

**SMMC Managed Care Plan Report Guide
Annual and Quarterly Pharmacy Claims Reconciliation
Reports Summary Report Summary**

07/07/2023

BENEFIT TYPE(S)

The Managed Care Plan providing the following benefit type(s) must submit this report:

- LTC
- MMA & MMA Specialty
- Specialty Dental

REPORT PURPOSE:

The purpose of this report is to provide the Agency with quarterly and annual Reconciliation Reports that detail plan and Pharmacy Benefit Manager (PBM) financial information associated with pharmacy claims reimbursement for the applicable reporting periods.

FREQUENCY & DUE DATES:

Report Year Type	Report Year Period
C = Calendar	01/01 – 12/31

Report Frequency	Reporting Data Period
A = Annual	Last two digits of year's data being reported
Q = Quarterly	Two digits for quarter of data being reported (01, 02, 03, 04)

The quarterly reports are due to the Agency on the twenty-fifth (25th) day of the first month following the last day of the prior quarter, with claims paid through the end of the reporting period based on dates of service within the reporting period. Each subsequent quarter's report shall include restated versions of the previously submitted quarters, paid through the end of the current reporting period. The Quarterly Reconciliation Report shall be submitted with the certification of the health plan and PBM CEO or CFO attesting to its accuracy, as included in the report template.

The annual reports are due to the Agency by May 1 following the end of the reporting calendar year, allowing for ninety (90) calendar days of claims runout. The Annual Reconciliation Report should agree with the pharmacy information contained within the Achieved Savings Rebate Report for the same period. A pharmacy claims lag report should accompany the Annual Reconciliation to support the Total Claim Payments.

The following shall be submitted as part of the annual Reconciliation Report:

- One copy of the annual Reconciliation Report
- Pharmacy claims lag report template
- Pharmacy claims data file
- Certification by the health plan and PBM CEO or CFO

REPORT CODE & SUBMISSION:

Report Code	Not applicable: Annual and Quarterly Reconciliation Report
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The managed care plan must submit the required documentation to the applicable SFTP site, as specified in Chapter 2:

INSTRUCTIONS:

The Managed Care Plan must complete the financial reporting submission requirements using the

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Excel file template provided at the Agency’s website, as specified in the Report Template section of this chapter, to report the following sets of data:

Quarterly Reconciliation Report:

- Unredacted copy of PBM contract and any amendments
- PBM Payments to Pharmacies
- Total Claims Payments
- Other Payments
- Total PBM Payments to Pharmacies
- PBM Recoveries or Payments from Pharmacies
- Total PBM Recoveries or other Payments from Pharmacies
- Health Plan Payments to PBM
- Adjustments
- Total Net Health Plan Payments to PBM
- Difference between Total Claim Payments to PBM and Net PBM Payments to Pharmacies
- Explanation for difference between Total Claim Payments to PBM and Net PBM Payments to Pharmacies
- Rebates (not remitted to health plan)
- Pharmacy Claims Data File

Annual Reconciliation Report:

- Unredacted copy of PBM contract and any amendments
- PBM Payments to Pharmacies
- Total Claims Payments
- Other Payments
- Total PBM Payments to Pharmacies
- PBM Recoveries or Payments from Pharmacies
- Total PBM Recoveries or other Payments from Pharmacies
- Net Health Plan Payments to PBM
- Adjustments
- Total Net Health Plan Payments to PBM
- Difference between Total Claim Payments to PBM and Net PBM Payments to Pharmacies
- Explanation for difference between Total Claim Payments to PBM and Net PBM Payments to Pharmacies
- Rebates (not remitted to health plan)
- Pharmacy Claims Data File
- Pharmacy Claims Lag template

VARIATIONS BY MANAGED CARE PLAN TYPE:

No variations.

REPORT TEMPLATE:

The Agency templates can be found using the directions in Chapter 1. MMA and MMA Specialty plans must use the Annual and Quarterly Pharmacy Claims Reconciliation Report template.

AMENDMENT HISTORY:

PLAN COMMUNICATION	DATE	RECAP OF CHANGE(S)
PT 2023-08	9/14/2023	A technical correction has been made to the Annual Quarterly PC Reconciliation Report template. Column

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		headers on the Reconciliation Report tab now reflect calendar quarters rather than fiscal quarters. This update is documented on the "Document Version Log" tab of the template. Plans should use the updated version of the template for the next quarterly submission due on 10-25-2023.
None	None	New report.

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