



Contract Pharmacy User Guide



{Contract Pharmacy User Guide}

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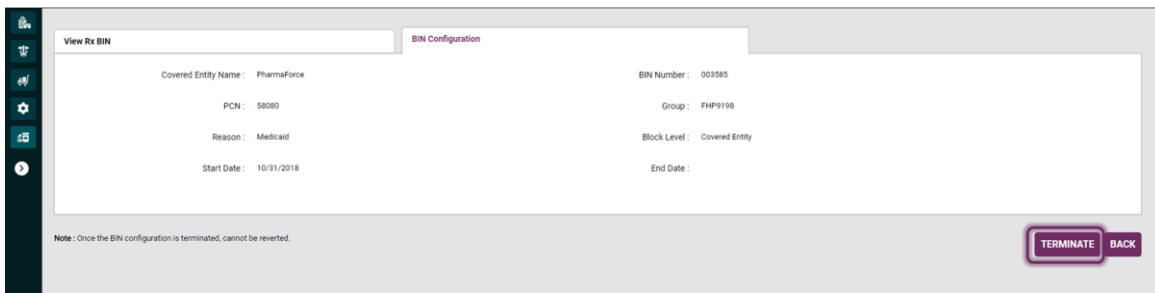


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Covered Entity User Guide

Steps to Filter in All Modules

1. Navigate to the desired module and enter the necessary criteria. Turn filter columns ON. This will display text boxes under all column headers.

The screenshot shows the 'Inventory Search' module. At the top, there are search criteria: 'Covered Entity Name' (PharmaForce [PF999999]), 'Chain Pharmacy' (---Select---), 'Pharmacy Name' (---Select---), 'Drug Name' (Search by Drug Name), and 'NDC' (Search by Drug NDC). Below these are 'SEARCH' and 'RESET' buttons. A 'Display' dropdown is set to '10 records'. An 'EXPORT' button is visible. A 'Filter Column' toggle is set to 'ON'. Below the toggle is a table with column headers: NDC, DrugName, Mfg. Name, Package Size, Opening Units, Units Dispensed, Units Replenished, Returned Units, Trued-up Units, 340B Units, 340B Packages, and Options. Each header has a small text box below it for filtering.

2. Enter text into the column you would like to filter down. Select the column header to filter.

The screenshot shows the 'Inventory Search' module with the 'Filter Column' toggle set to 'ON'. The 'DrugName' column header is highlighted with a red box, indicating it is selected for filtering. The table below shows the search results for 'Lisinopril'.

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
435470354	LISINOPRIL 20 MG TABLET	COLCO HEALTHCAR	1000.00	0.00	60.00	0.00	0.00	0.00	-60.00	-0.00	H

3. Columns can also be sorted A-Z and Z-A by clicking any column header.



Patient Module

Purpose of the Module

The purpose of the Patient Module is to view all patients associated with the covered entity, edit/add patients, and identify file issues.

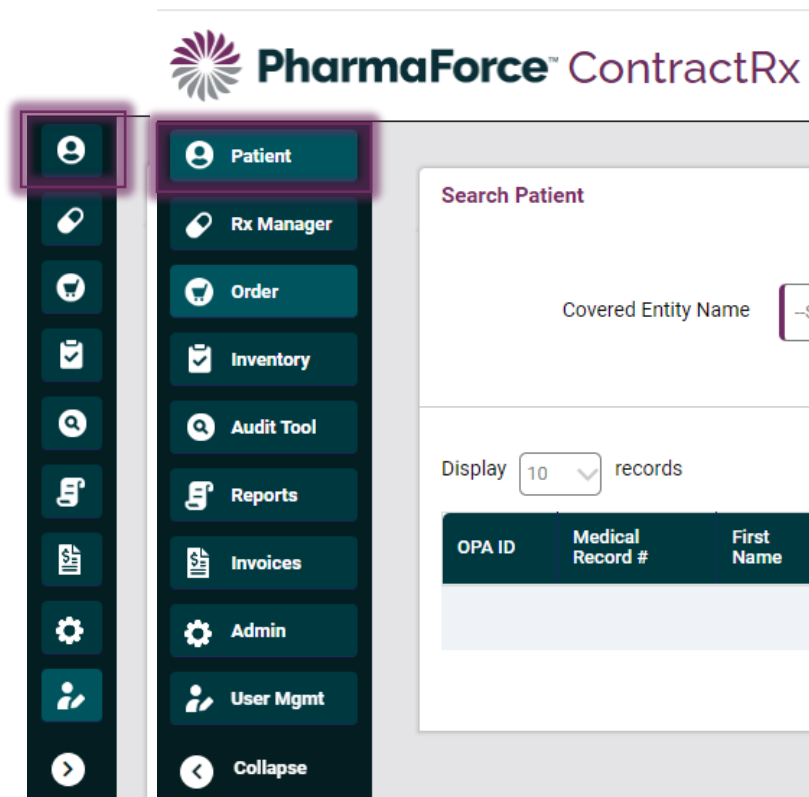
Use Case

In the patient module, you can view all claims and visit history associated with a patient, edit patient details, add missing visits, create a new patient, and review eligibility fallout reasons.

Functionality

Searching for a patient in the Patient Module:

1. Navigate to the Patient Module.



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2. Select covered entity name and hit SEARCH.

The screenshot shows the PharmaForce ContractRx search interface. On the left is a vertical sidebar with icons for user profile, lock, chat, clipboard, search, and list. The main area has three tabs: 'Search Patient' (active), 'Patient Enrollment', and 'Eligibility Fallout'. Below the tabs is a search bar with a dropdown menu showing 'PharmaForce [PF999999]'. To the right of the dropdown are 'SEARCH' and 'RESET' buttons. Below the search bar is a 'Display' dropdown set to '10' and the text 'records'. An 'EXPORT' button is located at the bottom right.

3. Once all patients populate, turn the Filter Columns ON.

This screenshot is similar to the previous one, but the 'Filter Column' toggle at the bottom right is now set to 'ON' (previously 'OFF'). The 'SEARCH' button is highlighted with a red box.

4. Once filters are on, type in any patient criteria needed, then hit the column header to search.

Display 10 records

EXPORT Filter Column OFF ON

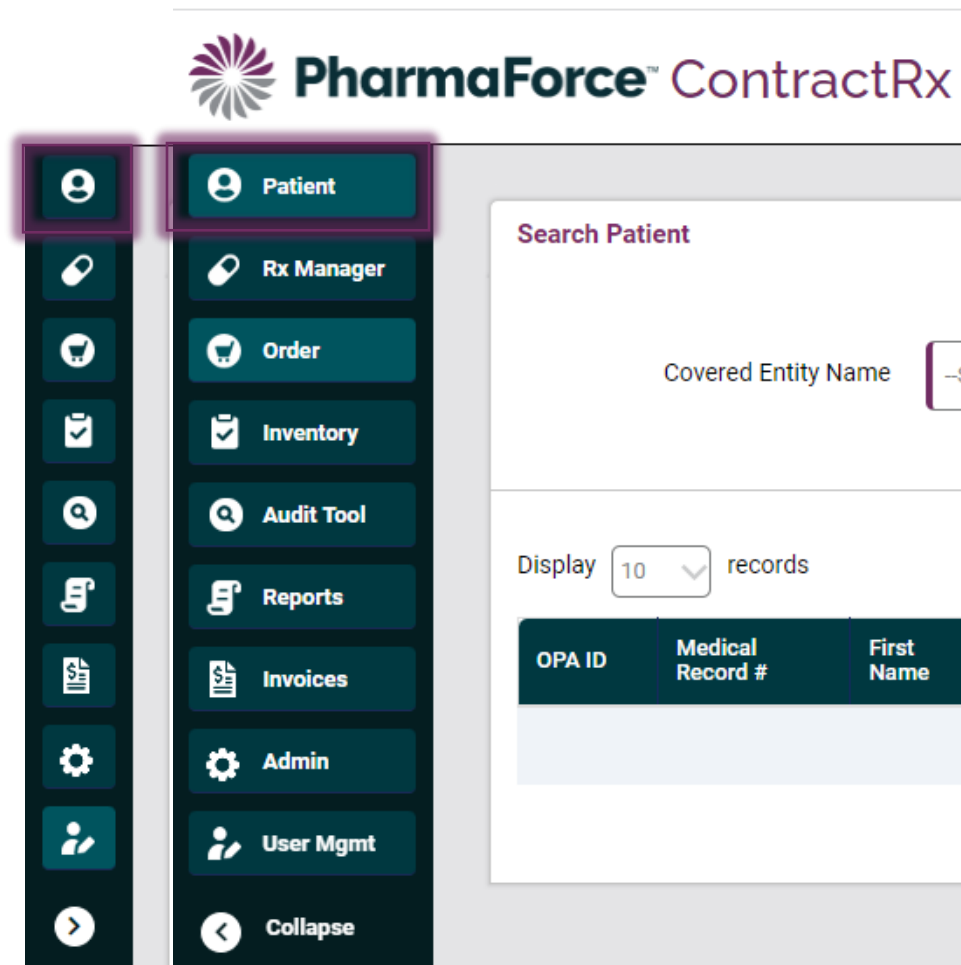
OPA ID	Medical Record #	First Name	Last Name	Date of Birth	Gender	Eligibility Code	Effective Date	Termination Date	Last Update	Source Type	Options
OPA ID	Medical Rec	name	Last Name	Date of Bir	Gen	Eligibili	Effective t	Termination	Last Upda	Source	
PF999999	1952PATTPATF	PatFirstName72	PattLastName72	10/21/1952	-	-	05/04/2018	-	06/19/2019 09:49 PM	Claims	

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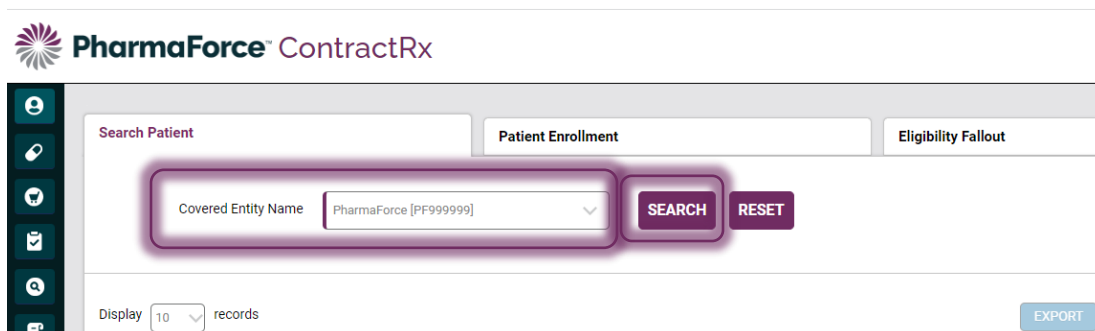


Steps to view all claims in the Patient Module:

1. Navigate to the Patient Module



2. Select covered entity name and hit SEARCH.



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3. After patients load and you have filtered to a patient, click the hammer icon under options to view claims associated with the patient. (Steps on how to filter to a patient can be found [here](#)).

EXPORT Filter Column OFF ON			
Termination Date	Last Update	Source Type	Options
Termination	Last Upda	Source	
-	06/19/2019 09:49 PM	Claims	
-	06/19/2019 09:49 PM	Claims	

4. A new tab will appear with the patients visits at the bottom of the screen.
 - a. Each claim will have a claim type associated, either 340B or Non-340B. If the claim is non-340B, there will be a reason populated to the far right telling you why it did not capture.
 - b. You can view the Date of Service, Rx Number, NDC, Drug Name, Mfg. Name, Days Supply, Qty, New/Refill #, Prescriber, Amount Collected, Pharmacy, and Claim Date associated with each claim.

Search Patient

View Claims

Patient Enrollment

Eligibility Fallout

Medical Record # : 1952PATTPATF

First Name : PatFirstName72

Last Name : PatLastName72

Covered Entity Name : PharmaForce

Start Date

End Date

SEARCH

RESET

Display

10

records

Filter Column

OFF

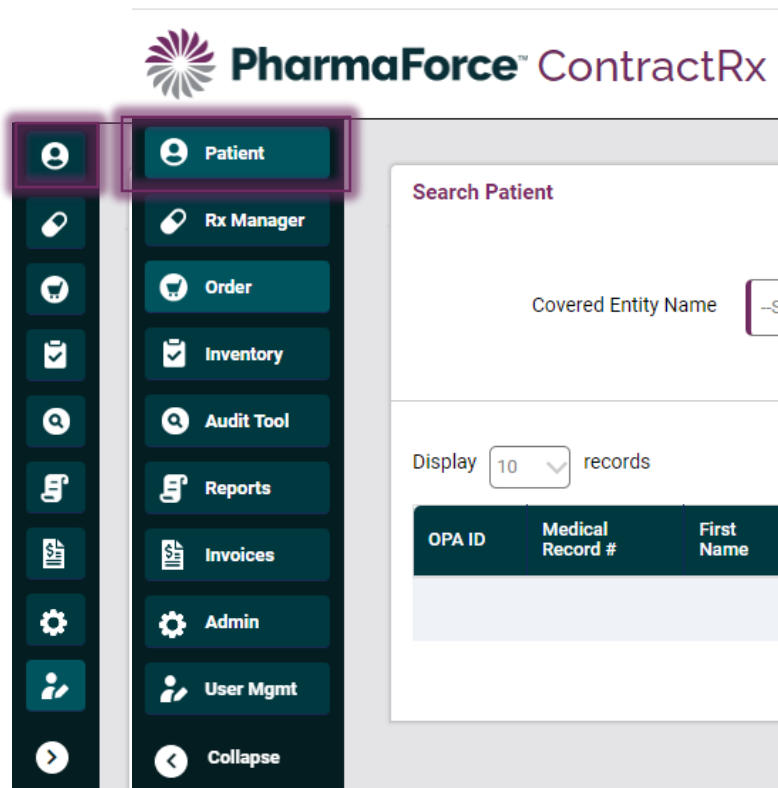
ON

Claim Type	Date of Service	Rx Number	NDC	Drug Name	Mfg. Name	Days Supply	Metric Qty	New/Refill	Prescriber	Amount Collected(\$)	Pharmacy	Claim Date	Reason	Sub Reason	Options
Cash 340B	12/12/2020	099971001906	16714048202	LORATADINE 10 MG TABLET	NORTHSTAR RX LL	30	30	10	PRESCRFIRST7 PRESCLAST7	\$4.00	PharmaForce (#2)	05/01/2019	-	-	

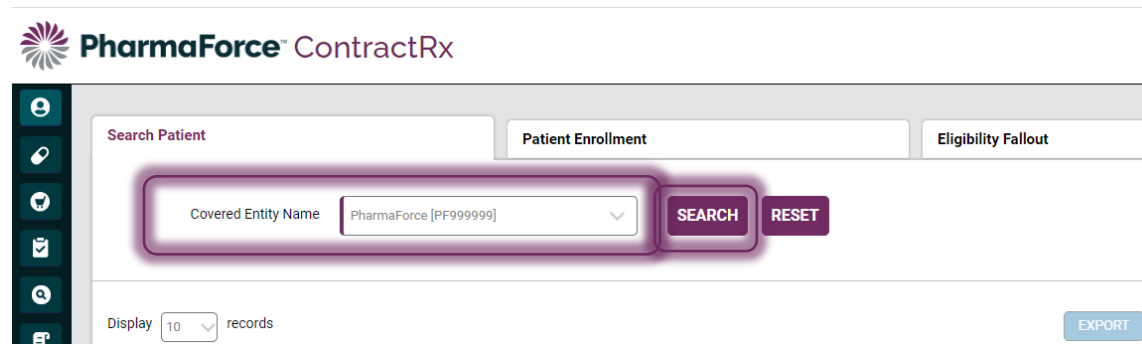


Steps to view visit history in the Patient Module:

1. Navigate to the Patient Module



2. Select covered entity name and hit SEARCH.



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3. Once you filter to the patient, select the H icon under options to view all history associated with the patient. (Steps on how to filter to a patient can be found [here](#)).

EXPORT
Filter Column OFF ON

Termination Date	Last Update	Source Type	Options
Termination ≡	Last Update ≡	Source ≡	🔍 ✖
-	06/19/2019 09:49 PM	Claims	👁 ✎ 🔍 H ⬇
-	06/19/2019 09:49 PM	Claims	👁 ✎ 🔍 H ⬇

4. This icon will allow you to view all changes made on this patient for all time.
 - a. Patient Added: Shows when a patient was added to the patient module.
 - b. Patient Edited: A change has been made to the patient.

Display 10 records
Filter Column OFF ON

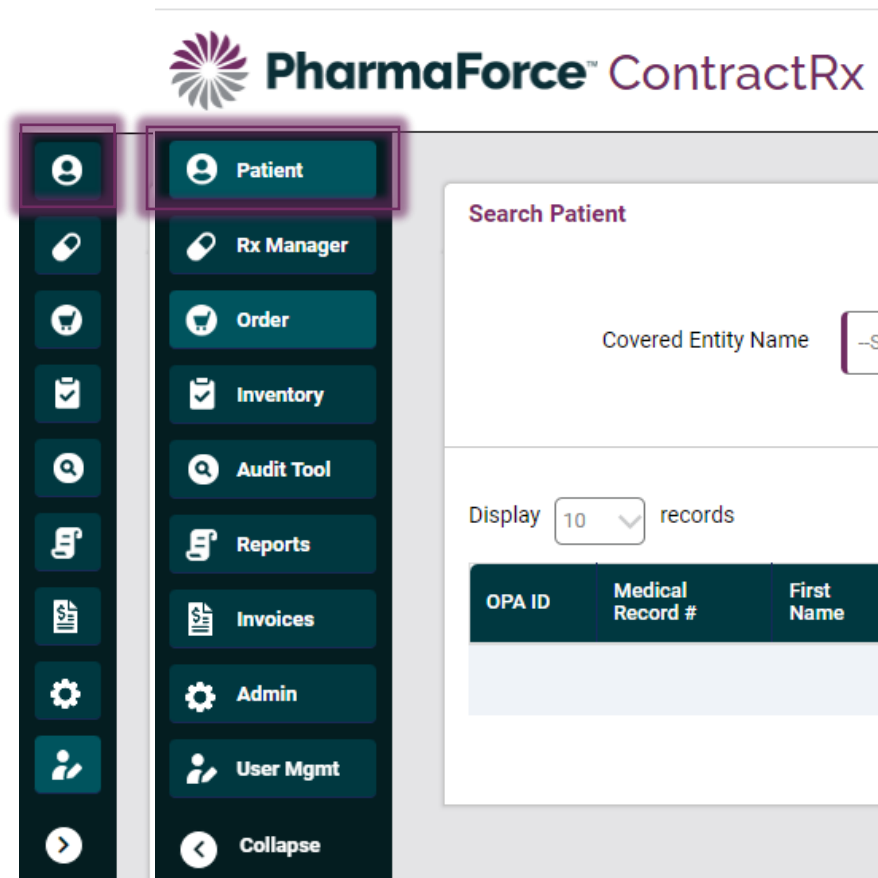
Field	Updated Value	Updated By	Updated Date	Options
Patient Added	-	System	10/24/2023 10:43:34 AM	

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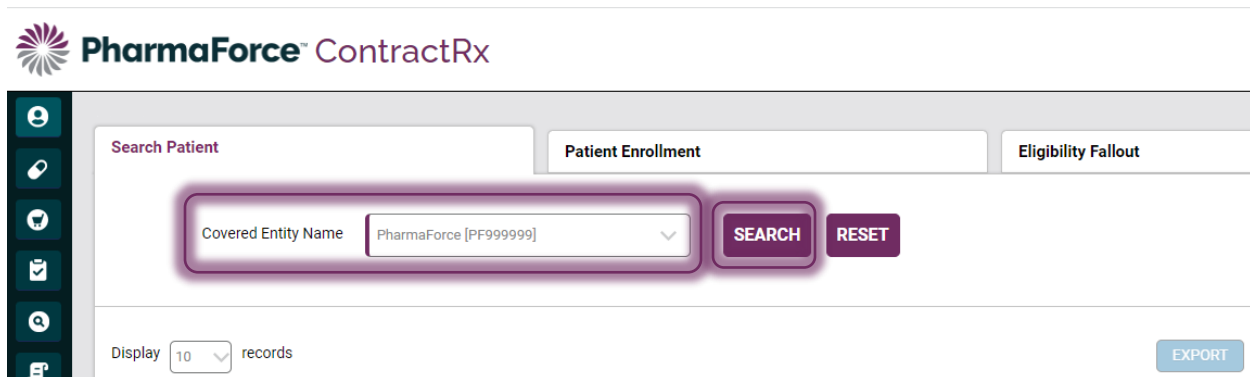


Steps to Edit a Patient and Add a Missing Visit

1. Navigate to the Patient Module



2. Select covered entity name and hit SEARCH.



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- Once you filter to the patient, select the pencil icon under options to Edit the patient. (Steps on how to filter to a patient can be found [here](#)).

EXPORT Filter Column OFF ON			
Termination Date	Last Update	Source Type	Options
Termination	Last Upda	Source	 
-	06/19/2019 09:49 PM	Claims	    
-	06/19/2019 09:49 PM	Claims	    

- All items in the patient information and patient eligibility fields can be edited. The fields with the purple bar are required.

Search Patient

Edit Patient

Eligibility Fallout

Covered Entity Information

Covered Entity Name

PharmaForce

OPA ID

PF999999

Patient Information

First Name

412_NAME

Middle Initial

Last Name

412_TEST

Date Of Birth

12/31/1900

Gender

Male

Address 1

Address 2

City

State

--Select--

Zip Code

Country

USA

Home Phone

(XXX) XXX-XXXX

Mobile Phone

(XXX) XXX-XXXX

Email ID

Work Phone

(XXX) XXX-XXXX

Patient Eligibility

Medical Record #

M01054891

Eligibility Code

--Select--

Effective Date

01/31/2023

Termination Date

Patient Visits

ADD VISIT

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5. To add a missing visit, you can select the Add Visit button under Patient Visits. Under Add Visit, you will need to select the visit date and the provider the patient saw.

Patient Eligibility

Medical Record #	M01054891	Eligibility Code	--Select--
Effective Date	01/31/2023	Termination Date	

Patient Visits

ADD VISIT

Add Visit

Visit Date

Patient Status

--Select--

Display 10 records

Filter Column OFF ON

First Name	Last Name	NPI	Select
test123	test123	1000000099	☐
John	Smith	1234567982	☐

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Steps to Create a New Patient

1. Navigate to the patient module and select the Patient Enrollment tab.

Search Patient Patient Enrollment Eligibility Fallout

Covered Entity Name --Select-- SEARCH RESET

Display 10 records EXPORT Filter Column OFF ON

2. Fill in all required fields with the purple bar in the search box and select Save.

Search Patient Patient Enrollment Eligibility Fallout

Covered Entity Information

Covered Entity Name --Select-- OPA ID

Patient Information

First Name Date Of Birth Middle Initial Gender --Select-- Last Name

Address 1 Address 2 Zip Code City Country USA Home Phone (xxx) xxx-xxxx Work Phone (xxx) xxx-xxxx Mobile Phone (xxx) xxx-xxxx Email ID

Patient Eligibility

Medical Record # Effective Date Eligibility Code --Select-- Termination Date

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Identifying file issues in the Patient Module

1. Navigate to the patient module and select the Eligibility Fallout tab.

A screenshot of the PharmaForce Patient Module interface. At the top, there are three tabs: "Search Patient", "Patient Enrollment", and "Eligibility Fallout". The "Eligibility Fallout" tab is highlighted with a purple border. Below the tabs, there is a "Covered Entity Name" dropdown menu with "--Select--" as the current selection. To the right of the dropdown are two buttons: "SEARCH" and "RESET". At the bottom left, there is a "Display" dropdown set to "10" and the text "records". At the bottom right, there is a "Filter Column" toggle switch currently set to "OFF".

2. In the fallout reason column, you will find the reason a patient did not get loaded, which could potentially identify file issues. Potential fallout reasons are listed below:
 - a. Invalid Visit Date
 - b. Invalid Date of Birth
 - c. Invalid First Name
 - d. Duplicate Patient

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Rx Manager

Purpose of the Module

The purpose of the Rx Manager module is to view and edit claims at the chain pharmacy level.

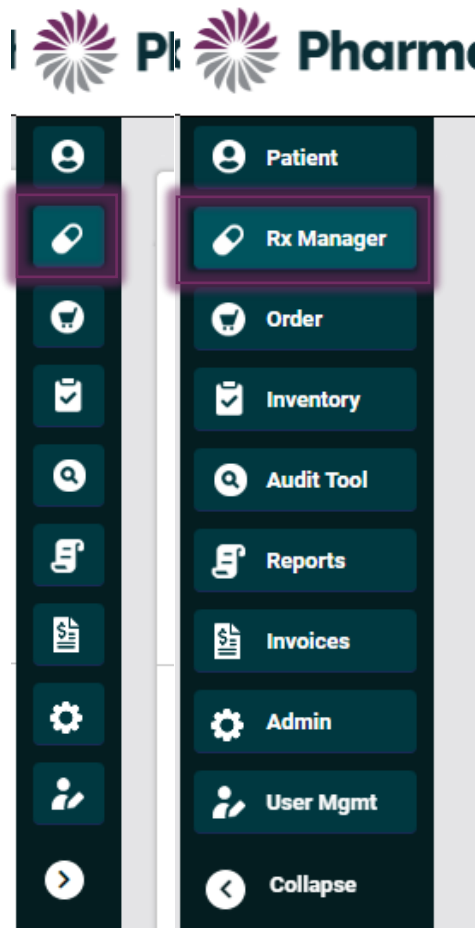
Use Case

Through this module, you can flip a claim status from Captured to Non-Captured and vice versa. You can also attach documentation through uploading a file or a comment to specific claims.

Functionality

Steps to manually capture a claim through the Rx Manager:

1. Navigate to the Rx Manager





2. Select CE and Pharmacy Chain (both fields are required), you can also enter additional optional information to narrow your search. Hit SEARCH.

PharmaForce ContractRx

Search Rx Manager

Covered Entity Name: PharmaForce

Chain Pharmacy: PharmaForce

Claim Type: Non Captured

Show Claims: All

Start Date: Enter Start Date

End Date: Enter End Date

Rx #: Enter 3 to 12 Characters

SEARCH **RESET**

3. After reviewing non-captured claims for eligibility, scroll all the way to the right to Options. You will find a Pencil icon as the center icon in the Options column, click the pencil associated with the claim you would like to capture.

