

# Utah Insurance Department Pharmacy Web Portal User Guide

**Adapted to meet the requirements of R590-287.**

**Screen shots will be updated when the Department of  
Technology Services updates the website to match R590-287.**

## Overview

The purpose of this guide is to assist drug manufacturers with using the [pharma.utah.gov](http://pharma.utah.gov) web portal. This website is used by the Utah Insurance Department to collect drug manufacturer's drug price transparency reports.

## Description of the web portal

The purpose of this site is to comply with the reporting requirements under Utah Code § 31A-48-103(1) and R590-287. Drug manufacturers that meet the reporting requirements under Utah Code § 31A-48-103(1) are required to submit drug price transparency reports.

A drug manufacturer is defined as “a person that is engaged in the manufacturing of a drug that is available for purchase by residents” of the State of Utah (see Utah Code § 31A-48-102(3)). Drug manufacturers are required to use the [pharma.utah.gov](http://pharma.utah.gov) web portal to submit drug price transparency reports.

The [pharma.utah.gov](http://pharma.utah.gov) web portal has six elements:

- Drug Listing – list by NDC of the drugs your company has submitted data for.
- WAC History – list by NDC for WAC history data.
- Approval History – list by name for drugs that have received approval from the FDA in the last three years.
- Patent History – list by name for drugs with patents that have expired in the last three years.
- Users – registered users that are authorized by your company to submit drug data.
- Companies – list of registered companies associated with your user account.

## Outline of User Guide

This guide will provide more detailed information about each task. Each company will be asked to do the following tasks on the website:

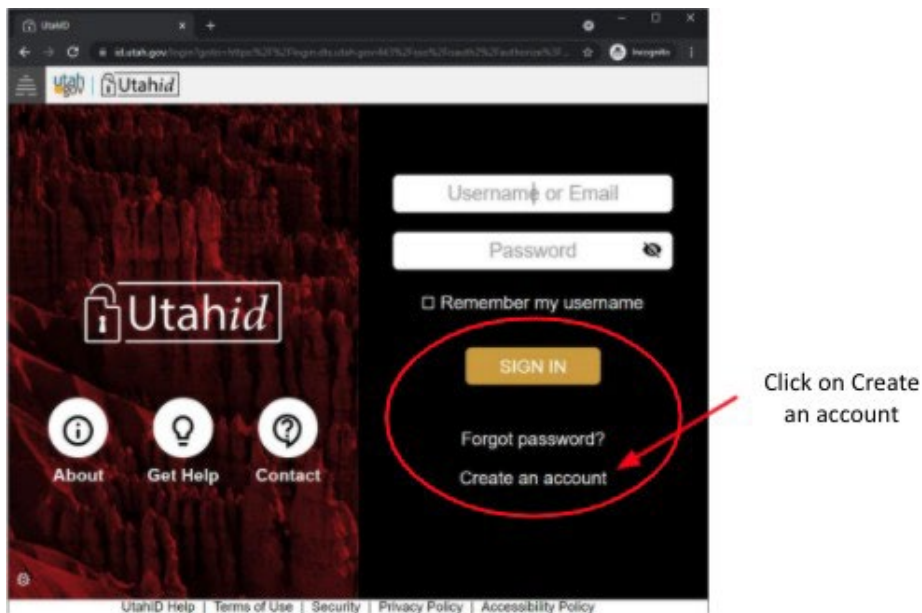
1. Account Creation: Create a UtahID account.
2. Register your company with a primary contact.
3. Log in to pharma.utah.gov with your UtahID account.
4. Upload three types of data
  - a. WAC History
  - b. Approval History
  - c. Patent History
5. Users
6. Company information
7. Getting Help
8. UID Secure File Upload Website
9. Confidentiality of Submitted Data
10. Frequently Asked Questions

## 1. Account Creation

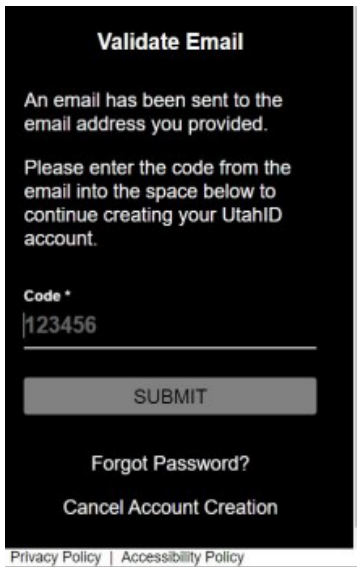
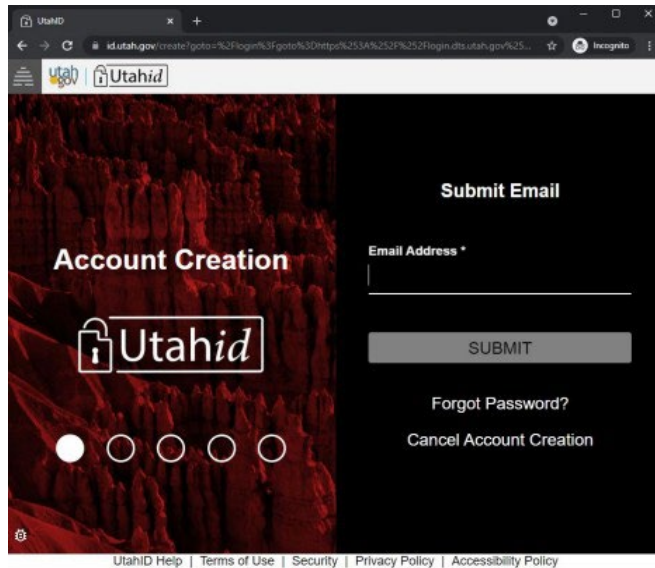
To use this web portal, users must create an account. The account creation process has two components. First, creating a UtahID account. This is the user account that gives you access to the pharma.utah.gov web portal. When you type in the URL for pharma.utah.gov you will be taken to the UtahID login page. To create a new account click on the icon “Create an account”.

