



**Commonwealth of Pennsylvania  
Insurance Department**

*Office of Corporate and Financial Regulation*

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**Continuing Care Provider Registration and Disclosure Act  
Disclosure Statement Summary Form Instructions**

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Pursuant to 31 Pa. Code § 151.7, the disclosure statement shall include a page containing a summary of the information presented in the disclosure statement. The summary shall be presented in numbered paragraph form, so that consumers can easily compare the disclosure statements of several facilities. This summary data is used by the Department in compiling information for publication of a consumer's guide to continuing care facilities and annual directory of continuing care facilities.

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**Instructions:**

1. Complete the form electronically. Note the following when completing the form:
    - a. The provider name shall be the complete legal name of the provider; the facility name may be a fictitious name of the provider only if the name has been previously reported to and recorded by the Department. See the Department's listing of continuing care providers and facilities at <http://www.ins.state.pa.us/ins/cwp/view.asp?A=1280&Q=540410>.
    - b. The description of the physical property of the facility shall include a specification of the types of residential units available, such as high-rise apartments, single level buildings, two-story townhouses, and the like.
    - c. The minimum age for admission shall include any exceptions for spouses and companions.
    - d. Indicate if the periodic fee is monthly or daily.
  2. Submit an electronic copy of the form to the Department by saving the completed form as a Word document; the Department's electronic platform consists of Microsoft Office Suite 2000. Email the saved document as an attachment to [ra-in-company@state.pa.us](mailto:ra-in-company@state.pa.us) with the subject line of "CCRC – Disclosure Statement Summary." Note that PDF (read only) versions of the form may cause conversion problems.
  3. In addition to submitting to form electronically, the summary page may be printed and included as part of the facility's disclosure statement.
  4. Contact the Company Licensing Division at (717) 787-2735 should you have any questions regarding completion or submission of the form.
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