SEARCH **RESET**

Filter Column

E- Prescribe Service Location	E- Prescribe Service Location Code	Modified By	Modified Date	Options
	-	-	-	
	-	-	-	

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4. A new small window will pop up with the Manual Capture options below. Once you are satisfied with your selections you will click SAVE.
 - a. Reason: drop down menu with Manual or Referral
 - b. Capture Associated Refills: Defaults to Yes, this means capture all previous refills associated with the same Rx #
 - c. Capture Future Refills: Defaults to Yes, this means capture all future refills as they come through associated with the same Rx#
 - d. You can also use the check box on the left of each line of claims details to choose which claims you would like to include in capturing.

Edit Claims

Change Claim Type To

: Captured

Reason

Manual Capture

Capture Associated Refills

YES NO

Capture Future Refills

YES NO

Select	Refill #	Date of Service	Drug Name	NDC	Dispensed Qty	CE Receivable
☒	00	01/31/2023	ARMOUR THYROID 60 MG TABLET	00456045901	98	\$48.16
					Total Savings	\$48.16

Note: The system will queue this request and will remain in it's current status until the queue job is ran nightly.

SAVE

5. Once you click save, the pencil icon will transform into a spinning icon, like below, this means the claim has been placed in the nightly processing queue and will show as captured the next morning.

Modified By	Modified Date	Options
-	-	



6. You can also add supporting notes and/or attachments to the claim by clicking the Paperclip icon in the Options column.

SEARCHRESET

Filter ColumnOFFON

E- Prescribe Service Location	E- Prescribe Service Location Code	Modified By	Modified Date	Options
	-	-	-	  
	-	-	-	  

7. A new small window will pop up with options. Once you are satisfied with your comment and/or attachment, click SAVE.
- Comment: Max of 250 characters
 - Attachment: Choose a previously saved attachment by clicking Choose File, max file size of 2.5 MB

Add Attachment

Comment

Max of 250 characters.

Attachment

Choose FileNo file chosen

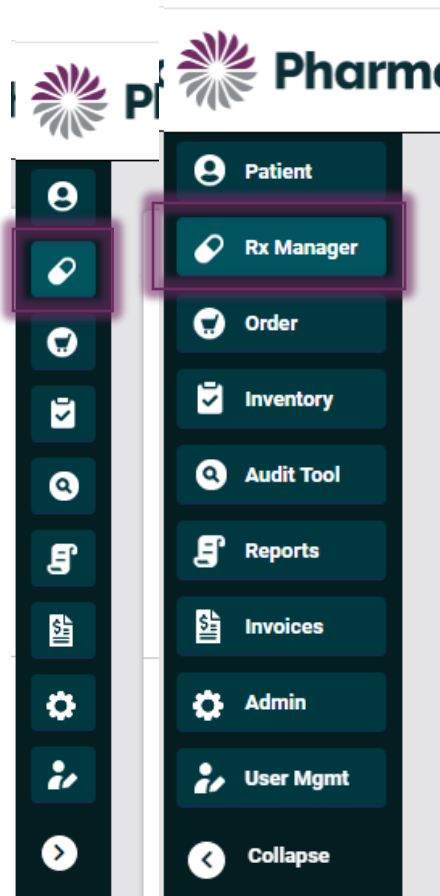
Uploaded Attachment(s)

SAVE



Steps to manually non-capture a claim through the Rx Manager:

1. Navigate to the Rx Manager



2. Select CE and Pharmacy Chain (both fields are required), you can also enter additional optional information to narrow your search. Hit SEARCH.

PharmaForce ContractRx

Search Rx Manager

Covered Entity Name: PharmaForce

Chain Pharmacy: PharmaForce

Claim Type: Non Captured

Show Claims: All

Start Date: Enter Start Date

End Date: Enter End Date

Rx #: Enter 9 to 12 Characters

SEARCH RESET

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3. When you find a claim you would like to un-capture, scroll all the way to the right to Options. You will find a Pencil icon as the center icon in the Options column, click the pencil associated with the claim you would like to un-capture.

SEARCH

RESET

Filter Column

OFF

ON

E- Prescribe Service Location	E- Prescribe Service Location Code	Modified By	Modified Date	Options
	-	-	-	
	-	-	-	

4. A new small window will pop up with the Manual Non-Capture options below. Once you are satisfied with your selections you will click SAVE.
 - a. Reason: Will auto populate Manual Non-Capture
 - b. Non-Capture Associated Refills: Defaults to Yes, this means uncapture all previous refills associated with the same Rx #
 - c. Non-Capture Future Refills: Defaults to Yes, this means uncapture all future refills as they come through associated with the same Rx#
 - d. You can also use the check box on the left of each line of claims details to choose which claims you would like to include in uncapturing.

Edit Claims

Change Claim Type To

: Non Captured

Reason

: Manual Non Capture

Non Capture Associated Refills

Non Capture Future Refills

Select	Refill #	Date of Service	Drug Name	NDC	Dispensed Qty	CE Receivable
☒	00	10/19/2023	BUPRENORPHINE-NALOX 8-2MG FILM	47781035703	56	\$236.95
					Total Savings	\$236.95

Note: The system will queue this request and will remain in it's current status until the queue job is ran nightly.

SAVE

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- Once you click save the pencil icon will transform into a spinning icon, like below, this means the claim has been placed in the nightly processing queue and will show as captured the next morning.

Modified By	Modified Date	Options
-	-	  

- You can also add supporting notes and/or attachments to the claim by clicking the Paperclip icon in the Options column.

SEARCH

RESET

Filter Column

OFF ON

E- Prescribe Service Location	E- Prescribe Service Location Code	Modified By	Modified Date	Options
	-	-	-	  
	-	-	-	  



7. A new small window will pop up with options. Once you are satisfied with your comment and/or attachment, click SAVE.
 - a. Comment: Max of 250 characters
 - b. Attachment: Choose a previously saved attachment by clicking Choose File, max file size of 2.5 MB

A screenshot of a web application dialog box titled "Add Attachment" with a close button (X) in the top right corner. The dialog contains three sections: "Comment" with a text input field showing "Max of 250 characters."; "Attachment" with a "Choose File" button and the text "No file chosen"; and "Uploaded Attachment(s)" which is currently empty. A purple "SAVE" button is located at the bottom right of the dialog.



Order Module

Purpose of the Module

The purpose of the Order Module is to view all orders at the covered entity level and view claims attached to orders.

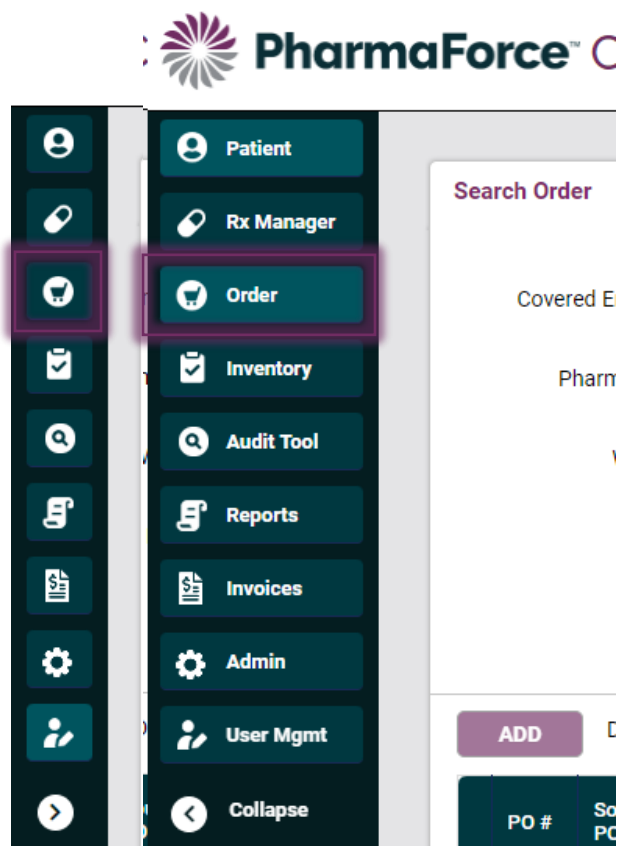
Use Case

Through this module, you can view all NDCs on an order, view all claims that were replenished, export line level details of an order and add manual orders.

Functionality

Steps to view all orders or filter to a specific order:

1. Navigate to the Order Module





2. Fill in the Covered Entity Name and select SEARCH. This will populate ALL orders.
 - a. There is the option to filter down to orders by a single pharmacy, wholesaler, status, purchase order #, invoice number, or date range in the search criteria or by using the filter columns.

Search Order

Covered Entity Name: **PharmaForce** (dropdown menu)

Order Status: **--Select--** (dropdown menu)

Pharmacy Name: **--Select--** (dropdown menu)

Purchase Order#:

Wholesaler: **--Select--** (dropdown menu)

Invoice Number:

From Date:

To Date:

SEARCH **RESET**

ADD Display **100** records **EXPORT** Filter Column **OFF** **ON**

- b. To use the filter columns, follow Steps 1 and 2. After all orders have populated, turn the filter columns to ON. This will allow you to type a value in the column you would like to narrow down, then select the column header to search.

Search Order

Covered Entity Name: **PharmaForce** (dropdown menu)

Order Status: **--Select--** (dropdown menu)

Pharmacy Name: **--Select--** (dropdown menu)

Purchase Order#:

Wholesaler: **--Select--** (dropdown menu)

Invoice Number:

From Date:

To Date:

SEARCH **RESET**

ADD Display **100** records **EXPORT** Filter Column **OFF** **ON**

PO #	Source PO #	Submitted By	Account Type	Covered Entity Name	Pharmacy	PO Date	PO Status	Account #	Wholesaler Name	Total Ordered Price	Total Invoiced Price	Options



3. To view NDCs on the order, you can use the drop-down arrow on the far left. This will show you line level details for each purchase order.

ADD

Display 100 records

EXPORT

Filter Column

OFF

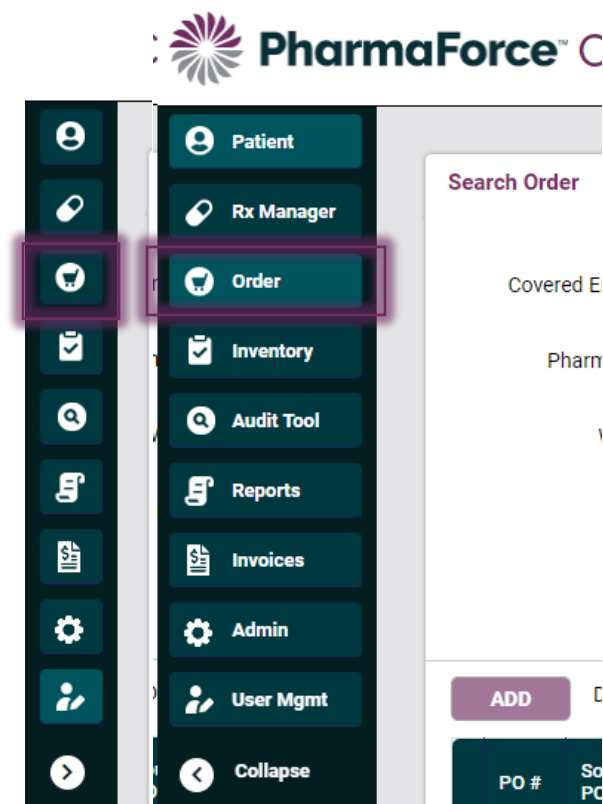
ON

	PO #	Source PO #	Submitted By	Account Type	Covered Entity Name	Pharmacy	PO Date	PO Status	Account #	Wholesaler Name	Total Ordered Price	Total Invoiced Price	Options				
	437120	-	Pharmaforce	340B	PharmaForce	PharmaForce (#2)	02/28/2023 09:03 AM	Order Consigned	999922	McKesson Pharmaceuticals	\$6.31	-					
NDC	Drug Name	Mfg. Name	Item Status	Status Type Code	Qty Ord.	Qty Ack.	Qty Billed	Qty Rec.	Ack. Date	Billed Date	Pkg Price	Tot Ordered Price	Ack. Price	Tot Ack. Pkg Price	Billed Price	Tot Billed Pkg Price	Invoice #
66685100100	AMOX-CLAV 875-125 MG TABLET	SANDOZ	Item Consigned	-	1	-	-	-	-	-	\$6.31	\$6.31	-	-	-	-	-



Steps to view claims attached to an order:

1. Navigate to the Order Module

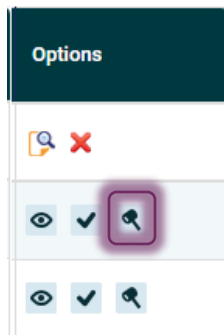


2. Select covered entity and any additional criteria needed to filter to an order, then select SEARCH.

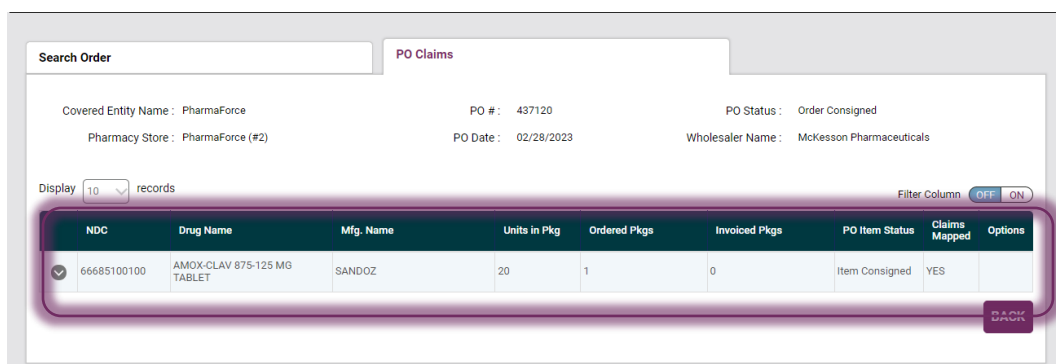
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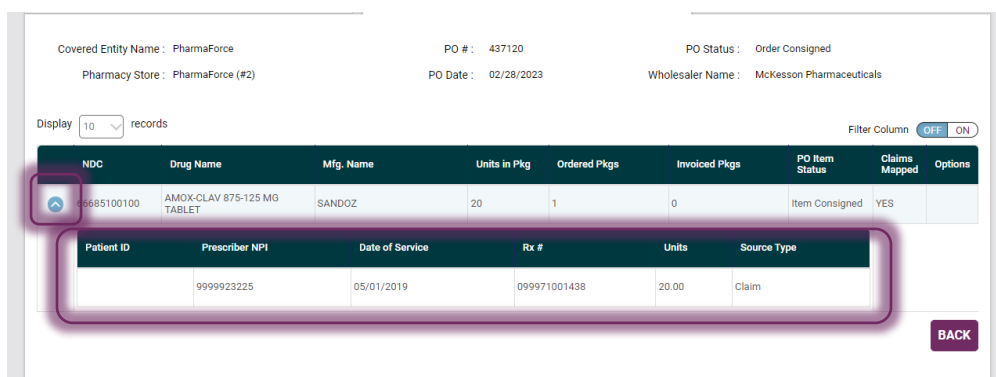
- On the far-right side under Options, click the Hammer Icon. This will populate all claims that are attached to that specific order.



- Once the NDCs on the order load, you will be able to see the NDC, Drug Name, Manufacturer Name, Packages Ordered and Invoiced, and the Item Status.



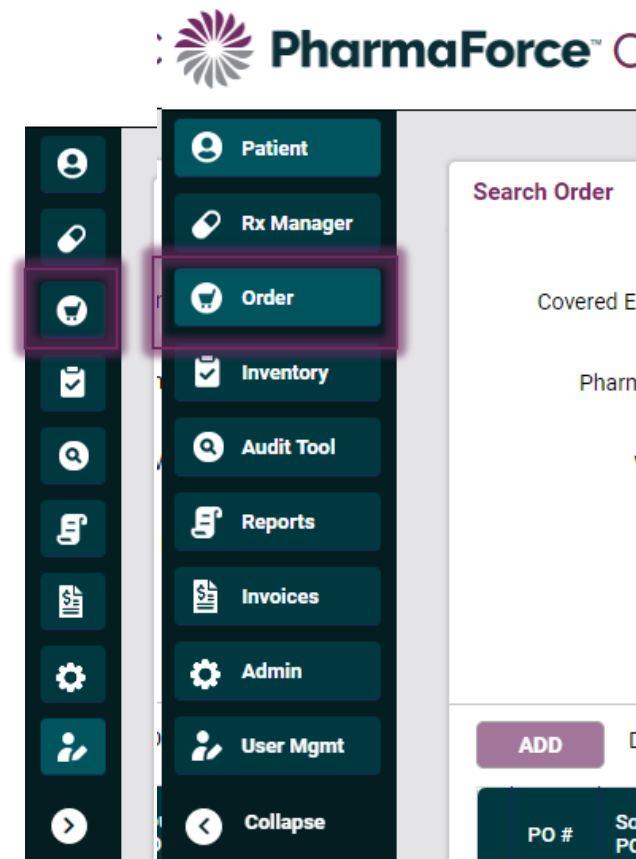
- Using the drop down on the far left will allow you to see all patient details under each NDC on the order. Patient ID, Prescriber NPI, Date of Service, Rx#, Units, and Source Type will all populate here.





Steps to export line level details of an order:

1. Navigate to the Order Module



2. Select covered entity and any additional criteria needed to filter to specific orders, then select SEARCH.

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- Once orders load, you can select the export button. This will export all orders within the criteria selected. *(Please see the Reports section for another option to export orders).*

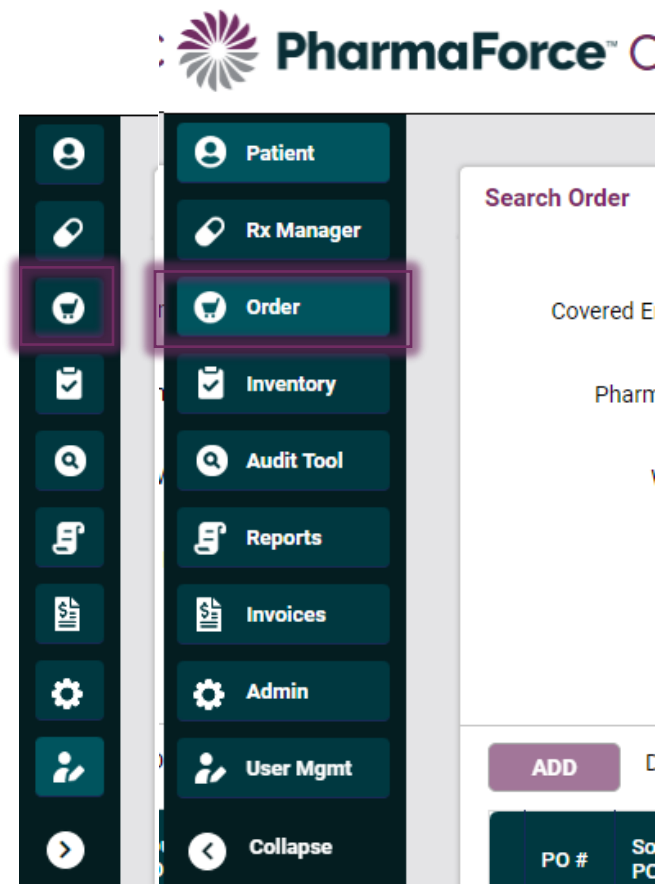
A screenshot of the PharmaForce "Search Order" interface. The form includes several input fields: "Covered Entity Name" (a dropdown menu with "PharmaForce" selected), "Order Status" (a dropdown menu with "--Select--" selected), "Pharmacy Name" (a dropdown menu with "--Select--" selected), "Purchase Order#" (a text input field), "Wholesaler" (a dropdown menu with "--Select--" selected), "Invoice Number" (a text input field), "From Date" (a date picker), and "To Date" (a date picker). At the bottom left, there is an "ADD" button, a "Display" label, a "100" value in a dropdown, and the word "records". At the bottom right, there is a blue "EXPORT" button, a "Filter Column" label, and a toggle switch with "OFF" and "ON" positions. The "EXPORT" button is highlighted with a red rectangular box.

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Steps to enter a manual order:

1. Navigate to the Order Module



2. Select covered entity and pharmacy, then select the ADD button.



- Enter information in all required fields (Wholesaler, Wholesaler Account, Order Date, Invoiced Date, and Invoiced Number).

Add Order

Vendor/Wholesaler: --Select-- Wholesaler Account: --Select-- PO #:

Order Date: Received Date: Invoiced Date:

Invoice #:

NDC	Drug Name	Qty Ordered	Qty Received	Qty Billed	Package Price (\$)	Total Price (\$)	Comment	Options
								+

Note: Qty Ordered, Qty Received and Qty Billed cannot be zero, negative and decimal values.

- Once you enter in an NDC or drug name, it will populate a result. Select the correct NDC and enter in the quantity ordered. All other fields are optional. Once all information is entered, select the + icon to add it to the manual order. Repeat this process if there are multiple NDCs under one purchase order.

Add Order

Vendor/Wholesaler: --Select-- Wholesaler Account: --Select-- PO #:

Order Date: Received Date: Invoiced Date:

Invoice #:

NDC	Drug Name	Qty Ordered	Qty Received	Qty Billed	Package Price (\$)	Total Price (\$)	Comment	Options
lisinop	00093103501 - LISINAPRIL-HCTZ 10-12.5 MG TAB							+
N	00093103601 - LISINAPRIL-HCTZ 20-12.5 MG TAB							

Note: Qty Ordered, Qty Received and Qty Billed cannot be zero, negative and decimal values.

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- Once all NDCs are entered, select complete order to save and add the order.

Add Order

Vendor/Wholesaler
~Select~

Wholesaler Account
~Select~

PO #

Order Date

Received Date

Invoiced Date

Invoice #

NDC	Drug Name	Qty Ordered	Qty Received	Qty Billed	Package Price (\$)	Total Price (\$)	Comment	Options
Enter any 3 characters								+
00093103501	LISINOPRIL-HCTZ 10-12.5 MG TAB	1	-	-	-			

Note: Qty Ordered, Qty Received and Qty Billed cannot be zero, negative and decimal values.

COMPLETE ORDER
CANCEL

Ordering statuses and what they mean:

Order Status	Meaning
Open	Created but not sent to wholesaler
Authorized	Created, and approved to be sent to wholesaler
Acknowledged	855 acknowledgement received back from wholesaler
Consigned	Sent to wholesaler
Billed	810 invoice received from wholesaler
Complete	Direct 810 received, manually completed order through the UI, manual order added through UI or support ticket
Returned	Order was returned
Cancelled	Order was cancelled through the UI or a support ticket



Inventory Module

Purpose of the Module

The purpose of the Inventory Module is to monitor units dispensed, units replenished, trued up units, and overall accumulations per NDC and pharmacy.

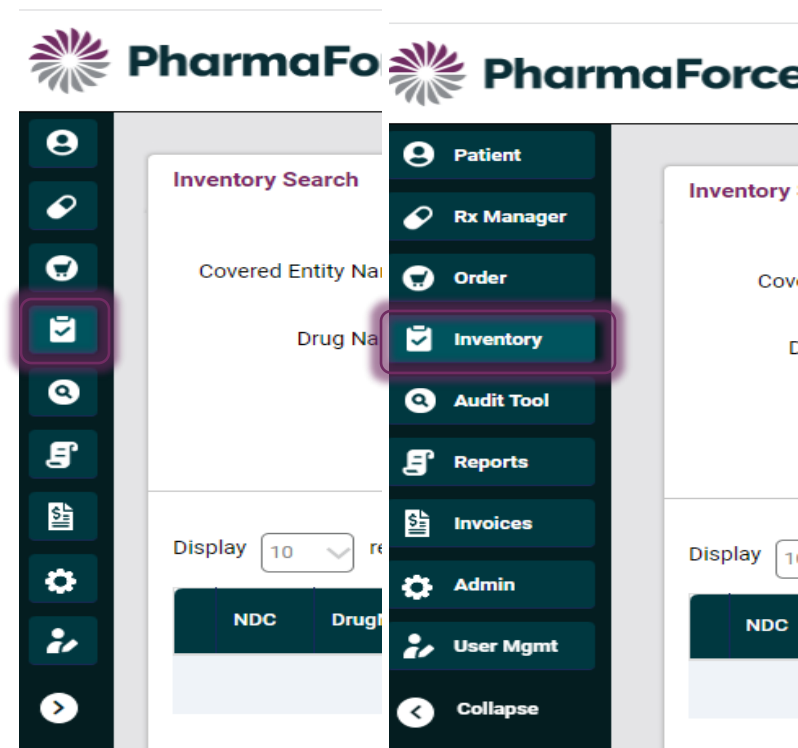
Use Case

Through this module, you can view units dispensed details to see what claims made up the entire dispensed number. You can also view units replenished details to see what purchase order numbers tie back to the replenishments and trued up unit details to identify which cash claims have been trued up.

