

PBM Net Loss Invoice Template Instructions - PDF & Word Versions

Use this invoice to bill your state Medicaid and/or other payors for prescriptions on which your pharmacy was forced to take a loss.

Complete the invoice as follows:

1. **Responsible Party Name & Address:** Write the name and address of the State Agency or Commercial Payor responsible for the plan you're submitting the invoice for
2. **Invoice Number:** optional, use whatever invoice number system you prefer
3. **Invoice Period:** Insert the date range for the invoices being billed
4. **Plan Name:** write plan name here, for example, Medicaid, Tricare, MCO name, etc.
5. **Group Number:** place the group number here so the receiver knows which plan the charges should be billed against

Description & Calculations Section:

1. Beside "Total Prescriptions Dispensed During Invoice Period", in the "Qty" column write the total number of prescriptions filed for the plan where the pharmacy lost money during the invoice period
2. Beside "Pharmacy's Total Drug Acquisition Cost", in the "Cost" column write the total acquisition cost for these prescriptions
3. Beside "Total Amount Reimbursed by PBM", in the "PBM Paid" column write the total reimbursements paid for these prescriptions during the invoice period
4. SUBTRACT the Pharmacy Total Drug Acquisition Cost from the PBM Reimbursement total to get the net loss amount. Place this number in the "Total" column beside "Pharmacy Net Loss from PBM Reimbursement" ***If you are entering numbers using the downloadable Word document version, this total will automatically calculate***
5. Beside "Dispensing Fee per Prescription", place your initial quantity number in the "Qty" column, then place either your state's mandated dispensing fee amount or the NCPA average dispensing fee of \$12.00 in the "Cost" column. Multiply those two numbers together and put that amount in the "Total" column. ***If you are entering numbers using the downloadable Word document version, this total will automatically calculate***
6. Beside "Transaction Fees Charged to Pharmacy by PBM", place your initial quantity number in the "Qty" column, then enter the average transaction fee the PBM charges per prescription in the "Cost" column. Multiply those two numbers together and put that

- amount in the "Total" column. ***If you are entering numbers using the downloadable Word document version, this total will automatically calculate***
7. For "Total Loss Incurred by Pharmacy for Invoice Period", calculate the total loss number by adding together the Pharmacy Net Loss total, the Dispensing Fee per Prescription total, and the Transaction Fees Charged to Pharmacy total. This should be a negative number. Place this number in the Totals column of this row. ***If you are entering numbers using the downloadable Word document version, this total will automatically calculate***
 8. For "Amount Due Pharmacy for Product & Services Rendered" convert the negative "Total Loss Incurred by Pharmacy for Invoice Period" total to a positive number and enter it on the bolded line. ***If you are entering numbers using the downloadable Word document version, this total will automatically calculate***
 9. Don't forget to write the name of your pharmacy or business on the line beside "Make checks payable to" at the bottom of the invoice!