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In Topeka: 785-291-7000  
In Kansas: 800-432-0216

bcbsks.com

Date

MPN GROUP NAME

PTRC

ADDRESS 1

ADDRESS 2

CITY ST ZIP

MPN:

PIN:

Dear PTRC:

### Employee Premium Contribution Assistance

Blue Cross and Blue Shield of Kansas (BCBSKS) is here to help you through data submission for the RxDC Pharmacy Report. We recently sent out a letter and email with instructions on how to file the report, which includes data on health plan premiums and various healthcare spending categories, a requirement of the Consolidated Appropriations Act of 2021. Many of you reached out and expressed concern with this reporting process. We heard your concerns and are making changes.

BCBSKS will assist by completing submission of all required premium, spending and pharmacy related data for groups to CMS, but we need your assistance on one data point. One section of the RxDC Pharmacy Report requires the average monthly premium paid each month during 2022, along with employer and employee contributions listed separately. However, BCBSKS only has the total premium amount that your group paid to us. BCBSKS can only submit data for the D1 report on your behalf if you provide your **monthly employee contributions** through our online portal, which will be open **April 1 - April 30, 2023**.

Monthly premium paid to BCBSKS – Employer paid contribution = Employee paid contribution

The employer and employee portions should equal the monthly premium total paid to BCBSKS. Please note: **Only premium information for benefits received as part of the group health plan are needed. Do not include employee contributions paid separately for other health benefits, such as stand-alone dental or vision plans.**

Follow these steps to submit online:

- Go to <https://www.bcbsks.com/PremiumReporting>
- Log in using your MPN: <MPN> and PIN: <PIN>
  - Your MPN and PIN are provided for you at the top of this letter.
  - A single MPN may have more than one PIN. Each PIN is linked to a separate TIN in our system. Reporting requirements dictate we report at the TIN level.

- Once your group logs in with a specific MPN/PIN, the URL displayed at the top of the screen displays the TIN tied to the PIN that was entered.
- Read the instructions, complete the information and enter in **employee only** contribution
- Hit “submit”

You may receive multiple notifications for this request if you have more than one TIN under an MPN. You will need to submit this information for each TIN. **If you moved from a fully insured to level funded group, or vice versa, please submit employee only contributions for each separately. Note: If a plan sponsor moves from a fully insured product to a self-funded coverage other than level funded in the middle of the reporting year (calendar year), or vice versa, you will receive a second communication regarding reporting your data. If you're unclear on if this applies to you, please reach out to your sales representative.**

Please provide your premium contribution information through our portal **no later than April 30, 2023**. If we have questions on the data submitted, your BCBSKS sales representative will reach out to you. **IMPORTANT** – Meeting the requirements of this part of the Consolidated Appropriations Act is an employer responsibility. In order to assist you with this reporting you must send us your data. If we do not receive the data requested, we will be unable to submit the reporting on your behalf and you will need to submit the reporting directly to the CMS website.

Your Partner for a Healthier You,  
Blue Cross and Blue Shield of Kansas

**OD24964** - UPDATE