



Reference: 2016 Healthcare Utilisation ASR
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Circular 12 of 2017: Publication of the Healthcare Utilisation Annual Statutory Return (ASR) Data Specification Documents for the financial Year ending 31 December 2016

The Council for Medical Schemes (CMS) publishes the final technical guideline document ([Healthcare Utilisation Annual Statutory Return Technical Guideline for the preparation of data Version 5.1](#)) for completing the Utilisation section of the Annual Statutory Return (ASR).

The Healthcare Utilisation Annual Statutory Return system will go live on **1 March 2017**.

Please note the deadlines for the submission of the 2016 Healthcare Utilisation Annual Statutory Return are:

- Electronic submission of the Healthcare Utilisation Annual Statutory Return must occur by **26 April 2017**
- The signed hard copy documents must reach CMS by **2 May 2017**

Data specification documents can be accessed here:

- [Guidelines for the Identification of Beneficiaries with Risk Factors in Accordance with the Entry and Verification Criteria Version 10.1](#)
- [ASR Data Specification v5.1](#): This workbook contains the layout and field types definitions for the data tables.
- [ASR Valid Codes v5.2](#): The reference workbook containing tables with valid values for certain key columns specified in the [ASR Data Specification v5.1](#).

- [ASR Data Specification Appendix A v5.2](#): The Appendix should be used only as a guideline for identifying utilisation statistics and is not necessarily a complete list of codes used in the industry. Please inform the CMS in case you become aware of any missing codes (excluding “in-house” codes) by sending a list of such codes to lion@medicalschemes.com. “CdRef16 SDGs”, “CdRef 20 Accreditable MCO” and “CdRef 24 Hosp Prices” updated since the publication of ASR Data Specification Appendix A v5.1.
- [Key field definitions](#)
- [Web service portal and XML schema definitions](#)

The updated Healthcare Utilisation Data specification document will be applicable for use in 2017 for the 2016 Healthcare Utilisation section of the Annual Statutory Return submission. Medical schemes are urged to adjust their systems in line with the updated Healthcare Utilisation Data specification document.

Submission requirements

In terms of Section 37 of the Medical Schemes Act 131 of 1998 (Act), two sets of the following signed documentation must be physically submitted to the Office of the Registrar, to ensure a complete submission:

- 2016 Healthcare Utilisation Annual Statutory Return – with the watermark “Final for Signature MM/DD/YYYY”;

Scheme officials’ signatories

The Principal Officer, Chairperson and one other trustee must sign the 2016 Healthcare Utilisation Annual Statutory Return, as it is required in terms of Section 39 of the Act.

Kindly note that the CMS will regard the submissions of the Healthcare Utilisation Annual Statutory Return documentation as incomplete if the return is not signed as required.

In this regard, it is important to note that the signing authority of a Principal Officer and/or Chairperson can only be delegated to a suitable person appointed by the Board of Trustees. Further, the appointment of an acting Principal Officer should be in line with the provisions of Section 57(4) of the Act, and the appointment of an acting Chairperson in line with the rules of the scheme. Where applicable, a copy of the signed Board of Trustee resolution, where another person was appointed, should accompany the Healthcare Utilisation Annual Statutory Return submission.

Your attention is drawn to the provisions of Section 66(3) of the Act, in terms of which any medical scheme which fails to furnish the Registrar with the prescribed documentation shall be liable to a penalty of R1,000 (one thousand rand) for every day that the failure continues. Please note that the deadline applies to the receipt of the signed documents by the office and not merely the electronic submission.

Officials from the CMS will be readily available to address all technical queries relating to the updated Healthcare Utilisation Data specification document.

Your cooperation will be highly appreciated.



Dr Siphon Kabane
Acting Chief Executive and Registrar
Council for Medical Schemes