

## UTAH PHARMACY BENEFIT MANAGER REPORT INSTRUCTIONS

As required by Utah Code § 31A-46-301 and R590-282, every licensed Pharmacy Benefit Manager (PBM) operating in the State of Utah is required to complete and file this annual report. Send the completed report form to the Utah Insurance Department **by April 1, 2020**. Send all submissions to the Health Research Division at the Utah Insurance Department (UID) secure file upload website at <https://forms.uid.utah.gov/insurance/fileUploads/>. Any other forms of data submission are not acceptable. Failure to file by the deadline may subject your company to the enforcement penalties under Utah Code § 31A-2-308. Any questions on completing this reporting form should be directed to Daron Funn, Research Assistant via email to [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov).

The reporting form is divided into 3 sections:

In part 1, Pharmacy Benefit Managers report detailed information regarding the total value of the rebates and administrative fees that they collected from drug manufacturers and insurers during 2019.

In part 2, Pharmacy Benefit Managers report the value of the rebates and administrative fees broken out by each individual contracting insurer that the Pharmacy Benefit Manager had a contract with during 2019.

In part 3, Pharmacy Benefit Managers report all of the individual pharmacists and pharmacies that the Pharmacy Benefit Manager had a contract with during 2019.

### SIGNATURE FORM

The Utah Pharmacy Benefit Manager Report includes a business confidentiality signature form. The Utah Insurance Department collects the Utah Pharmacy Benefit Manager Report with the intent and understanding that these records are classified as protected records under § 63G-2-305(2). The Signature Form is being made available from the website along with the instructions and reporting form. The Signature Form should be filed along with the report. This signature form ensures that the data is properly classified as a protected record under § 63G-2-305(2). This year's signature form covers data your company may have sent to the Utah Insurance Department during 2019 for the Utah Pharmacy Benefit Manager Report.

A version of this signature form will be a standard part of the annual Utah Pharmacy Benefit Manager Report going forward. Any representative of your company can sign the form. Please sign and date the Signature Form and submit an electronic copy (e.g., Adobe PDF format), along with the reporting form to the Utah Insurance Department (see SECURE TRANSMISSION OF UTAH PBM REPORT DATA). A copy will be kept on file along with your report.

## SECURE TRANSMISSION OF UTAH PHARMACY BENEFIT MANAGER REPORT DATA

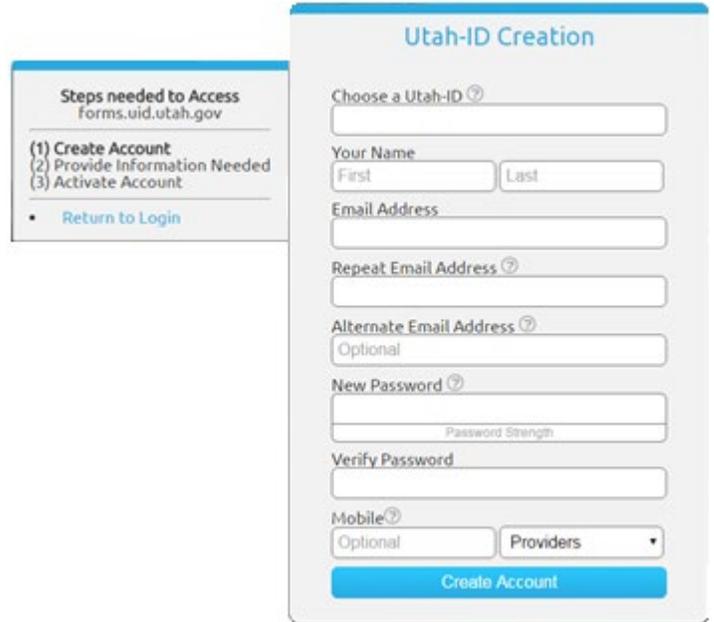
In an effort to increase security of electronic transmissions, we now require all research data to be submitted using an encrypted upload site. Data sent in any other format will not be accepted. In order to use the UID secure file upload website you will need to set up a Utah-ID user account. Go to <https://forms.uid.utah.gov/insurance/fileUploads/>. The first time you go to this site, you will be redirected to a login screen with the option to create a new account. Click on *Create Account* (see Figure 1).