UtahID is the State of Utah’s identity provider and the standard method of authentication. In order to gain access to the system, you must have a UtahID account. If you already have an account, you don't need to create a new one - just log in.

If you don’t have an account, now is the time to create one. Keep in mind, the email address you use here will be the email address you use to log into the system. The email address is the link between the user and a drug manufacturer.



Provide an email address for your new account. Click SUBMIT.

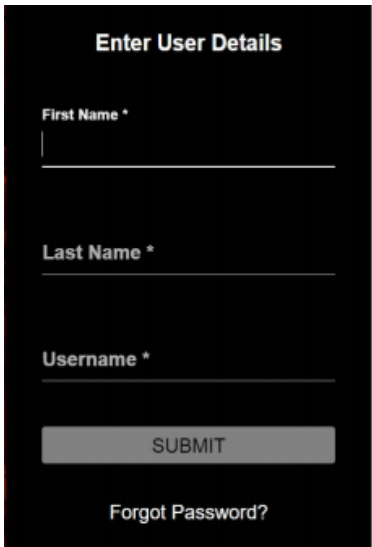


An email with a validation code will be sent to the email you provided. Open the email, copy the validation code, and paste it into the validation screen.

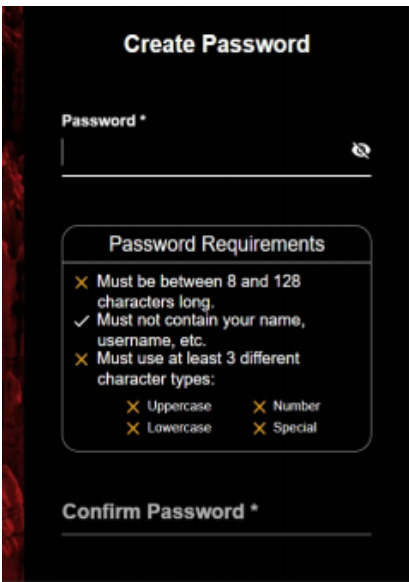
Click SUBMIT.

With your email validated, you'll be asked to provide your First Name, Last Name, and Username.

Click SUBMIT.



The screenshot shows a registration form titled "Enter User Details" on a dark background. It contains three input fields: "First Name \*", "Last Name \*", and "Username \*". Below these fields is a grey "SUBMIT" button. At the bottom of the form, there is a link for "Forgot Password?". A footer at the very bottom contains links for "Privacy Policy" and "Accessibility Policy".



The screenshot shows a registration form titled "Create Password" on a dark background. It features a "Password \*" input field with a visibility toggle icon. Below the input field is a "Password Requirements" section with a list of criteria: "Must be between 8 and 128 characters long.", "Must not contain your name, username, etc.", and "Must use at least 3 different character types:". Under the last requirement, there are four checkboxes: "Uppercase", "Lowercase", "Number", and "Special", all of which are currently unchecked. Below the requirements is a "Confirm Password \*" input field. A footer at the bottom contains links for "Privacy Policy" and "Accessibility Policy".

You'll be asked to create a password. Once all of the listed criteria have been met, you'll need to confirm the password.

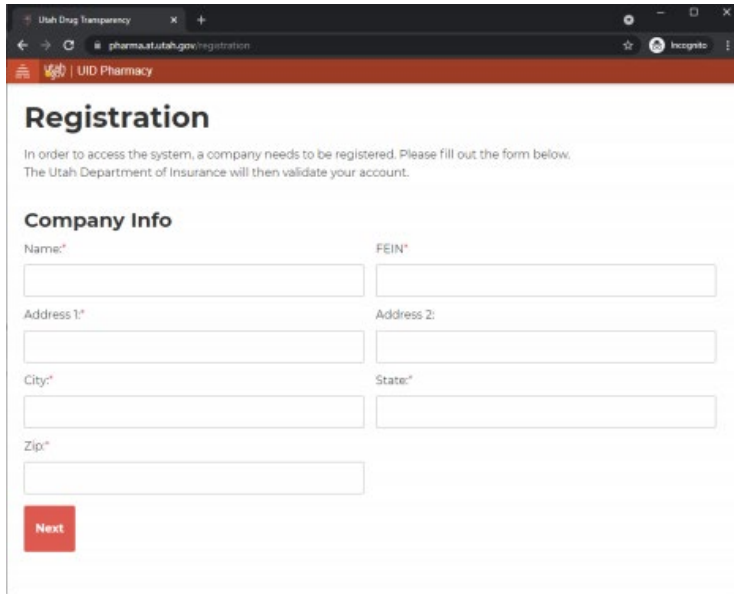
Click SUBMIT.

