

## UTAH OPIOID PRESCRIBING POLICY REPORTING FORM INSTRUCTIONS

All health insurers, as defined in Utah Code § 31A-22-615.5(1), are required to complete and file this form. All other insurers are exempt. The completed reporting form should be sent to the Utah Insurance Department **on or before July 15 of each year**. All submissions should be made via the UID secure file upload website at <https://forms.uid.utah.gov/insurance/fileUploads/> to the Health Research folder. Any other forms of data submission are not acceptable. Any questions on completing this survey form should be directed to the Research Assistant via email to [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov).

This report must be submitted in Adobe PDF, named in the following convention, naicocode-Utah-OpioidPolicy.pdf, i.e., 99999-Utah-OpioidPolicy.pdf. The NAIC Cocode only applies to commercial health insurers licensed with the State of Utah. For self-funded entities, substitute your company name. Please only submit one company per filings with multiple companies in one report will not be accepted. A separate report must be completed for each insurer.

A copy of the Utah Opioid Prescribing Policy Reporting Form is available on the Utah Insurance Department website at: <https://insurance.utah.gov/consumer/legal-resources/bulletins>. Look for [Bulletin 2020-5, Opioid Prescribing Policy Reporting](#). The instructions and form are available for download below the bulletin.

### **SECURE TRANSMISSION OF SURVEY DATA**

The Utah Insurance Department has, in past years, received survey information via email. In an effort to increase security of electronic transmissions, we now require all survey data to be submitted using an encrypted upload site. *All data sent in any other format will not be accepted.* In order to use the UID secure file upload website you will need to set up a Utah-ID user account. Go to <https://forms.uid.utah.gov/insurance/fileUploads/>. The website address is case sensitive. The first time you go to this site, you will be redirected to a login screen with the option to create a new account. Click on create a new account (see Figure 1).

Figure 2: Utah-ID Log In Screen



The Utah-ID Log In Screen features the Utah-ID logo at the top left. Below the logo, it says "Sign in to UtahID". There are two input fields for username and password. A checkbox labeled "Remember my username" is located below the password field. A blue "LOG IN" button is positioned below the input fields. At the bottom of the screen, there are two links: "Forgot Password?" and "Create Account".

Figure 1: Utah-ID Creation Screen



The Utah-ID Creation Screen is divided into two main sections. The left section, titled "Steps needed to Access Forms.uid.utah.gov", lists three steps: (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A blue link "Return to Login" is provided below these steps. The right section, titled "Utah-ID Creation", contains several input fields: "Choose a Utah-ID" (with a help icon), "Your Name" (split into "First" and "Last" fields), "Email Address", "Repeat Email Address" (with a help icon), "Alternate Email Address" (with a help icon and "Optional" label), "New Password" (with a help icon and "Password Strength" indicator), "Verify Password", "Mobile" (with a help icon and "Optional" label), and "Providers" (a dropdown menu). A blue "Create Account" button is at the bottom.

Follow the prompts to create a new Utah-ID user account (see Figure 2) by choosing a user name, providing your name, and password. You will be required to set up security questions and answers in the event you require technical support to reactivate your account (see Figure 3).

After submitting your security questions, the Activate Account screen will display (see Figure 4). Once you see this screen, you are prompted to retrieve a validation code from the email address you provided in the Creation Screen. Enter the code and click Activate. An example of the validation email is shown in Figure 5.

Figure 4: Utah-ID Creation Screen

The screenshot shows a web form titled "Information Needed". On the left, a sidebar lists "Steps needed to Access Forms.uid.utah.gov": (1) Create Account, (2) Provide Information Needed (highlighted), and (3) Activate Account. Below the sidebar is a "Return to Login" link. The main form area is titled "Review/update your security questions" and contains three "Recovery Question" sections. Each section has a dropdown menu labeled "Select a Question" and a text input field labeled "Your Answer". A blue "Submit" button is at the bottom.

