





## Onsite Pharmacy and Electronic Dispensary - Best Practices

To receive appropriate payment for your prescription dispensations, it is important to ensure that the claim submissions contain correct information. Here are a few quick tips to help safeguard that the information that you are entering in your pharmacy software system for claim adjudication is correct.

### Best Practices

Submission Fields	Quick Tips								
Formulary	Ensure that your Prescribers reference the MHLA Formulary before prescribing a medication for your Patient								
NDC	<p>Ensure that the 11-digit NDC that is being submitted is the Manufacturer's NDC (not an NDC created by the Wholesaler)</p>  <p>To convert a 10-digit NDC to an 11-digit NDC, you will need to place a zero to achieve the necessary 5-4-2 format. See examples, below:</p> <table border="1" data-bbox="412 1213 1208 1688"> <thead> <tr> <th data-bbox="417 1220 837 1346">Actual 10-digit example</th> <th data-bbox="837 1220 1203 1346">11-digit conversion example</th> </tr> </thead> <tbody> <tr> <td data-bbox="417 1346 837 1434">0777-3105-02 (Prozac)</td> <td data-bbox="837 1346 1203 1434">00777-3105-02</td> </tr> <tr> <td data-bbox="417 1434 837 1560">43063-609-30 (alprazolam)</td> <td data-bbox="837 1434 1203 1560">43063-0609-30</td> </tr> <tr> <td data-bbox="417 1560 837 1688">11822-0544-1 (acetaminophen)</td> <td data-bbox="837 1560 1203 1688">11822-0544-01</td> </tr> </tbody> </table>	Actual 10-digit example	11-digit conversion example	0777-3105-02 (Prozac)	00777-3105-02	43063-609-30 (alprazolam)	43063-0609-30	11822-0544-1 (acetaminophen)	11822-0544-01
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Quantity	<p>Ensure that you are not using a default of “1”. This is important for medications that are dispensed in a trade size package.</p> <p>Some helpful tips to determine the quantity to submit:</p> <ul style="list-style-type: none"> <li>• Inhalers are all in grams <ul style="list-style-type: none"> <li>○ i.e. if you are dispensing a one, 6.7GM Proventil HFA inhaler, the quantity being submitted should be “6.7”</li> </ul> </li> <li>• Creams and lotions are all in grams <ul style="list-style-type: none"> <li>○ i.e. if you are dispensing a one, 15GM tube of Triamcinolone 0.1%, the quantity being submitted should be “15”</li> </ul> </li> <li>• Liquids are in ml’s (insulin, eye drops, nasal drops etc.) <ul style="list-style-type: none"> <li>○ i.e. if you are dispensing one bottle of 120ml Ibuprofen 100MG/ML, the quantity being submitted should be “120”</li> </ul> </li> <li>• Insulins are in ml’s <ul style="list-style-type: none"> <li>○ i.e. if you are dispensing one, 10ML vial of Levemir, the quantity being submitted should be “10”</li> </ul> </li> <li>• Diabetic supplies (test strips, lancets, syringes) <ul style="list-style-type: none"> <li>○ The quantity submitted should be based on the number of syringes, test strips, lancets in the box. i.e. if you are dispensing one box of 100 syringes, the quantity being submitted should be “100”</li> </ul> </li> </ul> <p>See example:</p> 
Days Supply	<p>The days supply is how long the dispensed amount expected to last (days).</p> <p>Ensure that you are basing the days’ supply on the quantity being dispensed and the direction for use being prescribed.</p>

## Questions?

If you have questions, please consult your Pharmacist on staff or the Prescriber for clarification prior to submitting a claim for adjudication.