

## RATE/POLICY FORM SEARCH ENGINE USER GUIDE

*Note: All words in bold italics are defined in the Glossary.*

### ACRONYMS

BOI–Bureau of Insurance (A division of the ***State Corporation Commission***)

NAIC - National Association of Insurance Commissioners

### SEARCH FIELDS

The maximum number of records returned in any search is 200, which means you will not be able to see any records that exceed the maximum. In order to see more records, you will need to adjust your search. For example, you could choose a shorter date range in the “Date Submitted” field. If you have trouble narrowing your search, please feel free to contact the BOI for assistance.

**Company Name** – You can enter the insurance ***company’s*** complete name or a portion of its name. Unless you are looking for a specific ***company’s submission(s)***, it is not necessary to enter a ***company*** name.

**Date Submitted** – The date the ***company*** sent the ***submission*** to the BOI. This is also usually the date of receipt of the submission.

**Disposition Date** – The date the BOI completed its review of the ***submission*** and issued a final ***Disposition***.

**Form Number** – (Life and Health ***submissions***) – A unique number given by ***companies*** for forms such as policies, certificates, endorsements, amendments, and other pertinent types of forms. This number is required to be in the lower left-hand corner of the form’s first page.

**Form Number** – (Property and Casualty ***submissions***) - Some ***companies*** may assign a unique number to each policy form and/or endorsement.

**NAIC Number** – A unique five digit number assigned to each ***company***. Use of the NAIC number can help to narrow the search.

**Status** – Describes the progress of the review of the ***submission***. The Glossary displays sample status types.

**Sub-type of Insurance** – The **sub-type of insurance** further defines the type of insurance. (Example: A “Type of Insurance” (TOI) would be “H16I Individual Health - Major Medical”. A sub-type of insurance for that TOI would be “H16I.005A Individual - Preferred Provider (PPO). The sub-types of insurance are identified for selection once a TOI has been selected.)

**Tracking Number** – A unique tracking number assigned to each **submission**. It’s identified in a **submission** as the “SERFF Tr Num”. A search for a specific **submission** can be made if the SERFF tracking number is known.

**Type of Insurance (TOI)** – This defines the lines of insurance **companies** may be authorized to write in the Virginia. Select a type of insurance from the drop down box and click “Search”. (Example: A “Type of Insurance” would be “H16I Individual Health - Major Medical”. See also **Sub-type of Insurance**.)

**Type of Submission** – The type of **submission** indicates the content of the **submission** such as rates, rules and/or forms. A search can be made by any type of **submission**.

#### **GLOSSARY:**

**Company** – The insurance company that submitted the submission for the BOI to review and acknowledge.

**Disposition** – This indicates the results of the BOI’s review of the submission. When a **Disposition** is created, the BOI’s determination will be reflected in one of the following statuses:

**Approved** - This **disposition** is used when the **submission** contains forms and/or rates that are required to be filed for approval. An approved **disposition** indicates the forms and/or rates have been reviewed and determined to be in compliance with current regulatory requirements.

**Approved and Filed** – This **disposition** is used when the **submission** contains forms and/or rates where part of the **submission** was required to be reviewed for approval and a part of the **submission** was required to be filed for compliance with current regulatory requirements.

**Closed Returned to Company** – This **disposition** is used when the **submission** has been returned to the **company** without review.

**Disapproved** – This **disposition** is used when the **submission** has been reviewed and returned to the **company** for one or more areas of non-compliance with current regulatory requirements.

**Effective Date** – (Property and Casualty *submissions*) - The date a *company* can begin using forms and/or rates that have been “Approved” or “Filed” with the BOI.

**Filed** – (Life and Health *submissions*) – This *disposition* is used when the *company* has filed the *submission* but there is no regulatory authority allowing the BOI to review and/or approve the *submission* prior to use. The *company* may begin using the filed forms or rates on the date filed.

**Filed** – (Property and Casualty *submissions*) - This *disposition* is used when the *submission* contains rates or supplementary rate information and the BOI has determined that the materials are in compliance with regulatory requirements. The *company* may begin using the material on and after a proposed date.

**Received and Acknowledged** - This *disposition* is used when a *submission* is made for informational purposes or when none of the forms or rates are required to be reviewed for approval or filed with the BOI.

**Rejected** – This *disposition* is used when the *submission* is returned to the *company* without review.

**Withdrawn** – This *disposition* is used when the company withdraws the *submission* prior to review or is withdrawing documents previously acknowledged by the BOI.

**Objection Letter** – An Objection Letter is initiated by the BOI to the *company and* includes errors and/or omissions found during the review of the *submission*.

**Rate Requested** – The proposed rate or rate increase requested by the insurance company.

**Rate Decision** – The final action taken on a rate filing after completion of the Bureau of Insurance’s review (Approved, Disapproved, Withdrawn).

**State Corporation Commission** - An independent state agency established by the Constitution of Virginia which has regulatory oversight over utilities, insurance, state-chartered financial institutions, securities, retail franchising, and railroads in Virginia. It is the state's central filing office for corporations, limited partnerships, limited liability companies, and Uniform Commercial Code liens.

**Status** - The Status Type represents the standing of the *submission* during the review process.

**Sample Status Types:**

**Active – Under Review by Reviewer** - The ***submission*** is currently under review by the assigned Reviewer.

**Assigned** - A Reviewer has been assigned to review the ***company submission***.

**Resubmission Assigned – A *Company*** has responded to an ***Objection Letter*** sent by the BOI.

**Review Pending - A *submission*** has been assigned to a Reviewer but no review has been performed, either of the initial ***submission*** or the ***company's*** response to a prior ***Objection Letter***.

**Submitted to State – A *Company*** has submitted a ***submission*** for review.

**Submission – A filing** submitted to the BOI from an insurance ***company*** to review.

Should you have any questions or would like a copy of the submission in its entirety, please contact the BOI at e-mail at [BOIRRF@scc.virginia.gov](mailto:BOIRRF@scc.virginia.gov) or contact the Life and Health Division for life and health ***submissions*** at (804) 371-9110 or the Property and Casualty Division for property and casualty ***submissions*** at (804) 371-9965. If you know the tracking number of the ***submission***, please include it in your request.

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