

Prescription Drug and Healthcare Spending (RxDC) Reports

Employer Portal Form Submission User Manual

SELF-INSURED GROUP HEALTH PLANS

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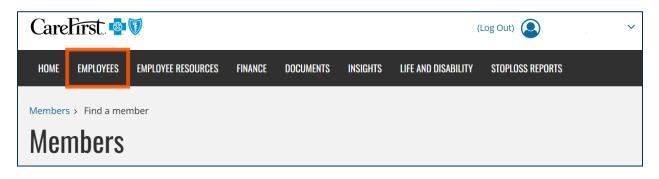
Locating the Annual RxDC Submission Form

1. Log into the CareFirst Employer Portal.

- URL: <u>https://employer.carefirst.com/elogin/</u>
- A registered account is required to access the form.

CareFirst 💁 🕅	For Prospects	For Members	For Employers	For Brokers	For Providers
Log in to Employer Portal					
Username					
Password					
	۲				
Remember me Forgot Username? Forgot Password?					
Log In					
If you are having trouble, please call Technical Supp	ort at 877-526-8390.	Please note that acc	ounts not accessed in :	12 months are dead	tivated.

2. Select the EMPLOYEES tab on the menu bar to go to the Member screen.



3. Click the Annual RxDC Submission option under *Quick Links*.

Members > Find a member	
Members	
In this section, you can view coverage details and make changes on behalf of your employees, such as requesting ID cards, changing primary care physicians, and more. Search for a specific employee below to get started.	Quick Links
Find a Member	Find a Member \rightarrow CareFirst Connect \rightarrow
Find a member by first and last name or Member ID. If we have the SSN on file, you may enter SSN in place of Member ID.	Annual RxDC Information Submission
Search by Member Name First Name Last Name Search	

4. The form that opens will look like this:

Annual RxDC Information Submission		
PLEASE CLICK HERE TO ACCESS THE RNDC INSTRUCTIONAL GUIDE(5) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxOC data for this account in its carrier submission of the Ds – Premium and Life Years report. By opting out, the account accepts responsibility for ensuing a separate submission is made on their behalf to comply with the requirements of 26 CFR part 52, 29 CFR part 25, 29 CFR part 25, 20 CFR pa		
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed – Small Group (2-59) vs. Large Group (3+1) 2. The funding arrangement changed – Fully Insure vs. Self-Funded Refer to the RuDC Instructional Guide linked above for specific directions on how to complete each entry.		
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	ADMIN FEES	
SELECT STATE	ENTER AMOUNT PAID	
STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN	
ENTER THE NAME OF ISSUER	ENTER EIN NUMBER	
PBM NAME PBM EN		
ENTER PBM NAME	ENTER PBM EIN NUMBER	
PREMIUM PAID BY MEMBER PREMIUM PAID BY EMPLOYER		
ENTER AMOUNT PAID	ENTER AMOUNT PAID	
PREMIUM EQUIVALENTS	STOP LOSS PREMIUM	
ENTER PREMIUM EQUIVALENT	ENTER AMOUNT PAID	
Forms must be completed by the due date to be included in CareFirst's RxDC – Da Premium and Life Years file submission. Clients that do not sub Submit Opt-Out	mit the form on time will be responsible for making sure a separate submission is made to CMS.	

Opt Out

1. Review the text outlined in orange in the screenshot below before clicking the "Opt-Out" button at the bottom of the form.

Annual RxDC information Submission		
PLEASE CLICK HERE TO ACCESS THE R-DC INSTRUCTIONAL GUIDE(S) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxDC data for this account in its carrier submission of the Da – Premium and Life Years report. By opting out, the account accepts responsibility for ensuring a separate submission is made on their behalf to comply with the requirements of 26 CFR part 54, 29 CFR part 126, as applicable.		
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed – Small Group (c :-30) vs. Large Group (s;+) 2. The funding arrangement changed – Fully Invested vs. Self-Funded Refer to the RuDC Instructional Guide linked above for specific directions on how to complete each entry.		
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
STATE(5) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	ADMIN FEES	
SELECT STATE X	ENTER AMOUNT PAID	
STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN	
ENTER THE NAME OF ISSUER	ENTER EIN NUMBER	
PBM NAME	PBM EIN	
ENTER PBM NAME	ENTER PBM EIN NUMBER	
PREMIUM PAID BY MEMBER	PREMIUM PAID BY EMPLOYER	
ENTER AMOUNT PAID	ENTER AMOUNT PAID	
PREMIUM EQUIVALENTS	STOP LOSS PREMIUM	
ENTER PREMIUM EQUIVALENT	ENTER AMOUNT PAID	
Forms must be completed by the due date to be included in CareFirst's RxDC – D1 Premium and Life Years file submission. Clients that do not subm Submit Opt-Out	it the form on time will be responsible for making sure a separate submission is made to CMS.	

2. To retain a record of the opt-out, take a screen shot of the pop-up confirming the selection was successful.

PLEASE CLICK HERE TO ACCESS THE RXDC INSTRUCTIONAL GUIDE(S) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxDC data for this account in its carrier submission of the D1 – Premium and Life Years report. By opting out, the account accepts responsibility for ensuring a separate submission is made on their behalf to comply with the requirements of 26 CFR part 54, 29 CFR part 2590, and 45 CFR part 149, as applicable.		
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed – Small Group (2-50) vs. Large Group (51+)		
2. The funding arrangement changed – Fully Insured vs. Self-Funded		
Refer to the RxDC Instructional Guide linked above for specific directions on how to c	omplete each entry.	
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	А	DMIN FEES
AS	x	\$876
STOP LOSS ISSUER NAME		EIN
HARRY		
PBM NAME	You have opted out	t successfully
KARJ	Okay	
PREMIUM PAID BY MEMBER	P	REMIUM PAID BY EMPLOYER
\$654		\$45
PREMIUM EQUIVALENTS	S	TOP LOSS PREMIUM
\$456		\$23
Forms must be completed by the due date to be included in CareFirst's RxDC - D1 Premium submission is made to CMS.	and Life Years file su	Ibmission. Clients that do not submit the form on time will be responsible for making sure a separate

<u>Note</u>: The Opt-Out button can still be used even if data was entered into the form fields before selecting to opt out.

Completing the Form

Clients that had a Market Segment Change upon renewal with CareFirst during the calendar year (*after January 1st*) should review the Mid-Year Market Segment Changes section before continuing.

Annual RxDC Information Submission			
PLEASE CLICK HERE TO ACCESS THE RxDC INSTRUCTIONAL GUIDE(S) FOR MORE IF	PLEASE CLICK HERE TO ACCESS THE RxDC INSTRUCTIONAL GUIDE(S) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxDC data for this account in its carrier submission of the D1 – Premium and Life Years report. By opting out, the account accepts responsibility for ensuring a separate submission is made on their behalf to comply with the requirements of 26 CFR part 54, 29 CFR part 2590, and 45 CFR part 149, as applicable.			
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed – Small Group (2-50) vs. Large Group (51+)			
2. The funding arrangement changed – Fully Insured vs. Self-Funded			
Refer to the RxDC Instructional Guide linked above for specific directions on how to complete each entry.			
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY TATE(C) WILLEE THE DIAN WAS OFFICED TO EMPLOYEEE			
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES		ADMIN FEES	
NATIONAL	Х	ENTER AMOUNT PAID	

If there were no applicable market segment changes during the calendar year, leave the checkbox blank.

Important Reminders

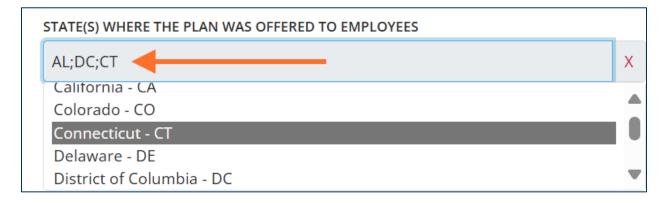
- Review the information in the RxDC Instructional Guide for Self-Insured Clients that contains important detail about the information being requested before attempting to complete the form.
- A brief definition of the required data can be viewed in the form by hovering over a specific field.
- Clients that wish to retain a record of their submission(s) should use print screen or screen shot capabilities to capture a view of the data before clicking submit and/or the pop-up that appears to indicate a submission was successful.

States Where the Plan is Offered

Click the gray box labeled "SELECT STATE" to reveal the dropdown for making selections.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY	
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	
SELECT STATE	X
National Alabama - AL Alaska - AK	Î
American Samoa - AS	•

- Use the scroll bar to navigate through the list of options available.
- Multiple states and/or U.S. territories can be selected without needing to hold down the ctrl key.
- If "National" is selected, only U.S. territories can be added as selections.
- Selections will appear in the gray box, separated by semicolons when there is a list of more than one selection.
- State and/or U.S. territory selections will be represented in the list of selections by the corresponding 2-digit abbreviation.



Stop Loss Issuer Name & EIN

Identify the carrier that provided the client's Stop Loss coverage.

STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
ENTER THE NAME OF ISSUER	ENTER EIN NUMBER

• For clients that did not have Stop Loss for any portion of the calendar year, enter "NONE" as the issuer name.

STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
NONE	ENTER EIN NUMBER

• For clients that had CareFirst Stop Loss for the entire calendar year, enter "CAREFIRST" as the issuer name.

STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
CAREFIRST	ENTER EIN NUMBER

The EIN field is not required if the Stop Loss Issuer Name is entered as "NONE" or "CAREFIRST".

For clients that had Stop Loss through another carrier for any portion of the calendar year, enter the issuer name. The corresponding 9-digit employer identification number (EIN) is required for other carriers.

STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
SYMETRA	ENTER EIN NUMBER
	*Enter Issuer EIN

• Enter the 9-digit EIN without any dashes.

STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
SYMETRA	520559323

PBM Name & EIN

Clients that had their pharmacy benefits through CareFirst for the entire calendar year should leave these fields blank.

PBM NAME	PBM EIN
ENTER PBM NAME	ENTER PBM EIN NUMBER

Enter the name and corresponding 9-digit EIN for the Pharmacy Benefits Manager if a client pharmacy benefits that were not through CareFirst for any part of the calendar year.

PBM NAME	PBM EIN
OPTUM	631157085

A 9-digit EIN is required if anything is entered into the PBM Name field.

PBM NAME	PBM EIN
CVS	ENTER PBM EIN NUMBER
	*Enter PBM EIN

Entering Paid Amounts

An entry is required for each of the following fields:

- Premium Paid by Member
- Premium Paid by Employer
- Premium Equivalents
- Stop Loss Premium
- Admin Fees

Requirements for Entering Paid Amounts:

- All amounts should be total dollar amounts.
- Include the decimal point if entering amounts that are not even dollar amounts.
- Paid amount fields cannot be left blank. If no amount was paid, enter 0.
- If the client pays 100% of the cost of coverage with no contribution from the member:
 - Enter 0 for the Premium Paid by Member.
 - Premium Paid by Employer and Premium Equivalents should be entered as the same amount.

Example of a form ready for submission

STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	ADMIN FEES
NATIONAL X	\$40,524
STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN
NONE	ENTER EIN NUMBER
PBM NAME	PBM EIN
ESI	431420563
PREMIUM PAID BY MEMBER	PREMIUM PAID BY EMPLOYER
\$143569.70	\$523124.99
PREMIUM EQUIVALENTS	STOP LOSS PREMIUM
\$666694.69	\$0

Submitting the Form

1. After entering the required information, click the "Submit" button at the bottom of the form.

Annual RxDC Information Submission		
PLEASE CLICK HERE TO ACCESS THE RxDC INSTRUCTIONAL GUIDE(S) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxDC data for this account in its carrier submission of the D1 – Premium and Life Years report. By opting out, the account accepts responsibility for ensuring a separate submission is made on their behalf to comply with the requirements of 26 CFR part 54, 39 CFR part 249, as applicable.		
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed – Small Group (2-50) vs. Large Group (51+) 2. The funding arrangement changed – Fully Insured vs. Self-Funded Refer to the RxDC Instructional Guide linked above for specific directions on how to complete each entry.		
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES		ADMIN FEES
NATIONAL	x	\$40524
STOP LOSS ISSUER NAME		STOP LOSS ISSUER EIN
NONE		ENTER EIN NUMBER
PBM NAME		PBM EIN
ESI		431420563
PREMIUM PAID BY MEMBER		PREMIUM PAID BY EMPLOYER
\$143569.70		\$523124.99
PREMIUM EQUIVALENTS		STOP LOSS PREMIUM
\$666694.69		\$0
Forms must be completed by the due date to be included in CareFirst's RxDC – D1 Premium and Life Years file submission. Clients that do not submit the form on time will be responsible for making sure a separate submission is made to CMS.		

Clients that want a record of the information provided should take a print screen or screenshot before submitting the form.

2. A pop-up will appear to confirm a successful submission.

FLORINA	891693153	891693153	
PREMIUM PAID BY MEMBER	PREMIUM PAIE	D BY EMPLOYER	
\$891	\$9013		
PREMIUM EQUIVALENTS	STOP LOSS PRI	EMIUM	
\$9181	\$901		
Forms must be completed by the due date to be included submit the form on time will be responsible for making s	Form submitted successfully	n and Life Years file submission. Clients that do not e to CMS.	
Submit Opt-Out Okay			

Clients that want a record of a successful submission should take a print screen or screenshot before clicking the "Okay" button.

Mid-Year Market Segment Changes

Clients that had an applicable mid-year market segment change as outlined in the RxDC Instructional Guide(s) need to provide two sets of data that will be stored and reported separately.

Annual RxDC Information Submission		
PLEASE CLICK HERE TO ACCESS THE RxDC INSTRUCTIONAL GUIDE(S) FOR MORE INFORMATION ON HOW TO COMPLETE THIS SUBMISSION BEFORE FILLING OUT THE FORM BELOW.		
Select the OPT-OUT button at the bottom of the screen if CareFirst should not include RxDC data for this account in its carrier submission of the D1 – Premium and Life Years report. By opting out, the account accepts responsibility for ensuring a separate submission is made on their behalf to comply with the requirements of 26 CFR part 54, 29 CFR part 2590, and 45 CFR part 149, as applicable.		
Check the box below if the account renewal was during the calendar year and at least one of the following statements are true: 1. The account size changed — Small Group (2-50) vs. Large Group (51+) 2. The funding arrangement changed — Fully Insured vs. Self-Funded Refer to the RxDC Instructional Guide linked above for specific directions on how to complete each entry.		
MID-YEAR MARKET SEGMENT CHANGE(S) APPLY STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES		ADMIN FEES
SELECT STATE	x	ENTER AMOUNT PAID

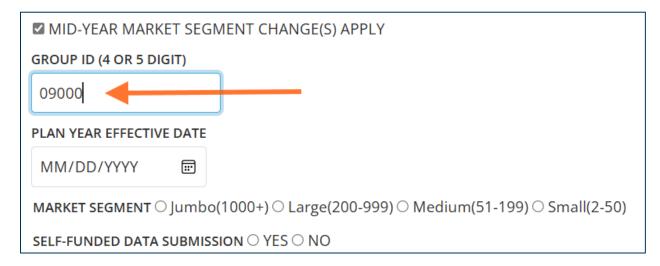
Check the box to confirm at least one of the outlined criteria is true and midyear market segment changes apply. This will reveal additional data fields.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
GROUP ID (4 OR 5 DIGIT)		
ENTER GROUP ID		
PLAN YEAR EFFECTIVE DATE		
MM/DD/YYYY		
MARKET SEGMENT O Jumbo(1000+) O Large(200-999) O Medium(51-199) O Small(2-50)		
SELF-FUNDED DATA SUBMISSI	ON O YES O NO	

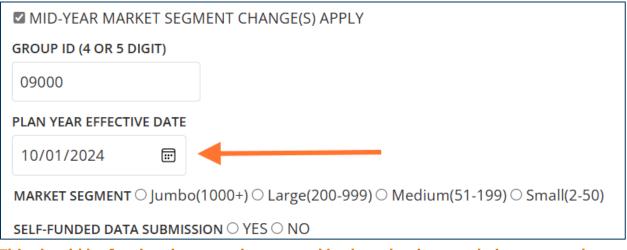
The submissions can be completed in any order, as long as the information provided in each submission is specific to the time period either before or after the change in market segment.

We recommend that the information for the most recent market segment be the first submission, and the following instructions take that approach.

1. Enter the <u>current</u> Group ID assigned by CareFirst. This ID is either a 5-digit number or a 4-digit ID that could be either numeric or alphanumeric.



2. Enter the Plan Year Effective Date for the market segment change.



This should be for the plan year that started in the calendar year being reported.

3. Select the market size applicable to the client after the renewal and confirm that they are currently self-insured.

SELF-FUNDED DATA SUBMISSION

YES
NO

4. Complete the form as outlined in the previous sections of this manual with the information for the applicable portion of the calendar year.

5. After submitting the first form, repeat the steps in this section with the information from before the change.

- The Group ID may or may not be the same.
- The Plan Year Effective Date should be in the calendar year before the year being reported.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY		
GROUP ID (4 OR 5 DIGIT)		
M9M9		
PLAN YEAR EFFECTIVE DATE		
10/01/2023		

For the Market Segment size and the Self-Insured indicator, at least one will be different – or possibly both.

