



YOUR GUIDE TO OPTIMIZING PHARMACY BENEFITS



Ready to get more from your pharmacy benefit? This guide provides a month-by-month overview of the most critical activities you should be pursuing.

Program Strategy Meeting

Schedule annual and quarterly program reviews for the upcoming year. Set expectation for receipt of ongoing reports tied to program service and plan participant impacts (i.e., PA approval/denial).

Responsible parties: Plan sponsor, Consultant, PBM.

Conduct Annual Performance Meeting

The PBM should present your annual trends compared to its book-of-business and other custom benchmarks to help you compare and contrast your plan. Ensure that the “nothing but net” rule applies: all program services should be net of admin/program fees.

Responsible parties: Plan sponsor, Consultant, PBM Team - Exec Sponsor, Strategic Account Executive, Pharmacist.

Request Financial Reconciliation and Performance Guarantee Results

Most PBM contracts have annual financial and performance guarantees which have required reporting 90 days after the close of the year. PBMs won’t always automatically provide these reports, so be sure to ask for them, validate the results and secure any payments due from the PBM.

Responsible parties: PBM account team, Consultant.

Kick Off Annual Audit

The auditor can formally kick off the previous year’s audit once the full year’s data is available in early February. The audit will proceed faster once the PBM pulls the reconciliation report, so kicking off the audit after requesting the reconciliation is recommended. Performance guarantees which have required reporting 90 days after the close of the year. PBMs won’t always automatically provide these reconciliation reports, so be sure to ask for them.

Responsible parties: Plan sponsor, Consultant/Auditor.

Leverage Your Pharmacy Benefit Management Credits

Funds should be used before they expire at the end of the year. Be creative! Funds should support the overall administration of the plan, and not just go towards the implementation of new programs.

Review Market Check Language in Contract

Contract best practices should allow for an annual market check. Typical market check language allows for the third party market check to be kicked off in Q2 for new pricing to be implemented the following January.

Responsible parties: Plan sponsor, Consultant.

Conduct a PBM Strategic Planning Meeting

Focus on plan objectives, both short and long term. Consider plan design changes that would positively impact trend while improving member outcomes.

Conduct a Quarterly Performance Meeting



Conduct an Annual Program Review

During Q2 of the plan year depending on PBM agreement language, exercise your right to a market check to potentially realize savings in the form of a stronger financial arrangements available in the marketplace for comparably sized clients. Should savings be found, revised pricing could be put into place by January 1.

Responsible parties: Plan sponsor, Consultant, PBM.

Review Market Check Results and Begin Contract Negotiation

Responsible parties: Plan sponsor, Consultant, PBM.

Conduct a Quarterly Performance Meeting



Conduct a PBM Strategy Meeting



Review Contract for RFP Opportunity

Develop a procurement/renewal strategy for the following 15-month horizon.

Responsible parties: Plan sponsor, Consultant.

Conduct a Quarterly Performance Meeting



DEC

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEPT

OCT

NOV

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