**Now you are ready to REGISTER your company**

## 2. Register Your Company

To register a company, go to <http://pharma.utah.gov/registration>

You will be asked for your company name, FEIN (Federal Employer Identification Number), and company mailing address information.



Utah Drug Transparency | UID Pharmacy

### Registration

In order to access the system, a company needs to be registered. Please fill out the form below. The Utah Department of Insurance will then validate your account.

#### Company Info

Name\* FEIN\*

Address 1\* Address 2\*

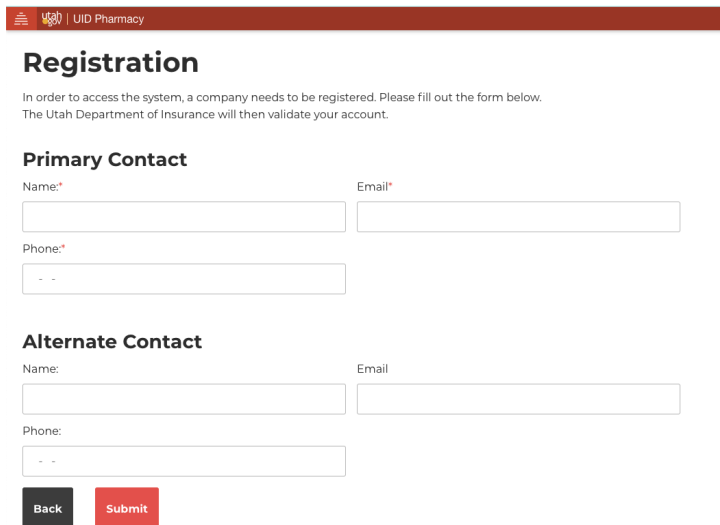
City\* State\*

Zip\*

Next

Click NEXT

You will also be asked for a primary contact person. This person will become the org administrator for the company. You may also provide an alternate contact person.



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### Registration

In order to access the system, a company needs to be registered. Please fill out the form below. The Utah Department of Insurance will then validate your account.

#### Primary Contact

Name\* Email\*

Phone\*

#### Alternate Contact

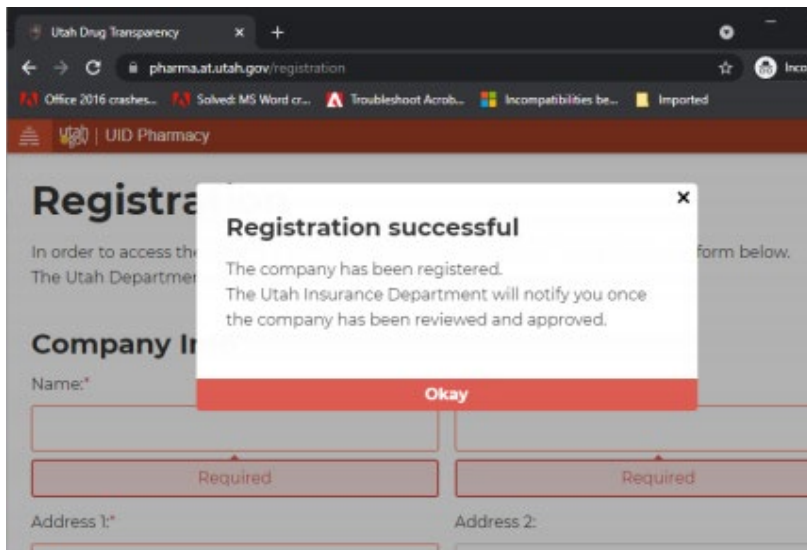
Name Email

Phone

Back Submit

Click SUBMIT

Once completed, you'll be shown "Registration successful".



Click OKAY.

Your registration will be reviewed by the UID. Once it is approved, you will receive an approval email. You may now log into [pharma.utah.gov](http://pharma.utah.gov) using your UtahID account.

**Now you are ready to log into PHARMA.UTAH.GOV**

### 3. Log in to PHARMA.UTAH.GOV

In your browser's address, type in [pharma.utah.gov](http://pharma.utah.gov). You'll be asked to log in using your UtahID login information.

Your home screen will be similar to this. Navigating to each section may be done by clicking the buttons.

Or...