For clients that were self-insured both before and after the effective date of the change, and only the market segment was different, the form will have all the same fields to be completed as the previous submission.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY			
GROUP ID (4 OR 5 DIGIT)			
М9М9			
PLAN YEAR EFFECTIVE DATE			
10/01/2023			
MARKET SEGMENT I Jumbo(1000+) Large(200-999) OMedium(51-199) OSmall(2-50)		
self-funded data submission ® YES \bigcirc NO			
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES	ADMIN FEES		
SELECT STATE X	ENTER AMOUNT PAID		
STOP LOSS ISSUER NAME	STOP LOSS ISSUER EIN		
ENTER THE NAME OF ISSUER	ENTER EIN NUMBER		
PBM NAME	PBM EIN		
ENTER PBM NAME	ENTER PBM EIN NUMBER		
PREMIUM PAID BY MEMBER	PREMIUM PAID BY EMPLOYER		
ENTER AMOUNT PAID	ENTER AMOUNT PAID		
PREMIUM EQUIVALENTS	STOP LOSS PREMIUM		
ENTER PREMIUM EQUIVALENT	ENTER AMOUNT PAID		

 For clients that did not have a change in market size, but was not previously self-insured, the form will have only the fields required for fully insured Large Group health plans.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY GROUP ID (4 OR 5 DIGIT) M9M9 PLAN YEAR EFFECTIVE DATE		
10/01/2023 MARKET SEGMENT O Jumbo(1000+) @ Large(200-999) O Medium(51-199) O Small(2-50) SELF-FUNDED DATA SUBMISSION O YES NO		
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES SELECT STATE X		
PBM NAME	PBM EIN ENTER PBM EIN NUMBER	
PREMIUM PAID BY MEMBER	PREMIUM PAID BY EMPLOYER	
ENTER AMOUNT PAID	ENTER AMOUNT PAID	

 For clients that were not previously self-insured and came from the Small Group market where pharmacy benefits are always provided through the insurer, the form will remove the PBM fields.

MID-YEAR MARKET SEGMENT CHANGE(S) APPLY			
GROUP ID (4 OR 5 DIGIT)			
M9M9			
PLAN YEAR EFFECTIVE DATE			
10/01/2023			
MARKET SEGMENT 〇 Jumbo(1000+) 〇 Large(200-999) 〇 Medium(51-199) 🖲 Small(2-50)			
self-funded data submission \odot YES \odot NO			
STATE(S) WHERE THE PLAN WAS OFFERED TO EMPLOYEES			
SELECT STATE		х	
PREMIUM PAID BY MEMBER			PREMIUM PAID BY EMPLOYER
ENTER AMOUNT PAID			ENTER AMOUNT PAID

FAQs

Q: Is there a different way for current clients to provide the data to CareFirst?

A: No. In the interest of data security and governance, all current client data must be provided using the form created in the secure portals, either by the client directly, or by their broker/consultant, if applicable.

Q: How do I know if my submission was successful?

A: If a popup appears with the message "Form submitted successfully" and there is no error message that appears at the same time, the submission was successful.

Q: Can I check the status of my submission?

A: This is not currently an option.

Q: Can I get a copy of the data I submitted?

A: This is not currently an option. Clients that want to retain a copy of the data they submit should capture the screen with the completed form before clicking the submit button.

Q: If an error message appears at the same time as the confirmation of successful submission, was the data received?

A: There is a chance that the data did not save. The troubleshooting tips in the next section should be used to attempt the submission again.

Q: Can I change my data after I have clicked submit?

A: The form can be filled out again with all the required data, including any corrections, and submitted as many times as needed prior to the due date. CareFirst will use the data submitted closest to the due date.

Q: What do I do if I am not sure that my submission was successful?

A: It's always a good idea to submit again if the successful submission message was not received. The subsequent successful mission will simply replace the original submission if it was successful.

Troubleshooting Tips

In the event of an error message or technical issue in completing the submission, try the tips below before attempting the submission again.

Suggestion #1

- 1. Log out of the portal.
- 2. Clear your browser's cache.
- 3. Log into the portal and try again.

Suggestion #2

- 1. Log out of the portal.
- 2. Clear your browser's cache.
- 3. Open a new browser tab.
- 4. Log into the portal and try again.

Suggestion #3

- 1. Log out of the portal.
- 2. Open a private or incognito window in your browser.
- 3. Log into the portal and try again.

Suggestion #4

- 1. Log out of the portal and close your browser.
- 2. Open a different browser.
- 3. Log into the portal and try again.

Suggestion # 5

It's possible that scheduled maintentance, an unplanned network outage, or other technical issue may be temporarily impacting your ability to submit the form.

- 1. Log out of the portal.
- 2. Try again another day.

If you are unable to successfully troubleshoot the issue, please contact Portal Support at <u>SBUPortalSupport@carefirst.com</u>. Please include a detailed description of the issue, including screenshots of the data you are entering and any errors you are receiving.



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