

# REGISTRATION OF PHARMACY BENEFITS MANAGERS

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[www.mdinsurance.state.md.us](http://www.mdinsurance.state.md.us)

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## Pharmacy Benefit Managers

### Definitions

“Commissioner” means the Maryland Insurance Commissioner.

“MIA” means the Maryland Insurance Administration.

“Pharmacy benefits management services” has the meaning stated in §15-1601 of the Insurance Article.

“Pharmacy benefits manager” has the meaning stated in §15-1601 of the Insurance Article.

“Purchaser” has the meaning stated in §15-1601 of the Insurance Article.

### Registration

Beginning October 1, 2008, pharmacy benefits managers must register with the MIA before providing pharmacy benefits management services to purchasers in the State. Any pharmacy benefits manager providing pharmacy benefits management services to a purchaser in the State as of October 1, 2008 may continue to do so ***if the pharmacy benefits manager registers with the MIA on or before July 1, 2009.***

In general, an applicant for registration submits a completed **Pharmacy Benefits Manager Registration Application** form to the MIA along with the appropriate registration fee. The current initial application fee is **\$250.00**, payable to the **Maryland Insurance Administration** by check or money order.

The registration term expires on the anniversary date that occurs on the date two years following the date the Commissioner issued the registration unless it is renewed for an additional two-year term. To renew registration, a registrant must complete and submit to the MIA the **Pharmacy Benefits Manager Registration Application** form and pay a renewal fee. The current renewal fee is **\$150.00**, payable to the **Maryland Insurance Administration** by check or money order.

An application for renewal is considered to be made in a timely manner if it is postmarked or otherwise submitted to the MIA on or before the date the pharmacy benefits manager’s registration expires. A registration that is not renewed in a timely manner will be considered to have expired.

### Pharmacy Benefits Manager Application Form

The completed Pharmacy Benefits Manager Application Form should be sent by mail along with the appropriate fee to the Maryland Insurance Administration, 200 St. Paul Place, Suite 2700 Baltimore, MD 21202. The date of receipt is recorded on applications received by the MIA. Upon submission, the MIA will review the information submitted by the applicant or registrant. Payments are processed by the MIA Financial Unit and application forms are forwarded to the administrator assigned to review them to ensure the applicant:

- Designated the application as an initial or renewal application;
- Completed all the required sections of the form;
- Provided required attachments;

- Properly made the required certifications and attestations;
- Provided the required signature(s); and
- Enclosed the required application fee made payable to the MIA.

The MIA may return an application form if the necessary information is not provided, if the form is not completed properly, or if the appropriate fee is not paid. If all registration requirements are met, the application form is completed appropriately and the applicant is of good standing, the application will be approved. A registration confirmation letter will notify the applicant of the approval and effective dates of registration.

A copy of the registration form is available on the MIA website, [www.mdinsurance.state.md.us](http://www.mdinsurance.state.md.us).

## **Regulatory Oversight of Pharmacy Benefits Managers**

Pharmacy benefits managers are required to comply with all of the requirements of Title 15, Subtitle 16 of the Insurance Article and related laws and regulations of the State, as they may be applicable.

If the MIA receives a consumer complaint regarding a pharmacy benefits manager, the MIA may contact the pharmacy benefits manager or the purchaser for additional information. Based on the information provided to the MIA, the Commissioner will determine if any action is warranted. If the Commissioner determines any pharmacy benefits manager has violated any provisions of Title 15, Subtitle 16 of the Insurance Article, the Commissioner may take the enforcement action described in §15-1642 of the Insurance Article.

The Commissioner may also deny a registration to an applicant, or refuse to renew, suspend, or revoke a registration of a registrant for the reasons enumerated in §15--1607 of the Insurance Article. A registration may be revoked or suspended if at any time during the registration term the MIA determines that the registrant violated any provision of Title 15, Subtitle 16 of the Insurance Article or any regulation adopted under Title 15, Subtitle 16. If this occurs, a written notification of revocation or suspension will be sent to the registrant.

In addition, whenever the Commissioner considers it advisable, the MIA may examine the affairs, transactions, accounts, records and assets of a registered pharmacy benefit manager. Examinations are conducted pursuant to and in accordance with §2-207 of the Insurance Article. Expenses incurred by the MIA during an examination are paid in accordance with §2-208 of the Insurance Article. The reports of any examination and investigation are issued in accordance with §2-209 of the Insurance Article.

## **Contact Information**

Questions regarding registration should be directed to Chineta Alford, Examination and Audit, by telephone at 410-468-2152 or by email at [calford@mdinsurance.state.md.us](mailto:calford@mdinsurance.state.md.us).