

PCA- Perform Semi-Annual Acquisition Cost Study and Update Average Actual Acquisition Cost (AAC) Rates

Purpose: To update AAC rates using more current cost data.

Identification of Roles:

1. Accounting Assistant – review and data entry of invoices.
2. Pharmacy Tech – operates pharmacy help desk phone line.
3. Data Analyst – performs technical/statistical analyses for AAC.
4. Pharmacy Manager – analysis, consultation/communication with DHS policy staff and providers, final review of AAC rates.

Performance Standards:

No performance standard in the RFP.

Path of Business Procedure:

- Step 1: Select a random sample of active Medicaid pharmacies with Medicaid claims in the last six months to be included in acquisition cost study. Pharmacies that were selected in the current year sample cannot be selected in the next six month sample.
- Step 2: Mail request for invoices to selected Medicaid pharmacies.
- Step 3: Receive and data enter applicable data from invoices.
- Step 4: Calculate new AAC rates.
- Step 5: Review/analyze new SMAC rates.
- Step 6: Send SMAC rates to the Department of Human Services (DHS) and Pharmacy Medical for review and evaluation with respect to Preferred Drug List (PDL) via File Transfer Protocol (FTP)
- Step 7: Finalize SMAC rate file.
- Step 8: Prepare Informational Release.
- Step 9: Send Information Release to DHS for review via electronic mail.
- Step 10: Determine effective date of the rate change.
- Step 11: Notify Point of Sale (POS) of new AAC rates and effective date via FTP.
- Step 12: Update website with new AAC rates. Website address: www.mslc.com/iowa/
- Step 13: Verify rates have been correctly input to POS.
- Step 14: Operate a help desk phone line to assist pharmacy providers with questions regarding the AAC program.

Forms/Reports:

1. AAC rate file
2. Informational Release

RFP References:

6.7.2.2.3d(3)

Interfaces:

Point of Sale (POS)

Attachments:

N/A