

Participating Pharmacy Contract Form Filing Instructions

House Bill 754, Health Insurance and Pharmacy Benefit Managers – Cost Pricing and Reimbursement, Chapter 400, 2019 Laws of Maryland established a new filing requirement with the Maryland Insurance Commissioner. Certain entities described below must now file all Participating Pharmacy Contract forms with the Commissioner before use.

Participating Pharmacy Contracts which must be filed include provider contract forms and amendments between a:

- Pharmacy and a Pharmacy Benefit Manager (“PBM”);
- Pharmacy and a Pharmaceutical Services Administration Organization (“PSAO”); and
- Pharmacy and a Group Purchasing Organization (“GPO”).

Other contract forms that provide for payment to a pharmacist or pharmacy may also be filed, including those between a:

- PBM and PSAO; and
- PBM and GPO.

PBMs, PSAOs, and GPOs (“Filing Entities”) may file electronic or paper copies of the forms according to the following instructions:

- Each filing must include a cover letter that contains a list of the contract forms being submitted, with a brief description of the purpose of each form. For example, if the filing is for a completely new contract template, is a Maryland specific amendment form, or the form will only be used when contracting with a certain type of pharmacy, please indicate that in the cover letter.
- Please include a completed filing requirements checklist and crosswalk for each contract or amendment form being submitted.
- If submitting paper copies, forms and amendments should be mailed to:

Maryland Insurance Administration
Life and Health/Rates and Forms
200 St. Paul Place, Suite 2700
Baltimore, Maryland 21202

- If submitting electronic copies, forms and amendments should be emailed in a PDF format to David Cooney, Chief of Health Insurance and Managed Care, at PBMContractFilings.mia@maryland.gov. Filing Entities are encouraged to send any emailed form filings in an encrypted or other secure format to protect confidentiality. However, PDFs should not be submitted with security features that block the “Compare Documents” tool in Adobe Acrobat, unless the Filing Entity provides a password to disable those features.

Questions related to filing these forms may be submitted to the Maryland Insurance Administration at pbmcontractfilings.mia@maryland.gov or by calling David Cooney at 410-468-2215.