Functionality

Steps to view total 340B packages available:

1. Navigate to the Inventory Module





2. Select covered entity name (all other fields are optional) and hit SEARCH.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

3. Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	zyprexa	Mfg. N	Package	Opening	Units Dispens	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	
0000244203	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H

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4. Under the 340B packages column, you will see a quantity that signifies the number of packages available to order at 340B.
 - a. Positive accumulations = Packages over-replenished
 - b. Negative accumulations = Orderable accumulations

Inventory Search

Covered Entity NamePharmaForce [PF999999]

Chain Pharmacy--Select--

Pharmacy Name--Select--

Inventory

Drug NameSearch by Drug Name

NDCSearch by Drug NDC

SEARCHRESET

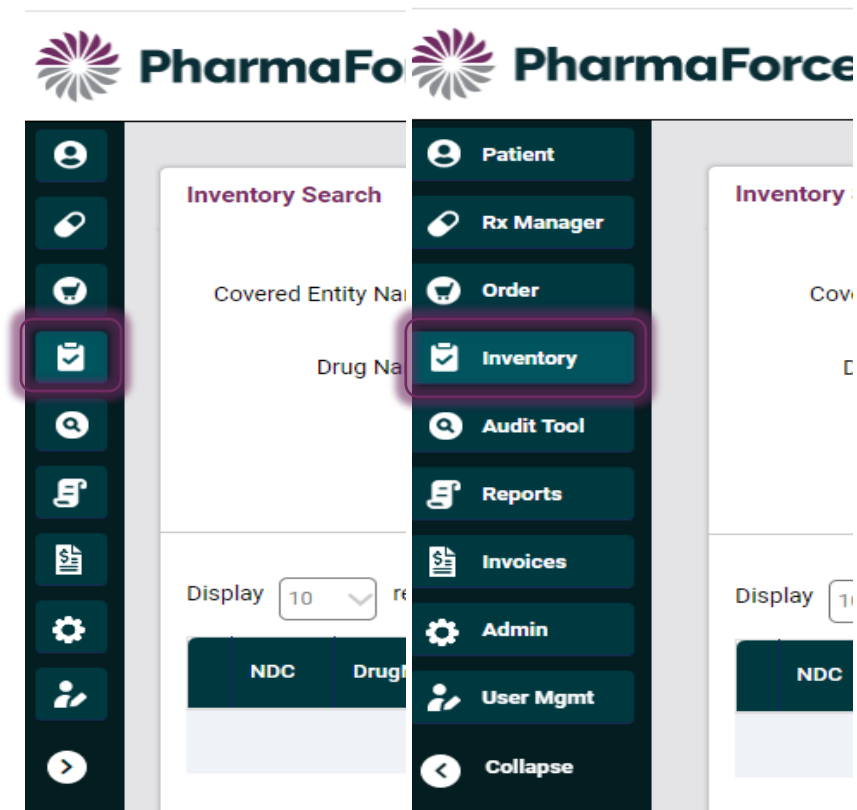
Display 10 recordsEXPORTFilter ColumnOFFON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
00002442030	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H
00002771559	BASAGLAR 100 UNIT/ML KWIKPEN	ELI LILLY & CO.	15.00	0.00	24.00	0.00	0.00	0.00	-24.00	-1.60	H



Steps to view units dispensed details:

1. Navigate to the Inventory Module



2. Select covered entity name (all other fields are optional) and hit SEARCH.

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- Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options	
NDC	tamiflu	Mfg. N	Package	Opening U	Units Dispens	Units Replenis	Returned U	Trued-up	340B Uni	340B Pack	Options	
☒	00004080085	TAMIFLU 75 MG CAPSULE	ROCHE LABS.	10.00	0.00	30.00	0.00	0.00	0.00	-30.00	-3.00	H

- Once you have found the NDC, click the quantity in the units dispensed column to view the details.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options	
NDC	tamiflu	Mfg. N	Package	Opening U	Units Dispens	Units Replenis	Returned U	Trued-up	340B Uni	340B Pack	Options	
☒	00004080085	TAMIFLU 75 MG CAPSULE	ROCHE LABS.	10.00	0.00	30.00	0.00	0.00	0.00	-30.00	-3.00	H



5. In the units dispensed details, you can view all claims associated with the units dispensed, per pharmacy.

Units Dispensed Details

NDC : 00004080085

Total Units Dispensed : 30.00

Drug Name : TAMIFLU 75 MG CAPSULE

Note : Only the most recent 500 records are visible to view all records please export.

EXPORT

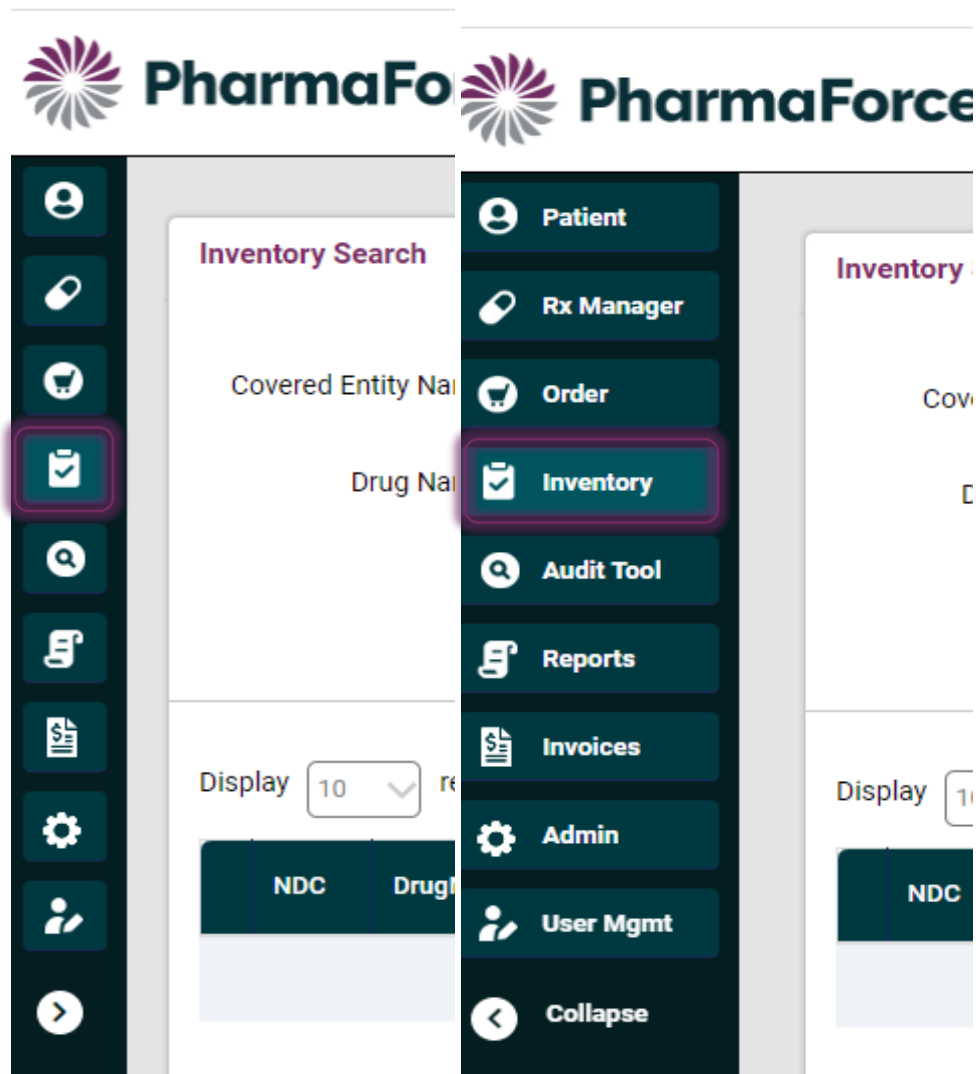
Pharmacy	Units Dispensed
PharmaForce	30.00

Claim Type	Rx Number	Patient ID	Date of Service	NDC	Quantity	Days Supply	Claim Status	Pharmacy	Store
Third Party - 340B	099971001210		05/01/2019	00004080085	10.00	5	Paid	PharmaForce	2
Third Party - 340B	099971000930		05/01/2019	00004080085	10.00	5	Paid	PharmaForce	2



Steps to view units replenished details:

1. Navigate to the Inventory Module





2. Select covered entity name (all other fields are optional) and hit SEARCH.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

3. Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	zyprexa	Mfg. N	Package	Opening	Units Dispens	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	
0000244203	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H

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- Once you have found the NDC, click the quantity in the units replenished column to view the details.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	zyprexa	Mfg. N	Package S	Opening U	Units Dispens	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	H
☒	00002442030	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00

- In the units replenished details, you can view all orders that make up the total replenishment amount per pharmacy.

Units Replenished Details

NDC : 00002442030 Total Units Replenished : 150.00

Drug Name : ZYPREXA 20 MG TABLET Total Pkgs Replenished : 5.00

Note : Only the most recent 500 records are visible to view all records please export.

EXPORT

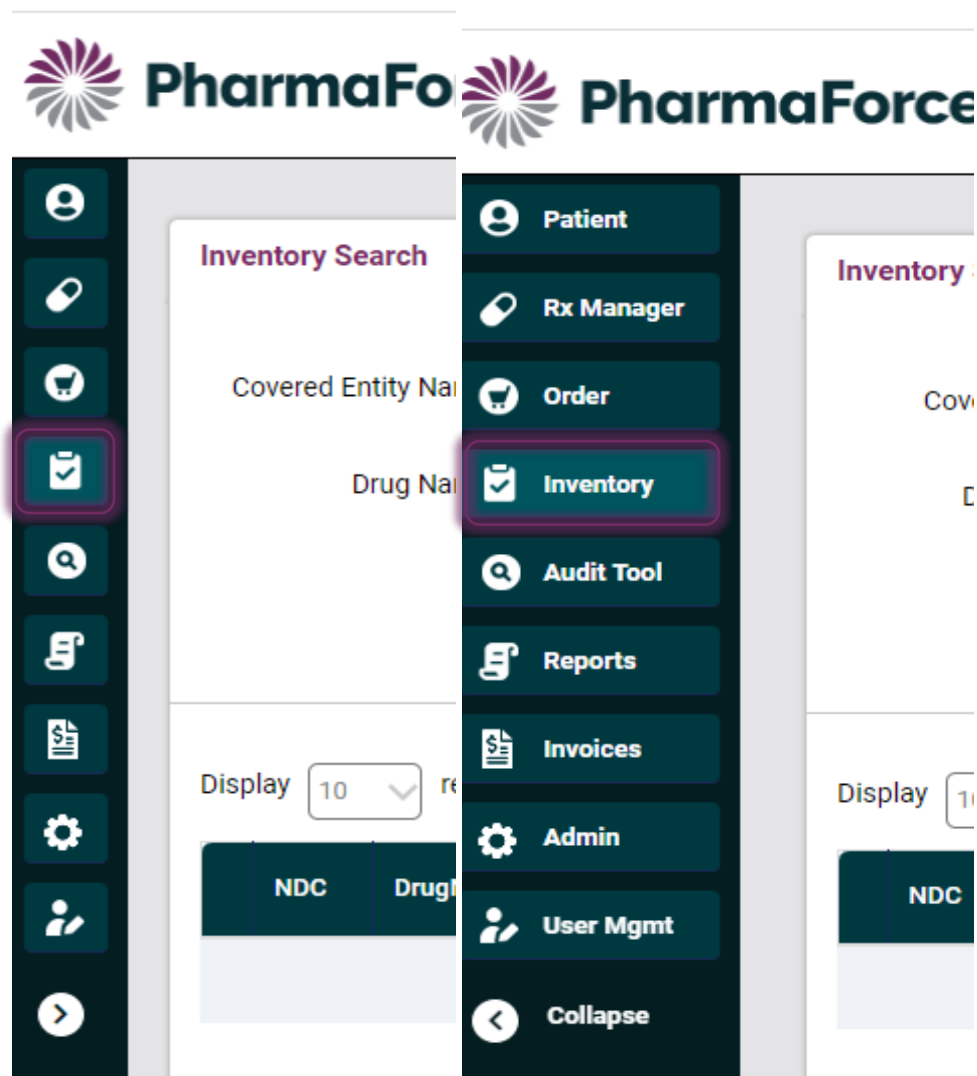
Pharmacy	Units Replenished
☒ PharmaForce (#2)	150.00

PO Number	PO Status	Created Date	Item Status	Ordered Pkgs	Processed Pkgs	Reconciled Pkgs
15431	Order Complete	02/26/2020	Item Complete	5	5	5



Steps to view trued up units:

1. Navigate to the Inventory Module





2. Select covered entity name (all other fields are optional) and hit SEARCH.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

3. Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display: 10 records EXPORT Filter Column: OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	pantoprazo	Mfg. Na	Package	Opening	Units Dispen	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	
1366804290	PANTOPRAZOLE SOD DR 40 MG TAB	TORRENT PHARMAC	500.00	0.00	30.00	0.00	0.00	930.00	-30.00	-0.06	H



- Once you have found the NDC, click the quantity in the trued-up units column to view the details.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
13668042905	PANTOPRAZOLE SOD DR 40 MG TAB	TORRENT PHARMAC	500.00	0.00	30.00	0.00	0.00	930.00	30.00	-0.06	H

- Under the trued-up units details, you can see each claim that was trued up per pharmacy. Only non-replenished **cash card** claims are trued up.

Trued Up Units Details

NDC: 62175061743 Total Trued Up Units: 930.00

Drug Name: PANTOPRAZOLE SOD DR 40 MG TAB Total Trued Up Cost: \$37.80

Note: Only the most recent 500 records are visible to view all records please export.

Pharmacy	Chain Pharmacy	Total Trued Up Units
PharmaForce	PharmaForce	270.00

Prescription	Refill	Rx Written Date	Fill Date	Trued Up Date	Qty Dispensed	Qty Trued Up	Total Trued Up Cost
099971000115	00	01/20/2022	01/21/2022	05/25/2022	180.00	180.00	\$25.20
099971001632	00	11/14/2021	11/23/2021	03/26/2022	90.00	90.00	\$12.60



Audit Tool

Purpose of the Module

The purpose of the audit tool is to generate audits to review captured claims to ensure they are eligible claims.

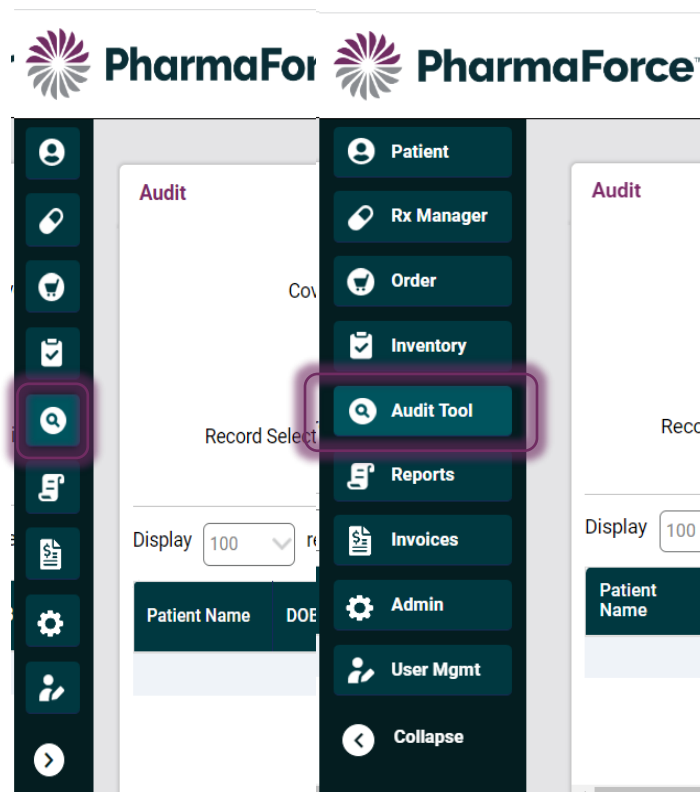
Use Case

The audit tool allows you to run four different types of audits to review claims. The audit tool history saves all audits generated so you can go back and refer to prior audits.

Functionality

Steps to generate an audit:

1. Navigate to the Audit Tool module.



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2. Select covered entity, date range, record selection criteria, and audit count. Chain pharmacy is optional and can narrow down an audit further if necessary. In the record selection criteria, there will be 4 different audits listed consisting of:
 - a. Top 10 Collection + 10 Lowest Prescribers + Random
 - i. Top 10 claims by Total Paid amount
 - ii. 10 claims by prescribers with the lowest claim volume
 - iii. Random
 - b. Top Total Collection
 - i. Top claims by Total Paid amount
 - c. Random
 - d. Top 5 Collection + Random
 - i. Top 5 claims by Total Paid amount
 - ii. Random

The screenshot shows the 'Audit' form with the following fields and values:

- Covered Entity:** --Select--
- From Date:** (empty date field)
- Record Selection Criteria:** --Select--
- Chain Pharmacy:** (All)
- To Date:** (empty date field)
- Audit Count:** 25
- GENERATE AUDIT** button
- Display:** 100 records
- COLUMNS:** (12 SELECTED)
- EXPORT** button
- Filter Column:** OFF (ON)

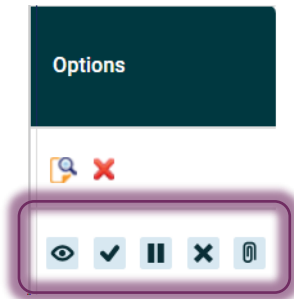
3. Once all criteria are selected, click GENERATE AUDIT. This will generate claims that fall in the criteria selected above. You can select the number of records to display, up to 37 columns of information to display in the audit, and there is an option to filter if needed.

The screenshot shows the 'Audit' form with the following fields and values:

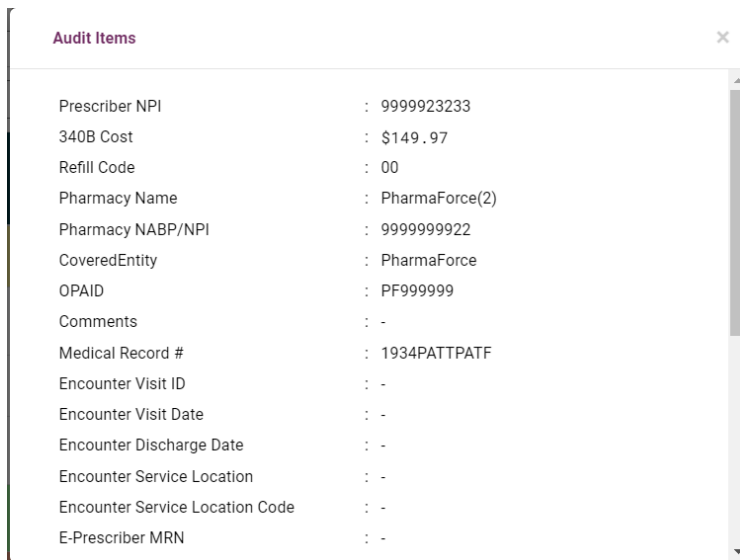
- Covered Entity:** PharmaForce
- From Date:** 12/01/2020
- Record Selection Criteria:** Top 10 Total Collection + 10 Lowest Presc
- Chain Pharmacy:** (All)
- To Date:** 12/31/2020
- Audit Count:** 25
- GENERATE AUDIT** button
- Display:** 100 records
- COLUMNS:** (37 SELECTED)
- EXPORT** button
- Filter Column:** OFF (ON)



4. Once the audit generates, you will see options in the far-right column.



- a. Eye Icon: Allows you to see additional information in a condensed version.



- b. Check mark: Signifies that a claim PASSED the audit. Once the check mark is selected, it will turn the line green.

Patient Name	DOB	Rx #	Rx Written Date	Rx Fill Date	NDC	NDC Description	Mfg. Name	Qty Dispensed	Prescriber Name	Total Collection Amount	Prescriber NPI	340B Cost	Refill Code	Pharmacy Name
Patient Name	DOB	999710000	Rx Writt	Rx Fill	NDC	NDC Desc	Mfg	Qty Disp	Prescriber N	Total Co	Prescrib	340	Ref	Pharmacy N
PatFirstName100 PattLastName100	03/15/1968	099971000019	02/25/2019	12/12/2020	00781569031	EZETIMIBE 10 MG TABLET	SANDOZ	90	PRESCRFIRST20 PRESCRLAST20	\$176.51	9999923206	\$43.14	00	PharmaForce(2)

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- c. Pause Icon: This icon can be selected if you are unsure if the claim passes or fails the audit. This will turn the line yellow and can be changed to pass or fail once more information is gathered.

Patient Name	DOB	Rx #	Rx Written Date	Rx Fill Date	NDC	NDC Description	Mfg. Name	Qty Dispensed	Prescriber Name	Total Collection Amount	Prescriber NPI	340B Cost	Refill Code	Pharmacy Name
Patient Name	DOB	Rx #	Rx Written Date	Rx Fill Date	NDC	NDC Description	Mfg. Name	Qty Dispensed	Prescriber Name	Total Collection Amount	Prescriber NPI	340B Cost	Refill Code	Pharmacy Name
PatFirstName105 PatLastName105	04/20/1985	099971000049	11/13/2018	12/12/2020	00186077760	BRILINTA 90 MG TABLET	ASTRAZENECA	180	PRESCRFIRST50 PRESCLAST50	\$1,132.13	9999923236	\$348.66	01	PharmaForce(2)

- d. X Icon: Signifies that a claim FAILED the audit. This will turn the line red. (Note: Selecting the X on a claim in the audit tool does not uncapture the claim. Uncapturing will need to be completed in the Rx Manager Module. Please see the Rx Manager section for steps to uncapture a claim.)

Patient Name	DOB	Rx #	Rx Written Date	Rx Fill Date	NDC	NDC Description	Mfg. Name	Qty Dispensed	Prescriber Name	Total Collection Amount	Prescriber NPI	340B Cost	Refill Code	Pharmacy Name
Patient Name	DOB	Rx #	Rx Written Date	Rx Fill Date	NDC	NDC Description	Mfg. Name	Qty Dispensed	Prescriber Name	Total Collection Amount	Prescriber NPI	340B Cost	Refill Code	Pharmacy Name
PatFirstName100 PatLastName100	03/15/1968	099971000011	01/16/2019	12/12/2020	29300013501	CLONIDINE HCL 0.1 MG TABLET	UNICHEM PHARMAC	60	PRESCRFIRST12 PRESCLAST12	\$4.00	9999923198	\$0.63	01	PharmaForce(2)

- e. Paperclip icon: Allows you to add an attachment to the claim or a comment up to 250 characters.

5. There is an option to export the audit into Excel. If options have already been selected, the colors and comments will export.

Audit

Audit History

Covered Entity

PharmaForce

Chain Pharmacy

(All)

From Date

12/01/2020

To Date

12/31/2020

Record Selection Criteria

Top 10 Total Collection + 10 Lowest Presc

Audit Count

25

Display 100 records

COLUMNS (37 SELECTED)

EXPORT

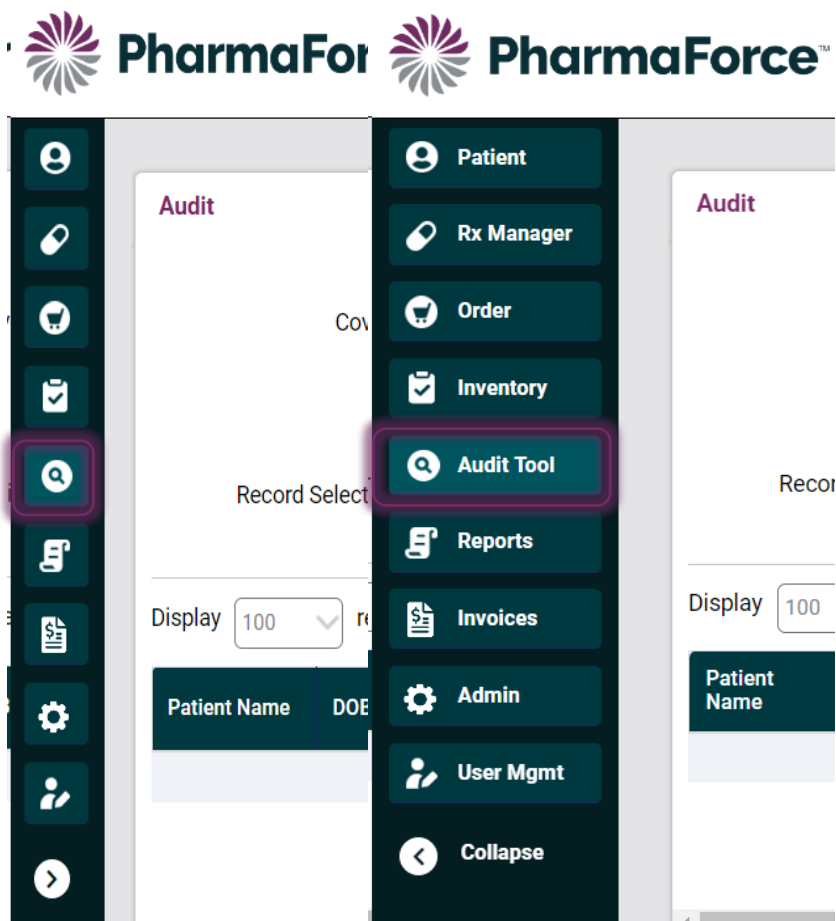
Filter Column OFF ON

GENERATE AUDIT

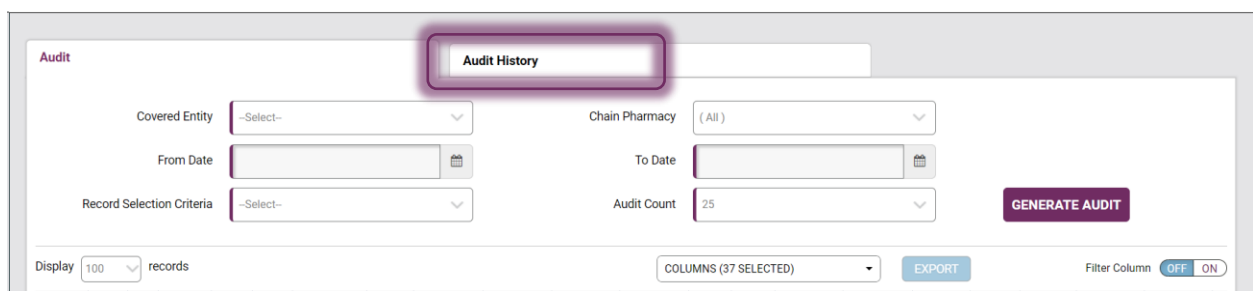


Steps on accessing audit history:

1. Navigate to the Audit Tool module.



2. Select the Audit History tab.



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- Under Audit History, you can view all audits that have been generated in the past.

Audit

Audit History

Covered Entity Name :

PharmaForce

SEARCH

RESET

Display

100

records

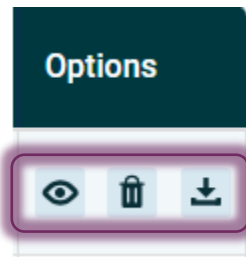
Filter Column

OFF

ON

Audit#	Audit Name	Date Range	Generated Date	Record Count	Claims Passed	Claims Failed	Pass Rate	Chain Pharmacy	User	Options
10103	All_10103_20190101_20230912	2019-01-01-2023-09-12	09/12/2023	9	-	-	-	All		
2301	All_2301_20201201_20201231	2020-12-01-2020-12-31	07/28/2021	25	3	3	12.00%	All		
2035	All_2035_20200201_20210617	2020-02-01-2021-06-17	06/17/2021	584	-	-	-	All		
384	All_384_20181125_20200331	2018-11-25-2020-03-31	03/31/2020	25	4	3	16.00%	All		

- On the far right, you will see 3 different options for each audit.
 - Eye Icon: Allows you to open the audit up into line level detail to continue working or view claims on the audit.
 - Trash Can Icon: Deletes the audit.
 - Download Icon: Allows you to export the audit into Excel.





Reports Module

Purpose of the Module

The purpose of the reporting module is to see all data from your program, run advanced reports to target specific information about your program, and track financials if needed.

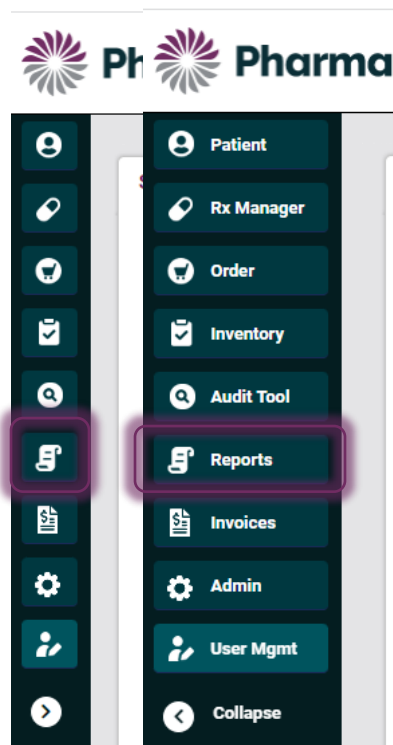
Use Case

The reporting module can be used to track all data that flows into the PharmaForce system. There are also pre-built reports provided to assist you, such as a Replenished Claims Report and an ESP Report.

