

Attachment 7: Minimum Reporting Requirements

Reports or other required Data shall be received on or before scheduled due dates:

Deliverables	Due Date
Weekly/Biweekly Reports	Friday of the following week
Monthly Reports	5th Calendar Day of the following month
Quarterly Reports	30th Calendar Day of the following month
Annual Reports	Ninety (90) Calendar Days after the end of the Calendar Year or as defined by ASES
Ad Hoc Reports	Within ten (10) Business Days of the date of the request unless otherwise specified by ASES

Minimum Reporting Requirements for Contracted PBM Services

General Reports to be Provided to ASES and MCOs

Report Name	Frequency
1. Claims Status Summary Report	Biweekly
2. Claims Detail	Biweekly
3. Pharmacy Summary Billing Report	Biweekly
4. Executive Summary (Executive Dashboard Report)	Monthly
5. Drug Use/Brand – Generic Summary – Region Type	Monthly
6. Specialty Drugs Utilization by Category – Region Type	Monthly
7. Region Type and MCOs Drug Use/ Brand – Generic Summary	Monthly
8. Drug Use/For Maintenance and Acute Medications	Monthly
9. Utilization Summary and Membership Utilization	Monthly
10. Cost per Rx Comparison: Overall, Specialty, Not Specialty, Behavioral, Physical	Monthly
11. Accrued Fees Payable from ASES to PBM (Distribute to ASES only)	Monthly
12. Claims Rejection Detail and Summary Report	Monthly
13. Drug Use Detail by Drug Name Report	Monthly
14. Claims Detail (Claims and Encounter File) (Distribute to ASES only)	Monthly
15. ADFAN Utilization Summary Report (Distribute to ASES only)	Monthly

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Report Name	Frequency
16. Executive Dashboard Report (ASES only)	Monthly
17. Prior Authorization Report	Quarterly
18. Pharmacy Audit Reports	Quarterly
19. Pharmacy Recovery of Disrupted Claims/ Recoup Report	Quarterly
20. Academic Detailing Report (ASES only)	Quarterly
21. PBM Services Report	Quarterly
22. Savings attributable to Coordination of Benefits (COB)	Quarterly
23. Fraud, Waste and Abuse Report	Quarterly
24. Any other report required under Medicare Integrity Program as required by CMS (ASES only)	Quarterly
25. Contractor Performance Indicators Report (ASES only) (Section 22.1)	Quarterly & Annual
26. PBM Services Report: All measures taken by PBM to implement the programs and the Covered Services required to be provided by PBM under this Contract, and results achieved (ASES only)	Quarterly & Annual
27. DUR Annual Report (Section 10.2.3)	Upon Request

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Monthly Contractor Reports for each MCO, with copy to ASES

Report Name	Frequency
1. Detail Claims Report on Emergency Drug List Utilization by Region Type	Monthly
2. Detail Claims Report on Dental Drug List Utilization by Region Type	Monthly
3. Detail Claims Report on Non Formulary Drugs Utilization by Region Type	Monthly
4. Detail Claims Report on Non Formulary Drugs Utilization by Region Type	Monthly
5. Detail Claims Report on Non Formulary Drugs Utilization by Region Type	Monthly
6. Drug Utilization Summary by Region Type: Top 200 Drugs by Claims Cost	Monthly
7. Drug Utilization Summary by IPA: Top 50 Drugs by Claims Cost	Monthly
8. Drug Utilization Summary by Region Type: Therapeutic Categories by Claims Cost	Monthly
9. Drug Utilization Summary by IPA: Therapeutic Categories by Claims Cost	Monthly
10. Reaction Report by Pharmacy by Rejection Code - Top 50 Pharmacies	Monthly

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Report Name	Frequency
11. Pharmacies Oriented/Supported during the Month - (according to the details of the previous report)	Monthly
12. Top 100 Pharmacies by Amount Paid & Claims	Monthly
13. Top 10 Specialty Pharmacies by Amount Paid & Claims	Monthly

Minimum Reporting Requirements for Contracted RA Services

Reports to be Provided to ASES

Contractor shall produce for and deliver to ASES as indicated below and within the timeframes established below, the following reports separate for both Federal (OBRA, CMS) rebates and supplemental rebates, if implemented by ASES.

Report Name	Frequency
14. RA Contractor Performance Indicators Report (Section 22.1)	Quarterly & Annual
15. Summary of 340B Claims Ineligible for Rebate, Including Total Paid Amount, Claim Count and Missed Rebate Amount (in total and separately for retail Pharmacy and prescriber administered drugs)	Quarterly & Annual
16. Summary of Rebate Issues, Including but not Limited to: Claim Quantity Errors, Invalid National Drug Codes (NDCs) and non-Rebate-Eligible NDCs	Quarterly & Annual
17. Billing and Collection Reports (including outstanding Rebate collection amounts reported by 45 day, 75 day, and 90+ day delinquency)	Quarterly & Annual
18. Rebates Experience History (in total and separately for retail Pharmacy and prescriber administered drugs)	Quarterly & Annual
19. Pharmacy Program Utilization (in total and separately for retail Pharmacy and prescriber administered drugs)	Quarterly & Annual
20. Summary of Rebate Disputes by Manufacturer including account receivable summary by Manufacturer (in total and separately for retail Pharmacy and prescriber administered drugs), dispute amount(s), dispute code(s), and claims balance.	Quarterly & Annual
21. Executive Dashboard Report	Quarterly & Annual

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