Figure 1: Utah-ID Log In Screen



The Utah-ID Log In screen features the Utah-ID logo at the top. Below the logo, it says "Sign in to UtahID". There are two input fields for username and password. A checkbox labeled "Remember my username" is located below the password field. A blue "LOG IN" button is positioned below the input fields. At the bottom, there are two links: "Forgot Password?" and "Create Account".

Figure 2: Utah-ID Creation Screen



The Utah-ID Creation screen is divided into two main sections. On the left, a box titled "Steps needed to Access Forms.uid.utah.gov" lists: (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A link "Return to Login" is provided below. The main section, titled "Utah-ID Creation", contains several form fields: "Choose a Utah-ID" (text input), "Your Name" (split into "First" and "Last" text inputs), "Email Address" (text input), "Repeat Email Address" (text input), "Alternate Email Address" (text input with "Optional" label), "New Password" (text input with "Password Strength" indicator), "Verify Password" (text input), "Mobile" (text input with "Optional" label), and "Providers" (dropdown menu). A blue "Create Account" button is at the bottom.

Follow the prompts to create a new Utah-ID user account (see Figure 2) by choosing a user name, providing your name, and password. You will be required to set up security questions and answers in the event you require technical support to reactivate your account (see Figure 3).

After submitting your security questions, the Activate Account screen will display (see Figure 4). Once you see this screen, you are prompted to retrieve a validation code from the email address you provided in the Creation Screen. Enter the code and click Activate. An example of the validation email is shown in Figure 5.

Figure 3: Utah-ID Creation Screen

Figure 4: Utah-ID Activate Account

Once you click Activate, you will be rerouted back to <http://forms.uid.utah.gov/insurance/fileUploads/>. If not, please return to the login screen by using the UID secures website address. Enter your login information. It may take up to 15 minutes after activating your Utah-ID, before you see the upload web page shown in Figure 6.

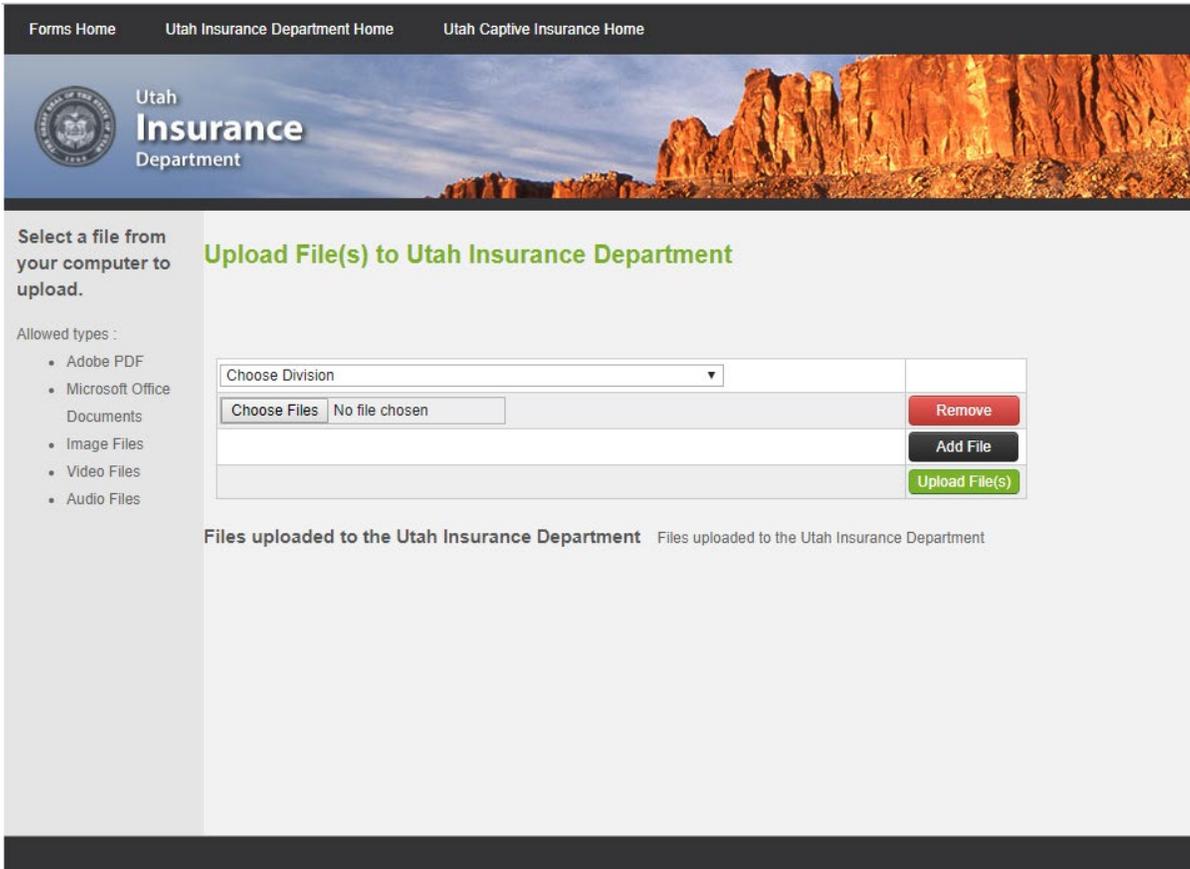
The State of Utah supports and recommends the use of Google Chrome web browser when accessing this site. If you have difficulties creating a Utah-ID, support is available by calling the Department of Technical Services at (801) 538-3440.