## Welcome, Lr

Drug Listings

WAC History

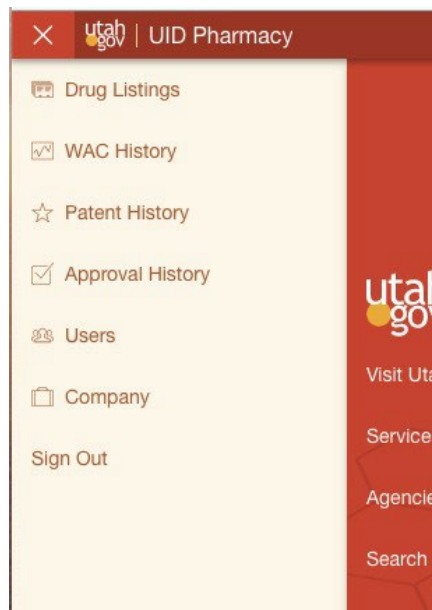
Patent History

Approval History

Users

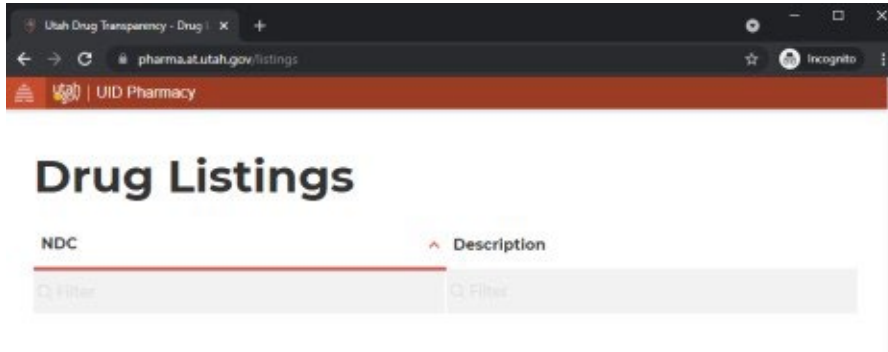
Company

By clicking on the Beehive next to the Utah.Gov icon in the upper left corner, a slide-out window will appear.



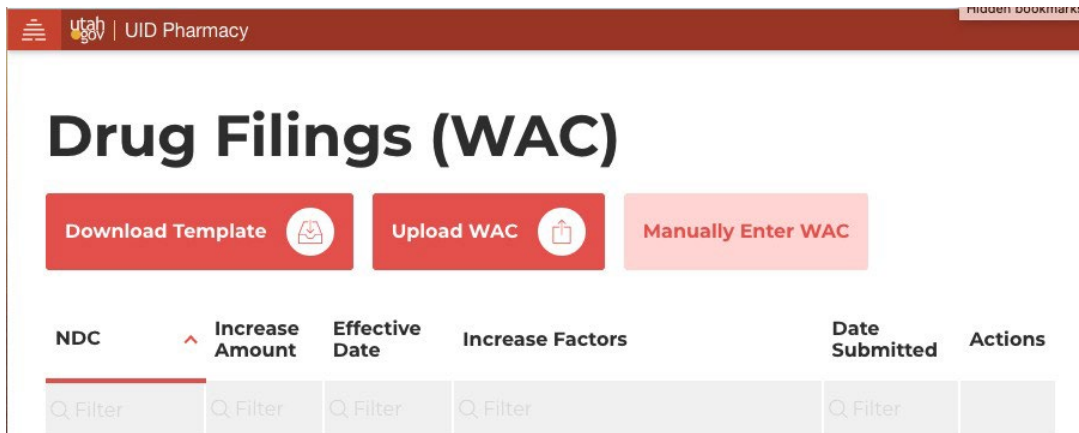
## Drug Listings

The drug listings page contains a list of all the drug products that have been previously reported by your company. This is not a data entry form. This is a way for you to see all of the NDCs that are currently in the system. When you first log in, this will be blank until you have either uploaded or manually added information.



## 4. Upload three types of data

### WAC History



From here you may download a WAC template if you have more than one drug to report or manually enter a WAC.

### Download Template & Upload WAC

Clicking the download template-icon will download an Excel template. When entering the data for each NDC number, all fields should be completed following the criteria listed in the Reportable Data Elements table (see page 10). Remember to save the Excel template before uploading.

Click the UPLOAD WAC icon. An explorer window will open allowing you to select your saved Excel



template. The “Upload WAC” will turn white and show activity until the upload is completed. You will see either a message saying that the number of records has been successfully uploaded or you may receive an “invalid data” error.

Errors may occur if one of the fields was left blank or there was a problem importing one of the fields because of formatting issues.

For best results, enter unformatted data into the preformatted template.

## Manually Enter WAC

If you have just one drug WAC Price Increase to report, click on the “Manually Enter WAC” icon.

×

### Add new WAC

National Drug Code: <sup>*</sup> <input type="text"/>	Drug description: <sup>*</sup> <input type="text"/>
Drug Type: <sup>*</sup> <input type="text"/>	Effective Date: <sup>*</sup> <input type="text" value="MM/DD/YYYY"/> 
Increase Amount: <sup>*</sup> <input type="text"/>	WAC After Increase: <sup>*</sup> <input type="text"/>
History One Year: <sup>*</sup> <input type="text"/>	History Two Year: <sup>*</sup> <input type="text"/>
Increase Factors: <sup>*</sup> <input type="text"/>	Improvement Description: <sup>*</sup> <input type="text"/>
R&D Costs: <sup>*</sup> <input type="text"/>	Patent Expiration Date: <sup>*</sup> <input type="text" value="MM/DD/YYYY"/> 
Comments: <input type="text"/>	

CloseSave

## WAC Data Elements

WAC history data is required for drug products with a wholesale acquisition cost (WAC) of \$100 or more for a 30-day supply and when an increase in the wholesale acquisition cost of the drug product is 1) greater than 16 percent over the preceding two calendar years, or 2) greater than 10 percent of the preceding calendar year. Reports are due to the Utah Insurance Department within 30 days of the effective date of the WAC price increase (see Utah Code § 31A-48-103(1)).