Functionality

Steps to view all data from the Reports Dashboard

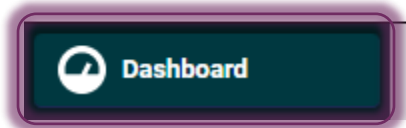
1. Navigate to the Reports Module. This will open in a new tab on your browser.



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2. Navigate to the Dashboard.

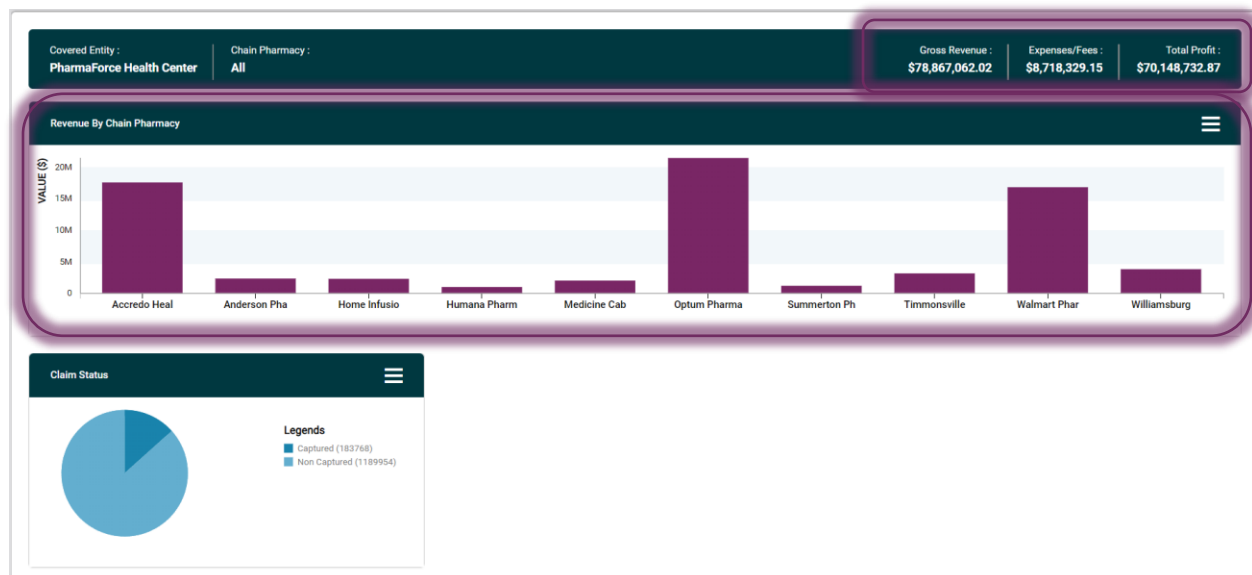


3. Select covered entity (the date range is optional), then click SEARCH.

Covered Entity Name: From To

4. Data will populate in the graph below that represents each chain pharmacy, along with a financial summary. You can view all pharmacy chains or filter to a specific pharmacy chain by clicking on the corresponding bar on the graph. If you select a specific pharmacy chain, the financials and pie chart will update to that specific chain's pharmacy.

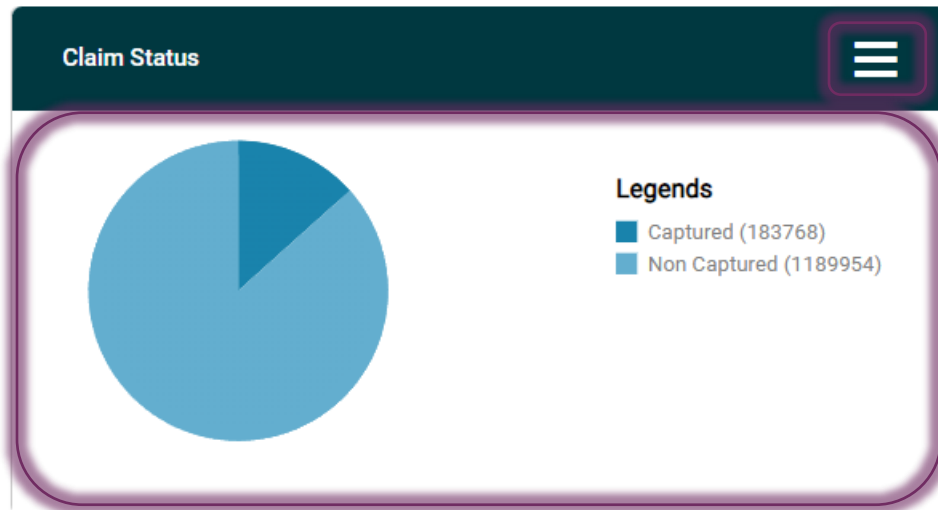
- Gross Revenue = Total Paid
- Expenses/Fees = Dispense Fees ONLY
- Total Profit = Total Paid – Dispense Fees



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- You can filter to captured or non-captured claims by clicking the pie for that claim type or click the ≡ icon to see all claims.



- The report will open in the Summary view. All claim counts are hyperlinks used to quickly filter to those claims only.

Summary												
Details												
Display 5 records												
EXPORT Filter Column OFF ON												
Covered Entity	Chain Pharmacy	Pharmacy	Claim Type	Claim Sub Type	Reason	Sub Reason	No. of Claims	Copay	Plan Paid	Total Collection	Disp. Fee	340B Drug Cost
PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	Third Party	Not Captured	Vaccine Drug	-	2568	\$2,456.22	\$138,728.74	\$141,184.96	\$0.00	\$14,417.84
PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	Third Party	Not Captured	Visit Not Found	-	50	\$612.58	\$18,488.04	\$19,100.62	\$1,396.33	\$6,489.42
PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	Third Party	Not Captured	Patient Not Eligible	-	1	\$0.00	\$10.50	\$10.50	\$26.00	\$0.00
PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	Third Party	Not Captured	Client Blocked - C2	-	2231	\$22,928.33	\$48,470.53	\$71,390.86	\$0.00	\$2,645.23
PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	Third Party	Captured	Manual Capture	Future Refill	8	\$324.00	\$10,686.29	\$11,010.29	\$1,663.30	\$1,267.84
								\$10,004,068.81	\$136,368,471.59	\$146,372,540.40	\$15,914,195.68	\$39,926,622.01



- The details tab will show all claims for the selected claim type. To change the columns shown, use the column selector drop down to add or remove columns to the report. To filter to specific data, toggle the Filter Column to ON, type in the text box, and select the column header to filter. You can also export the data into Excel.

Summary **Details**

Display 5 records COLUMNS (63 SELECTED) EXPORT Filter Column OFF ON

	Claim ID	Covered Entity	Chain Pharmacy	Pharmacy	Pharmacy NABP or NPI	Transaction Code	Prescription #	Date Rx Written	BIN	PCN	Group	Secondary B
+	203107897	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203107897	02/08/2022	015581	03200000	P5432	-
	203156879	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203156879	03/31/2022	015581	03200000	-	-
	203150377	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #152	10000000152	B1	30203150377	01/19/2022	020107	FM	-	-
	203131667	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #148	10000000148	B1	30203131667	04/07/2022	610029	CRK	GPCRX	-
	203161825	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #152	10000000152	B1	30203161825	05/16/2022	021684	-	BXGI	-

Summary **Details**

Display 5 records COLUMNS (63 SELECTED) EXPORT Filter Column OFF ON

	Claim ID	Covered Entity	Chain Pharmacy	Pharmacy	Pharmacy NABP or NPI	Transaction Code	Prescription #	Date Rx Written	BIN	PCN	Group	Secondary B
+	203107897	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203107897	02/08/2022	015581	03200000	P5432	-
	203156879	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203156879	03/31/2022	015581	03200000	-	-
	203150377	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #152	10000000152	B1	30203150377	01/19/2022	020107	FM	-	-
	203131667	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #148	10000000148	B1	30203131667	04/07/2022	610029	CRK	GPCRX	-
	203161825	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #152	10000000152	B1	30203161825	05/16/2022	021684	-	BXGI	-

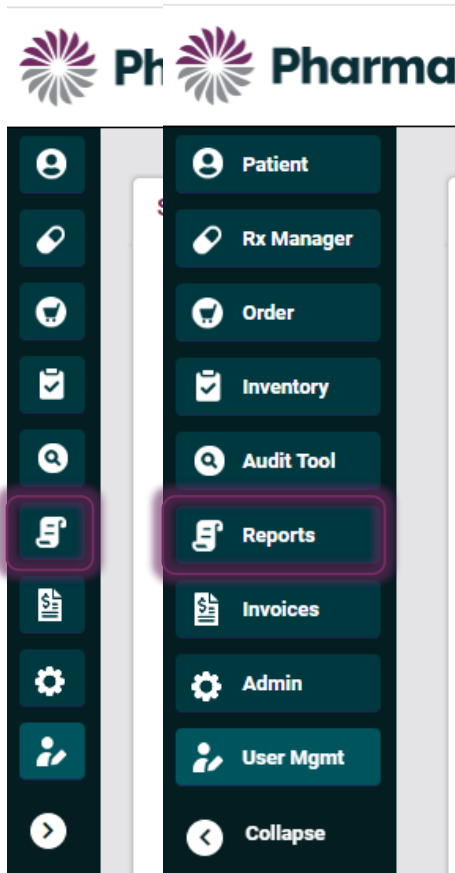


- The + sign to the far left will expand the data to show a B2 (Reversal) if a reversal was received for the corresponding claim.

Summary		Details										
Display	5	records	COLUMNS (63 SELECTED)					EXPORT	Filter Column OFF ON			
	Claim ID	Covered Entity	Chain Pharmacy	Pharmacy	Pharmacy NABP or NPI	Transaction Code	Prescription #	Date Rx Written	BIN	PCN	Group	Secondary B
+	203107897	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203107897	02/08/2022	015581	03200000	P5432	-
-	203107897	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B2	30203107897	02/08/2022	015581	03200000	P5432	-
-	203107897	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203107897	02/08/2022	015581	03200000	P5432	-
-	203156879	PharmaForce Health Center	Walmart Pharmacy	Walmart Pharmacy #149	10000000149	B1	30203156879	03/31/2022	015581	03200000	-	-

Steps to use Advanced Reporting

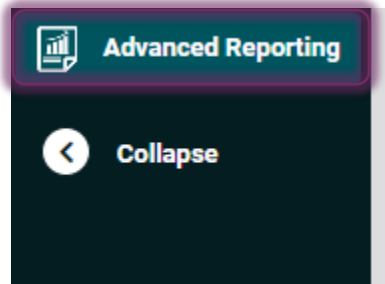
- Navigate to the Reports Module. This will open in a new tab on your browser.



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2. Navigate to Advanced Reporting.



3. Enter in Covered Entity (Chain Pharmacy and Pharmacy are optional), Reports, Date Range, and the From and To Date if Custom Date Range is selected (Claim Type and Date Qualifier are optional). Once all criteria have been selected, click SEARCH.

a. Report Types:

- i. Claims: Shows claims like the Reports Dashboard with a few additional columns.
- ii. Replenished Claims: Shows claims with replenishment details added.
- iii. ESP: Report designed to easily upload to 340B ESP.
- iv. Purchases: Shows purchases for the specified timeframe selected.
- v. Contracts: Displays all contracts associated with the selected search criteria.

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4. The report will open in the Summary view. All claim counts are hyperlinks used to quickly filter to those claims only. The details tab will show all claims within the criteria selected above.

Summary												
Details												
Display 5 records												
EXPORT ? Filter Column OFF ON												
Covered Entity	Chain Pharmacy	Pharmacy	Pharmacy NPI	Claim Type	Claim Sub Type	Reason	Sub Reason	No. Of Claims	Patient Pay	Third Party Payment	Total Payment	Dis
PharmaForce	PharmaForce	PharmaForce(4)	9999999944	Cash	Not Captured	Manual Non Capture	-	2	\$0.00	\$0.00	\$0.00	\$0
PharmaForce	PharmaForce	PharmaForce(4)	9999999944	Third Party	Not Captured	Prescriber cannot be determined	-	2	\$96.94	\$3,331.70	\$3,428.64	\$5
PharmaForce	PharmaForce	PharmaForce(4)	9999999944	Third Party	Not Captured	Client Blocked - C2	-	2	\$3.95	\$44.74	\$48.69	-
PharmaForce	PharmaForce	PharmaForce(4)	9999999944	Third Party	Not Captured	Visit Not Found	-	18	\$1,090.34	\$7,768.07	\$8,858.41	\$6
PharmaForce	PharmaForce	PharmaForce(4)	9999999944	Third Party	Not Captured	Non Profit Claim	-	146	\$321.00	\$887.63	\$1,208.63	\$5
									\$28,327.78	\$553,527.45	\$581,855.23	\$5

5. To filter to specific data, toggle the Filter Column to ON, type in the text box, and select the column header to filter. You can also export the data into Excel.
 - a. Options to export to Excel:
 - i. Export All Claims including B2's (Reversals)
 - ii. Export Only Net Claims
 - b. The question mark icon notifies you that only 200,000 lines can be exported at one time.

Summary												
Details												
Display 5 records												
EXPORT ? Filter Column OFF ON												
Export All Claims (Including B2's) Export Only Net Claims												
Covered Entity	OPAIID	Chain Pharmacy	Pharmacy	Pharmacy NABP or NPI	Transaction Code	Prescription #	Date Rx Written	BIN				
PharmaForce	PF999999	PharmaForce	PharmaForce(4)	9999999944	B2	00000332045	07/01/2022	022659	6334225	MEDICALRX	-	-
PharmaForce	PF999999	PharmaForce	PharmaForce(4)	9999999944	B2	00000332029	07/01/2022	022659	6334225	MEDICALRX	-	-
PharmaForce	PF999999	PharmaForce	PharmaForce(4)	9999999944	B2	000003320211	03/17/2022	022659	6334225	MEDICALRX	-	-
PharmaForce	PF999999	PharmaForce	PharmaForce(4)	9999999944	B2	00000318481	03/03/2022	022659	6334225	MEDICALRX	-	-
PharmaForce	PF999999	PharmaForce	PharmaForce(4)	9999999944	B2	00000332973	07/14/2022	022659	6334225	MEDICALRX	-	-



Invoice Module

Purpose of the Module

The purpose of the invoice module is to view and download invoices for contract and gateway pharmacies.

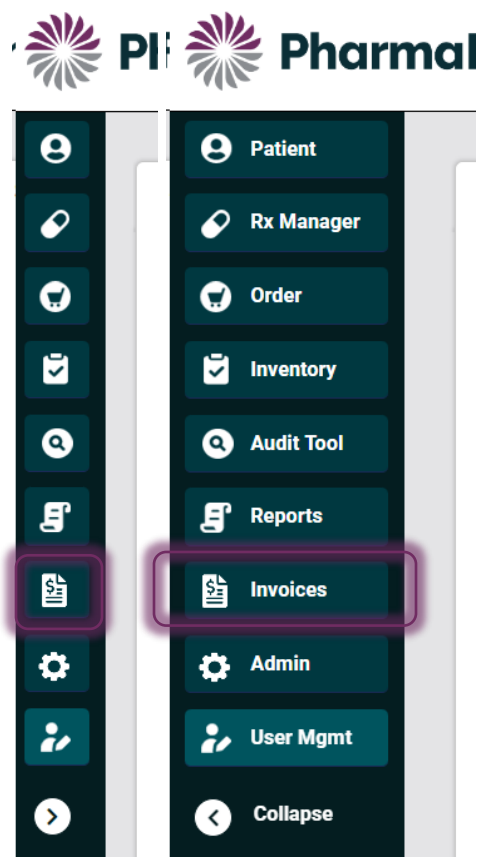
Use Case

The Invoice Module can be used to see invoices for contract pharmacies within the portal. Financial information along with the invoice itself can be viewed in this module.

Functionality

Steps to view and download an invoice:

1. Navigate to the invoice module. This module will open in a separate tab in your browser.



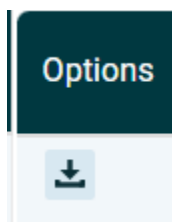
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2. Select the Invoice Type (Either Contract Pharmacy Invoices or Gateway Invoices) and the Covered Entity. Pharmacy, Month, and Year are optional. Once all criteria are selected, hit SEARCH.

3. Once invoices generate, you will have the option to update the display records to display more or less data, export the data into excel, or filter to a specific invoice by turning the filters ON, entering text into the search box, and hitting the column header to search.

4. Under the Options column, you can download each individual invoice by using the download icon.





- For additional help on financial columns, you can hover over the column header to get a brief explanation of how the column is calculated.

Invoices

Invoice Type

Contract Pharmacy Invoices

Covered Entity

--Select--

Pharmacy

--Select--

Year

Select Year

Month

Select Month

SEARCH

RESET

Display 10 records

EXPORT

Filter Column

OFF

ON

Options	Covered Entity	Pharmacy	Invoice Date	Invoice #	Invoice Period	Claim Count	Gross Revenue	Dispensing Fee	Amount Due	Est. 340B Drug Cost	Est. CE Net Collections	Payment Date	Payment Amount
Calculated at the time of claims processing (Gross Revenue - Disp.Fee - Est 340B Drug Cost)													

No Records Found

Note: Invoices are available in the portal from 3/16/2023 invoice cycle to present. For gateway pharmacies, payment details will not be loaded.

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Financial Management

Purpose

To view monthly generated Financial Management Sheets.

Use Case

To view and download monthly generated Financial Management Sheets, along with pharmacy level payments and charges, and pharmacy level captured and replenished accruals.

Functionality

View Summary Level Financial Management Data

1. Navigate to the FM Module
2. Choose the Organization (Required field)
3. Enter option criteria
 - a. Covered entity
 - b. Year and Month will default to the most recently generated Month. The month can be cleared by hitting the X next to the calendar icon. This will allow you to view an entire year's worth of FM Sheets

The screenshot shows the PharmaForce Financial Management interface. At the top, there's a header with the PharmaForce logo and 'Financial Management'. Below this, there's a search bar with several dropdowns: 'Invoice Type' (set to 'Financial Management'), 'Organization' (set to 'PharmaForce', highlighted with a red box), 'Covered Entity' (set to 'Select...'), 'Year' (set to '2024'), and 'Month' (set to 'November'). There are 'SEARCH' and 'RESET' buttons. Below the search bar, there's a 'Display' dropdown set to '10 records' and an 'EXPORT' button. A table with 12 columns is shown: 'Options', 'Organization', 'Covered Entity', '340B ID', 'Month Year', 'Total Claims Received', 'Captured Claims Count', 'Total Payments Received', 'PharmaForce TPA Fee', 'Claim Processing', 'Transaction Charge', 'Gateway Charge', and 'Pharmacy Adjustments'. The table is empty, with a message 'No record found' at the bottom. There are also 'Filter Column' and 'OFF/ON' buttons.

4. Summary level FM sheet data will populate in the table.
5. Below are the fields you will see in the summary:

FM UI	Definition
Total Claims Received	Number of claims received in the month
Captured Claim Count	Number of captured claims in the month



Pharmacy Paid	Payments received by PharmaForce from the pharmacy
PharmaForce TPA Fee	Per claim or minimum PharmaForce fee
Claim Processing	Contract per claim fee
Transaction Charge	Contractual payment passthrough fee
Gateway Charge	Gateway passthrough fee
Pharmacy Adjustments	Contract level adjustments
Total Charges	Sum of all pharmacy level charges
Net Remit Due	Pharmacy level payment due to the CE
Cash Card Fee	Cash card per claim or minimum fee
Historical Switch Fees	Fees charged by the switch vendor for requesting historical claims
Referral Capture Service	Contractual Referral Capture fee, % of replenished Referral claim
Split Billing TPA Fee	Contractual Split Billing Fee
CE Adjustments	CE level adjustments
Alternate Fee	Contractual fee
Total Charges	Total of all CE level charges
Previous Balance	Charges from previous months
340B Total Net Remit Due	Total payment that will be sent to the CE

Download Financial Management Details

1. Navigate to the FM Module.
2. Choose the Organization (Required Field)
3. Enter Option Criteria
 - a. Covered Entity
 - a. Year and Month will default to the most recently generated Month. The month can be cleared by hitting the X next to the calendar icon. This will allow you to view an entire year's worth of FM Sheets



PharmaForce Financial Management

Invoices

Invoice Type: Financial Management

Organization: PharmaForce

Covered Entity: Select...

Year: 2024

Month: November

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

Options	Organization	Covered Entity	340B ID	Month Year	Total Claims Received	Captured Claims Count	Total Payments Received	PharmaForce TPA Fee	Claim Processing	Transaction Charge	Gateway Charge	Pharmacy Adjustments
No record found												

1 / 0(0)

- Summary level FM Sheet data will populate in the table
- Click the download icon  in the Options column

PharmaForce Financial Management

Hillary Cheatwood

Invoices

Invoice Type: Financial Management

Organization: PharmaForce Health Center

Covered Entity: Select...

Year: 2024

Month:

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

Options	Organization	Covered Entity	340B ID	Month Year	Total Claims Received	Captured Claims Count	Total Payments Received	PharmaForce TPA Fee	Claim Processing	Transaction Charge	Gateway Charge	Pharmacy Adjustments	Cashcard Fee	Historical Switch Fees	Referral Capture Service
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	January 2024	75,239	6,664	\$106,447.41	\$16,248.00	\$2,257.17	\$3,109.92	\$600.00	-	\$16,532.00	-	\$516.40
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	February 2024	75,622	4,521	\$30,802.96	\$16,504.00	\$2,208.66	\$972.04	\$600.00	-	\$16,244.00	-	\$419.63
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	March 2024	96,314	5,457	\$27,012.42	\$17,310.00	\$2,889.42	\$696.60	\$600.00	-	\$19,568.00	-	\$272.31
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	April 2024	79,521	5,223	\$58,180.90	\$17,248.00	\$2,385.63	\$2,679.68	\$600.00	-	\$17,000.00	-	\$1,286.30
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	May 2024	90,789	5,150	\$69,891.52	\$16,778.00	\$2,723.67	\$1,787.26	\$600.00	-	\$11,764.00	-	\$1,079.35
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	June 2024	73,509	4,284	\$65,172.92	\$14,752.00	\$2,205.27	\$1,533.02	\$600.00	-	\$12,512.00	-	\$2,499.75
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	July 2024	70,759	4,279	\$54,935.07	\$14,862.00	\$2,122.77	\$1,189.99	\$600.00	-	\$20,498.83	-	\$43.72
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	August 2024	74,036	4,279	\$64,308.12	\$14,950.00	\$2,221.08	\$1,315.11	\$600.00	-	\$20,090.83	-	\$404.96
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	September 2024	76,196	4,139	\$71,983.43	\$14,940.00	\$2,285.88	\$1,451.66	\$600.00	-	\$13,604.00	-	\$376.74
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	October 2024	82,422	4,437	\$73,003.11	\$15,650.00	\$2,472.66	\$1,460.06	\$600.00	-	\$28,529.66	-	\$38.57

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View Financial Management Details

- Navigate to the FM Module
- Choose the Organization (Required field)
- Enter option criteria
 - Covered entity
 - Year and Month will default to the most recently generated Month. The month can be cleared by hitting the X next to the calendar icon. This will allow you to view an entire year's worth of FM Sheets

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PharmaForce Financial Management

Invoices

Invoice Type: Financial Management Organization: PharmaForce Covered Entity: Select... Year: 2024 Month: November

Display 10 records

EXPORT Filter Column OFF ON

Options	Organization	Covered Entity	340B ID	Month Year	Total Claims Received	Captured Claims Count	Total Payments Received	PharmaForce TPA Fee	Claim Processing	Transaction Charge	Gateway Charge	Pharmacy Adjustments
No record found												

1 / 0(0)

- Summary level FM Sheet data will populate in the table
- To view notes for a specific FM Sheet, click the notes icon in the Options column
- Notes will display in a slide out

All Notes

Covered Entity: PharmaForce Health Center Cycle: September 2024

ADD

Options	Notes Type	Notes	Modified Date	Modified By
No record found				

- To view pharmacy level details for a specific FM Sheet, click the eye icon in the Options column.

PharmaForce Financial Management

Hillary Cheatwood

Invoices

Invoice Type: Financial Management Organization: PharmaForce Health Center Covered Entity: Select... Year: 2024 Month:

Display 10 records

EXPORT Filter Column OFF ON

Options	Organization	Covered Entity	340B ID	Month Year	Total Claims Received	Captured Claims Count	Total Payments Received	PharmaForce TPA Fee	Claim Processing	Transaction Charge	Gateway Charge	Pharmacy Adjustments	Cashcard Fee	Historical Switch Fees	Referral Capture Service
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	January 2024	75,239	4,664	\$106,847.41	\$16,348.00	\$2,257.17	\$3,109.92	\$600.00	-	\$16,532.00	-	\$516.49
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	PharmaForce Health Center	PharmaForce Health Center	PH000001A	March 2024	96,314	5,457	\$27,012.42	\$17,310.00	\$2,889.42	\$696.60	\$600.00	-	\$19,968.00	-	\$272.31
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	April 2024	79,521	5,223	\$58,180.90	\$17,248.00	\$2,385.63	\$2,679.68	\$600.00	-	\$17,000.00	-	\$1,286.30
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	May 2024	90,789	5,150	\$69,891.52	\$16,778.00	\$2,723.67	\$1,767.26	\$600.00	-	\$11,764.00	-	\$1,079.35
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	PharmaForce Health Center	PharmaForce Health Center	PH000001A	July 2024	70,799	4,279	\$54,935.07	\$14,862.00	\$2,122.77	\$1,189.99	\$600.00	-	\$20,498.83	-	\$43.72
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	August 2024	74,036	4,279	\$64,308.12	\$14,950.00	\$2,221.08	\$1,315.11	\$600.00	-	\$20,090.83	-	\$404.96
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	September 2024	76,196	4,139	\$71,983.43	\$14,940.00	\$2,285.88	\$1,451.66	\$600.00	-	\$13,604.00	-	\$376.74
	PharmaForce Health Center	PharmaForce Health Center	PH000001A	October 2024	82,422	4,437	\$73,003.11	\$15,650.00	\$2,472.66	\$1,460.06	\$600.00	-	\$28,529.66	-	\$38.57

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- A slide out will appear with 2 tabs, the first is the Payment Activity tab, this tab displays the payments received by PharmaForce from contract pharmacies.

