

PBM Net Loss Invoice Template Instructions - Spreadsheet Version

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. In the upper left-hand corner, fill out your pharmacy's name, mailing address, and contact information. Make sure to include your phone number OR email address (whichever you prefer)
2. **Responsible Party:** Insert the name and address of the State Agency or Commercial Payor responsible for the plan you're submitting the invoice for
3. **Plan Name:** write plan name here, for example, Medicaid, Tricare, MCO name, etc.
4. **Group Number:** place the group number here so the receiver knows which plan the charges should be billed against
5. **Invoice Number:** optional, use whatever invoice number system you prefer
6. **Invoice Period:** Insert the date range for the invoices being billed
7. **Due Date:** Currently set to "Payable Upon Receipt" but can be edited to reflect the date by when you would expect payment

Complete the "Description" section as follows, noting that the spreadsheet will automatically calculate all totals:

1. **Row 18, Column D:** beside "Total Prescriptions Dispensed" rewrite the date range of your invoice period
2. **Row 18, Column F:** under "Qty" enter the total number of prescriptions
3. **Row 19, Column G:** under "Cost" enter the total acquisition cost for all drugs dispensed during the invoice period where the pharmacy lost money
4. **Row 20, Column H:** under "PBM Paid" enter the total reimbursements paid for these prescriptions during the invoice period
5. **Row 22, Column G:** under "Cost" the dispensing fee determined by NCPA is currently listed. If your state has a dispensing fee in place that is different than \$12.00 per Rx insert it here
6. **Row 23, Column G:** under "Cost" enter the average transaction fee the PBM charges per prescription

The invoice is set to automatically calculate everything else from the above 6 input points.

Don't forget to put the name of your pharmacy or business on the line beside "Make checks payable to" at the bottom of the invoice!