## Reportable Data Elements

Drug manufacturers with a drug product that experienced a wholesale acquisition cost increase that meets the criteria for reporting are required to submit the following information:

FIELD NAME	FORMAT	DESCRIPTION
<b>MANUFACTURER</b>	Plain Text	The name of the manufacturer.
<b>NDC</b>	Plain Text	A three-segment code maintained by the United States Food and Drug Administration that is converted to an 11-digit format and includes a labeler code, a product code, and a package code for a drug product.
<b>DRUG_PROD_DESC</b>	Plain Text	A description of the drug product includes the name, strength, dosage form, and package size.
<b>DRUG_TYPE</b>	Plain Text	FDA classification of the drug product as brand or generic. Enter "brand" or "generic".
<b>WAC_EFFECTIVE_DATE</b>	Date (MM/DD/YYYY)	The effective date of the wholesale acquisition cost increase for the drug product.
<b>WAC_INCREASE_AMOUNT</b>	Number	Amount of wholesale acquisition cost increase for the drug product.
<b>WAC_AFTER_INCREASE</b>	Number	Report the wholesale acquisition cost resulting from the reported cost increase for the drug product.
<b>WAC_HISTORY_1YR</b>	Number	Report the wholesale acquisition cost one calendar year prior to the effective date of the reported cost increase of the drug product.
<b>WAC_HISTORY_2YR</b>	Number	Report the wholesale acquisition cost two calendar years prior to the effective date of the reported cost increase of the drug product.

<b>COST_INCREASE_FACTORS</b>	Plain Text	A written description, suitable for public release, of the factors that led to the increase in the wholesale acquisition cost of the drug product and the significance of each factor.
<b>RD_COSTS</b>	Number	The manufacturer's aggregate company-wide research and development costs for the most recent year for which final audit data is available.
<b>GENERAL_COMMENTS</b>	Plain Text	Manufacturer appended comments if reported. This field may be left blank.

### **Reporting these data elements on the current version of the website**

The current version of [pharma.utah.gov](http://pharma.utah.gov) includes two fields for IMPROVEMENT DESCRIPTION and PATENT EXPIRATION DATE. These two fields are no longer required and will be removed when the website is updated. Just put "NA" in the IMPROVEMENT DESCRIPTION and leave the PATENT EXPIRATION DATE blank.

## Approval History - (Manual Entry)

If you have an Approval History to report, click on the “Manually Enter History” icon.

Drug Name and FDA Approval Date are required fields.

### Approval History Data elements

Drug manufacturers are required to submit data on any drugs that received FDA approval during the three calendar years prior to the effective date of the reported cost increase for the drug product reported in the WAC History. Duplicate information is not required. If you have already reported this information previously, you do not need to report it again. Just check to see if any new drugs need to be added and that the Approval history contains the names and dates of the drugs approved in the past three years.

### Reportable Data Elements

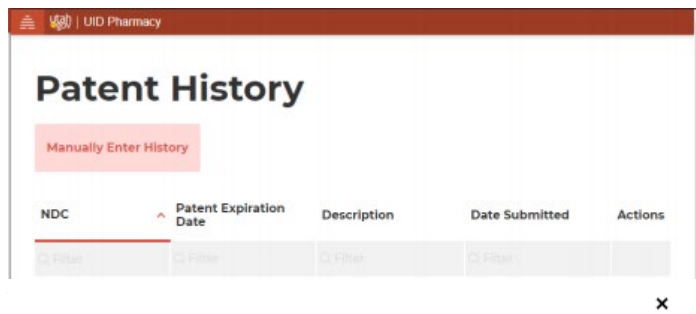
FIELD NAME	FORMAT	DESCRIPTION
MANUFACTURER	Plain Text	The name of the manufacturer.
DRUG_NAME	Plain Text	The name of the drug.
FDA_APPROVAL_DATE	Date (MM/DD/YYYY)	The date when the drug was approved by the FDA.

### Reporting these data elements on the current version of the website

The current version of [pharma.utah.gov](http://pharma.utah.gov) includes a field for NATIONAL DRUG CODE. This field is no longer required and will be removed when the website is updated. Leave the NATIONAL DRUG CODE field blank and put the DRUG NAME in the DRUG DESCRIPTION field.

## Patent History - (Manual Entry)


If you have a Patent History to report, click on the “Manually Enter History” icon.



Drug Name and Patent Expiration Date are required fields.

