



**First Health**  
**Services Corporation®**

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*A Coventry Health Care Company*

# Sample Rebate Web Reports User Guide

Version 1.3

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## **HIPAA Privacy Rules**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA – Public Law 104-191) and the HIPAA Privacy Final Rule<sup>1</sup> provides protection for personal health information. The regulations became effective April 14, 2003. First Health Services developed HIPAA Privacy Policies and Procedures to ensure operations are in compliance with the legislative mandated.

Protected health information (PHI) includes any health information whether verbal, written, or electronic, that is created, received, or maintained by First Health Services Corporation. It is health care data plus identifying information that allows someone using the data to tie the medical information to a particular person. PHI relates to the past, present, and future physical or mental health of any individual or recipient; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual. Claims data, prior authorization information, and attachments such as medical records and consent forms are all PHI.

The Privacy Rule permits a covered entity to use and disclose PHI, within certain limits and providing certain protections, for treatment, payment, and health care operations activities. It also permits covered entities to disclose PHI without authorization for certain public health and workers' compensation purposes, and other specifically identified activities.

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<sup>1</sup> 45 CFR Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information; Final Rule

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## 1.0 Dispute Resolution Reports

### 1.1 Outstanding Disputes

This report allows the user to summarize specific labeler and year quarter to identify current unites disputed. When the user selects all labelers, the report summarizes the disputes by labeler number.

Field	Explanation
Labeler ID	Labeler ID
Labeler Name	Labeler Name
YrQtr	Year and quarter format YYYYQ
NDC	11-digit code National Drug Code
Total of NDCS	Total number of NDCs
Total Units Disputed	Total Units Disputed
Total Dollars Disputed	Total Dollars Disputed
Grand Total	Grand total

## 2.0 Invoice Cycle

### 2.1 Invoice Totals for Quarter

This report allows for invoicing of reimbursement for a particular quarter. This report can be sorted by amount claimed, labeler number, or labeler name. These are held in the system at the final invoice submission and are always available to reprint.

Field	Explanation
Labeler ID	First five digits of NDC
Labeler Name	Labeler name
Total Rebate Amount Claimed	Total amount of rebate claimed
Total Number of Scripts	Total number of prescriptions
Total Reimbursement Amount	Total reimbursement amount
Grand Totals	Grand total

### 2.2 Labeler Paid Amount vs. Billed Amount

This report shows the invoice billed amount, the amount paid and the percent paid. The paid amount can be equal to, greater than, or less than 100 percent. This report can be sorted by percentage paid and labeler number.

Field	Explanation
Labeler ID	First five digits of NDC
Name	Labeler name
Invoice Billed Amt	Invoice billed amount
Paid Amount	Amount paid
% Paid	Percentage paid
Interest Billed Amt	Interest billed amount
Interest Paid Amt	Interest paid amount
% Interest Paid Amount	% Interest paid amount
Grand Total	Grand total

## 3.0 Management Reports

### 3.1 Dunning Letter

A letter is sent to the contact at a specific labeler reminding them of any rebates invoiced that still require payment. The labeler is also notified that interest payment must be calculated and paid as well.

### 3.2 Executive Summary

This report gives a high level view on the rebate program, including billing, collection, and dispute totals.

Field	Explanation
YRQTR	Year/Quarter of totals reported
Total Reimbursement Amount (TRA)	Total Medicaid payment of all NDCs invoiced in quarter
Original Amount Invoiced	Total saved of invoiced rebate amounts
% of Rebate Invoice to TRA	Rebate amount percentage of Medicaid payment amount
Outstanding Balance	Total amount due for year/quarter reported
Outstanding Disputed	Total amount of rebate amount in formal dispute
Rebate Amount Collected	Total received amount for year/quarter reported
Rebate Interest Collected	Total interest received for year/quarter reported
Total Receipt Collected	Sum of the rebate and interest amounts
% Rebate Invoiced and Collected w/Interest	Percentage of total collections compared to original invoiced
Calculated Rebate Due	Outstanding balance minus the disputed total

### 3.3 Labeler Account Balance

This report allows the user to identify the total balance due from all labelers for a particular quarter. This report can be sorted by either labeler number or balance due.

Field	Explanation
YRQTR	Year and quarter YYYYQ format

Field	Explanation
Labeler ID	Labeler ID
Labeler Name	Labeler name
Balance Due	Amount due for a quarter
Grand Totals	Grand total

### 3.4 Quarterly Labeler Account Balance

This report allows the user to select a particular labeler and gives the account balance for each quarter on record. It also gives a grand total of balance due from all quarters on record.

Field	Explanation
Labeler	Five-digit labeler number
YRQTR	Year and quarter in YYYYQ format
Balance Due	Amount due for a quarter
Subtotal For YYYYQTR	Subtotal for the year and quarter
Grand Total	Grand total

## 4.0 Receipts

### 4.1 Batch Listing

This report allows the user to view batch information by batch date range for a particular manufacturer or all manufacturers.

Field	Explanation
Batch ID	Batch ID
Receipts Count	Receipt count
Batch Amount	Batch amount
Batch Date	Batch date
Receipt Nbr	Receipt nbr
Labeler Id	Labeler ID
Status Cd	Status CD

### 4.2 Cash Receipt Recap Support Summary

This report allows the user to choose a deposit date range and view the payment activity for a particular labeler for the chosen date range. It is divided into rebate and interest payments received.

Field	Explanation
Report Period	Date range of deposits
For Labeler	Manufacturer code
YrQtr	FY quarter in YYYY-Q format.
Interest Payment (I)	Interest payment (I)
Rebate Payment (R)	Rebate payment (R)
Total	Total for quarter
Grand Total	Total amount of payment for every quarter

### 4.3 Manufacturer Receipt Allocations by Labeler

This is a report of labeler receipts paid to client. The user may choose a manufacturer and deposit or entry date range and view payment amount and allocated amount, by year and quarter, and also deposit date and entry date for those payments.

Field	Explanation
Labeler ID	Labeler number
Receipt Number	Receipt number
Manufacturer Name	Name of manufacturer
YrQtr	FY quarter in YYYYQ format.
Payment Amt	Payment amount
Payment Type Cd	Payment type: R      Rebate I      Interest S      State
Allocated Amt	Allocated amount
Entry Date	Entry date MMDDYY format
Deposit Date	Deposit date MMDDYY format
Total	Total

### 4.4 Receipt Listing

This report allows the user to review deposit information by date for a particular batch ID number. Program IDs under one database are combined (an issue for specific clients only - i.e., Medicaid and Medicaid supplemental are combined and Non-Medicaid and Non-Medicaid supplemental are combined).

Field	Explanation
Receipt Nbr	Receipt number
Check Nbr	Check number
Batch Id	Batch ID
Deposit Date	Date deposited MMDDYYYY
Receipt Amount	Receipt amount
Status Cd	Valid values are:

Field	Explanation
	A = Allocated U = Unallocated
Manuf Id	Manufacturer ID number
Note	Note
Receipt Type	Valid receipt types: R      Regular C      Credit
Last Modified By	User name
Date Entered On	Date entered on MMDDYYYY
Grand Total	Grand total of receipt amount