



Rules of
Missouri Consolidated
Health Care Plan
Division 10—Health Care Plan
Chapter 1—General Organization

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**Title 22—MISSOURI CONSOLIDATED
HEALTH CARE PLAN**
Division 10—Health Care Plan
Chapter 1—General Organization

22 CSR 10-1.010 General Organization

PURPOSE: This rule establishes the policy of the board of trustees regarding the general organization of the Missouri Consolidated Health Care Plan.

(1) The Missouri Consolidated Health Care Plan became effective January 1, 1994, under an Act of the general assembly. The plan offers health care coverage for state employees, retirees, and their dependents. It also provides this benefit as an option to all other public entities within the state, as long as they meet admission criteria that may be established by the board of trustees.

(2) The responsibility for the proper operation of the plan and the direction of its policies is vested in a board of trustees. The administration of the detailed affairs of the plan is in the charge of an executive director, aided by a chief operations officer.

(3) The chief operations officer shall perform duties as may be delegated to him/her by the executive director and in the absence or disability of the executive director shall perform the duties of the executive director.

(4) The statutory provisions relating to the establishment and operation of the plan of health care benefits is provided for in Chapter 103, RSMo. The rules in 22 CSR 10-2 and 22 CSR 10-3 delineate the terms of the plan established by the trustees of the Missouri Consolidated Health Care Plan.

(5) Anyone wishing to obtain information may do so by contacting the plan at—

(A) 832 Weathered Rock Court, Jefferson City, MO 65101;

(B) PO Box 104355, Jefferson City, MO 65110;

(C) (573) 751-8881;

(D) (800) 701-8881;

(E) Email: mhcp@mhcp.org; or

(F) Online: www.mhcp.org.

AUTHORITY: section 103.059, RSMo 2000. Original rule filed Dec. 16, 1993, effective July 30, 1994. Amended: Filed Dec. 19, 2003, effective June 30, 2004. Amended: Filed Nov. 1, 2011, effective May 30, 2012.*

**Original authority: 103.059, RSMo 1992.*

22 CSR 10-1.020 Public Records

PURPOSE: This rule establishes standards of compliance with Chapter 610, RSMo, as it relates to public records of the Missouri Consolidated Health Care Plan.

(1) All public records of the Missouri Consolidated Health Care Plan, except for those records closed pursuant to the Health Insurance Portability and Accountability Act and section 610.021, RSMo, shall be open for inspection and copying at the plan's office during the plan's regular business hours. The plan's regular business hours are 8:30 a.m. until 4:30 p.m., Central Time. All public meetings, records, votes, actions, and deliberation of the Missouri Consolidated Health Care Plan shall be open to the public, other than those meetings, records, and votes closed pursuant to provisions of section 610.021, RSMo.

(2) The Missouri Consolidated Health Care Plan establishes the executive director as the custodian of its records as required by section 610.023, RSMo. The executive director is responsible for maintaining the plan's records and for responding to requests for access to public records. The executive director may appoint deputy custodians as necessary for the efficient operation of the plan.

(3) When the custodian determines that requested access is not required under Chapter 610, RSMo, the custodian upon request shall inform the requestor of such determination citing the specific sections of Chapter 610, RSMo, under which the records are to remain closed.

(4) The custodian shall maintain a file containing copies of all written requests for access to records and responses to such requests. The requests shall be maintained on file with the board for a period of one (1) year and will be maintained as a public record of the board open for inspection by any member of the general public during the plan's regular business hours.

(5) Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of such records, the plan may charge a reasonable fee for the cost of inspecting and copying the records. The fee charged by the plan shall be as follows:

(A) A fee for copying public records shall not exceed the actual cost of the document search, duplication, and any necessary postage; and

(B) The plan may require payment for these fees prior to making the copies.

AUTHORITY: section 103.059, RSMo 2000. Original rule filed Dec. 19, 2003, effective Aug. 30, 2004. Amended: Filed Nov. 1, 2011, effective May 30, 2012.*

**Original authority: 103.059, RSMo 1992.*