

March 7, 2012

Dear Interested Parties:

In anticipation of the major changes that will be taking place in Medicaid starting in 2014, the Department of Health and Mental Hygiene (Department) has received many inquiries from interested parties on how to become a HealthChoice Managed Care Organization (MCO). Under COMAR 10.09.64, any entity that meets all of the regulatory requirements for the HealthChoice Program can be approved as an MCO. However, the application and review process is extensive and laborious for both the applicant and the Department and may take a full 12 months to accomplish. Therefore, the Department is establishing the following timeframes in order to be able to allow sufficient time to process any forthcoming applications and have new MCOs enrolled by January 1, 2014.

**Letter of Intent to Submit an Application – April 30, 2012**

Anyone who plans to apply to be an MCO and be enrolled by 1/1/14 must submit a letter of intent to the Department no later than April 30, 2012. This letter should be sent to

Glendora Finch  
Chief of the Division of HealthChoice Management and Quality Assurance  
Department of Health and Mental Hygiene  
201 West Preston Street, Room 208  
Baltimore, Maryland 21201

**Initial Application Submission – July 31, 2012**

A complete initial application must be submitted to the Department by July 31, 2012. A complete application is defined as an application that has at least 80% of all information/ data required to process the application. Those applications that are not deemed to be at least 80% complete will be returned to the applicant as unacceptable. Acceptable applications will be reviewed for completeness and applicants will be notified by letter of any missing elements that must be submitted. Applicants will have 30 calendar days from the receipt of the notification to submit all missing information or the applications will be denied as incomplete and returned to the applicant.

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It is anticipated that any acceptable application that is received by July 31, 2012 will have its review completed by the Department by July 1, 2013. Any questions about this information should be sent to Glendora Finch at [finchg@dhmh.state.md.us](mailto:finchg@dhmh.state.md.us) or at 410-767- 1740.

Sincerely,

Diane Herr, Director  
HealthChoice and Acute Care Administration