



## RxDC Employer Reporting Intake Form

Please submit your information by April 16, 2024

Under Section 204 of the Consolidated Appropriations Act, insurance companies and employer-based health plans must submit information regarding prescription drug benefits and health care spending to the Centers for Medicare & Medicaid Services (CMS) by June 1 of each year for the prior year's coverage. This report is also known as the RxDC Report.

### RxDC Employer Reporting Intake Form

The purpose of this intake form is to gather the required information to enable Calvo's SelectCare Insurance to complete the D1 Template on your behalf. Please provide the information requested below for the 2023 calendar year and submit it by **April 16, 2024**.

**If we do not receive the completed form by April 16, 2024, then you will be responsible for submitting all required data directly to CMS by June 1, 2024. Failure to do so could result in penalties.**

**Use these instructions to complete items 1 and 2 on the RxDC Employer Reporting Intake Form that is attached.**

- **Average monthly premium overview.** Calculate the average monthly premium paid by the employee/member and average monthly premium paid by the employer.
  - The calculation is based on the calendar year, even if the plan year is not the calendar year.
  - Calculate the average based on how much money was actually paid by the member and the employer for the plan. CMS is looking for the total amounts actually paid regardless of the contribution structure options under the plan.
    - **Member contribution** - total amount of premium that members paid (i.e., payroll contribution).
    - **Employer contribution** - total amount of premium that the employer paid (i.e., total amount of premium paid, minus the employee contribution amounts paid).
- **Average Monthly Premium Note:** Prior to the 2023 reference year, average premium was calculated on a per-member-per-month basis. Starting with the 2023 reference year, the monthly average is not on a per-member basis. This means you should divide annual premium amounts by 12 instead of dividing by member-months when calculating the average monthly premium.

### How to calculate the average monthly premiums

Premium type	Calculation
Average monthly premium paid by members	<b>Total Premium Paid by Members in Calendar Year</b> divided by <b>12</b>
Average monthly premium paid by employer	<b>Total Premium Paid by Employer in Calendar Year</b> divided by <b>12</b>

\* You should divide by 12 even if the coverage was not in effect for the entire calendar year

Please input these calculated values into lines 7 and 8 of the RxDC Employer Reporting Intake Form. Include numeric values only. Decimals are accepted.



## RxDC D1 Intake Form

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Group Name:

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Group ID:

Group Employer Identification Number (EIN):

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Group Contact Name:

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Group Contact Title:

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Group Contact Email:

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### View the attached instructions to complete items 1-2

1. Average monthly premium paid by members in calendar year 2023:

2. Average monthly premium paid by employer in calendar year 2023:

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I certify that the above information is true and complete to the best of my knowledge:

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Name:

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Date: