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Lt. Governor



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## **BULLETIN 09-04**

**Date:** March 26, 2009

**To:** All Insurers, Nonprofit Health Service Plans, Health Maintenance Organizations, Dental Plan Organizations, Managed Care Organizations, Private Review Agents, Third Party Administrators, Premium Finance Companies, Viatical Settlement Brokers and Providers, Discount Medical and Discount Drug Plans, Pharmacy Benefit Managers, Insurance Producers and All Other Interested Parties.

**Re:** Maryland Insurance Administration's Change of Address

The purpose of this bulletin is to notify all entities and interested parties of the Maryland Insurance Administration's (Administration) new address **effective May 4, 2009**. The Administration's telephone numbers will NOT change.

The Administration's address will change to:

**Maryland Insurance Administration  
200 St. Paul Place, Suite 2700  
Baltimore, MD 21202**

Please note that the Insurance Fraud Division will also be moving with the Administration into the new location and will now have the same mailing address as the rest of the Administration.

**Effective, May 4, 2009, all correspondence, paper filings, etc. to the Administration should be sent to the new address. Filings, mailings, etc. not sent to the Administration's new address as of January 1, 2010 will be considered improperly filed.**

In addition, any notices or other public correspondence issued by insurance companies operating in Maryland that refers consumers to this agency should reflect this change of address effective May 4, 2009 but not later than January 1, 2010. Any required notices not updated as of January 1, 2010 may be considered in violation of Maryland regulation or statute. Certain affected notices required by Maryland regulation or statute include, but are not limited to:

- 31.07.03.04 Certification Statement for Insurers and Rating Organizations
- 31.08.03.04 Procedure and Requirements Regarding Cancellation or Nonrenewal (P&C)
- 31.08.03.05 Procedure and Requirements Regarding Cancellation or Nonrenewal (P&C)
- 31.08.03.07 MIA Form 1006-A Notice of Premium Increase
- 31.08.03.08 MIA Form 1006-B Notice of Premium Increase
- 31.16.07.03 Standards for Diligent and Expeditious Investigations of Claims

- §15-10A-02(f)(2)(v)3 of the Insurance Article--Adverse Decision Notice
- §15-10A-02(i)(1)(ii)4.B. of the Insurance Article--Grievance Decision Notice
- §15-10D-02(e)(2)(ii)3 of the Insurance Article--Coverage Decision Notice
- §15-10D-02(f)(2)(ii)2 of the Insurance Article--Appeal Decision Notice

Any questions regarding the address change should be directed to Karen Barrow, Director of Public Affairs at [kbarrow@mdinsurance.state.md.us](mailto:kbarrow@mdinsurance.state.md.us) or (410) 468-2007.

Signature on file

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Ralph S. Tyler  
Insurance Commissioner