

ASO Email Template

Audience: NA, LG

- **Action Needed: National Accounts should use the message below to copy/paste into an email to contact ASO clients.**
- JAA is excluded from this communication except JAA on our book of business. Contact Be-Bi Singh/Lisa Bond with questions.
- FYI, marketing will send an email to Local LG employers on 2/7 with a reminder email 3/6.

SUBJECT: Opt-in by March 15 to have us submit D1 RxDC reporting for the 2023 filing

Self-funded groups may opt-in for the Data Sheet (D1) reporting for the 2024 Prescription Drug Data Collection (RxDC) submission

Once again, we're offering to submit D1 reporting for the 2024 RxDC submission on behalf of our ASO groups for the 2023 reporting year. This applies to self-funded groups only. JAA groups are responsible for their own filing.

Submit your filing request by March 15, 2024

Complete your D1 reporting request and the required information through [this form](#) and submit it to us no later than March 15, 2024. If you have questions about submitting the form for your D1 reporting request, please let me know.

Note: Anthem is not validating any employer submitted data for accuracy. In addition, Anthem will not accept data from third party vendors (e.g., Stop Loss vendor), thus groups or their vendors will be responsible for submitting the appropriate reporting to CMS for these vendors, if applicable.

If you plan to complete your own filing of the D1, below are additional details on reporting materials and HIOS portal registration that may be helpful to you and your organization. All the information you need is on the [Centers for Medicare & Medicaid Services \(CMS\) website](#).

CMS materials for RxDC reporting

On the [CMS website](#), you can find information on current materials related to the Prescription Drug Data Collection (RxDC) reporting along with instructions and FAQs on how to complete the submission. Available resources include:

- Reporting instructions along with reference guides and forms needed for submission.
- RxDC templates that contain the Plan List (P2) and Data Sheet (D1).

Register for HIOS Portal

The HIOS Portal User Manual PDF provides instructions on obtaining access for your organization's filing. The HIOS Portal RxDC Quick Reference Guide PDF explains the file submission and upload process. Both can be found on the [CMS website](#), in the HIOS Manuals section. Use these resources to help you register for HIOS Portal access and to complete your P2 and D1 reporting submissions by June 1, 2024.

- Register as your organization (not as associated carrier, TPA, or PBM) by entering the contact information of the point person from your company.
- Request the role as RxDC submitter by entering the contact information for a second person from your company (a different person than who completed the initial registration).
- Check the status of the RxDC submitter role when logged in.
- Upload your organizations' RxDC submissions prior to annual due date. This is currently June 1 but is subject to change based on CMS guidance.
- View the upload status and fix any errors during the upload process.
- Retain your confirmation number once your submission is complete.
- Contact CMS Help Desk for questions or if help is needed.