

Agency Activity Inventory
by Agency
Appropriation Period: FY 2010-11

Agency: R14 - Patient's Compensation Fund

Functional Group: Transportation & Regulatory

1327 Membership Services

Provides underwriting services to over 7500 members including but not limited to establishing new memberships, membership endorsements, membership rating for individual, professional association, hospital and clinic memberships, part-time physician discounts, locum tenens coverage, change of coverage limits, cancellations and refunds, credentialing, billing, and other miscellaneous underwriting functions. SC Code of Laws 38-79-410 . This code governs all activities of the Fund.

Statewide Result Area: Improve the health and protections of our children and adults

Strategy: Provide increased access to insurance and private payment for healthcare.

FY 2010-11

Total	General Funds	Federal Funds	Non-Recurring Provisos	Part III (ARRA Funds)	Other Funds	FTEs
\$517,333	\$0	\$0	\$0	\$0	\$517,333	3.00

Other Fund - Subfund No. & Title:

4035 - Operating Revenue

Budgetary Program No.: I

Expected Results:

Membership renewals, billing, endorsements, cancellations, refunds and new membership to be processed within appropriate time. Bills are submitted daily. New membership coverage to be completed prior to the inception date requested by the member. All other activities to be processed within 30 days.

Outcome Measures:

All members will be current with underwriting activities with zero percent complaints. Billing will continue to be current on a daily basis. All membership refunds will be processed with 30 days. New membership will be processed by the effective date requested by the member.

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1328 Risk Management Services

Contract through the South Carolina Hospital Association and South Carolina Medical Association for risk management services to physician and hospital members. SC Code of Laws 38-79-410 . This code governs all activities of the Fund.

Statewide Result Area: Improve the health and protections of our children and adults

Strategy: Provide increased access to insurance and private payment for healthcare.

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Total	General Funds	Federal Funds	Non-Recurring Provisos	Part III (ARRA Funds)	Other Funds	FTEs
\$101,438	\$0	\$0	\$0	\$0	\$101,438	0.00

Other Fund - Subfund No. & Title:

4035 - Operating Revenue

Budgetary Program No.: I**Expected Results:**

Provide risk management to all physician and hospital members including risk assessments, etc.

Outcome Measures:

Quarterly and annual reports to reflect all hospital member risk assessments completed.

Agency: R14 - Patient's Compensation Fund**Functional Group:** Transportation &
Regulatory**1329 Claims Service**

Provides claim service including initial setup of new claims reported by the member's primary carrier, establish adequate initial reserves, monitor primary carriers' investigation, review requests for authority, report claims to the PCF board for authorization of fund to contribute toward settlement of claims, monitor cash flow management of the Fund, pay claim settlements, attend mediations at the request of the primary carrier. SC Code of Laws 38-79-410 . This code governs all activities of the Fund.

Statewide Result Area: Improve the health and protections of our children and adults**Strategy:** Provide increased access to insurance and private payment for healthcare.

FY 2010-11

Total	General Funds	Federal Funds	Non-Recurring Provisos	Part III (ARRA Funds)	Other Funds	FTEs
\$142,013	\$0	\$0	\$0	\$0	\$142,013	1.00

Other Fund - Subfund No. & Title:

4035 - Operating Revenue

Budgetary Program No.: I**Expected Results:**

Complete new file setups, ongoing discussions with claim handlers of the primary carrier, claim payments submitted timely to the Comptroller General, ongoing communication with PCF Board members for settlement authority, monthly office visits to primary carrier to discuss claims issues, file correspondence in claim files and

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schedule mediations where appropriate.

Outcome Measures:

All claim payments submitted timely, appropriate authority extended to the primary carrier in a timely manner which includes communication with the PCF Board by monthly PCF Claim Committee meetings.

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1330 Administration

Direct management of all administrative functions of the PCF. Direct supervision of all full time employees. Process all HR (employee benefits) change requests, monitor balance sheets, assist in developing yearly budget, payroll, accounts payable, accounts receivable, assist in establishing financial reports for the PCF Board, review all incoming state correspondence, assist in all state required projects

Statewide Result Area: Improve the health and protections of our children and adults

Strategy: Administration

FY 2010-11

Total	General Funds	Federal Funds	Non-Recurring Provisos	Part III (ARRA Funds)	Other Funds	FTEs
\$152,156	\$0	\$0	\$0	\$0	\$152,156	1.00

Other Fund - Subfund No. & Title:

4035 - Operating Revenue

Budgetary Program No.: I

Expected Results:

Submit vouchers weekly to the Comptroller General's office, payroll completed twice a month, reconcile PCF accounts, process changes in employee benefits as soon as they are requested, review weekly balance sheets, complete special projects by dates due, submit quarterly unemployment totals timely, submit quarterly sole source reports timely, complete budget timely along with Management Discussion Analysis, and timely complete and submit Accountability reporting. Complete all annual EPMS requirements.

Outcome Measures:

100% compliance of all activities to be completed weekly or at specified due dates. Compliance with all SAP standards of accounting relating to the operating budget, human resources, payroll and other miscellaneous financial reporting.

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Functional Group: Transportation &
Regulatory

1331 Contracted Services

Services contracted with the SC Joint Underwriting Association and Merlinos & Associates for marketing, claims, underwriting and actuarial services of the day-to-day operations of the Fund. SC Code of Laws 38-79-410 . This code governs all activities of the Fund.

Statewide Result Area: Improve the health and protections of our children and adults

Strategy: Provide increased access to insurance and private payment for healthcare.

FY 2010-11

Total	General Funds	Federal Funds	Non-Recurring Provisos	Part III (ARRA Funds)	Other Funds	FTEs
\$101,438	\$0	\$0	\$0	\$0	\$101,438	0.00

Other Fund - Subfund No. & Title:

4035 - Operating Revenue

Budgetary Program No.: I

Expected Results:

Claims, Underwriting, marketing and financial/actuarial services that assist the PCF with the day-to-day claims investigations, underwriting, and actuarial information and including but not limited to attend & assist with quarterly board meetings and meet all requests of the PCF Board of Governors. Provides counsel to the PCF Board and PCF Executive Director.

Outcome Measures:

Perform per the expectations of the Chairman, Executive Committee and the PCF Board of Governors.

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AGENCY TOTALS

Patient's Compensation Fund

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS
\$1,014,378	\$0	\$0	\$1,014,378
	TOTAL NON-RECURRING FUNDS	TOTAL PART III FUNDS	TOTAL FTEs
	\$0	\$0	5.00