

**DISCOUNT MEDICAL CARD PROGRAM ORGANIZATION**

**Refer to IC 27-17 for all requirements**

Complete the entire checklist for a new application or only those sections changed since the last renewal.  
Fill in "Located" column with section and page number supporting the requirement.

**Company Name** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>STATUTE/REGULATION</b>	<b>REQUIREMENTS</b>	<b>LOCATED</b>
<b>Application Form</b>	Complete application in its entirety. Include explanation for any "no" answers.	N/A
IC 27-17-2-1(1)	Entity must be authorized to transact business in Indiana. Attach copy of Certificate of Authorization from Indiana Secretary of State.	
<b>Fee</b> IC 27-17-2-3	\$500.00 Initial application \$250.00 renewal application	NA
<b>Legal Documents</b>		
<b>Documents</b> IC 27-17-2-2(b)(2)(A) & (B)	Submit copy of articles of incorporation or other organizing documents certified by state of domicile and copy of bylaws signed by Secretary of the company with official company seal.	
<b>Governing Board</b> IC 27-17-2-2(b)(2)(C)	Submit information on key governing personnel and officers including biographical affidavit.	
<b>Operations</b> IC 27-17-2-2(b)(2)(D)	Submit statement describing entity, facility and personnel, and description of discount services.	
<b>Contractual Agreement</b> IC 27-17-2-2(b)(2)(F)	Submit copy of contract between DMPO and key individuals.	
<b>Contract</b> IC 27-27-2-2(b)(2)(G)	Submit copy of contract between DMPO and individuals responsible for program administration.	
<b>Service of Process</b> IC 27-17-2-2(b)(2)(L)	Provide name and address of agent for service of process.	
<b>Marketing</b>		
<b>Program Providers</b> IC 27-17-2-2(b)(2)(E)	Provide list of Indiana Program Providers to include address and contact number.	
<b>Marketing Plan</b> IC 27-17-2-2(b)(2)(H)	Submit description of marketing methods and distribution system.	
<b>DMPO Certification of Marketing Materials</b> IC 27-17-12-1	Submit statement certifying DMPO reviews and approves all marketing materials used by marketers.	
<b>Marketers Agreement</b> IC 27-17-12-2(1)	Submit statement certifying marketers have signed a written agreement with the DMPO before beginning marketing activities.	
<b>Toll Free Access #</b> IC 27-17-2-2(b)(2)(I)	Provide toll free number available for cardholder use at least 40 hours per week.	
<b>Cancellation Policy</b> IC 27-17-2-2(b)(2)(J) IC 27-17-8	Submit copy of cancellation and refund policy for providers and cardholders.	
<b>Complaint Procedure</b> IC 27-17-2-2(b)(2)(K)	Submit copy of complaint procedures for providers and cardholders.	
<b>Marketing Materials</b> IC 27-17-6	<b>Submit separate Marketing Forms checklist.</b> All advertisements, marketing materials, brochures, and discount cards shall be approved by IDOI before use.	
<b>Financial Requirements</b> IC 27-17-9		
<b>Surety Bond</b> IC 27-17-9-2 & 3	Submit proof of Surety Bond equal to at least \$35,000 or provide cash deposit to IDOI.	
<b>Annual Financial Report</b> IC 27-17-2-2(b)(2)(M)	Submit copy of most recent annual financial report certified by an officer.	
<b>Annual Report Form</b> IC 27-17-7-1	Annual Report Form is to be filed with the IDOI not later than 3 months after the end of DMPO fiscal year.	