

PHARMACY SERVICES ADMINISTRATIVE ORGANIZATION CONTRACT CHECKLIST

FILING ENTITY:	DATE:
FORM(S):	

Please include this checklist with each Pharmacy Services Administrative Organization (PSAO) Contract filing. It should be used as a guide in determining which laws and regulations apply to the contract.

In the "Applicability" column, please list each form submitted for review. If a requirement is not applicable to a particular form, please note "N/A" and include a brief explanation of why the requirement does not apply.

In the "Crosswalk" column, please provide the specific location in the filing where the requirement is addressed. Provide as much detail as possible, including page numbers, article numbers, section numbers, provision numbers, or paragraph numbers, as applicable.

Please note that the items listed below may paraphrase the law or regulation. **Refer to COMAR, the Insurance Article or Health- General Article, as amended to date, for the exact wording.**

A. General Requirements

	Citation	Description	Applicability	Crosswalk
A1.	§15-2010, Insurance MIA Bulletin 21-07	The filing shall consist of templates for all contracts and amendments the PSAO enters into with a pharmacy, with a pharmacy benefit manager on behalf of an independent pharmacy, or with a group purchasing organization on behalf of an independent pharmacy.		
A2.	MIA Bulletin 21-07	The filing shall include a cover letter containing a list of the contracts and amendments and a brief description of each.		
A3.	§15-2002 Insurance	A PSAO must be registered with the Commissioner prior to filing any contract or amendment		

B. Items Required to be Included in Each Contract

	Citation	Description	"X" Means Applicable	Form/ Page
B1.	§15-2011(a) Insurance	PSAO must provide copy of contracts, amendments, payment schedules or reimbursement rates to independent pharmacy within 5 working days after the contract is signed.		
	§15-2011(b) Insurance	<ul style="list-style-type: none"> PSAO may prohibit independent pharmacy from disclosing PSAO documents to competitors 		

C. Requirements Related to Claims Procedures and Reimbursement Policies

	Citation	Description	"X" Means Applicable	Form/ Page
C1.	§15-2019(a)(5), Insurance §15- 1628.3, Insurance, HB 1307 Chpt. 455, Acts of 2020	Contracted pharmacy may not be charged or held responsible for a fee or performance-based reimbursement related to adjudication of a claim or an incentive program		
C2.	§15-2015, Insurance	Timely submission of Remittances		
C3.	§15-2019(a)(5), Insurance; §15- 1628.3, Insurance, HB 1307 Chpt. 455, Acts of 2020	Prohibition on any reduction in payment for pharmacy services, including aggregate reductions of payments under a reconciliation process to an effective rate of reimbursement		

D. Miscellaneous Requirements

	Citation	Description	"X" Means Applicable	Form/ Page
D1.	§15-2013 Insurance	PSAO must provide to independent pharmacy written disclosure of ownership or control by another organization that provides pharmacy services or prescription drug or device services, or that manufactures, sells or distributes prescription drugs, biologics, or medical devices.		
D2.	§15-2013(c) Insurance	PSAO shall notify independent pharmacies within 5 days of any material change in its ownership or control relating to any entity described in D1		
D3.	§15-2014(a) and (b) Insurance	PSAO must provide to purchaser or pharmacy benefits manager written disclosure of ownership or control by another organization that provides pharmacy services or prescription drug or device services, or that manufactures, sells or distributes prescription drugs, biologics, or medical devices.		
D4.	§15-2014(c) Insurance	PSAO shall notify purchaser or pharmacy benefits manager within 5 days of any material change in its ownership or control relating to any entity described in D3.		
D5.	§15-2016(a) Insurance	A PSAO that owns or is owned by an entity that manufactures, sells or distributes prescription drugs, biologic or medical devices is prohibited from requiring independent pharmacies to purchase drugs, biologics or medical devices from such entity.		
D6.	§12-504 Health Occupations Article	Definition of generic drug and/or brand name drug.		

	Citation	Description	"X" Means Applicable	Form/ Page
D7.	§15-2019(a)(5), Insurance; §15-1611 Insurance	A pharmacy or pharmacist may not be prohibited from providing or discussing retail prices or cost sharing with beneficiaries.		
D8.	§15-2019(a)(5), Insurance; §15-1631 Insurance	Retroactive denial or modification of reimbursement for claim approved through adjudication prohibited except for limited reasons.		