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- a. This tab includes the summary level invoice information for invoices paid during the cycle

Payment Reconciliation

Payment Activity

Pharmacy Activity

Covered Entity: PharmaForce Health Center 340B ID: PH000001A Cycle: January 2024 Total Payment Received: \$106,447.41

Display 10 records

EXPORT Filter Column OFF ON

Options	Pharmacy	Invoice Date	Invoice #	Invoice Period	Claim Count	Gross Revenue	Dispense Fees	Invoice Amount	Amount Paid	Balance Due	Payment Date	Invoice Status
	PharmaForce PHARMACY #00002(1518319508)	11/17/2023	58678	11/01/2023 - 11/15/2023	4,194	\$586,200.65	\$17,610.93	\$568,589.72	\$568,589.72	-	01/17/2024	Paid
	PharmaForce PHARMACY #00003(1235589375)	11/17/2023	58679	11/01/2023 - 11/15/2023	3,072	\$62,237.59	\$12,727.74	\$49,509.85	\$49,509.85	-	01/17/2024	Paid
	PharmaForce PHARMACY #00002(1518319508)	12/17/2023	60329	12/01/2023 - 12/15/2023	1,486	\$14,570.68	\$14,517.04	\$53.64	\$53.64	-	01/17/2024	Paid
	PharmaForce PHARMACY #00001(1457645665)	01/02/2024	61133	12/16/2023 - 12/31/2023	12	\$12,511.70	\$252.00	\$12,259.70	\$12,259.70	-	01/17/2024	Paid
	PharmaForce PHARMACY #00003(1235589375)	12/17/2023	60330	12/01/2023 - 12/15/2023	1,117	\$7,546.83	\$9,324.00	-\$1,777.17	-\$1,777.17	-	01/17/2024	Paid
	PharmaForce PHARMACY #00002(1518319508)	01/02/2024	61134	12/16/2023 - 12/31/2023	1,091	-\$8,843.32	\$8,976.00	-\$17,819.32	-\$17,819.32	-	01/17/2024	Paid
	PharmaForce PHARMACY #00003(1235589375)	01/02/2024	61135	12/16/2023 - 12/31/2023	898	\$1,250.58	\$5,434.20	-\$4,183.62	-\$4,183.62	-	01/17/2024	Paid
	PharmaForce PHARMACY #00001(1457645665)	01/17/2024	62039	01/01/2024 - 01/15/2024	12	\$11,357.62	\$280.00	\$11,077.62	\$11,077.62	-	01/31/2024	Paid
	PharmaForce PHARMACY #00002(1518319508)	12/11/2023	60315	11/16/2023 - 11/30/2023	2,663	-\$560,561.32	\$11,362.38	-\$571,923.70	-\$571,923.70	-	01/31/2024	Paid
	PharmaForce PHARMACY #00003(1235589375)	12/11/2023	60316	11/16/2023 - 11/30/2023	1,675	-\$61,938.03	\$5,620.00	-\$67,558.03	-\$67,558.03	-	01/31/2024	Paid

1

2(12)

9. The second tab, Pharmacy Activity, contains 3 sections

- a. Pharmacy Level Fees – displays all summed payments and fees at the pharmacy level.

Payment Reconciliation

Payment Activity

Pharmacy Activity

Pharmacy Level Fees

Captured Activity

Replenished Activity

Covered Entity: PharmaForce Health Center 340B ID: PH000001A Cycle: January 2024

Display 10 records

EXPORT

Filter Column

OFF

ON

Options	Pharmacy	Total Claims Received	Captured Claim Count	Total Payments Received	PharmaForce TPA Fee	Claim Processing	Transaction Charge	Gateway Charge	Pharmacy Adjustments	Total Charges	Total 340B Net Remit Due
	PharmaForce PHARMACY PF-0001(1629095724)	10,198	5	\$7,229.26	\$500.00	\$305.94	\$144.59	\$200.00	-	\$1,150.53	\$6,078.73
	PharmaForce PHARMACY PF-0002(1538186630)	15,754	5	\$48,062.83	\$500.00	\$472.62	\$961.26	\$200.00	-	\$2,133.88	\$45,928.95
	PharmaForce PHARMACY PF-0003(1689981631)	7,846	10	\$30,363.94	\$500.00	\$235.38	\$607.28	\$200.00	-	\$1,542.66	\$28,821.28
	PharmaForce PHARMACY #00001(1457645665)	2,940	14	\$23,337.32	\$500.00	\$88.20	\$466.75	-	-	\$1,054.95	\$22,282.37
	PharmaForce PHARMACY #00002(1518319508)	3,826	2,119	-\$22,877.32	\$4,238.00	\$114.78	-	-	-	\$4,352.78	-\$27,230.10
	PharmaForce PHARMACY #00003(1235589375)	3,123	1,572	-\$25,434.40	\$3,144.00	\$93.69	-	-	-	\$3,237.69	-\$28,672.09
	PharmaForce PHARMACY PF #0001(1508895574)	3,162	32	\$19,025.33	\$500.00	\$94.86	\$380.51	-	-	\$975.37	\$18,049.96
	PharmaForce Pharmacy #000-02(1396828786)	3,077	67	\$8,532.87	\$500.00	\$92.31	\$170.66	-	-	\$762.97	\$7,769.90
	PharmaForce Pharmacy #000-3(1144412487)	1,641	10	-\$300.00	\$500.00	\$49.23	-	-	-	\$549.23	-\$849.23
	PharmaForce Pharmacy #000-4(1467861161)	2,812	32	-\$300.00	\$500.00	\$84.36	-	-	-	\$584.36	-\$884.36

1

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- b. Captured Activity – displays all a summary of captured claims during the cycle and the potential 340B Savings (actualized once replenished, invoiced and paid) at the pharmacy level.

Payment Reconciliation

Payment Activity

Pharmacy Activity

☐ Pharmacy Level Fees

☒ Captured Activity

☐ Replenished Activity

Covered Entity: PharmaForce Health Center 340B ID: PH000001A Cycle: January 2024

Display 10 records

EXPORT

Filter Column OFF ON

Options	Pharmacy	Captured Claim Count	Captured Total Paid	Captured Dispense Fees	Captured CE Receivable	Captured 340B Drug Cost	Captured 340B Savings
	PharmaForce PHARMACY PF-0001(1629095724)	5	\$2,003.00	\$395.48	\$1,607.52	\$549.83	\$1,057.69
	PharmaForce PHARMACY PF-0002(1538186630)	5	\$3,527.26	\$564.76	\$2,962.50	\$1,005.98	\$1,956.52
	PharmaForce PHARMACY PF-0003(1689981631)	10	\$15,928.22	\$2,580.47	\$13,347.75	\$6,976.24	\$6,371.51
	PharmaForce PHARMACY #00001(1457645665)	14	\$17,810.00	\$392.00	\$17,418.00	\$8,907.59	\$8,510.41
	PharmaForce PHARMACY #00002(1518319508)	2,119	\$21,704.24	\$25,668.00	-\$3,963.76	\$11,949.88	-\$15,913.64
	PharmaForce PHARMACY #00003(1235589375)	1,572	\$17,910.37	\$19,040.00	-\$1,129.63	\$8,410.13	-\$9,539.76
	PharmaForce PHARMACY PF #0001(1508895574)	32	\$4,145.71	\$794.15	\$3,351.56	\$2,959.98	\$391.58
	PharmaForce Pharmacy #000-02(1396828786)	67	\$3,963.12	\$1,565.18	\$2,397.94	\$929.70	\$1,468.24
	PharmaForce Pharmacy #000-3(1144412487)	10	\$146.28	\$121.94	\$24.34	\$21.97	\$2.37
	PharmaForce Pharmacy #000-4(1467861161)	32	\$10,447.30	\$2,313.09	\$8,134.21	\$7,606.12	\$528.09

1

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- c. Replenished Activity – displays a summary of replenished claims activity and the associated 340B savings (actualized once invoiced and paid) at the pharmacy level.

Payment Reconciliation

Payment Activity

Pharmacy Activity

☐ Pharmacy Level Fees

☐ Captured Activity

☒ Replenished Activity

Covered Entity: PharmaForce Health Center 340B ID: PH000001A Cycle: January 2024

Display 10 records

EXPORT

Filter Column OFF ON

Options	Pharmacy	Replenished Claim Count	Replenished Total Paid	Replenished Dispense Fees	Replenished CE Receivable	Replenished 340B Drug Cost	Replenished 340B Savings
	PharmaForce PHARMACY PF-0001(1629095724)	8	\$7,196.79	\$626.95	\$6,569.85	\$582.16	\$5,987.69
	PharmaForce PHARMACY PF-0002(1538186630)	5	\$10,881.30	\$1,519.49	\$9,361.80	\$7,184.44	\$2,177.36
	PharmaForce PHARMACY PF-0003(1689981631)	13	\$9,356.90	\$1,498.53	\$7,858.37	\$5,821.59	\$2,036.78
	PharmaForce PHARMACY #00001(1457645665)	23	\$17,117.66	\$476.00	\$16,641.66	\$8,376.05	\$8,265.61
	PharmaForce PHARMACY #00002(1518319508)	2,712	\$18,424.96	\$24,320.00	-\$5,895.04	\$11,117.20	-\$17,012.24
	PharmaForce PHARMACY #00003(1235589375)	2,125	\$13,737.03	\$16,640.00	-\$2,902.97	\$6,828.21	-\$9,731.18
	PharmaForce PHARMACY PF #0001(1508895574)	70	\$31,661.31	\$3,483.31	\$28,178.00	\$8,557.08	\$19,620.92
	PharmaForce Pharmacy #000-02(1396828786)	6	\$25,307.79	\$4,912.42	\$20,395.37	\$8,006.05	\$12,389.32
	PharmaForce Pharmacy #000-3(1144412487)	-	-	-	-	-	-
	PharmaForce Pharmacy #000-4(1467861161)	1	\$8,098.92	\$1,557.79	\$6,541.13	\$6,124.71	\$416.42

1

/ 2(20)



Covered Entity Module

Purpose of the Module

The purpose of the covered entity module is to view all covered entities configured.

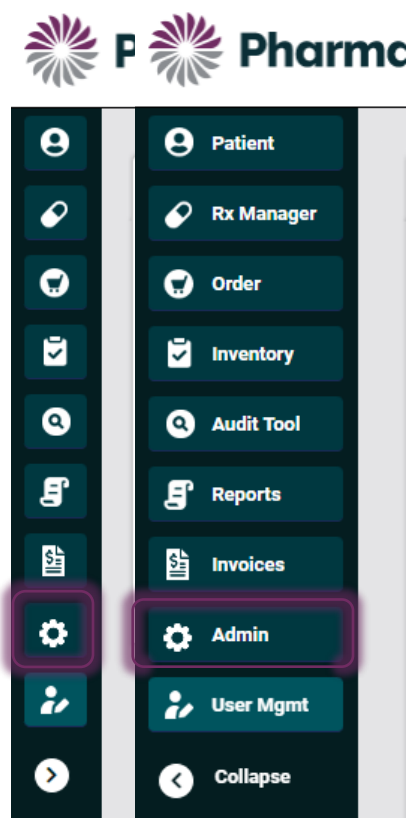
Use Case

This module can be used to view active and terminated covered entities configured.

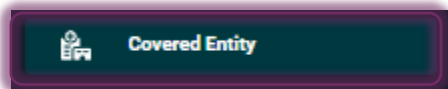
Functionality

Steps to view the covered entity module:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Covered Entity Module.



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3. In the Covered Entity Module, you can view the entity status, OPAID, CE Name and Type, and the contact information.
 - a. The eye icon can be used to view additional information about the covered entity, such as the program live date and the address.
 - b. The edit icon can be used to update the contact person.

View Covered Entities

Add Covered Entity

Unit Conversion Factors

Covered Entity Name

Enter any 3 characters

Covered Entity Type

Enter any 3 characters

OPA ID

Enter any 3 characters

SEARCH

RESET

Display 10 records

Filter Column OFF ON

Status	OPA ID	Covered Entity Name	Covered Entity Type	Contact Person	Phone	State	Options
●	PF999999	PharmaForce	CH - Consolidated Health Center Program	PharmaForce	-	PENNSYLVANIA (PA)	Options

Status : ● Active ● Terminated ● Terminate Soon ● Will be Active



Prescriber Module

Purpose of the Module

The purpose of the Prescriber Module is to view and make changes to your prescriber list.

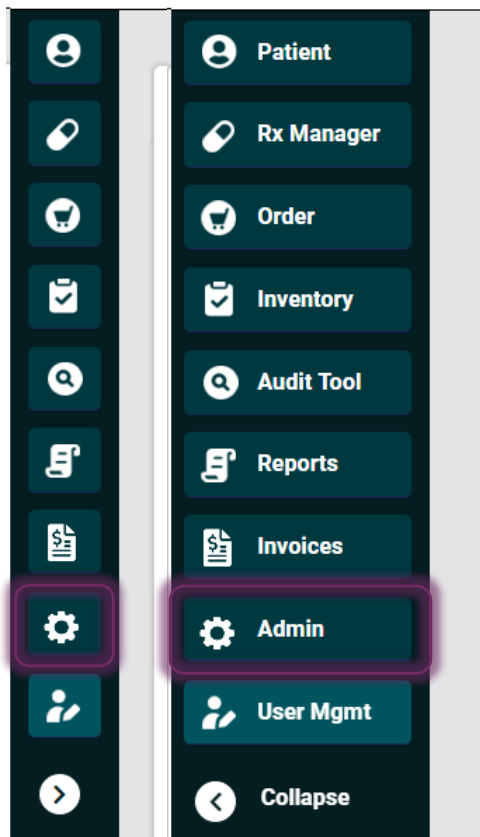
Use Case

The prescriber module can be used to add, change, or terminate prescribers on your list.

Functionality

Steps to add prescribers:

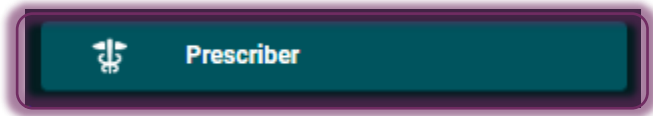
1. Navigate to the Admin Module. This will open in a new tab on your browser.



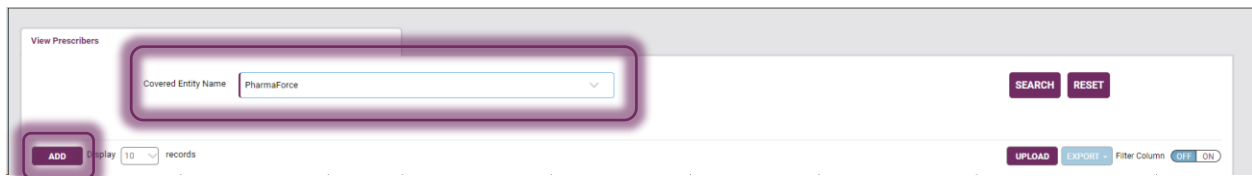
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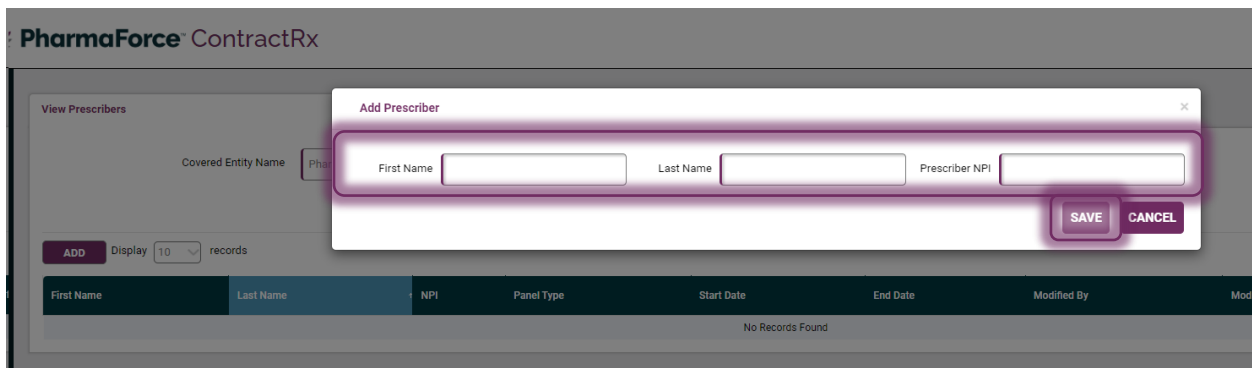
2. In the Admin Module, navigate to the Prescriber Module.



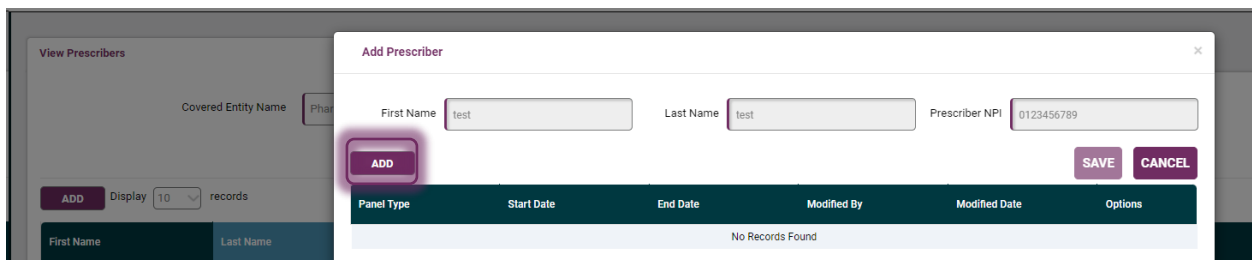
3. Select covered entity, then click ADD.



4. In the popup window, add in the First Name, Last Name, and Prescriber NPI and click SAVE.



5. Once you click SAVE, a new ADD button will appear. This ADD button will allow you to enter in the prescriber start date (and end date if applicable) and the panel type. Click the ADD button to enter in the information.





- A drop-down box will appear in the panel type column that allows you to select Full Time, Part Time, or Referral Prescriber. Enter in the start date (and end date if applicable), then click the checkmark under options to save.

Panel Type	Start Date	End Date	Modified By	Modified Date	Options
--Select--					✓
--Select--					
Full-Time					
Referral					
Part-Time					

No Records Found

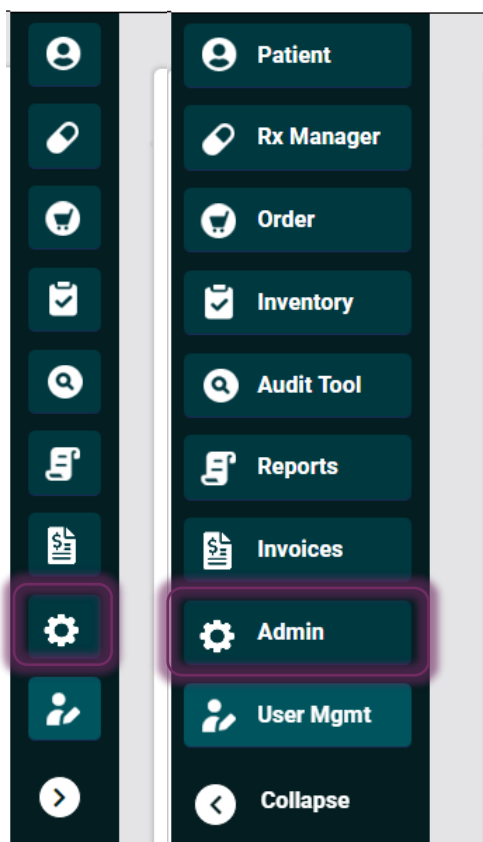
- The prescriber will now be saved in your prescriber list.

First Name	Last Name	NPI	Panel Type	Start Date	End Date	Modified By	Modified Date	Options
test	test	0123456789	Full-Time	11/09/2023	-	mhancock@thepharmaforce.com	11/08/2023	✓

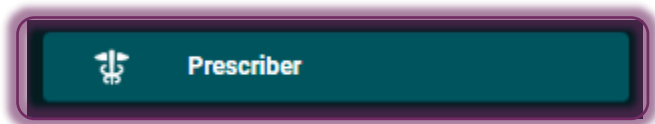


Steps to use the upload function for bulk adds or changes:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. In the Admin Module, navigate to the Prescriber Module.



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3. Select the covered entity, then hit SEARCH to load the provider list.

4. Select the Export button, then select the Template for Upload option.

5. This will download the prescriber list onto your computer. Open the prescriber list to make the necessary changes. This will allow you to enter in termination dates for existing prescribers or add new prescribers. (Note: Columns must stay in the original format, they cannot be rearranged.)
 - a. To add a termination date to an existing provider, locate that prescriber in the file and add the termination date in YYYYMMDD format.
 - b. To add a new prescriber, add the 340BID (OPAIID), First Name, Last Name, Prescriber NPI, Panel Type (Full Time as FT, Part Time as PT, or Referral as RF), and their start date in YYYYMMDD format.

A	B	C	D	E	F	G
340BID	First Name	Last Name	Prescriber NPI	PanelType (FT- Full Time/PT - Part Time/RF - Referral)	Start Date (yyyymmdd)	End Date (yyyymmdd)
PF999999	test	test	123456789	FT	20231109	20231201
PF999999	test123	test123	1000000099	PT	20230911	
PF999999	new	new	0000000000	FT	20231201	

6. Save the file in .csv format, then navigate back to the Contract Pharmacy portal. Select the UPLOAD button.



7. Choose the file you would like to upload, then click SAVE. Please allow up to 15 minutes for the changes to be visible in the prescriber list.

Upload Prescriber(s)

Upload Template

Choose File

No file chosen

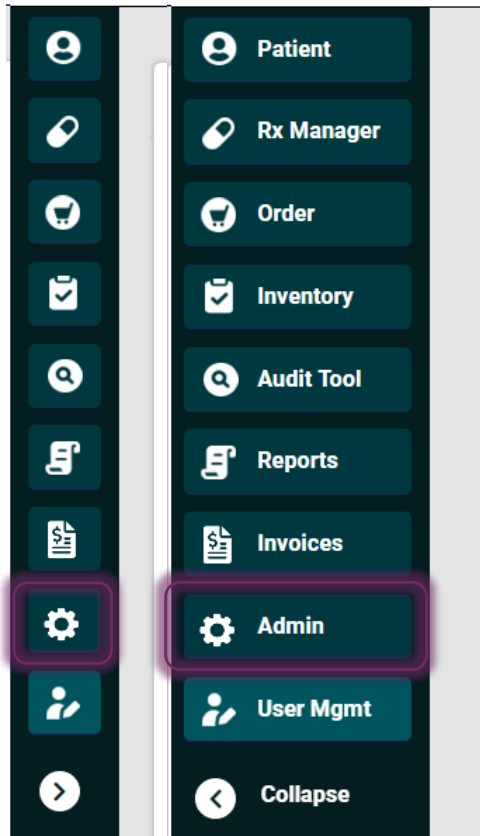
SAVE

CANCEL

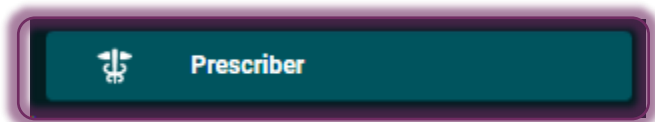


Steps to edit or terminate an existing prescriber:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. In the Admin Module, navigate to the Prescriber Module.



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3. Select the covered entity, then hit SEARCH to load the prescriber list.

4. Toggle the Filter Column option to ON. Type into the desired text box and click the column header to search. To edit the prescriber, select the Pencil Icon on the far right under Options.

5. The First Name and Last Name can be changed if needed. The Pencil Icon under options can be used to edit the Start and End Dates. To terminate the prescriber, add the termination date in the End Date column and select the check mark to save it.

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Wholesaler Module

Purpose of the Module

The purpose of the Wholesaler Module is to view the drug catalog and update NDCs from include to exclude and vice versa.

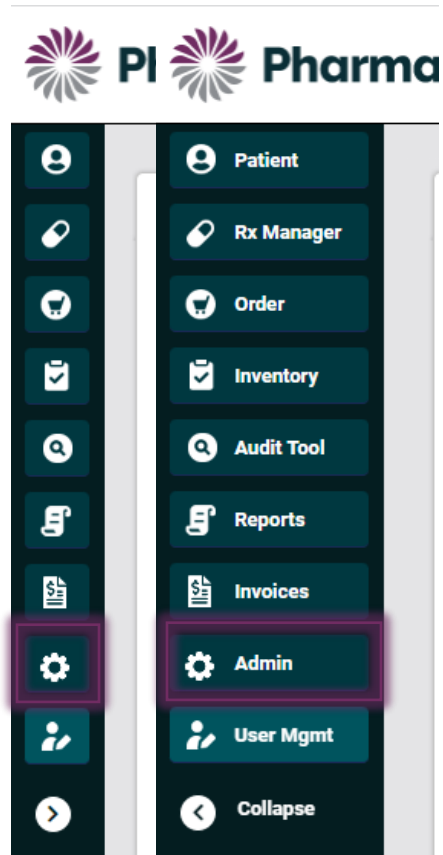
Use Case

The Wholesaler Module can be used to view all NDCs received in the drug catalog and update the NDC status.

Functionality

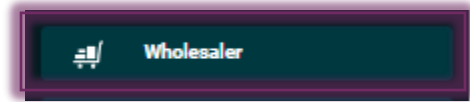
Steps to view the drug catalog:

1. Navigate to the Admin Module. This will open in a new tab on your browser.





2. Navigate to the Wholesaler tab.



3. On the View Wholesaler tab, use the search boxes at the top or the arrows at the bottom to search for the wholesaler, then click the eye icon.

View Wholesalers Add Wholesaler

Wholesaler Name Contact Person

SEARCH RESET

Display records Filter Column

Wholesaler Name	Contact Person	State	City	Zip Code	Email ID	Phone	Ext	Options
R & S		-	-	-	-	-	-	
Grifols		-	-	-	-	-	-	
Pfizer		-	-	-	-	-	-	
Biogen		-	-	-	-	-	-	
Optum Home Therapeutics		-	-	-	-	-	-	
Baxter		-	-	-	-	-	-	
Sanofi		-	-	-	-	-	-	
Optum Frontier Therapeutics		-	-	-	-	-	-	
Curascript SD		-	-	-	-	-	-	
McKesson Plasma & Biologics		-	-	-	-	-	-	

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4. Select the capsule icon under options to view the drug catalog for the corresponding covered entity.