### Add new patent

National Drug Code:\*

Patent Expiration Date:\*  

Drug Description:\*

## Patent History Data Elements

Drug manufacturers are required to submit data on any drugs that lost patent exclusivity in the United States during the preceding three calendar years prior to the effective date of the reported cost increase for the drug product reported in the WAC History. Duplicate information is not required. If you have already reported this information previously, you do not need to report it again. Just check to see if any new drugs need to be added and that the Patent history contains all of the names and dates of the drugs that lost patent exclusivity in the past three years.

## Reportable Data Elements

FIELD NAME	FORMAT	DESCRIPTION
MANUFACTURER	Plain Text	The name of the manufacturer.
DRUG_NAME	Plain Text	The name of the drug.
PATENT_LOST_DATE	Date (MM/DD/YYYY)	The date when the patent expired for the drug.

## Reporting these data elements on the current version of the website

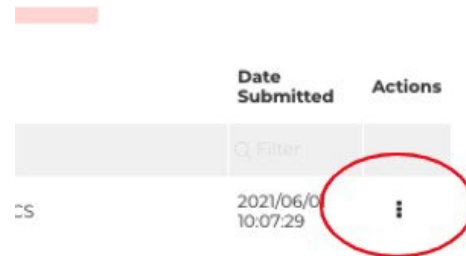
The current version of [pharma.utah.gov](http://pharma.utah.gov) includes a field for NATIONAL DRUG CODE. This field is no longer required and will be removed when the website is updated. Leave the NATIONAL DRUG CODE field blank and put the DRUG NAME in the DRUG DESCRIPTION field.

## Viewing and editing data after submission.

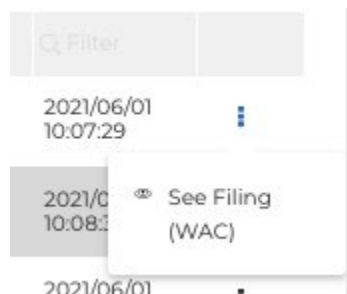
After you have uploaded WAC, Approval, or Patent history data, you may verify your data by selecting any of the appropriate icons. A list of the successfully uploaded NDC codes will be displayed.

To review/edit any NDC, look for the three dots on the right side of the screen under the label ACTIONS.

(This example is of a WAC NDC record)



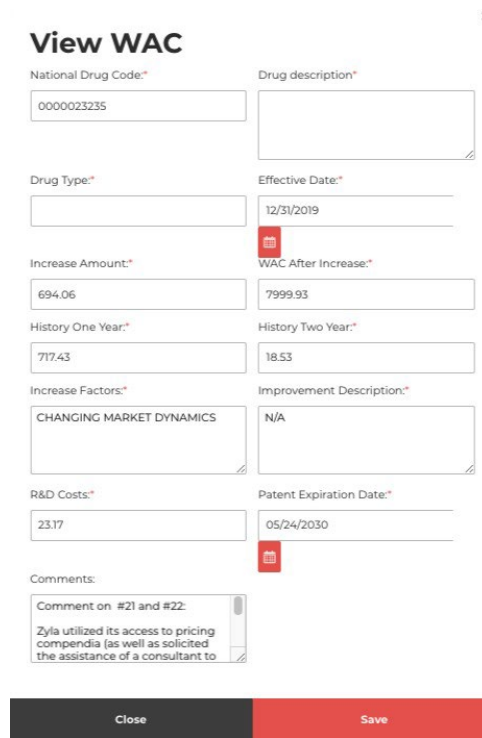
	Date Submitted	Actions
	Q Filter	
CS	2021/06/01 10:07:29	⋮



Click on the three dots and you will see the EYE icon. Click on the EYE icon and you will see the manual data entry form pop up for that record.

Here, you may review/edit the data if necessary.

After you have made your changes, click SAVE.



### View WAC

National Drug Code:\* 0000023235

Drug description:\*

Drug Type:\*

Effective Date:\* 12/31/2019

Increase Amount:\* 694.06

WAC After Increase:\* 7999.93

History One Year:\* 717.43

History Two Year:\* 18.53

Increase Factors:\* CHANGING MARKET DYNAMICS

Improvement Description:\* N/A

R&D Costs:\* 23.17

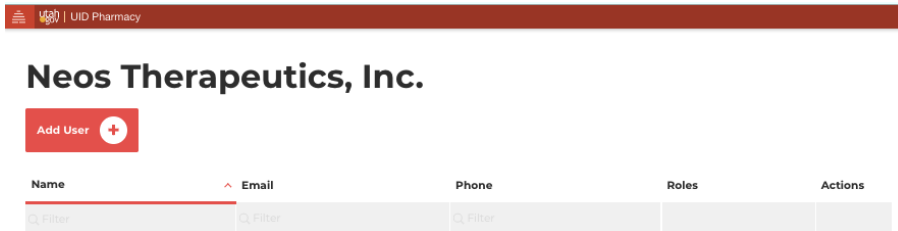
Patent Expiration Date:\* 05/24/2030

Comments:  
Comment on #21 and #22:  
Zyla utilized its access to pricing compendia (as well as solicited the assistance of a consultant to

