

State Employees' Insurance Board

AGREED-UPON PROCEDURES

December 31, 2015



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Independent Accountants' Report on Applying Agreed-Upon Procedures

Board of Directors
State Employees' Insurance Board
Montgomery, Alabama

We have performed the procedures, as described in the supplement to this report, which were agreed to by the State Employees' Insurance Board's (SEIB) management, solely to assist you with respect to evaluating the information in the Blue Cross Blue Shield (BCBS) performance guarantee reports provided to the State Employees' Health Insurance Program (SEHIP) and the Local Government Health Insurance Program (LGHIP) for the period January 1, 2015 through December 31, 2015. SEIB's management is responsible for the criteria against which the BCBS performance guarantee reports can be evaluated. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the supplement to this report either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are described in the supplement to this report.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the BCBS performance guarantee reports. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the SEIB's Board of Directors and management and is not intended to be and should not be used by anyone other than those specified parties.

Carr, Riggs & Ingram, L.L.C.

Montgomery, Alabama
March 4, 2016

**State Employees' Insurance Board
Supplement to Report on Applying Agreed-Upon Procedures
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Procedures	Results / Findings	
	SEHIP	LGHIP
I. Medical and Dental Performance Guarantees		
A. Claims Processing Timeliness	Reviewed 2015 reports. No exceptions noted.	Reviewed 2015 reports. No exceptions noted.
<p>We reviewed the monthly SEIB specific claims timeliness reports generated by the BCBS Plan Performance Auditors (BCBS internal audit function) for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>		
B. Claims Processing Accuracy	Reviewed 2015 reports. No exceptions noted.	Reviewed 2015 reports. No exceptions noted.
<p>We reviewed the weekly SEIB specific claims sample testing results generated by the BCBS Plan Performance Auditors for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>		
C. Financial Accuracy	Reviewed 2015 reports. No exceptions noted.	Reviewed 2015 reports. No exceptions noted.
<p>We reviewed the weekly SEIB specific claims sample testing results generated by the BCBS Plan Performance Auditors for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>		

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Procedures	Results / Findings	
	SEHIP	LGHIP
<p>D. Member Satisfaction</p> <p>We requested a copy of the most recent annual Medical and Dental Member Satisfaction Survey for 2015 to verify it was performed.</p>	No exceptions noted.	No exceptions noted.
<p>E. Account Management Satisfaction</p> <p>We inquired of SEIB management to verify that the annual Medical and Dental Account Management Satisfaction Survey was performed for 2015.</p>	No exceptions noted.	No exceptions noted.
<p>F. Customer Service - Average Speed to Answer</p> <p>We reviewed the monthly testing results substantiated by reports from the BCBS phone system for selected months for the average speed to answer phone calls and recalculated the quarter to date amounts reported on the first quarter 2013 and 2014 performance reports for SEHIP and the third quarter 2013 and 2014 performance reports for LGHIP without further verification of the underlying data.</p>	Reviewed 2015 reports. No exceptions noted.	Reviewed 2015 reports. No exceptions noted.
<p>G. Customer Service - Abandonment Rate</p> <p>We reviewed the monthly testing results substantiated by reports from the BCBS phone system for selected months for the percentage of abandoned calls and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	Reviewed 2015 reports. No exceptions noted.	Reviewed 2015 reports. No exceptions noted.

[See independent accountants' report on applying agreed upon procedures.](#)

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Procedures	Results / Findings	
	SEHIP	LGHIP
<p>H. Report Production</p> <p>We inquired of SEIB management to verify that the monthly reporting packages were received within 45 days.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
II. Pharmacy Performance Guarantees		
<p>A. System Availability</p> <p>We reviewed the monthly reporting generated by Prime Therapeutics for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>B. Claims Processing Accuracy</p> <p>We reviewed the weekly SEIB specific claims sample testing results generated by the BCBS Plan Performance Auditors for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>

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	SEHIP	LGHIP
<p>C. Customer Service - Average Speed to Answer</p> <p>We reviewed the monthly testing results substantiated by reports from the BCBS phone system for selected months for the average speed to answer phone calls and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>D. Customer Service - Abandonment Rate</p> <p>We reviewed the monthly testing results substantiated by reports from the BCBS phone system for selected months for the percentage of abandoned calls and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>E. Response to Member Written Inquiries</p> <p>We reviewed the monthly SEIB specific inquiry timeliness reports generated by the BCBS Plan Performance Auditors for selected months and recalculated the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>

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<p>F. Initial Contact Resolution</p> <p>We reviewed the monthly SEIB specific inquiry timeliness reports generated by the BCBS Plan Performance Auditors for selected months and recalculated the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>G. Eligibility Processing Timeliness</p> <p>We reviewed the monthly results of the BCBS Eligibility Process Notification for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>H. ID Card Production</p> <p>We reviewed the monthly SEIB specific sample by the Plan Performance Auditors for selected months and recalculated the quarter to date amounts reported on the third quarter 2015 performance reports for SEHIP and the third quarter 2015 performance reports for LGHIP without further verification of the underlying data.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>
<p>I. Report Timeliness</p> <p>We inquired of SEIB management to verify that the monthly reporting packages were received within 45 days.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>	<p>Reviewed 2015 reports. No exceptions noted.</p>

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Procedures	Results / Findings	
	SEHIP	LGHIP
J. Account Management Satisfaction We inquired of SEIB management to verify that the annual PharmacyAccount Management Satisfaction Survey was performed for 2015.	No exceptions noted.	No exceptions noted.
K. Member Satisfaction Survey We requested a copy of the most recent annual Pharmacy Member Satisfaction Survey for 2015 to verify it was performed.	No exceptions noted.	No exceptions noted.

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