Figure 5: Validation Email

Once logged in, you will see the site that allows you to securely upload your survey files (see Figure 6). Select "Health Research" from the *Choose Division* drop down menu, click on *Add File* to select the signature form and survey form, using your UT License Number in the file name, and click on "Upload Files". Files submitted to any other division will not be accepted.

The file naming convention is "<Your UT License Number>-Utah-<form file name>". If your UT License Number is "999999" your file names would resemble the following examples (e.g. 999999-Utah-Pharmacy-Benefit-Manager-Report.xlsx; 999999-Utah-Signature.pdf).

Figure 6: Utah ID File Upload webpage



Please contact us if you have any problems or questions with uploading your files. Emailed documents will not be accepted.

## VIRTU EMAIL ENCRYPTION SYSTEM

The State of Utah has adopted the Virtu platform for email encryption. In the case that we need to send you information securely, you may receive an encrypted email from the Utah Insurance Department using the Virtu encrypted email system. As described in R590-282-5(3), the Department will be sending your company information prior to publication. We will send this information securely to the email address listed for Virtu messages in the Pharmacy Benefit Manager Reporting Form. You will be able to identify the email using the following criteria (see Figure 7):

- The From address will normally be from [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov) or a utah.gov email address.
- Look for the Utah-ID logo
- Look for the *Unlock Message* button
- Look for the following text: "Virtu encrypts emails to keep private information safe. Learn more at Virtru.com"

Figure 7: Utah-ID Secure Email



Click *Unlock Message* to unlock the email and view the email content. If you experience problems, assistance is available through the Department of Technical Services at (801) 538-3440. Please contact Daron Funn at [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov), if you are experiencing problems in viewing the message.

## TERMINOLOGY USED IN THE REPORT

ADMINISTRATIVE FEE:	"Administrative fee" means any payment, other than a rebate, that a pharmaceutical manufacturer makes directly or indirectly to a pharmacy benefit manager.
CONTRACTING INSURER:	"Contracting insurer" means an insurer as defined in § 31A-22-636 with whom a pharmacy benefit manager contracts to provide a pharmacy benefit management service.  Contracting insurers include:  a) an insurer governed under accident & health insurance contracts; b) a health maintenance organization; c) a third party administrator; and d) policies offered under the Public Employees' Benefit and Insurance Program Act.
PHARMACIST:	"Pharmacist" means the same as that term is defined in § 58-17b-102.
PHARMACY:	"Pharmacy" means the same as that term is defined in § 58-17b-102.
PHARMACY BENEFITS MANAGEMENT SERVICE:	"Pharmacy benefits management service" means any of the following services provided to a health benefit plan, or to a participant of a health benefit plan:  (a) negotiating the amount to be paid by a health benefit plan for a prescription drug; or (b) administering or managing a prescription drug benefit provided by the health benefit plan for the benefit of a participant of the health benefit plan, including administering or managing:  (i) a mail service pharmacy; (ii) a specialty pharmacy; (iii) claims processing; (iv) payment of a claim; (v) retail network management; (vi) clinical formulary development; (vii) clinical formulary management services; (viii) rebate contracting; (ix) rebate administration; (x) a participant compliance program; (xi) a therapeutic intervention program; (xii) a disease management program; or (xiii) a service that is similar to, or related to, a service described in § 31A-46-102, (5)(a) or (5)(b)(i) through (xii).
PHARMACY BENEFIT MANAGER (PBM):	"Pharmacy benefit manager" means a person licensed to provide a pharmacy benefits management service.
PHARMACY SERVICE:	"Pharmacy service" means a product, good, or service provided to an individual by a pharmacy or pharmacist.
REBATE:	"Rebate" means a refund, discount, or other price concession that is paid by a pharmaceutical manufacturer to a pharmacy benefit manager based on a prescription drug's utilization or effectiveness. "Rebate" does not include an administrative fee.