View Wholesalers Wholesaler Information Drug Price

Wholesaler Information

Wholesaler Name : AmerisourceBergen Interchange ID : 0069066140 Contact Person : TBD

Address 1 : 227 Washington St Address 2 : - City : Conshohocken

State : PENNSYLVANIA (PA) Zip Code : 19428 Phone : (610)-727-7000

Ext : - Fax : (800)-640-5221 Email ID : info@AmerisourceBergen.com

Toll Free No : -

EDIT WHOLESALER

Display records Filter Column

Covered Entity Name	Division Code/Bill To	Account Code/Ship To	Pharmacy (Store #)	Created Date	Created By	Options
pharmaforce	Division Code	Account Code	Store Number	Created Date	Created By	
PharmaForce	039	999944	PharmaForce (#4)	06/10/2019	System	
PharmaForce	039	999933	PharmaForce (#3)	06/10/2019	System	

BACK



5. The search criteria at the top will auto-populate based on the covered entity, pharmacy, and account number selected in the previous screen. To view the 340B and Non-340B primary catalogs at once, select Default for the Account Type.

View Wholesalers

Wholesaler Information

Drug Price

Covered Entity Name: PharmaForce

Pharmacy Name: PharmaForce (#4)

Wholesaler Name: AmerisourceBergen

☐ NDC: Enter NDC number

Account Type: Default(340B&Non340B)

Account Number: (All)

SEARCH

RESET

6. To compare the price for a single NDC across all accounts (for the same wholesaler), click the check box to the left of the NDC text box, then enter the NDC.

☒ NDC: 00074379902

Account Type: (All)

Account Number: (All)

SEARCH

RESET

Display 10 records

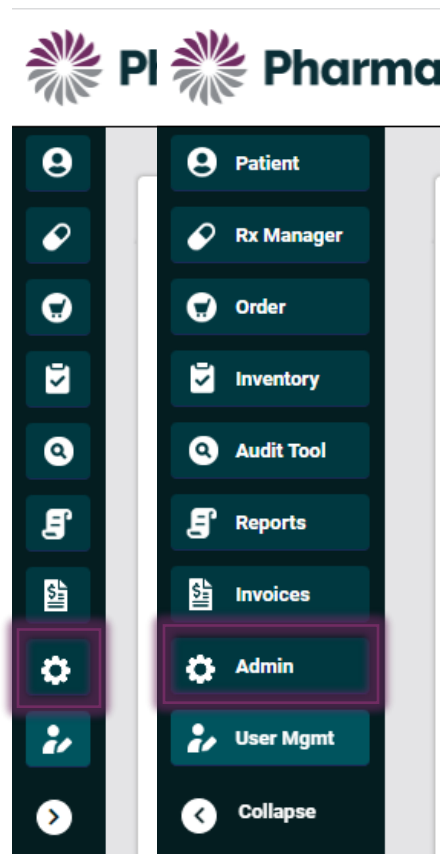
EXPORT Filter Column OFF ON

Item #	NDC	Drug Name	Mfg. Name	Brand or Generic	Package Size	Account #	Account Type	Price \$	340B Status	Reason	Status Change Effective Date	Modified Date	Modified By	Options
Item	NDC	Drug Name	Mfg. Name	Brand/Ger	Package S	Account	Account T	Price\$	Status	Reason	Effective Date	Modified Dat	Modified B	Options
702264	00074379902	HUMIRA 40 MG/0.8 ML SYRINJE	ABBOTT LABS.	8	2	023001458	340B	56,680.33	Exclude	Client Blocked - NDC Order	04/16/2023	05/15/2024	System	
702264	00074379902	HUMIRA 40 MG/0.8 ML SYRINJE	ABBOTT LABS.	8	2	108478952	340B	50.02	Exclude	Client Blocked - NDC Order	04/16/2023	05/15/2024	System	

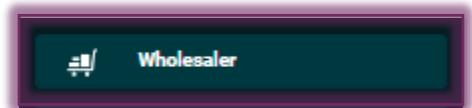


Steps to change an NDC status:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Wholesaler tab.



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- On the View Wholesaler tab, use the search boxes at the top or the arrows at the bottom to search for the wholesaler, then click the eye icon.

View Wholesalers Add Wholesaler

Wholesaler Name Contact Person

SEARCH RESET

Display records Filter Column

Wholesaler Name	Contact Person	State	City	Zip Code	Email ID	Phone	Ext	Options
R & S		-	-	-	-	-	-	
Grifola		-	-	-	-	-	-	
Pfizer		-	-	-	-	-	-	
Biogen		-	-	-	-	-	-	
Optum Home Therapeutics		-	-	-	-	-	-	
Baxter		-	-	-	-	-	-	
Sanofi		-	-	-	-	-	-	
Optum Frontier Therapeutics		-	-	-	-	-	-	
Curascript SD		-	-	-	-	-	-	
McKesson Plasma & Biologics		-	-	-	-	-	-	

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- Select the capsule icon under options to view the drug catalog for the corresponding covered entity.

View Wholesalers Wholesaler Information Drug Price

Wholesaler Information

Wholesaler Name : AmerisourceBergen Interchange ID : 006906614D Contact Person : TBD
 Address 1 : 227 Washington St Address 2 : - City : Conshohocken
 State : PENNSYLVANIA (PA) Zip Code : 19428 Phone : (610)-727-7000
 Ext : - Fax : (800)-640-5221 Email ID : info@AmerisourceBergen.com
 Toll Free No : -

EDIT WHOLESALER

Display records Filter Column

Covered Entity Name	Division Code/Bill To	Account Code/Ship To	Pharmacy (Store #)	Created Date	Created By	Options
pharmaforce	Division Code	Account Code	Store Number	Created Date	Created By	
PharmaForce	039	999944	PharmaForce (#4)	06/10/2019	System	
PharmaForce	039	999933	PharmaForce (#3)	06/10/2019	System	

BACK



5. Use the filter column or NDC search box to find the NDC. Select the pencil icon under options.
 - a. When changing an NDC from exclude to include, select the pencil icon, then the check mark to save the include status.
 - b. When changing an NDC from include to exclude, there will be multiple options to choose as an exclude reason. Select the reason and click the check mark to save.
 - i. Client Blocked – C2 – C5
 - ii. Client Blocked – NDC Order: Allows a claim to capture but NOT order.
 - iii. Client Requested – Excluded: Prevents a claim from capturing AND ordering.
 - iv. Manufacturer Block: Prevents capturing and ordering and is tied to the manufacturer block table.
 - v. Orphan Drug
 - vi. Vaccine Drug
 - vii. Wholesaler Discontinued: Allows claims to capture but NOT order.

View Wholesalers

Wholesaler Information

Drug Price

Covered Entity Name: PharmaForce

Pharmacy Name: --Select--

NDC: Enter NDC number

Account Type: 340B

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

Item #	NDC	Drug Name	Mfg. Name	Brand or Generic	Package Size	340B Pkg Price (\$)	Non 340B Pkg Price (\$)	340B Status	Reason	Status Change Effective Date	Modified Date	Modified By	Options
Item	NDC	Drug Name	Mfg. Name	Brand/Ger	Package S	340B Pri	Non340B	Status	Reason	Effective Date	Modified Date	Modified By	
	00039022210	AMARYL 2 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Include		10/12/2020	07/07/2023	System	✓ ✕
	00039022310	AMARYL 4 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00039022110	AMARYL 1 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	

Display 10 records

EXPORT Filter Column OFF ON

Item #	NDC	Drug Name	Mfg. Name	Brand or Generic	Package Size	340B Pkg Price (\$)	Non 340B Pkg Price (\$)	340B Status	Reason	Status Change Effective Date	Modified Date	Modified By	Options
Item	NDC	Drug Name	Mfg. Name	Brand/Ger	Package S	340B Pri	Non340B	Status	Reason	Effective Date	Modified Date	Modified By	
	00039022210	AMARYL 2 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00039022310	AMARYL 4 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00039022110	AMARYL 1 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00955172150	DOXERCALCIFEROL 1 MCG CAPSULE	WINTHROP US	G	50	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00955172250	DOXERCALCIFEROL 2.5 MCG CAP	WINTHROP US	G	50	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00955172720	OXALIPLATIN 100 MG/20 ML VIAL	WINTHROP US	G	20	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00955172050	DOXERCALCIFEROL 0.5 MCG CAP	WINTHROP US	G	50	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00955172510	OXALIPLATIN 50 MG/10 ML VIAL	WINTHROP US	G	10	\$0.00	-	Exclude	Manufacturer Block	10/12/2020	07/07/2023	System	
	00002512330	EFFIENT 10 MG TABLET	ELI LILLY & CO.	B	30	\$0.00	-	Exclude	Manufacturer Block	05/14/2020	05/20/2023	Super Admin	
	00024414210	MULTAQ 400 MG TABLET	SANOFL-AVENTIS	B	100	\$0.00	-	Exclude	Wholesaler Discontinued	09/31/2019	05/13/2023	System	✓ ✕

Select

- Client Blocked - C2
- Client Blocked - C3
- Client Blocked - C4
- Client Blocked - C5
- Client Blocked - NDC Order
- Client Requested-Excluded
- Manufacturer Block
- Orphan Drug
- Vaccine Drug
- Wholesaler Discontinued

Select

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Configurations Module

Purpose of the Module

The purpose of the configuration module is to view and edit configurations such as lookback periods and manufacturer blocks.

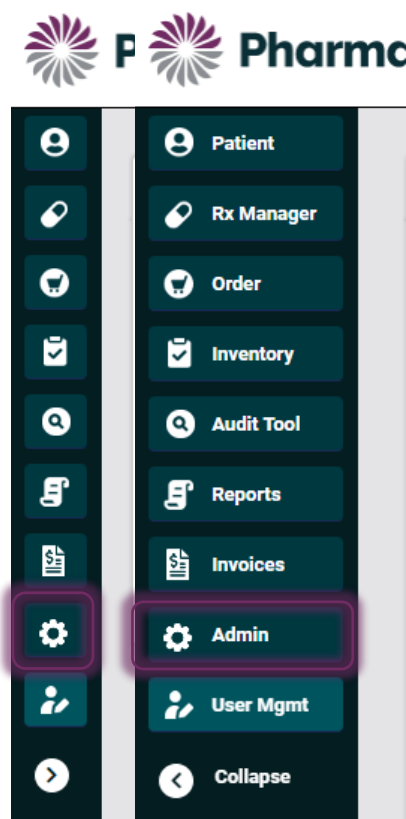
Use Case

This module can be used to edit and configure lookback periods, contract details, manufacturer blocks, and locations.

Functionality

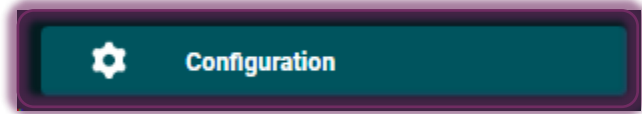
Steps to view and edit lookback periods:

1. Navigate to the Admin Module. This will open in a new tab on your browser.





2. Navigate to the Configuration Module.



3. Select CE Panels tab. Select covered entity, then click SEARCH.

CE Panels Specialty Drug Contract Contract Fee Manufacturer Location

Covered Entity Name: PharmaForce

SEARCH RESET

Display 10 records Filter Column OFF ON

Panel Type	Look Back Period (# Days)	Start Date	End Date	Created Date	Created By	Options
No Records Found						

4. The panel type with the respective lookback period will be visible.

CE Panels Specialty Drug Contract Contract Fee Manufacturer Location

Covered Entity Name: PharmaForce

SEARCH RESET

Display 10 records Filter Column OFF ON

Panel Type	Look Back Period (# Days)	Start Date	End Date	Created Date	Created By	Options
Full-Time	0	12/10/2013	-	06/10/2019	System	
Part-Time	0	09/30/2015	-	06/10/2019	System	
Referral	0	09/30/2015	-	06/10/2019	System	

5. To edit the lookback period, select the pencil icon under the options. Select the checkmark to save.

CE Panels Specialty Drug Contract Contract Fee Manufacturer Location

Covered Entity Name: PharmaForce

SEARCH RESET

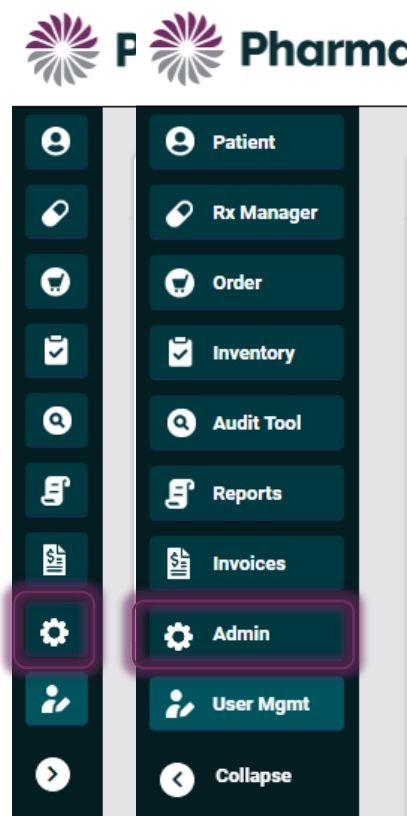
Display 10 records Filter Column OFF ON

Panel Type	Look Back Period (# Days)	Start Date	End Date	Created Date	Created By	Options
Full-Time	0	12/10/2013	-	06/10/2019	System	
Part-Time	0	09/30/2015	-	06/10/2019	System	
Referral	0	09/30/2015	-	06/10/2019	System	

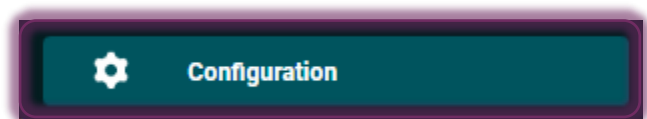


Steps to view the specialty drug list:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.



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3. Select the Specialty Drug tab. This tab allows you to see the specialty drug list for all pharmacies. Select the Specialty List and Chain Pharmacy you would like to view.

CE Panels: Specialty Drug, Contract, Contract Fee, Manufacturer, Location

Specialty List: -Select- Chain Pharmacy: -Select-

Display: 10 records

SEARCH RESET Filter Columns: OFF ON

NDC	NDC Description	Mfg. Name	Options
No Records Found			

4. The Specialty Drug list will display the NDC, NDC Description, and Manufacturer Name.

CE Panels: Specialty Drug, Contract, Contract Fee, Manufacturer, Location

Specialty List: WalmartSpecialty Chain Pharmacy: WAL-MART PHARMACY

Display: 10 records

SEARCH RESET Filter Columns: OFF ON

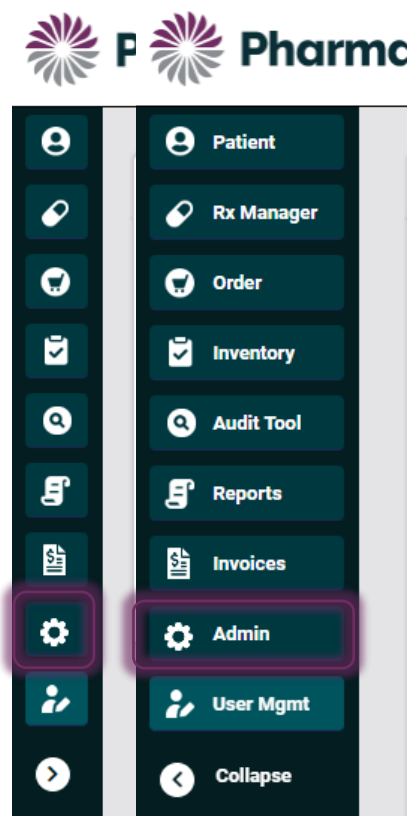
NDC	NDC Description	Mfg. Name	Options
00002729916	HUMATROPE 5 MG RES-VIAL	ELI LILLY & CO.	
00002730101	GEMZAR 200 MG VIAL	ELI LILLY & CO.	
00002772409	TALTZ 80 MG/ML SYRINGE (3-PK)	ELI LILLY & CO.	
00002814901	HUMATROPE 24 MG CARTRIDGE	ELI LILLY & CO.	
00002840001	FORTEO 600 MCG/2.4 ML PEN INJ 2.4 ML X 1	ELI LILLY & CO.	
00003052811	SPRYCEL 50 MG TABLET	BMS PRIMARYCARE	
00003161212	BARACLUDE 1MG TABLET 30 EACH X 1	BMS PRIMARYCARE	
00003232711	YERVOY 50 MG/10 ML VIAL	BMS PRIMARYCARE	
00003362312	REYATAZ 100 MG CAPSULE	BMS PRIMARYCARE	
00003364111	EVOTAZ 300 MG-150 MG TABLET	BMS PRIMARYCARE	

1 / 260(2597)

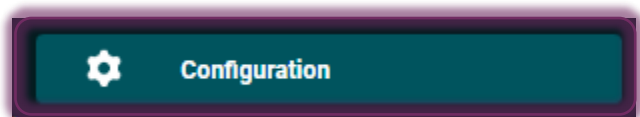


Steps to view contract level configurations:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.





3. Select the Contract tab. This tab allows you to view the configurations for each pharmacy. Select the Covered Entity and Pharmacy Name, then click SEARCH.

CE | CE Panels | Specialty Drug | **Contract** | Contract Fee | Manufacturer | Location

Covered Entity Name : Pharmacy Name :

SEARCH **RESET** **EDIT**

Pharmacy and Billing

Pharmacy Live Date :

Purchase Order generation via : ☐ PharmaForce ☐ Gateway ☐ Pharmacy

Pharmacy Termination Date :

Billing Cycle :

Claims

Claims Processing Live Date :

Turn on Claim Reprocess : ☐

Process Claims For Profit Only : ☐

Block Orphan Drug Claims : ☐

Block Vaccine Drug Claims : ☐

Block C2Drug Claims : ☐

Block C3Drug Claims : ☐

Block C4Drug Claims : ☐

Block C5Drug Claims : ☐

View Non-Derived Patient Claims : ☐ ?

4. The Pharmacy and Billing section will display the Pharmacy Live Date and the Billing Cycle. The Claims section will display the Claims Processing Date, the Profit Only flag, and Blocks for Orphan Drugs, Vaccines, and Controlled Substances.

CE | CE Panels | Specialty Drug | **Contract** | Contract Fee | Manufacturer | Location

Covered Entity Name : Pharmacy Name :

SEARCH **RESET** **EDIT** **CONTRACT HISTORY**

Pharmacy and Billing

Pharmacy Live Date :

Purchase Order generation via : ☐ PharmaForce ☒ Gateway ☐ Pharmacy

Pharmacy Termination Date :

Billing Cycle :

Claims

Claims Processing Live Date :

Turn on Claim Reprocess : ☒

Process Claims For Profit Only : ☐

Block Orphan Drug Claims : ☒

Block Vaccine Drug Claims : ☒

Block C2Drug Claims : ☐

Block C3Drug Claims : ☐

Block C4Drug Claims : ☐

Block C5Drug Claims : ☐

View Non-Derived Patient Claims : ☐ ?

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5. The Gateway section will display who the gateway is for the pharmacy selected (if applicable) and the Start Date.

Gateway

Gateway: Interval:
Start Date: End Date:
Gateway Outbound Date: Gateway Outbound Flag: ☐

Display records Filter Column: ON

Gateway	Gateway Interval	Start Date	End Date	Options
Macro Helix	Daily	03/31/2019	-	

6. The Wholesaler section will display the Wholesaler, Account Codes, and the Bill to Ship to Address.

Wholesaler

Wholesaler: Start Date: Cascade drug exclusions: ☐
Account Code / Ship To (340B): Division Code / Bill To (340B):
Shipping Address: Billing Address:

Display records Filter Column: ON

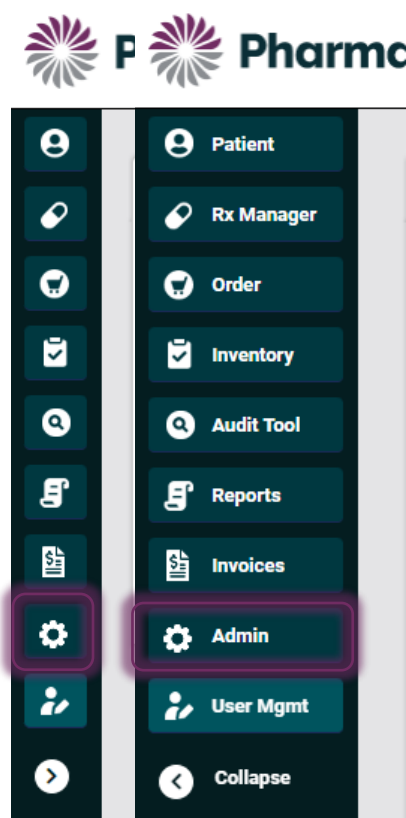
Wholesaler	Account Type	Account Code / Ship To	Division Code / Bill To	Start Date	End Date	Options
McKesson Pharmaceuticals	340B	999911	-	03/31/2019	-	

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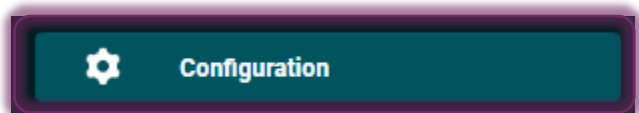


Steps to Configure Max Thresholds:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.



3. Select the Contract tab, select your Covered Entity Name and Pharmacy Name, then click Search. If you are making a change to any configurations, select the Edit button.

CE	CE Panels	Specialty Drug	Contract	Contract Fee	Manufacturer	Location
Covered Entity Name : PharmaForce Pharmacy Name : PharmaForce (#1)						
				SEARCH	RESET	EDIT



4. Under the Purchase Order (PO) section, you will find the Max Threshold Configuration. To turn it on and configure an NDC and \$ amount, select Yes.

Purchase Order (PO) ☐

Turn On Ordering :

Order Email Notification :

Auto Generated PO Approval :

Auto Reconcile PO :

Hold Order Threshold :

Max Threshold Configuration : ☐ Yes ☒ No

5. Once you select “Yes”, two popups will appear to configure a Max Package Threshold (Per NDC) and a Max Threshold Dollar Value (Per PO).
 - a. When the Max Threshold Configuration is set to “Yes”, both settings below must be configured:
 - i. Max number of packages per NDC: If any NDC exceeds the configured # of packages, those NDCs will generate on a separate order from all NDCs under the threshold.
 - ii. Max \$ value for the entire order.

Purchase Order (PO) ☐

Turn On Ordering :

Order Email Notification :

Auto Generated PO Approval :

Auto Reconcile PO :

Hold Order Threshold :

Max Threshold Configuration : ☒ Yes ☐ No

Max Package Threshold(Per NDC):

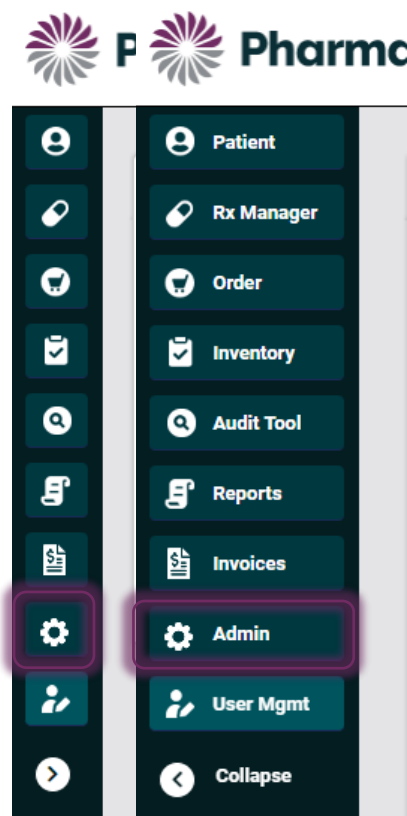
Max Threshold Dollar Value(Per PO):

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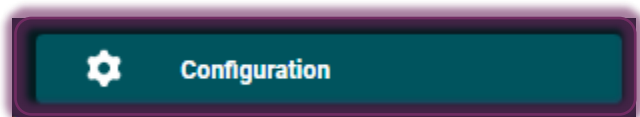


Steps to view Contract Fee (Dispensing Fee) information:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.



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3. Select the Contract Fee tab. The Contract Fee tab allows you to view dispensing fees across all contract pharmacies. Select the covered entity and pharmacy, then click **SEARCH**.

CE: CE Panels: Specialty Drug: Contract: **Contract Fee** Manufacturer: Location:

Covered Entity Name: Pharmacy Name: **SEARCH** **RESET**

ADD Display records Filter Column:

Fee Name	Fee Name Type	Fee Type	Fee Variable	Tier	Amount (\$)	Start Date	End Date	Options
No Records Found								

Custom Dispensing Fee

No Records Found

Note:
Start date will be updated automatically with Pharmacy live date if no record exists in system for combination of Fee Name, Fee Name Type, Fee Variable, Brand or Generic.
NA: Not Applicable

4. Cash and Third Party dispense fees will display here if applicable. It will be separated by Brand (B) and Generic (G) dispense fees. If a custom dispense fee is used (flat fee + %), it will display in the custom dispensing fee.

CE: CE Panels: Specialty Drug: Contract: **Contract Fee** Manufacturer: Location:

Covered Entity Name: Pharmacy Name: **SEARCH** **RESET**

ADD Display records Filter Column:

Fee Name	Fee Name Type	Fee Type	Fee Variable	Tier	Amount (\$)	Start Date	End Date	Options
Dispensing Fee	Cash 340B	Flat	Per Claim	B	\$5.00	03/31/2019	-	
Dispensing Fee	Cash 340B	Flat	Per Claim	G	\$5.00	03/31/2019	-	
Dispensing Fee	Third Party - 340B	Flat	Per Claim	B	\$10.00	03/31/2019	-	
Dispensing Fee	Third Party - 340B	Flat	Per Claim	G	\$10.00	03/31/2019	-	

Custom Dispensing Fee

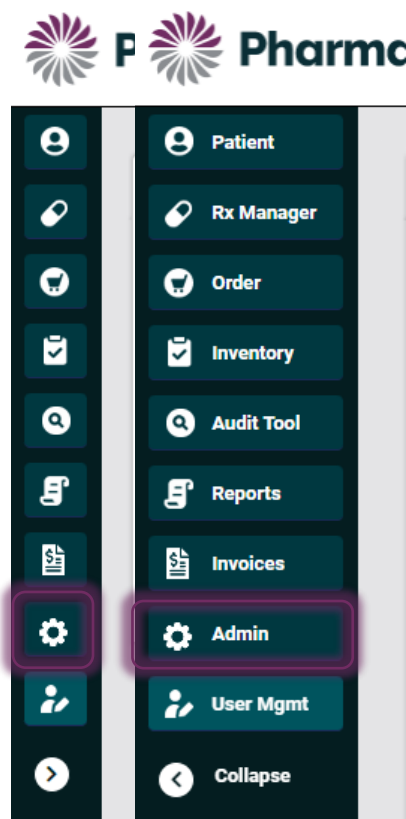
No Records Found

Note:
Start date will be updated automatically with Pharmacy live date if no record exists in system for combination of Fee Name, Fee Name Type, Fee Variable, Brand or Generic.
NA: Not Applicable

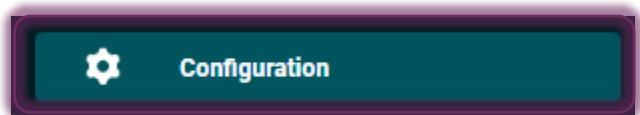


Steps to view, add, and edit manufacturer blocks:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.





