



**STATE OF TENNESSEE**  
**DEPARTMENT OF COMMERCE AND INSURANCE**  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243

The State of Tennessee, Department of Commerce and Insurance, Insurance Division ("Division") has established a reference file of firms and/or individuals with knowledge and experience in the field of market conduct insurance examination.

Those firms and/or individuals who wish to be considered for employment by the Division must submit their qualifications to the Division, to the address listed below. The minimum qualifications for inclusion are:

- a. The individual who would supervise the exam and sign the report(s) must hold the designation of Certified Insurance Examiner ("CIE") as recognized by the Insurance Regulatory Examiners Society ("IRES").
- b. The company or individual must have three (3) years of experience in dealing with market conduct regulatory matters and must have managed at least one market conduct examination
- c. If the examination is a healthcare related examination, the market conduct examination that the company or individual had managed must have been in the healthcare field.
- d. If the examination is a healthcare related examination, the company or individual must be knowledgeable of the National Association of Insurance Commissioners ("NAIC") Prompt Pay Model Act and/or familiar with the requirements of the Timely Reimbursement of Health Insurance Claims Act, as found in Tenn. Code Ann. § 56-7-109.
- e. If the examination is a healthcare related examination, the company or individual must have demonstrable knowledge of healthcare claims and industry reimbursement practices and procedures.
- f. Experience in extracting/working with large downloads of data and ability to evaluate and document accuracy and completeness of said information.
- g. Experience using TeamMate, Access, Excel and other similar compatible systems in order to comply with Division work paper standards and reporting formats. Spreadsheet/work paper system to be furnished by pool member.
- h. Experience in preparing examination reports which conform to the NAIC accreditation standards and guidelines as outlined in the NAIC Market Conduct Examiners Handbook.
- i. The individual or firm is expected to allow assisting examiners from the Division to participate in the examination.

Those contained in the reference file will be requested as needed, and in groups of three (3) firms and/or individuals, to submit cost proposals to the Division based on the Division's reasonable estimate of the time and resources needed to complete a proposed examination multiplied by the proposer's cost per hour and/or unit of support needed to complete the task. Absent other requirements, lowest cost is the determining factor for selection.

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