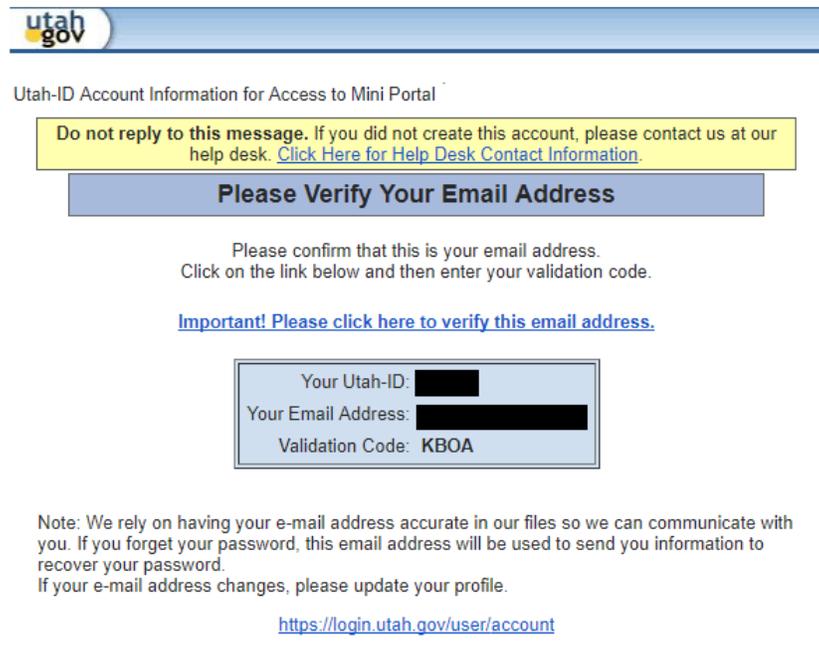
Figure 3: Utah-ID Activate Account

The screenshot shows a web form titled "Activate Account". On the left, a sidebar lists "Steps needed to Access Forms.uid.utah.gov": (1) Create Account, (2) Provide Information Needed, and (3) Activate Account (highlighted). Below the sidebar is a "Return to Login" link. The main form area contains instructions: "You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account." Below this is a "Mail New Validation Code" link and a "Code" input field. There is also an "Alternate Activation Method" section with a "Google" logo and a checkbox for "Bypass Activation". A "Warning" message states: "Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account." A blue "Activate" button is at the bottom.

Once you click Activate, you will be rerouted back to <http://forms.uid.utah.gov/insurance/fileUploads/>. If not, please return to the login screen by using the UID secures website address. Enter your login information. It may take up to 15 minutes after activating your Utah-ID, before you see the upload web page shown in Figure 6.

The State of Utah supports and recommends the use of Google Chrome web browser when accessing this site. If you have difficulties creating a Utah-ID, support is available by calling the Department of Technical Services at (801) 538-3440.

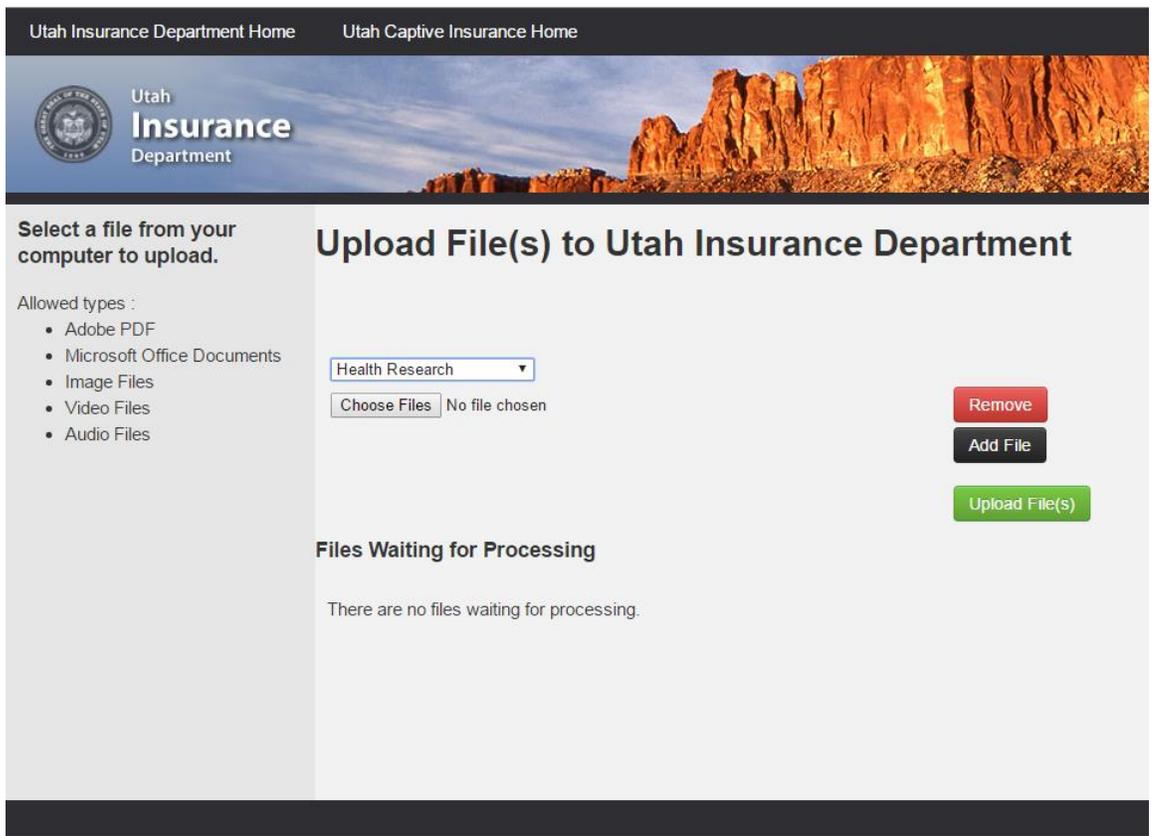
Figure 5: Validation Email



Once logged in, you will see the new site that allows you to securely upload your survey files. Select “**Health Research**” from the drop down menu, click on “Add File” to select the signature form and survey form, using your NAIC company code in the file name, and click on “Upload Files”. Do not use another folder to submit your files. Only use “**Health Research Division**”.

Please contact us if you have any problems or questions with uploading your files. Emailed documents will not be accepted.

Figure 6: Utah ID File Upload webpage





## UTAH INSURANCE DEPARTMENT

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