

CCO Pay for Performance (P4P) PBM Contract Reporting Template Instructions

Overview:

For each quarter please include the relevant data for each yellow shaded area, within the quarter's respective worksheet. (Please do not change formulas.)

Descriptions for each field that you are required to enter data for are provided below:

Field/Cell Reference	Instruction
Cell E7	This value is the admin fee that you (CCO) pay per claim to the PBM. If you do not pay a per claim admin fee and rather pay a fixed admin fee you will need to provide that fee amount via email accompanying your submission. Reports should be sent to Trevor.Douglass@state.or.us and Heidi.R.Murphy@state.or.us .
Cells E12, E13, E15, E16, E18 & E19 – Claim Count by Type & Channel	These values should reflect the total number of paid claims by each channel.
Cells E21, E22, E23, & E24 – Specialty Claim Count	Specialty channel is reported and represented differently across the various contracts. Some report this channel based on brand and generic. Others report it as one blended specialty rate. Most carve Limited Distribution Drugs out. Thus, please report your total claims reflective of how your specific contract frames specialty. For example, if your contract has a blended specialty guarantee, you would enter total paid claims in the cell E23 and leave E21 & E22 blank. You would still fill out E24 for LDD claims.

Cells F12, F13, F15, F16, F18 & F19 – AWP Discount Guarantee	These cells are the aggregated guaranteed paid amount by type and channel. For example, if your guarantee states AWP-10% for brand retail 30, then you would report the total guarantee amount (\$ amount based on guarantee) for all those claims, and so on for each channel and brand/generic.
Cells G12, G13, G15, G16, G18, G19, G21, G22, G23 & G24 – Dispense Fee Guarantee	These cells are reflective of the total amount of revenue expected under the dispense fee guarantee for each channel in your contract.
Cells J12, J13, J15, J16, J18 & J19 – AWP Discount Actually Paid	These cells represent the actual paid amount by channel and type. This is termed “contract performance” to ensure that you understand that these are the actual amounts that the PBM is paying pharmacies by channel and drug type.
Cells K12, K13, K15, K16, K18, K19, K21, K22, K23 & K24 – Actual Dispense Fee paid	These cells reflect total amount paid in dispense fees by channel and type of drug. These are likely the same as column G numbers, unless actual dispense fees paid are lower based on PBM’s network performance.
Cells J21, J22, J23 & J24 – Actual Paid Amounts For Specialty	These cells will need to be reflective of what your contract guarantees reported in column F. The amounts stated in Column J will be the actuals paid for your specialty claims.
Cell E27 – Percentage of Over-Performance Shared With PBM	This cell reflects the percentage of the difference between the CCO’s guaranteed amount and actual paid amount (over-performance), stated in your contract, that gets shared back to PBM. For example, if the contract states that the PBM is entitled to share in that difference (over-performance) at a rate of 40%, then you must enter 40% in this cell.