**Section 2030.40 Administrative Sections**

a) Carriers subject to this Part may require applicants to complete, in addition to the standard health application, a separate administrative section as necessary to address plan selection, billing, and other carrier-specific needs related to the application and enrollment process. All such administrative sections shall be filed with the Department in accordance with the filing procedures established by 50 Ill. Adm. Code 916, and shall be subject to the following requirements:

1) Administrative sections shall not contain questions that inquire about the health status or health history of any applicant.

2) Administrative sections may be attached to the front or back of a standard health application, but shall constitute a separate and distinct section that may be detached from the standard health application. Administrative sections shall contain carrier-specific logos and addresses to distinguish those sections from the standard health applications.

3) Administrative sections shall comply with all applicable provisions of the Illinois Insurance Code and related laws and regulations.

4) An administrative section need not be filed with the Department under this Section if the entire administrative section has been previously approved by the Department under a unique form filing number (and such approval remains in effect).

b) Carriers may use administrative sections upon filing with the Department if the filing is accompanied by a properly completed and executed officer's Certification of Compliance (Appendix C).