

## **Attachment B**

### **Required Reports**

#### **Request for Proposal Number 4874 Z1**

All reports are due to the State of Nebraska, Department of Administrative Services – State Risk Management Division (Risk) within 10 days of the end of the previous month.

1. Transaction Report – monthly
2. Bank Reconciliation –monthly
3. Claims & Expense Report – monthly - This report is also divided by agency and each agency's portion is submitted directly to them for review to ensure the claims for their agency are legitimate. The agency should also be sent a summary that compares that month's claims to claims for the same time period the previous year and lets them know their average claims for the year compared to the same time period the previous year.
4. Type of Injury Report – quarterly
5. Mid-month Payment Report – this report is a summary of expenditures part way through a month.
6. Large loss report – monthly summary of the large losses/payments each month.
7. Pay Code Report – monthly summary of payments by pay code
8. Lag Time Report – quarterly by agency
9. Medical Savings Reports – monthly executive summary of medical program with medical detail reports by claimant, provider, provider type, ICD-9, DRG, etc.
10. Individual agency requests – some are scheduled monthly, some are ad hoc, to be approve by Risk
11. Ad hoc requests – these requests generally come from Risk and often have a very short turn-around time.