence (optional):			

**\*Start-up company** – is a company that was not in existence at any time during 2010 (a merger or acquisition is not considered to be a start-up).

**\*\*Average Number of Employees** – is the average number of employees you employed on business days for each month during the 2010 calendar year. This includes all full-time, part-time and seasonal employees.

**\*\*Employee** – is “any individual employed by an employer.” This includes all full-time, part-time and seasonal employees.

If you have any general questions about this request or the form itself, please contact our call center at 855-756-4438, 8:30 a.m. to 5 p.m. CT, Monday through Friday. For BAE technical questions, please contact the BAE help desk at 888-706-0583, 7 a.m. to 10 p.m. CT, Monday through Friday, or Saturday, 7 a.m. to 3:30 p.m. CT.

If you are not the right person to assist with this information, please forward as appropriate.

Please use the provided postage paid envelope or return to:

BCBS: Employee Count Data Collection  
1020 West 31st Street  
6th Floor  
Downers Grove, IL 60515