

2024 RxDC Reporting Form

Large Group Fully Insured

Sentara Health Plans is in the process of collecting the data required to submit RxDC reports on behalf of Large Fully Insured groups for the calendar year 2024. We will submit all medical data and have delegated Express Scripts (ESI), our pharmacy benefits manager, to submit all pharmacy related data to CMS by June 1, 2025. ESI will only submit on behalf of groups that have pharmacy benefits with Sentara Health Plans. If your group carves out benefits you will need to report your own pharmacy data or contact your pharmacy benefits manager. In order to compile all of the data necessary, we require each group to complete an electronic form to supply additional information.

1. How do I access the form?

Go to **RxDC Reporting - Large Group Fully Insured** to complete the form for Large Fully Insured groups.

2. When is this form due?

YOU MUST COMPLETE THIS FORM NO LATER THAN FEBRUARY 27, 2025.

3. What information do I need to provide to complete this form?

The form has fields for you to easily enter the information requested. You will need to complete the following fields:

General group information (Required)

- Submitter name
- Submitter email
- Group name
- Contract year dates
- Group ID number(s) - enter all group numbers
- EIN number (do not include "-")
- Group contact name
- Group contact email
- Group form 5500 plan number - not required but please include if available

Monthly Averages (Required)

- Average Monthly Percentage of Premium covered by Employee/Member for 2024
- Average Monthly Percentage of Premium covered by Employer/Group for 2024
- TOTAL Percentage of Premium covered for 2024 (total of the previous two)

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4. How is the total percentage of premium covered for 2024 calculated?

The total percentage is determined by adding both the employee/member percentage and employer percentage. The percentages should be rounded, and the total should equal 100%.

Here is an example of one way that the average monthly premium percentage for employer and employee can be calculated:

	Premium Paid Dollars	Premium Paid %	Calculation
Total 2024 Contribution of Premium by Employee	\$150,000	30%	$\$150,000/\$500,000 = 30\%$
Total 2024 Contribution of Premium by Employer	\$350,000	70%	$\$350,000/\$500,000 = 70\%$
Total Dollars/Percentage of Premium	\$500,000	100%	

5. What if the group's contract period overlaps the calendar year?

If the group's contract year overlaps the calendar year the premium calculation should be based on the best estimate for the calendar year.

For example, if the contract year was July 1, 2023 to June 30, 2024 then renewed July 1, 2024 to June 30, 2025 with an adjusted contribution strategy, determine the best estimate of employee and employer contribution for January 1, 2024 to June 30, 2024 and July 1, 2024 to December 31, 2024.

	Premium Paid Dollars: Time Period 1 & 2	Premium Paid %	Calculation
Total 2024 Contribution of Premium by Employee	\$100,000/\$125,000	25%	$\$225,000/\$900,000 = 25\%$
Total 2024 Contribution of Premium by Employer	\$300,000/\$375,000	75%	$\$675,000/\$900,000 = 75\%$
Total Dollars/Percentage of Premium	\$900,000	100%	

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6. What if the group was not covered by Sentara Health Plans for the entire calendar year of 2024?

Complete the form using data from the months that the group had coverage with Sentara Health Plans.

For example, if the contract year was July 1, 2023 to June 30, 2024, complete the form using data from January 1, 2024 to June 30, 2024. Include the average premium contribution paid by employee and employer for those six months of coverage for 2024.

7. What if the group switched funding in 2024 from fully insured to self-funded?

If the group switched from fully insured to self-funded in 2024, you will need to submit one form for each funding type.

For example:

- If the fully insured contract year was July 7, 2023 to June 30, 2024, complete the fully insured form for the months of January 1, 2024 to June 30, 2024.
- The group then switched to self-funded on July 1, 2024, then you would need to complete the self-funded form for the months of July 1, 2024 to December 31, 2024. The average monthly percentage premium covered by the employee for the full calendar year of 2024 would then be calculated using both forms.

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If you'd like more details on the regulations and requirements go to the **CMS RxDC website** or our general **frequently asked questions**.