3. Select the Manufacturer tab. This tab will display all manufacturer blocks per pharmacy. Select the covered entity and pharmacy, then click SEARCH.

CE Panels Specialty Drug Contract Contract Fee **Manufacturer** Location

Covered Entity Name: Pharmacy Name:

SEARCH **RESET**

ADD Display 10 records Filter Column:

Manufacturer Name	Status	Effective Date	Modified By	Modified Date	Options
No Records Found					

4. The Manufacturer Name, Status, and Effective Date will display. There are also 3 icons under the Options Column:
 - a. Eye Icon: Allows you to view all NDCs excluded under the respective manufacturer.
 - b. Pencil Icon: Allows you to change the Status and Effective Date. If these two fields are changed, select the checkmark to save it.
 - c. H Icon: Allows you to view manufacturer configuration history.

CE Panels Specialty Drug Contract Contract Fee **Manufacturer** Location

Covered Entity Name: Pharmacy Name:

SEARCH **RESET**

ADD Display 10 records Filter Column:

Manufacturer Name	Status	Effective Date	Modified By	Modified Date	Options
Bristol Myers Squibb - LMD	Exclude	10/31/2023	System	11/07/2023	✓ ✕
Bristol Myers Squibb - Camzyos	Exclude	10/31/2023	System	11/07/2023	👁️ ✎️ H
Bristol Myers Squibb	Exclude	10/31/2023	System	10/31/2023	👁️ ✎️ H
BOEHRINGER ING	Exclude	07/31/2023	System	07/31/2023	👁️ ✎️ H
Bausch Health	Exclude	06/25/2023	System	06/25/2023	👁️ ✎️ H
GlaxoSmithKline	Exclude	04/30/2023	System	04/30/2023	👁️ ✎️ H
Eli Lilly	Exclude	06/30/2020	System	11/29/2021	👁️ ✎️ H
Sanofi	Exclude	09/30/2020	System	11/29/2021	👁️ ✎️ H



5. To add a new manufacturer block, select the ADD button.

CE: CE Panels: Specialty Drug: Contract: Contract Fee: Manufacturer: Location:

Covered Entity Name: Pharmacy Name:

ADD Display: records Filter Column:

Manufacturer Name	Status	Effective Date	Modified By	Modified Date	Options
Bristol Myers Squibb - LMD	Exclude	10/31/2023	System	11/07/2023	☐ ☐ ☐ H
Bristol Myers Squibb - Camzyos	Exclude	10/31/2023	System	11/07/2023	☐ ☐ ☐ H
Bristol Myers Squibb	Exclude	10/31/2023	System	10/31/2023	☐ ☐ ☐ H
BOEHRINGER ING	Exclude	07/31/2023	System	07/31/2023	☐ ☐ ☐ H
Bausch Health	Exclude	06/25/2023	System	06/25/2023	☐ ☐ ☐ H
GlaxoSmithKline	Exclude	04/30/2023	System	04/30/2023	☐ ☐ ☐ H
Eli Lilly	Exclude	06/30/2020	System	11/29/2021	☐ ☐ ☐ H
Sanofi	Exclude	09/30/2020	System	11/29/2021	☐ ☐ ☐ H

6. A new line will populate in the table. Select the Manufacturer Name, Status, and Effective Date (must be one day in the future), then click the checkmark to save.

CE: CE Panels: Specialty Drug: Contract: Contract Fee: Manufacturer: Location:

Covered Entity Name: Pharmacy Name:

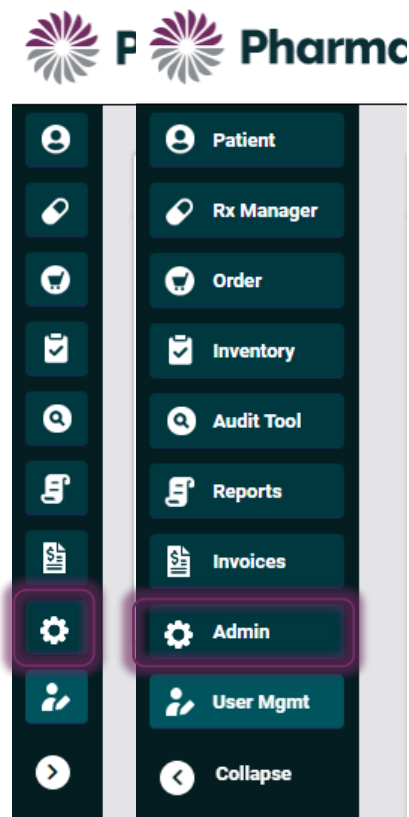
Display: records Filter Column:

Manufacturer Name	Status	Effective Date	Modified By	Modified Date	Options
-Select-	-Select-	Select Date			☒ ☐ ☐ H
Bristol Myers Squibb - LMD	Exclude	10/31/2023	System	11/07/2023	☐ ☐ ☐ H
Bristol Myers Squibb - Camzyos	Exclude	10/31/2023	System	11/07/2023	☐ ☐ ☐ H
Bristol Myers Squibb	Exclude	10/31/2023	System	10/31/2023	☐ ☐ ☐ H
BOEHRINGER ING	Exclude	07/31/2023	System	07/31/2023	☐ ☐ ☐ H
Bausch Health	Exclude	06/25/2023	System	06/25/2023	☐ ☐ ☐ H
GlaxoSmithKline	Exclude	04/30/2023	System	04/30/2023	☐ ☐ ☐ H
Eli Lilly	Exclude	06/30/2020	System	11/29/2021	☐ ☐ ☐ H
Sanofi	Exclude	09/30/2020	System	11/29/2021	☐ ☐ ☐ H

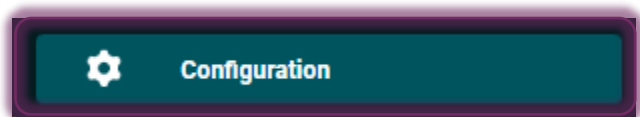


Steps to view configured locations:

1. Navigate to the Admin Module. This will open in a new tab on your browser.



2. Navigate to the Configuration Module.



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3. Select the Location tab. This tab will display all configured locations. Select the covered entity name and click SEARCH.

CE Panels Specialty Drug Contract Contract Fee Manufacturer Location

Covered Entity Name: PharmaForce

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

CE Code	Service Location Code	Service Location Name	Effective Date	Termination Date	Status	Options
No Records Found						

4. The Location table will display all location codes received, the location name if provided, and the effective date. The Status column will show if it is configured as an eligible or non-eligible location. The edit button under options will allow you to add a termination date to a location.

CE Panels Specialty Drug Contract Contract Fee Manufacturer Location

Covered Entity Name: PharmaForce

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

CE Code	Service Location Code	Service Location Name	Effective Date	Termination Date	Status	Options
PF999999	PF	PF	01/01/2021	-	Eligible	
PF999999	WESTP	CCWOM	10/01/2019	-	Non Eligible	
PF999999	OPLOC	DPXPS	10/01/2019	-	Eligible	
PF999999	FM RR	MGARR	10/01/2019	-	Eligible	
PF999999	LFC	LGFCV	10/01/2019	-	Eligible	
PF999999	PMRSP	MGPMN	10/01/2019	-	Eligible	
PF999999	LGH	LGHL	10/01/2019	-	Eligible	
PF999999	LOGMO	COLWE	10/01/2019	-	Eligible	



BIN Module

Purpose of the Module

The BIN Configuration Module allows for the visibility and management of plan rules and exclusions.

Use Case

View current plan configurations for Cash Cards, Plan Exclusion, and Medicaid Exclusion. Users also have the ability to terminate current exclusions and create new plan exclusions through the BIN Module.

Claims are excluded based on plans configured in the BIN Module (Admin>BIN). Configurations can be applied to both primary and secondary payors, or only primary payors depending on the configuration for that particular plan. The default configuration will exclude configured plans in both the primary and secondary payor positions. Exclusions can be configured to the levels listed below.

Functionality

Below are the different payor levels available:

1. BIN level (only BIN is configured): all claims with the configured BIN will be excluded based on the Pharmacy level and exclusion type configurations. All claims with the configured BIN will be excluded for ANY PCN and Group, or if those fields are blank.
 - a. If multiple configurations are created for the same BIN with the same Pharmacy level and exclusion type configurations the functionality changes to the BIN level only being applied if the PCN and Group are BLANK, like the below:

	Level	BIN	PCN	Group	Note
Scenario 1	Pharmacy	123456			All plans with this BIN will be excluded with ANY PCN or Group, or blank PCN and/or group.
Scenario 2	Pharmacy	789456			Only plans where BIN 789456, and the PCN and Group are BLANK will be excluded
	Pharmacy	789456	MCAID	RX4859	Only plans where the BIN, PCN and Group are an exact match will be excluded

2. BIN and PCN level (only BIN and PCN are configured): all claims with the configured BIN and PCN will be excluded based on the Pharmacy level and exclusion type configurations. All claims with the configured BIN and PCN will be excluded for ANY Group, or if Group is blank.



3. BIN, PCN, and Group level (BIN, PCN, and Group are all configured): all claims with an exact match to the configured BIN, PCN, and Group will be excluded based on the Pharmacy level and exclusion type configurations.

Plans can be excluded from 340B eligibility on 3 different Pharmacy levels:

1. Covered Entity: exclusion applies to all contract pharmacies associated with the covered entity.
2. Chain Level: exclusion applies to all contract pharmacies in the specified pharmacy chain associated with the covered entity.
3. Pharmacy Level: exclusion applies to only a single specified contract pharmacy associated with the covered entity.

There are 2 different exclusion types to choose from:

1. Medicaid Exclusion: claim fallout reason: Medicaid
2. Payer Exclusion: claim fallout reason: Payer Exclusion

Configurations:

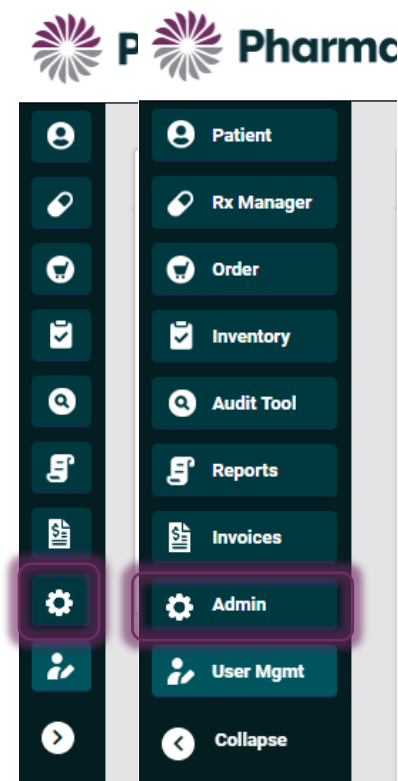
Configurations that apply to both primary and secondary payors can be viewed and configured directly through the UI. The additional configuration level to exclude only at the primary level cannot be configured through the UI, you will see the plan listed but will not be able to distinguish if it applies to only primary payors or both.

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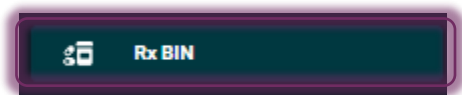


To view configured plans:

1. Navigate to the Admin Module



2. Navigate to the BIN Module



3. To view exclusions, choose the desired CE Name from the drop down, if you only have access to a single CE that CE will default.
4. Click Search



5. All current and termed configurations will populate in the search grid.

Level	BIN	PCN	Group	Reason	Start Date	End Date	Created Date	Created By	Options
Covered Entity	025151	DRMSPROD	-	Medicaid	11/03/2022		11/03/2022	HarirRatnakar	👁️ ✕
Covered Entity	009893	ROIRX	VAPRM	Medicaid	12/31/2018	12/31/2018	05/26/2021	saidipammi	👁️ ✕
Covered Entity	009893	ROIRX	VAPR4STRD	Medicaid	12/31/2018	12/31/2018	05/26/2021	saidipammi	👁️ ✕
Covered Entity	009893	ROIRX	VAPRNCND	Medicaid	12/31/2018	12/31/2018	05/26/2021	saidipammi	👁️ ✕
Covered Entity	009893	ROIRX	VPEPEXP	Medicaid	12/31/2018	12/31/2018	05/26/2021	saidipammi	👁️ ✕
Covered Entity	009893	RORX	VPEPEXP	Medicaid	12/31/2018	12/31/2018	06/10/2021	BhargavChennuboina	👁️ ✕
Covered Entity	004336	ADV	RX0243	Medicaid	03/02/2021	09/22/2021	02/19/2021	HarirRatnakar	👁️ ✕
Covered Entity	004303	TELE	NYD089988R	Medicaid	10/31/2018		06/18/2019	System	👁️ ✕
Covered Entity	004303	TELE	NOC	Medicaid	10/31/2018		06/18/2019	System	👁️ ✕
Covered Entity	004303	TELE	30093	Medicaid	10/31/2018		06/18/2019	System	👁️ ✕

To view associated pharmacies for the exclusion:

1. Follow the above steps to view exclusions.
2. Click the eye icon in the Options field on the far right.



3. A new tab will open with the exclusion details:

Covered Entity Name: PharmaForce

BIN Number: 003585

PCN: 58080

Group: FHP9198

Reason: Medicaid

Block Level: Covered Entity

Start Date: 10/31/2018

End Date:

Note: Once the BIN configuration is terminated, cannot be reverted.

TERMINATE BACK

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Terminating an exclusion:

1. From here you can Terminate the exclusion by clicking the Terminate button on the bottom right.

View Rx BIN

BIN Configuration

Covered Entity Name : PharmaForce

PCN : 58080

Reason : Medicaid

Start Date : 10/31/2018

BIN Number : 003585

Group : FHP9198

Block Level : Covered Entity

End Date :

Note : Once the BIN configuration is terminated, cannot be reverted.

TERMINATE **BACK**

2. A pop up will appear.

Terminate BIN Configuration

Are you sure you want to terminate the following BIN configuration?

BIN: 003585

PCN: 58080

Group: FHP9198

OK **CANCEL**

End Date :

3. Click OK and the plan will be termed effective at Midnight, so claims will no longer be excluded as of the next day.
4. You can also terminate the exclusion through the main results grid by clicking the circle with an X inside in the Options field on the far right, the same pop up will appear, and the same rules apply.

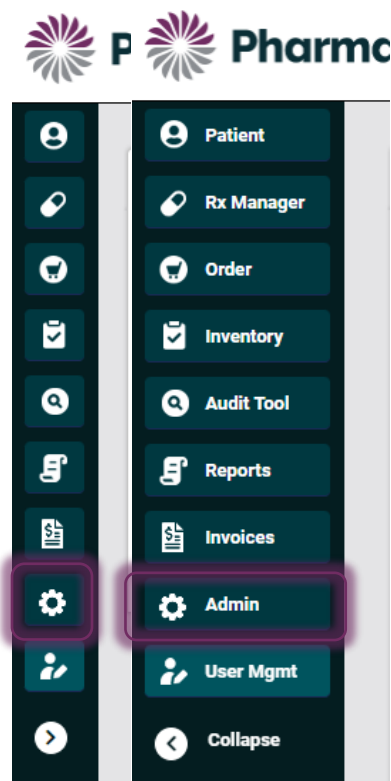
Options	

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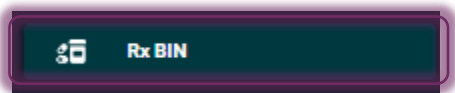


To add a new BIN configuration:

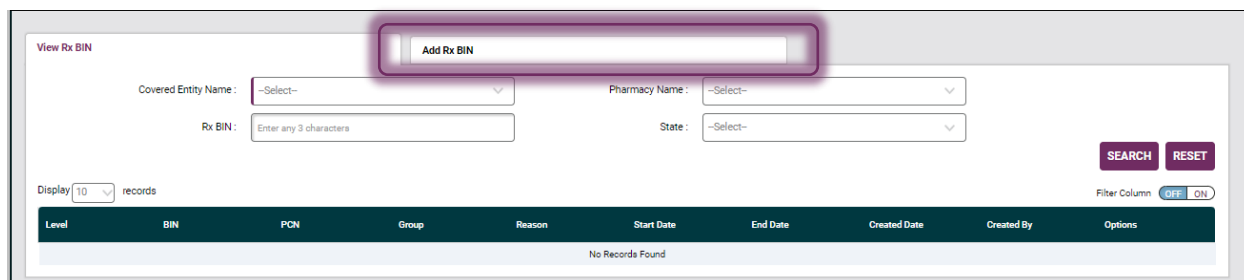
1. Navigate to the Admin Module



2. Navigate to the BIN Module



3. Click the Add Rx BIN tab at the top.





4. Complete required fields:
 - a. Covered Entity
 - b. Reason: Medicaid, Payer, Cash
 - c. Start Date: must be at least 1 day in the future.
 - d. Level: Covered Entity, Chain, Pharmacy
 - e. Rx BIN

5. Complete desired optional fields:
 - a. PCN
 - b. Group
 - c. State
 - d. End Date

6. Click Save

A screenshot of a web application interface for adding a new Rx BIN. The interface has a dark teal sidebar on the left with icons for home, list, settings, and a play button. The main content area has a light gray header with tabs for "View Rx BIN" and "Add Rx BIN". The "Add Rx BIN" tab is active. Below the header, there are two columns of form fields. The left column contains: "Covered Entity" (a dropdown menu with "PharmaForce" selected), "PCN" (a text input field), "Reason" (a dropdown menu with "-Select-" selected), "Start Date" (a date picker with a calendar icon), and "Level" (a dropdown menu with "-Select-" selected). The right column contains: "Rx BIN" (a text input field with a placeholder "Enter any 6 digits"), "Group" (a text input field), "State" (a dropdown menu with "- Select -" selected), and "End Date" (a date picker with a calendar icon). At the bottom right of the form area are two buttons: "SAVE" and "CANCEL".

Claims with either of the above exclusions are not editable, meaning users are not able to capture these claims through the RX Manager.

Cash Plans:

Cash plans are also housed in the BIN module. This allows the proper dispense fee to be applied to Cash Card claims. You will see the Cash plans, and their configurations, in the same grid as the exclusion plans. These plans will be noted with Cash in the Reason field.

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User Management Module

Purpose of the Module

The purpose of the User Management module is to create new users and edit existing users.

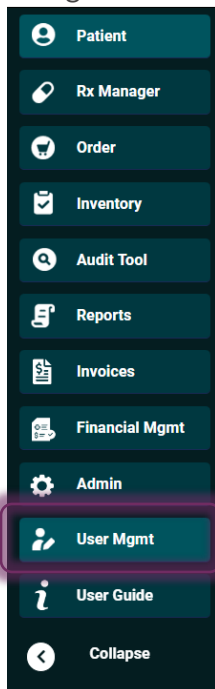
Use Case

The User Management module can be used to edit existing user access and add new users to the platform by utilizing the User Registration tab.

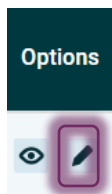
Functionality

Steps to Edit Existing User Access:

1. Navigate to the User Management Module.



2. In the Search Users tab, click the Pencil icon under Options.

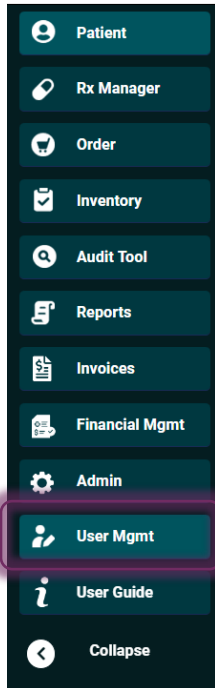


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Steps to Add a User:

1. Navigate to the User Management Module.



2. Select the User Registration Tab and fill in all fields. Once done, click Save to send a registration email to the user.

User Registration

Access Level

--Select--

First Name

Enter first name

Last Name

Enter last name

User Name

Enter Email ID

Role

--Select--

SAVE

SAVE AND ADD ANOTHER

CANCEL

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3. Below, you will find the access levels for all user roles:

Access Level: Organization, User Role: Account Admin

Search Users

User Registration

User Roles

User Role : Account Admin

Created By : System

Modified By : System

Access Level : Organization

Created Date : 01/02/2020

Modified Date : 02/18/2025

Permission	Actions	Home
Admin	View	
Audit Tool	Add Edit View	
Customer Support	Add Edit View	
FMQ	View	
Inventory	Edit Export View View History Turnup	
Order	Authorize Order Cancel order Complete Order Edit Export Resend BSG View	
Patient	Add Edit Export Print Card View View Claims View Eligibility Fallout View History	
Reports	View	
Role Management	Copy Edit View	
Rx Manager	Add Edit View	
User Management	Add Edit View	

BACK

Access Level: Organization, User Role: Organization Admin

Search Users

User Registration

User Roles

User Role : Account Admin

Created By : System

Modified By : System

Access Level : Organization

Created Date : 01/02/2020

Modified Date : 02/18/2025

Permission	Actions	Home
Admin	View	
Audit Tool	Add Edit View	
Customer Support	Add Edit View	
FMQ	View	
Inventory	Edit Export View View History Turnup	
Order	Authorize Order Cancel order Complete Order Edit Export Resend BSG View	
Patient	Add Edit Export Print Card View View Claims View Eligibility Fallout View History	
Reports	View	
Role Management	Copy Edit View	
Rx Manager	Add Edit View	
User Management	Add Edit View	

BACK



Access Level: Organization, User Role: Admin

Search Users

User Registration

User Roles

User Role : Admin

Created By : System

Modified By : System

Access Level : Organization

Created Date : 01/23/2017

Modified Date : 02/18/2025

Permission	Actions	Home
Admin	☒ View	
Audit Tool	☒ Add ☒ Edit ☒ View	☐
Customer Support	☒ Add ☒ Edit ☒ View	☐
FM2	☒ View	
Inventory	☒ Edit ☒ Export ☒ View ☒ View History ☒ Trueup	☐
Order	☒ Authorise Order ☒ Cancel order ☒ Complete Order ☒ Edit ☒ Export ☐ Resend 850 ☒ View	☒
Patient	☒ Add ☒ Edit ☒ Export ☒ Print Card ☒ View ☒ View Claims ☒ View Eligibility Fallout ☒ View History	☐
Reports	☒ View	
Role Management	☐ Copy ☐ Edit ☐ View	☐
RX Manager	☒ Add ☒ Edit ☒ View	☐
User Management	☒ Add ☒ Edit ☒ View	☐

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Access Level: Covered Entity, User Role: CE Admin

Search Users

User Registration

User Roles

User Role : CE Admin

Created By : System

Modified By : System

Access Level : Covered Entity

Created Date : 01/23/2017

Modified Date : 02/18/2025

Permission	Actions	Home
Admin	☒ View	
Audit Tool	☒ Add ☒ Edit ☒ View	☐
Customer Support	☒ Add ☒ Edit ☒ View	☐
FM2	☒ View	
Inventory	☒ Edit ☒ Export ☒ View ☒ View History ☒ Trueup	☒
Order	☒ Authorise Order ☒ Cancel order ☒ Complete Order ☒ Edit ☒ Export ☐ Resend 850 ☒ View	☐
Patient	☒ Add ☒ Edit ☒ Export ☒ Print Card ☒ View ☒ View Claims ☒ View Eligibility Fallout ☒ View History	☐
Reports	☒ View	
Role Management	☐ Copy ☐ Edit ☐ View	☐
RX Manager	☒ Add ☒ Edit ☒ View	☐
User Management	☐ Add ☐ Edit ☐ View	☐

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Access Level: Covered Entity, User Role: CE User

Search Users

User Registration

User Roles

User Role : CE User

Created By : System

Modified By : System

Access Level : Covered Entity

Created Date : 01/23/2017

Modified Date : 02/18/2025

Permission	Actions	Home
Admin	☐ View	
Audit Tool	☐ Add ☐ Edit ☐ View	☐
Customer Support	☐ Add ☐ Edit ☒ View	☐
FM2	☒ View	
Inventory	☐ Edit ☐ Export ☒ View ☐ View History ☐ Trueup	☐
Order	☐ Authorise Order ☐ Cancel order ☐ Complete Order ☐ Edit ☐ Export ☐ Resend 850 ☒ View	☒
Patient	☐ Add ☐ Edit ☐ Export ☐ Print Card ☒ View ☒ View Claims ☒ View Eligibility Fallout ☒ View History	☐
Reports	☒ View	
Role Management	☐ Copy ☐ Edit ☐ View	☐
RX Manager	☐ Add ☐ Edit ☒ View	☐
User Management	☐ Add ☐ Edit ☐ View	☐

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Access Level: Pharmacy, User Role: PH Admin

Search Users

User Registration

User Roles

User Role : PH Admin

Created By : System

Modified By : Ramanath Gupta

Access Level : Pharmacy

Created Date : 01/23/2017

Modified Date : 01/28/2021

Permission	Actions	Home
Admin	☐ View	
Audit Tool	☐ Add ☐ Edit ☐ View	☐
Customer Support	☒ Add ☒ Edit ☒ View	☐
FM2	☐ View	
Inventory	☒ Edit ☒ Export ☒ View ☒ View History ☒ Trueup	☐
Order	☒ Authorise Order ☒ Cancel order ☒ Complete Order ☒ Edit ☒ Export ☐ Resend 850 ☒ View	☒
Patient	☐ Add ☐ Edit ☐ Export ☐ Print Card ☐ View ☐ View Claims ☐ View Eligibility Fallout ☐ View History	☐
Reports	☒ View	
Role Management	☐ Copy ☐ Edit ☐ View	☐
RX Manager	☐ Add ☐ Edit ☐ View	☐
User Management	☐ Add ☐ Edit ☐ View	☐

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Access Level: Pharmacy, User Role: PH User

Search Users

User Registration

User Roles

User Role : PH User

Created By : System

Modified By : Ramanath Gupta

Access Level : Pharmacy

Created Date : 01/23/2017

Modified Date : 07/09/2020

Permission	Actions	Home
Admin	☐ View	
Audit Tool	☐ Add ☐ Edit ☐ View	☐
Customer Support	☐ Add ☐ Edit ☐ View	☐
FM2	☐ View	
Inventory	☐ Edit ☒ Export ☒ View ☒ View History ☐ Trueup	☐
Order	☐ Authorise Order ☐ Cancel order ☐ Complete Order ☒ Edit ☒ Export ☐ Resend 850 ☒ View	☒
Patient	☐ Add ☐ Edit ☐ Export ☐ Print Card ☐ View ☐ View Claims ☐ View Eligibility Fallout ☐ View History	☐
Reports	☒ View	
Role Management	☐ Copy ☐ Edit ☐ View	☐
RX Manager	☐ Add ☐ Edit ☐ View	☐
User Management	☐ Add ☐ Edit ☐ View	☐

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Pharmacy User Guide

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Steps to Filter in All Modules

1. Navigate to the desired module and enter the necessary criteria. Turn filter columns ON. This will display text boxes under all column headers.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	DrugName	Mfg. Name	Package	Opening	Units Disp	Units Reple	Returned	Trued	340B	340B Pa	

2. Enter text into the column you would like to filter down. Select the column header to filter.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: --Select-- Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	Lisinopril	Mfg. Name	Package	Opening	Units Disp	Units Reple	Returned	Trued	340B	340B Pa	
43547035411	LISINOPRIL 20 MG TABLET	SOLCO HEALTHCAR	1000.00	0.00	60.00	0.00	0.00	0.00	-60.00	-0.00	H

3. Columns can also be sorted A-Z and Z-A by clicking any column header.

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Order Module

Purpose of the Module

The purpose of the Order Module is to view all orders and view claims attached to orders.