Close Save

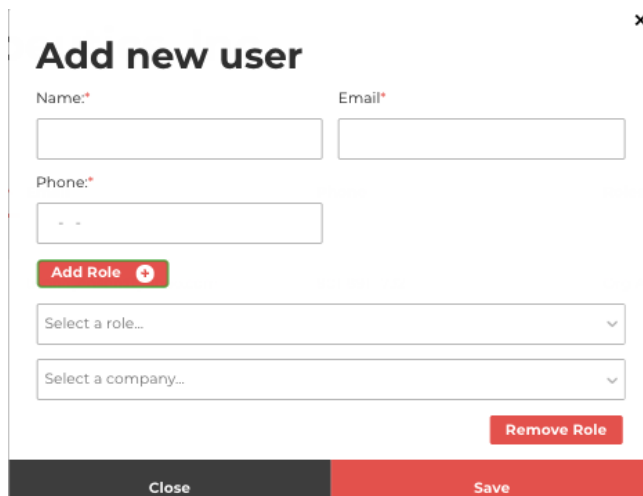
## 5. Users

To add a user associated with a company, click on “Users” in the main menu and then click on “Add User”.



Enter the name, email address and phone number of the new user. Select a role. A user may be assigned a role as either an “Org Administer” which gives them administrative control over the company information or as a “User” which is limited to uploading drug data.

Select the company the user is being assigned to. After you have made your changes, click save.



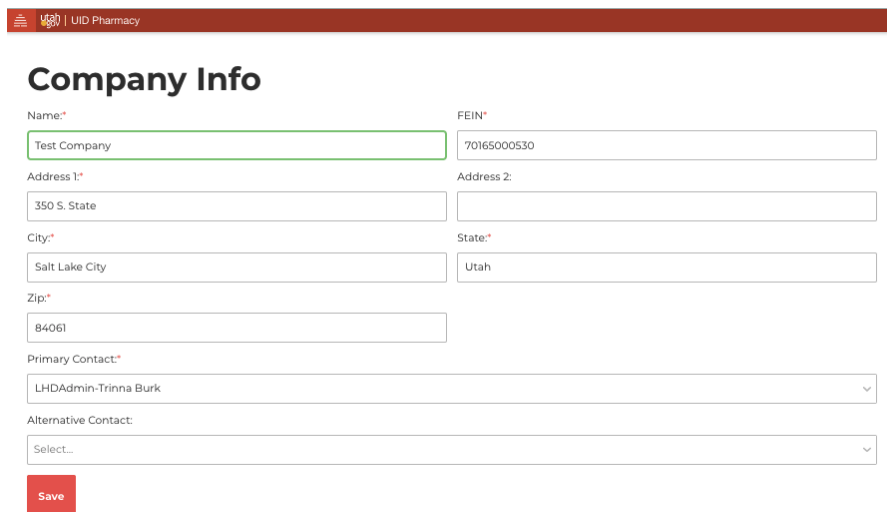
The "Add new user" modal form contains the following fields and buttons:

- Name\* (text input)
- Email\* (text input)
- Phone\* (text input with dashes)
- Add Role + (button)
- Select a role... (dropdown menu)
- Select a company... (dropdown menu)
- Remove Role (button)
- Close (button)
- Save (button)

To review or edit any users’ information, look for the three dots on the right side of the screen under the label ACTIONS and select EDIT USER.

## 6. Company Information

To review or edit company information, click on “Company” in the main menu. This will display the company’s current information. You may edit the information if necessary. After you have made your changes, click save.



The screenshot shows the 'Company Info' form in the UID Pharmacy system. The form is titled 'Company Info' and is located under the 'UID Pharmacy' header. It contains several input fields and dropdown menus for company details. The fields are: Name (Test Company), FEIN (70165000530), Address 1 (350 S. State), Address 2 (empty), City (Salt Lake City), State (Utah), Zip (84061), Primary Contact (LHDAdmin-Trinna Burk), and Alternative Contact (Select...). A red 'Save' button is located at the bottom left of the form.

## 7. Getting Help

If you need assistance or have questions about drug manufacturer reporting in Utah or about the [pharma.utah.gov](http://pharma.utah.gov) web portal, please send an email to [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov) and a member of our research staff will contact you.

## 8. UID Secure File Upload Website

The primary method of submitting drug price transparency reports is through the UID Pharmacy Web Portal. In cases where additional information is required which cannot be submitted via the UID Pharmacy Web Portal, drug manufacturers may be asked to submit information via the UID secure file upload website.

For drug manufacturer reporting, the Utah Insurance Department will only accept electronic submissions of supporting documents via the UID secure file upload website which can be found here: <https://forms.uid.utah.gov/fileUploads/>. Use your UtahID account created previously to log in. All files must be uploaded to the “**Health Research**” folder. Do not use any other folder to submit your files. If you need further assistance, please send an email to [uid.healthresearch@utah.gov](mailto:uid.healthresearch@utah.gov) and a member of our research staff will contact you.



## 9. Confidentiality of Submitted Data

Records submitted to the Utah Insurance Department in compliance with Utah Code § 31A-48-103 and R590-287 are protected records as defined under Utah Code § 63G-2-305.