**PART 1: TOTAL AGGREGATE VALUE OF ALL REBATES AND AMINSTRATIVE FEES**

*ALL DATA IN PART 1 SHOULD REPRESENT THE TOTAL UTAH BUSINESS FOR EACH PHARMACY BENEFIT MANAGER OPERATING IN UTAH.*

- TOTAL REBATES:** This is the total financial value (in dollars) for all of the rebates the PBM collected during 2019 that are attributable to the enrollees of each contracted insurer (see REBATE). This number should be the full negotiated value of the rebate received by the PBM from the Drug Manufacturer prior to retaining a portion of the rebate by the PBM and sending the remaining portion of the rebate to the contracting insurer.
- TOTAL REBATES RETAINED:** This is the total financial value (in dollars) for the portion of the rebates that the PBM retained during 2019 under the pharmacy benefit manager's agreement to provide pharmacy benefits management service to a contracting insurer (see PHARMACY BENEFIT MANAGEMENT SERVICE and REBATE).
- PERCENT RETAINED:** This is the percentage of TOTAL REBATES that the PBM retained (see TOTAL REBATES RETAINED). Divide the value of TOTAL REBATES RETAINED by the value of TOTAL REBATES. Enter this as a percentage with one decimal place (column 2 / column 1 = 0.0).
- ADMINISTRATIVE FEES:** This is the total financial value (in dollars) for all of the administrative fees the PBM collected during 2019 that are attributable to the enrollees of each contracted insurer (see ADMINISTRATIVE FEE).

**PART 2: LIST OF CONTRACTING INSURERS - VALUE OF ALL REBATES AND ADMINSTRATIVE FEES FOR EACH CONTRACTING INSURER**

*ALL DATA IN PART 2 SHOULD REPRESENT THE BUSINESS ACTIVITY FOR EACH CONTRACTING INSURER THE PHARMACY BENEFIT MANAGER HAD A CONTRACT WITH. THIS BUSINESS ACTIVITY SHOULD ADD UP TO THE TOTALS REPORTED IN PART 1.*

- REBATES:** This is the financial value (in dollars) for all of the rebates the PBM collected during 2019 that are attributable to the enrollees of each contracted insurer (see REBATE). This number should be the full negotiated value of the rebate received by the PBM from the Drug Manufacturer prior to retaining a portion of the rebate by the PBM and sending the remaining portion of the rebate to the contracting insurer.
- REBATES RETAINED:** This is the financial value (in dollars) for the portion of the rebates that the PBM retained during 2019 under the pharmacy benefit manager's agreement to provide pharmacy benefits management service to each contracted insurer (see PHARMACY BENEFIT MANAGEMENT SERVICE and REBATE).
- PERCENT RETAINED:** This is the percentage of REBATES that the PBM retained (see REBATES RETAINED). Divide the value of REBATES RETAINED by the value of REBATES. Enter this as a percentage with one decimal place (column 2 / column 1 = 0.0).
- ADMINISTRATIVE FEES:** This is the financial value (in dollars) for all of the administrative fees the PBM collected during 2019 that are attributable to the enrollees of each contracted insurer (see ADMINISTRATIVE FEE).

**PART 3: LIST OF CONTRACTING PHARMACISTS AND PHARMACIES**

Provide a list of the business names of the individual pharmacists and pharmacies that the PBM had a contract with during 2019.



## UTAH INSURANCE DEPARTMENT

Health Research  
State Office Building  
350 N State Street, Suite 3110  
Salt Lake City UT 84114-0002  
[uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov)  
(801) 538-3824