

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

SECRETARIAT HCPFR

OFFICE / ADMINISTRATION / BOARD
Office of Systems, Operations & Pharmacy-MD Pharmacy Program (MPP)

This schedules supersedes previous Schedule 2589

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p>Pharmacy Services Division</p> <p>A. Paid Pharmacy claims consists of copies of all pharmacy claims submitted manually and paid to Pharmacy providers.</p> <p>B. Pharmacy Preauthorization Records consists of copies of all documentation used to grant prior authorization to Pharmacies & Providers for various high cost medications.</p> <p>C. Drug Rebate Program – Quarterly State Utilization Discrepancy Reports consists of copies of all reports received from CMS for the period indicated.</p> <p>D. Drug Rebate Program – