

BEFORE THE INSURANCE COMMISSIONER OF THE
STATE OF OKLAHOMA

FILED
JAN 23 2013
INSURANCE COMMISSIONER
OKLAHOMA

STATE OF OKLAHOMA, ex rel. JOHN D. DOAK, Insurance Commissioner,

Petitioner,

v.

INSTITUTION SOLUTION I, LLC.,
a nonresident third party
administrator,

Respondent.

Case No. 13-0024-DIS

**CONDITIONAL ADMINISTRATIVE ORDER
AND NOTICE OF RIGHT TO BE HEARD**

COMES NOW the State of Oklahoma, ex rel. John D. Doak, Insurance Commissioner,
by and through his undersigned attorney, and alleges and states as follows:

JURISDICTION

1. John D. Doak is the Insurance Commissioner of the State of Oklahoma and is charged with the duty of administering and enforcing all provisions of the Oklahoma Insurance Code, 36 O.S. §§ 101 et seq.
2. Institution Solution I, LLC is licensed by the State of Oklahoma as a nonresident third party administrator holding license number 10004635. Its address of record is 111 W. Spring Valley Road, Suite 200, Richardson, TX 75081-4099.
3. The Commissioner may censure, suspend or revoke a third-party administrator's license or assess a civil penalty of not less than \$100.00 or more than \$1,000.00 for each occurrence of failing to file an annual report. 36 O.S. § 1452.

ALLEGATIONS OF FACT

1. On or before June 1 of each year, all licensed administrators shall file an annual report for the previous calendar year. The report shall have been reviewed by a certified public accountant who shall be independent of the administrator. The report shall be subscribed and sworn to by the president and attested to by the secretary or other proper officers substantiating that the information contained in the report is true and factual concerning each of the plans they administer which are governed pursuant to the Third-party Administrator Act. 36 O.S. § 1452.

2. Respondent's Third Party Administrator Annual Report was due on or before June 1, 2012. Respondent submitted its annual report to the Oklahoma Insurance Department on September 25, 2012.

ALLEGED VIOLATIONS OF LAW

1. Respondent is in violation of 36 O.S. § 1452 in failing to submit its annual report on or before June 1, 2012.

ORDER

IT IS THEREFORE ORDERED by the Insurance Commissioner that Institution Solution I, LLC is **CENSURED AND FINED FIVE HUNDRED DOLLARS (\$500.00)** in failing to submit its 2011 annual report on or before June 1, 2012. **The \$500.00 fine is to be paid within thirty (30) days** made payable to the Oklahoma Insurance Department.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED by the Insurance Commissioner that this Order is a Conditional Order. Unless the Respondent requests a hearing with respect to the Allegations of Fact set forth above within thirty (30) days of the date of mailing of this Order, this Order and the penalties set forth above shall become a Final Order on the thirty-first day following the date of mailing this Order. A request for hearing should be in

writing addressed to Julie Meaders, Oklahoma Insurance Department, Legal Division, 3625 NW 56th Street, Oklahoma City, Oklahoma 73112. The request for hearing must state the grounds for the request to set aside or modify the Order.

Any such hearing shall be conducted according to the procedures for contested cases under the Insurance Code and 75 O.S. § 250-323. If the Respondent serves a timely request for hearing on the Oklahoma Insurance Department, this Conditional Order shall act as notice of the matters to be reviewed at the hearing, and the Allegations of Fact, Alleged Violations of Law, and penalties imposed in this Conditional Order shall be considered withdrawn, pending final resolution at the hearing.

WITNESS My Hand and Official Seal this 23rd day of January, 2013.



JOHN D. DOAK
INSURANCE COMMISSIONER
STATE OF OKLAHOMA

Julie Meaders
Julie Meaders
Assistant General Counsel
3625 N.W. 56th Street, Suite 100
Oklahoma City, OK 73112
Telephone: (405) 521-2746
Facsimile: (405) 522-0125

CERTIFICATE OF MAILING

I, Julie Meaders, hereby certify that a true and correct copy of the above and foregoing Conditional Administrative Order and Notice of Right to be Heard was mailed by certified mail with postage prepaid and return receipt requested on this 23rd day of January, 2013 to:

Institution Solution I, LLC
111 Spring Valley Road, Suite 200
Richardson, TX 75081-4099

CERTIFIED MAIL NO: 7001 0320 0003 9967 0678

and a copy was delivered to:

DeAnn Robinson/Financial Division



Julie Meaders
Assistant General Counsel

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7001 0320 0003 9967 0678

OFFICIAL U.S. MAIL

Postage \$ _____
 Certified Fee _____
 Return Receipt Fee (Endorsement Required) _____
 Restricted Delivery Fee (Endorsement Required) _____

Total Postage: _____

Sent To: **Institution Solution I, LLC**
111 Spring Valley Road, Suite 200
Richardson, TX 75081-4099

Street, Apt. No. or PO Box No. _____
 City, State, ZIP _____

13-0024-DIS/JAM(mt)Con.Adm.Ord.

PS Form 3800, January 2001 See Reverse for Instructions



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p><i>Jackie Turner</i></p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p><i>Jackie Turner</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Institution Solution I, LLC 111 Spring Valley Road, Suite 200 Richardson, TX 75081-4099</p> <p>13-0024-DIS/JAM(mt)Con.Adm.Ord.</p>	<p>OKLAHOMA INSURANCE DEPARTMENT JAN 29 2013 Legal Division</p>
<p>2. Article Number (Transfer from service label)</p> <p>7001 0320 0003 9967 0678</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
PS Form 3811, February 2004	Domestic Return Receipt 102595-02-M-1540