## 10. Frequently Asked Questions

- 1. Can you give me legal advice on how to comply with Utah Code § 31A-48-103 and R590-287?** The Utah Insurance Department cannot provide you with legal advice. The information contained hereinafter is not and should not be considered legal advice. If you need a legal opinion, please seek professional legal counsel.
- 2. Can you please tell me who is considered a manufacturer?** A drug manufacturer is defined as the company that manufactures a drug offered for purchase in Utah (see Utah Code § 31A-48-102(1) and (3) for the definition of “Drug” and “Manufacturer”).
- 3. If a manufacturer takes a price increase on a drug product in 2021 that would exceed that threshold outlined by the state would they need to report even though HB 6011 delayed reporting until 2022?** Wholesale acquisition cost (WAC) price increase reports are required for a drug product price increase with an effective date after January 1, 2022. Drug product price increases with an effective date prior to January 1, 2022, are not required.
- 4. Are we required to report if our company manufactures radioactive material, medical gases, or medical devices?** The Utah Insurance Department has concluded that companies that manufacture radioactive material, medical gases, or medical devices do not have any drug products that fall under the statutory reporting requirements of Utah Code § 31A-48-103(1).
- 5. Do I need to register if our company is a reverse distributor?** The Utah Insurance Department has concluded that reverse distributors do not have any drug products that fall under the statutory reporting requirements of Utah Code § 31A-48-103(1).
- 6. If the wholesale acquisition cost is less than \$100 to the resident, are we still required to register on the UID portal and list these products?** The answer is no, you are not required to report to the Utah Insurance Department. Utah Code § 31A-48-103(1)(a) requires that any Wholesale Acquisition Cost over \$100 must be reported.
- 7. If the drug product is not available to be purchased by a resident (i.e. the drug product is purchased by the practitioner and the practitioner administers the product directly to the patient during an office visit), are these products required to be listed?** Our current interpretation of the statute is that the reporting requirement is independent of where the drug product was purchased, only that it was available to purchase by a Utah resident. It is possible therefore, that if the drug product was given by a provider to a patient and the patient purchased a medical service the drug may still be reportable.
- 8. Do 503B outsourcing facilities need to register?** The Utah Insurance Department has concluded that 503B outsourcing facilities do not have any drug products that fall under the statutory reporting requirements of Utah Code § 31A-48-103(1).
- 9. Is our company required to register in the portal if we are a manufacturer of over the counter (OTC) drug products?** The Utah Insurance Department has concluded that companies that manufacture OTC drug products do not have a drug product that falls under the statutory reporting requirements of Utah Code § 31A-48-103(1).

- 10. Are drug manufacturers of drug products for animals required to report?** No. Only drug products prescribed for human use are subject to Utah Code § 31A-48-103 (see Utah Code § 31A-48-102(1) for the definition of “Drug”).
- 11. Does our virtual pharmaceutical company need to register?** The Utah Insurance Department has determined that a virtual manufacturer is still considered a drug manufacture per Utah Code § 31A-48-102(3), therefore your company is required to report any drug products that meet the reporting requirements under Utah Code § 31A-48-103(1).
- 12. Is my company required to register with the Utah Insurance Department if we do not meet the requirements for Drug Price Reporting?** If your company manufactures a drug product that meets the reporting requirements of Utah Code § 31A-48-103(1)(a), then you would need to register with the UID Pharmacy Web Portal and start filing reports. If not, registration is not required. However, submitting the [Pharmacy Drug Manufacturer Registration Form](#) will assist the Utah Insurance Department communicate with your company.
- 13. How long after January 1, 2022 do manufacturers have to report information on expired patents and FDA drug approvals? Is the reporting of expired patents and new products independent of price increase triggers? If it is dependent does it cover the triggering product or all products? If independent of price increase triggering events do you report all products immediately following January 1, 2022?**

For Utah's prescription drug price transparency reporting, the requirement to file a report is triggered when a drug manufacturer has a drug product that falls under the requirements of Utah Code § 31A-48-103(1)(a).

Specifically, this is when there is an increase to the wholesale acquisition cost (WAC) of the drug product that results in an increase to the wholesale acquisition cost of the drug product of: (i) greater than 16% over the preceding two calendar years; or (ii) greater than 10% over the preceding calendar year. If it does, then the drug manufacturer must report the information required by Utah Code § 31A-48-103(1) and R590-287.

The UID Pharmacy Web Portal is designed to collect the information required by Utah Code § 31A-48-103(1) and R590-287. This includes information on WAC price increase reports, all drugs sold by your company that have a patent that has expired in the last three years, and all new drugs sold by your company that were approved by the FDA in the last three years.

All of the information required by Utah Code § 31A-48-103(1) and R590-287 is based on the effective date of the drug product's WAC price increase. For example, a WAC price increase should be based on the lowest price in the previous calendar year from the effective date of the WAC price increase. The three-year histories of drugs with patents that have expired and new drugs approved by the FDA should be based on the effective date of the WAC price increase.

Version 1.2 – 05/11/2022