



## CIRCULAR

Reference: 2014 Healthcare Utilisation Annual Statutory Return  
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### **Circular 27 of 2015: Healthcare Utilisation Annual Statutory Returns for the financial year ended 31 December 2014**

The Council for Medical Schemes (CMS) has finalised the 2014 Healthcare Utilisation Annual Statutory Return system. The system will go live from today, 1 April 2015. Please note that the deadline for the submission of the 2014 Healthcare Utilisation Annual Statutory Return is **30 April 2015**.

Schemes are referred to the [2014 Statutory Annual Return Technical Guideline](#) for the preparation of data, for detailed guidance on the completion of the Healthcare Utilisation Annual Statutory Return.

CMS has published the updated data specification documents, including the web service, portal and XML schema definitions (XSD's) which can be accessed here:

1. [D.1 ASR Data Specification v3.2](#)
2. [D.2 ASR Valid Codes v3.3](#)
3. [App.1 ASR Data Specification Appendix A v3.3](#)
4. [Guidelines for the Identification of Beneficiaries with Risk Factors in Accordance with the Entry and Verification Criteria Version 8.1](#)
5. [Guidelines for the Identification of Beneficiaries with Risk Factors in Accordance with the Entry and Verification Criteria Version 7.1](#)
1. [XML Schema Definitions \(XSD\)](#)
2. [Portal URL](#)
3. [ODATA web service, which specifies all ICD-10, Disciplinary codes etc.](#)
4. [Web service end point](#)

### *Submission requirements*

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

- 2014 Healthcare Utilisation Annual Statutory Return – with the watermark “Final for Signature MM/DD/YYYY”;

### *Signatories*

The Principal Officer, Chairperson and one other trustee signatory must sign and certify these documents, as is required in terms of Section 39 of the Act.

Kindly note that CMS will regard the submission of the Annual Statutory Return documentation as incomplete if any of the documents are 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 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.

Your cooperation will be highly appreciated.



**Dr Anton de Villiers**  
**General Manager: Research and Monitoring Unit**  
**Council for Medical Schemes**