

Procedural Notice pursuant to the Health Insurance Law (No 11 of 2013) of the Emirate of Dubai
Procedural Notice Number 02 of 2020 (PN 02/2020)

Subject of this Procedural Notice	Member Register Uploads
Applicability of this Procedural Notice	This Standard is applicable to all Healthcare Payers (Payers) and Third Party Administrators (TPAs). This Standards Notice is integrated with other regulations, standards and circulars in Emirate of Dubai relevant to the Health Insurance Law (No 11 of 2013) of the Emirate of Dubai.
Purpose of this Procedural Notice	This Standards Notice serves to announce treatment of members uploaded to the member register that fail validation
Authorized by	Saleh Al Hashimi, CEO, Dubai Health Insurance Corporation
Drafted by	Ali F. Lutfi, Dubai Health Insurance Corporation
Publication date	6 th April 2020
This document replaces	Not Applicable
Effective date of this Procedural Notice	Immediately upon publication until further notice
Grace period for compliance	None

Preamble

Given the current situation and the inability for members to visit GDRFA centers and correct member data in order to pass the member register uploads. We have therefore created a new member type to be used temporarily.

This does not mean all new members should be uploaded in this member type by default; this should be used ONLY if a member does not pass under the correct member type i.e. 4 or 5 due to validation error. All members uploaded as this member type will be extracted and uploaded as their correct member types at a later date when it is announced. Please note that all payers/TPAs will be held accountable for reuploading the data . DHIC shall be monitoring the usage of the new member type and any abuse of this new member type may result in financial penalties and/or jeopardize license status.

Until further notice, members that could not be uploaded due to validation error only may be uploaded as member type 9.