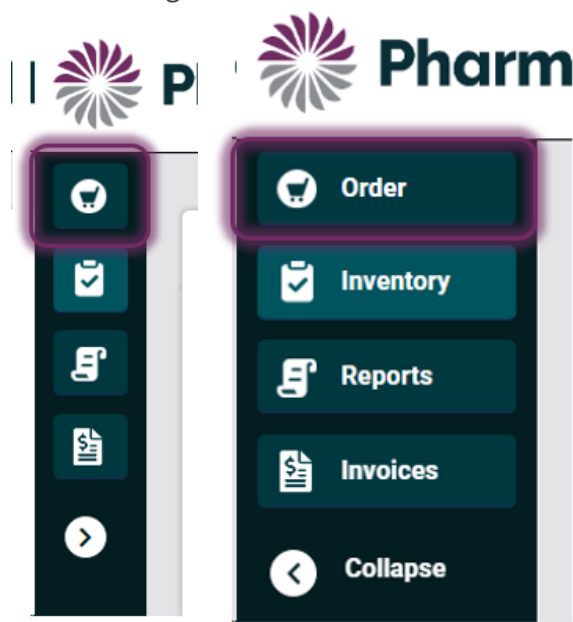
Use Case

Through this module, you can view all NDCs on an order, view all claims that were replenished, and export line level details of an order.

Functionality

Steps to view all orders or filter to a specific order:

1. Navigate to the Order Module.



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2. Select Covered Entity Name and Pharmacy Name, then click SEARCH. All other fields are optional. This will load all orders or orders within the criteria.

Search Order

Covered Entity Name
Pharmacy Name
Wholesaler
From Date

Order Status
Purchase Order#
Invoice Number
To Date

SEARCH RESET

ADD Display 100 records EXPORT Filter Column OFF ON

3. To filter to a specific order, turn the Filter Column to ON. This will populate text boxes under the column headers. Type in the value you would like to search, then click the column header to search.

Search Order

Covered Entity Name
Pharmacy Name
Wholesaler
From Date

Order Status
Purchase Order#
Invoice Number
To Date

SEARCH RESET

ADD Display 100 records EXPORT Filter Column OFF ON

PO #	Source PO #	Submitted By	Account Type	Covered Entity Name	Pharmacy	PO Date	PO Status	Account #	Wholesaler Name	Total Ordered Price	Total Invoiced Price	Options
PO NL	Source	Submitte	340B	Covered Entity Name	Pharmacy	PO Date	PO Status	Accor	Wholesaler	Purc	Invoice	



- Once orders populate, you will see a drop-down arrow to the far left which allows you to view drug status and manufacturer name.

ADD

Display

100

records

EXPORT

Filter Column

OFF

ON

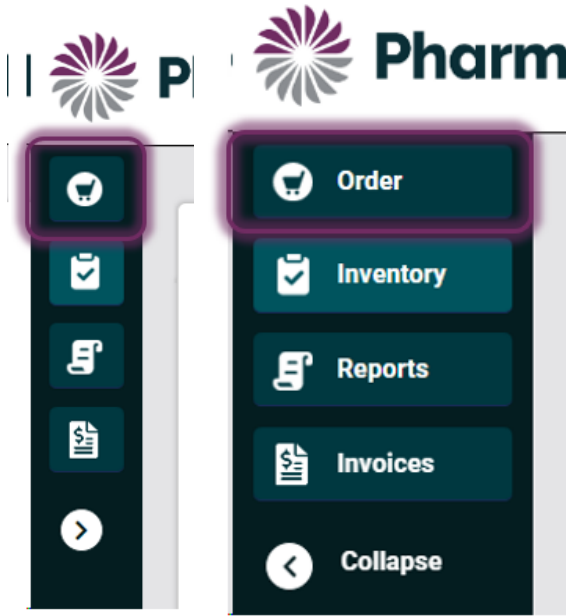
PO #	Source PO #	Submitted By	Account Type	Covered Entity Name	Pharmacy	PO Date	PO Status	Account #	Wholesaler Name	Total Ordered Price	Total Invoiced Price	Options
	-	Pharmaforce	3408	PharmaForce	PharmaForce	11/16/2023 09:07 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	11/15/2023 11:07 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	10/25/2023 09:08 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	10/27/2023 10:02 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	10/28/2023 08:35 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	11/09/2023 09:59 AM	Order Billed		SmithDrug	-	-	  
	-	Pharmaforce	3408	PharmaForce	PharmaForce	11/10/2023 08:59 AM	Order Billed		SmithDrug	-	-	  

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Steps to view claims attached to an order:

1. Navigate to the Order Module.



2. Select Covered Entity Name and Pharmacy Name, then click SEARCH. All other fields are optional. This will load all orders or orders within the criteria.

Search Order

Covered Entity Name

Pharmacy Name

Wholesaler

From Date

Order Status

Purchase Order#

Invoice Number

To Date

Display records Filter Column

3. Select the hammer icon under the options column.

ADD		Display	100	records							EXPORT	Filter Column	OFF	ON
PO #	Source PO #	Submitted By	Account Type	Covered Entity Name	Pharmacy	PO Date	PO Status	Account #	Wholesaler Name	Total Ordered Price	Total Invoiced Price	Options		
	15430	12121	Manual Order	340B	PharmaForce	PharmaForce (#4)	02/21/2020 01:00 PM	Order Complete	039999944	AmerisourceBergen				



- This will show all Rx information attached to the NDCs in a specific order.

Search Order

PO Claims

Covered Entity Name : PharmaForce

PO # : 15430

PO Status : Order Complete

Pharmacy Store : PharmaForce (#4)

PO Date : 02/21/2020

Wholesaler Name : AmerisourceBergen

Display 10 records

Filter Column OFF ON

NDC	Drug Name	Mfg. Name	Units in Pkg	Ordered Pkgs	Invoiced Pkgs	PO Item Status	Claims Mapped	Options
66685100100	AMOX-CLAV 875-125 MG TABLET	SANDOZ	20	1	0	Item Complete	YES	

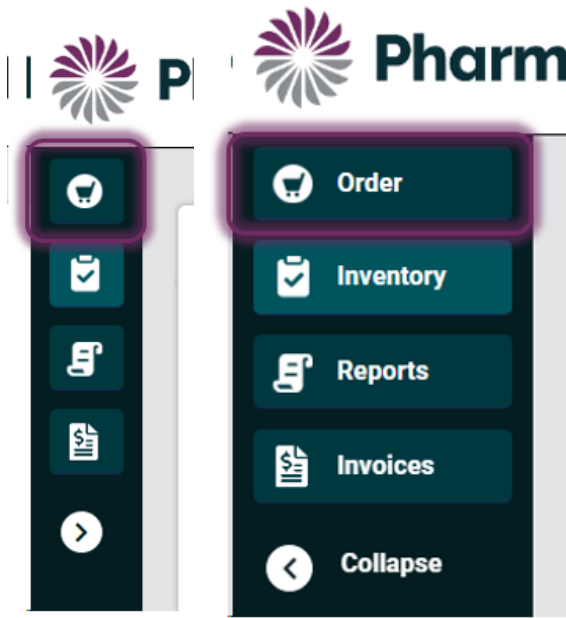
Patient ID	Prescriber NPI	Date of Service	Rx #	Units	Source Type
	9999923225	05/01/2019	099971001438	20.00	Claim

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Steps to export line level details of an order:

1. Navigate to the Order Module



2. Select Covered Entity Name and Pharmacy Name, then click SEARCH. All other fields are optional. This will load all orders or orders within the criteria.

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- Once orders load, you can select the export button. This will export all orders within the criteria selected.

The screenshot shows the 'Search Order' interface. It includes search filters for Covered Entity Name (PharmaForce), Pharmacy Name, Wholesaler, Order Status, Purchase Order#, Invoice Number, From Date, and To Date. There are buttons for SEARCH, RESET, ADD, and EXPORT. The EXPORT button is highlighted with a red circle. The interface also shows a display of 100 records and a filter column toggle.

Ordering statuses and what they mean:

Order Status	Meaning
Open	Created but not sent to wholesaler
Authorized	Created, and approved to be sent to wholesaler
Acknowledged	855 acknowledgements received back from wholesaler
Consigned	Sent to wholesaler
Billed	810 invoice received from wholesaler
Complete	Direct 810 received, manually completed order through the UI, manual order added through UI or support ticket
Returned	Order was returned
Cancelled	Order was cancelled through the UI or a support ticket



Inventory Module

Purpose of the Module

The purpose of the Inventory Module is to monitor units dispensed, units replenished, trued up units, and overall accumulations per NDC.

Use Case

Through this module, you can view units dispensed details to see what claims made up the entire dispensed number. You can also view units replenished details to see what purchase order numbers tie back to the replenishments and trued up unit details to identify which cash claims have been trued up.

Functionality

Steps to view total 340B packages available:

1. Navigate to the Inventory Module.



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2. Select covered entity name and pharmacy name, then click SEARCH.

The screenshot shows the 'Inventory Search' form. The 'Covered Entity Name' and 'Chain Pharmacy' dropdown menus are highlighted with a red box. The 'SEARCH' button is also highlighted with a red box. The 'Drug Name' and 'NDC' search fields are visible below the main filters. The 'Display' dropdown is set to '10 records'. The 'EXPORT' button and 'Filter Column' toggle (currently OFF) are also visible.

3. Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

The screenshot shows the 'Inventory Search' results. The 'Covered Entity Name' is set to 'PharmaForce [PF999999]' and 'Chain Pharmacy' is set to 'PharmaForce'. The 'Filter Column' toggle is now ON, highlighted with a red box. The table below shows search results for 'basaglar'.

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
000027715	BASAGLAR 100 UNIT/ML KWIKPEN	ELI LILLY & CO.	15.00	0.00	24.00	0.00	0.00	0.00	-24.00	-1.00	H

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4. Under the 340B packages column, you will see a quantity that signifies the number of packages available to order at 340B.
 - a. Positive accumulations = Packages over-replenished
 - b. Negative accumulations = Orderable accumulations

Inventory Search

Covered Entity NamePharmaForce [PF999999]

Chain PharmacyPharmaForce

Pharmacy Name--Select--

Inventory

Drug NameSearch by Drug Name

NDCSearch by Drug NDC

SEARCHRESET

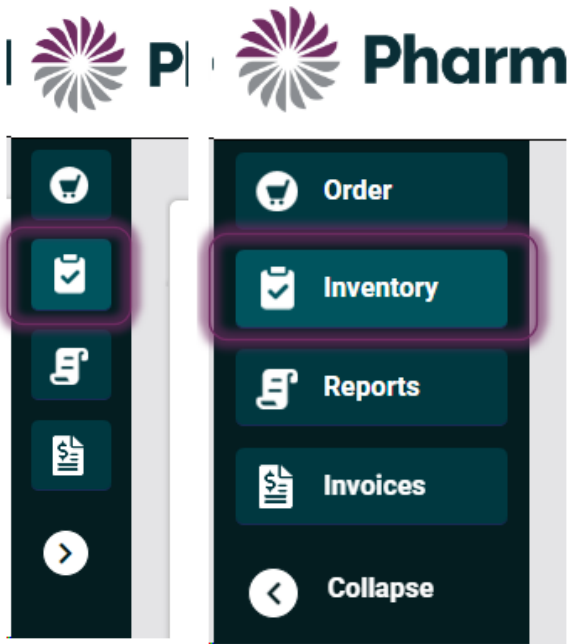
Display 10 recordsEXPORTFilter ColumnOFFON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
00002442030	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H
00002771559	BASAGLAR 100 UNIT/ML KWIKPEN	ELI LILLY & CO.	15.00	0.00	24.00	0.00	0.00	0.00	-24.00	-1.60	H



Steps to view units dispensed details:

1. Navigate to the Inventory Module.



2. Select covered entity name and pharmacy name, then click SEARCH.

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- Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options	
☐	NDC	basaglar	Mfg. Name	Package Siz	Opening Unit	Units Dispensed	Units Replenish	Returned Unit	Trued-up Unit	340B Units	340B Packag	H
☒	0000277159	BASAGLAR 100 UNIT/ML KWIKPEN	ELI LILLY & CO.	15.00	0.00	24.00	0.00	0.00	-24.00	-1.00		

- Once you have found the NDC, click the quantity in the units dispensed column to view the details.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options	
☐	NDC	tamiflu	Mfg. N	Package	Opening	Units Dispens	Units Replenis	Returned U	Trued-up	340B Uni	340B Pack	H
☒	00004080085	TAMIFLU 75 MG CAPSULE	ROCHE LABS.	10.00	0.00	30.00	0.00	0.00	-30.00	-3.00		



5. In the units dispensed details, you can view all claims associated with the units dispensed.

Units Dispensed Details

NDC : 00004080085

Total Units Dispensed : 30.00

Drug Name : TAMIFLU 75 MG CAPSULE

Note : Only the most recent 500 records are visible to view all records please export.

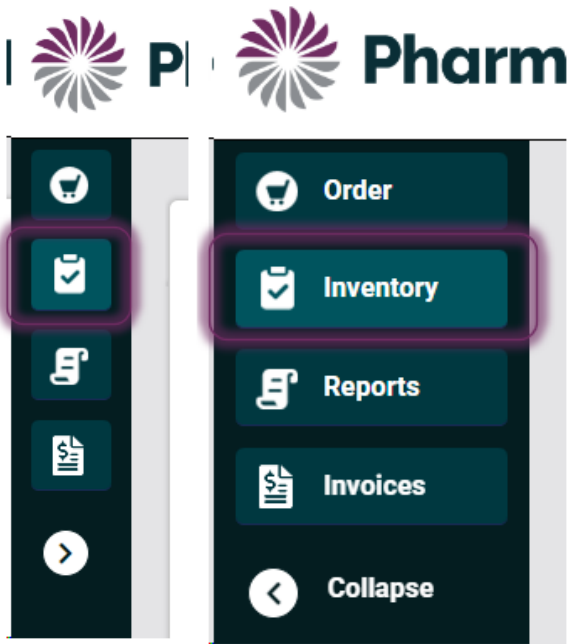
EXPORT

Claim Type	Rx Number	Patient ID	Date of Service	NDC	Quantity	Days Supply	Claim Status	Pharmacy	Store
Third Party - 340B	099971001210		05/01/2019	00004080085	10.00	5	Paid	PharmaForce	2
Third Party - 340B	099971000930		05/01/2019	00004080085	10.00	5	Paid	PharmaForce	2



Steps to view units replenished details:

1. Navigate to the Inventory Module.



2. Select covered entity name and pharmacy name, then click SEARCH.

Inventory Search

Covered Entity Name Chain Pharmacy Pharmacy Name

Drug Name NDC

Display records

Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
No records to display											

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- Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: PharmaForce Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
0000244203	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H

- Once you have found the NDC, click the quantity in the units replenished column to view the details.

Inventory Search

Covered Entity Name: PharmaForce [PF999999] Chain Pharmacy: PharmaForce Pharmacy Name: --Select--

Drug Name: Search by Drug Name NDC: Search by Drug NDC

SEARCH RESET

Display 10 records

EXPORT Filter Column OFF ON

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
0000244203	ZYPREXA 20 MG TABLET	ELI LILLY & CO.	30.00	0.00	90.00	150.00	0.00	0.00	60.00	2.00	H



5. In the units replenished details, you can view all orders that make up the total replenishment amount.

Units Replenished Details

NDC : 00002442030

Drug Name : ZYPREXA 20 MG TABLET

Note : Only the most recent 500 records are visible to view all records please export.

Total Units Replenished : 150.00

Total Pkgs Replenished : 5.00

EXPORT

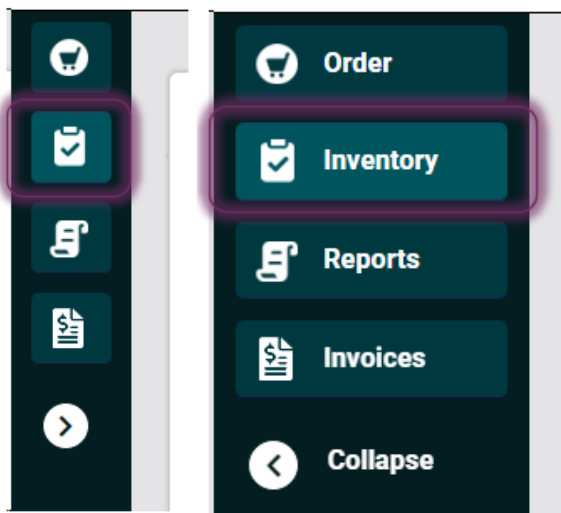
PO Number	PO Status	Created Date	Item Status	Ordered Pkgs	Processed Pkgs	Reconciled Pkgs
15431	Order Complete	02/26/2020	Item Complete	5	5	5

BACK



Steps to view trued up units:

1. Navigate to the Inventory Module.



2. Select covered entity name and pharmacy name, then click SEARCH.

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- Once the NDCs populate, you can use the filter option to filter down to a specific NDC or drug name if needed. To filter, toggle the Filter Column to ON, then type in the NDC or Drug Name field and hit the column header to search.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	pantoprazo	Mfg. Na	Package	Opening	Units Dispen	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	H
☒	13668042905 PANTOPRAZOLE SOD DR 40 MG TAB	TORRENT PHARMAC	500.00	0.00	30.00	0.00	0.00	930.00	-30.00	-0.06	H

- Once you have found the NDC, click the quantity in the trued-up units column to view the details.

Inventory Search

Covered Entity Name: Chain Pharmacy: Pharmacy Name:

Drug Name: NDC:

SEARCH **RESET**

Display records **EXPORT** Filter Column

NDC	DrugName	Mfg. Name	Package Size	Opening Units	Units Dispensed	Units Replenished	Returned Units	Trued-up Units	340B Units	340B Packages	Options
NDC	pantoprazo	Mfg. Na	Package	Opening	Units Dispen	Units Replenis	Returned U	Trued-up	340B Un	340B Pack	H
☒	13668042905 PANTOPRAZOLE SOD DR 40 MG TAB	TORRENT PHARMAC	500.00	0.00	30.00	0.00	0.00	930.00	-30.00	-0.06	H



5. Under the trued-up units details, you can see each claim that was trued up. Only non-replenished **cash card** claims are trued up.

Trued Up Units Details

NDC : 62175061743

Total Trued Up Units : 930.00

Drug Name : PANTOPRAZOLE SOD DR 40 MG TAB

Total Trued Up Cost : \$37.80

Note : Only the most recent 500 records are visible to view all records please export.

EXPORT

Pharmacy	Chain Pharmacy	Prescription	Refill	Rx Written Date	Fill Date	Trued Up Date	Qty Dispensed	Qty Trued Up	Total Trued Up Cost	Options
PharmaForce	PharmaForce	000000832019	00	01/20/2022	01/21/2022	05/25/2022	180.00	180.00	\$25.20	

BACK



Reports Module

Purpose of the Module

The purpose of the reporting module is to see all data from your pharmacy that has flowed to the system.

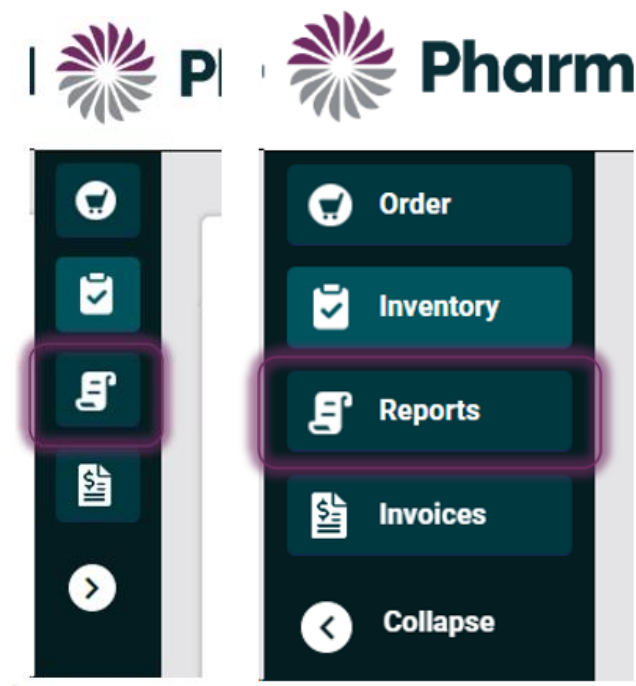
Use Case

The reporting module can be used to track all data that flows into the PharmaForce system. This module contains up to 57 columns worth of information within the most recent 90 days.

Functionality

Steps to run a report:

1. Navigate to the Reports Module.





2. Pharmacy and Report Type will auto-populate. Select the date range you would like to view. If custom is selected, you can use the From and To date ranges to the right. Once all criteria have been selected, click SEARCH to run the report.

3. Once the report displays, you will see a display option, a column selector option, and an export option.
 - a. Display Records Option: Allows you to view more or less records at one time.
 - b. Column Selector: Allows you to choose up to 57 columns to view if needed. You have the ability to check or uncheck columns depending on the data you would like to view.
 - c. Export Option: Allows you to export into Excel.

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Invoice Module

Purpose of the Module

The purpose of the Invoice Module is to view and download invoices.

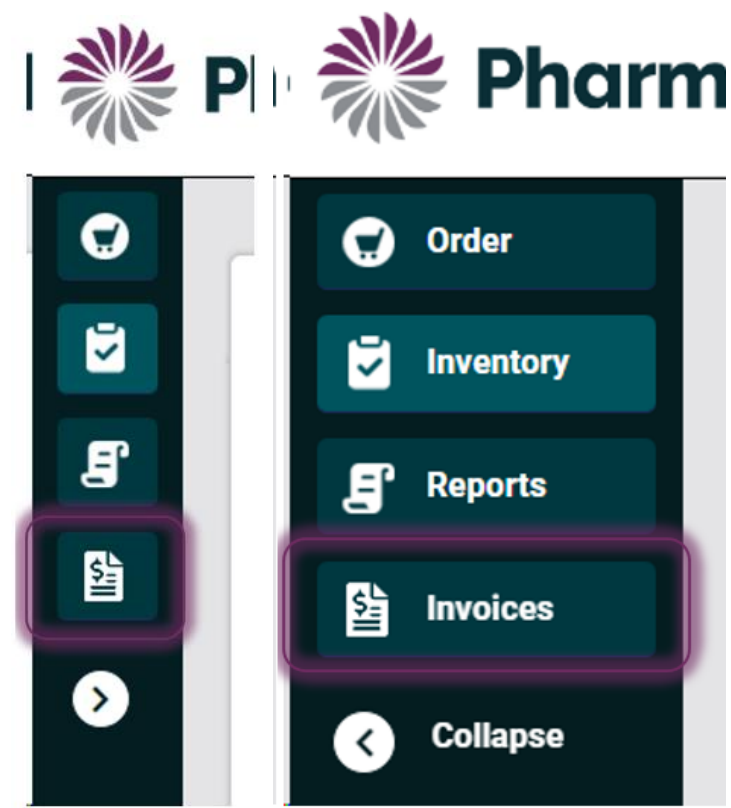
Use Case

The Invoice Module can be used to see invoices for your pharmacy within the portal. Financial information along with the invoice itself can be viewed in this module.

Functionality

Steps to view and download an invoice:

1. Navigate to the Invoice Module.





2. Enter in all search criteria for the invoice you would like to find, then click SEARCH.

Invoices

Invoice Type: Covered Entity: Pharmacy:

Year: Month:

SEARCH **RESET**

Display records **EXPORT** Filter Column

3. Once invoices generate, you will have the option to update the display records to display more or less data, export the data into excel, or filter to a specific invoice by turning the filters ON, entering text into the search box, and hitting the column header to search.

Invoices

Invoice Type: Covered Entity: Pharmacy:

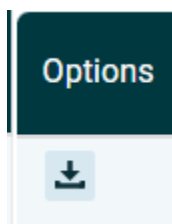
Year: Month:

SEARCH **RESET**

Display records **EXPORT** Filter Column

Options	Covered Entity	Pharmacy	Invoice Date	Invoice#	Invoice Period	Claim Count	Gross Revenue	Dispensing Fee	Amount Due	Payment Date	Payment Amount	Balance
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4. Under the Options column, you can download each individual invoice by using the download icon.



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Glossary

Term/Header	Definition
340B Drug Cost	Est. 340B drug cost for the dispensed quantity of the claim at the time of initial claims processing.
Amount Due	Remaining balance owed on the invoice
Captured	The claim has been captured as a 340B claim
CE Receivable	Total Paid – Dispense Fee
Claim Sub Type	Displays captured status (Noncaptured/Captured)
Dispense Fee	Configured dispense fee for the contract
Drug Indicator	Brand/Generic/Non-Drug Indicator
Full-Time Provider	Provider is listed as full time on the provider list and will be used to determine claim eligibility.
Future Refill Status	All subsequent refills will capture under the specific Rx number.
Gross Revenue	Cumulative amount paid on the invoice
Noncaptured	The claim has not been captured as a 340B claim.
Part-Time Provider	Provider is listed as part time on the provider list and will be used to determine claim eligibility along with encounter/eprescription files.
Patient Paid	Patient Payment/Co-pay amount received in raw claims.
Profit/Loss	Total Paid – Dispense Fee – 340B Drug Cost
Reason	Capture or Noncapture Reason
Replenishment Status	Indicates if a claim has been partially or fully replenished
Retail Drug Cost	Retail/WAC cost of the medication
Third Party Payment	Insurance/Third Party Pay amount received in raw claims data
Total Cost	Dispense Fee + 340B Drug Cost
Total Paid	Third Party Payment + Patient Pay/Co-Pay
Transaction Code	Unique code associated with the claim/utilization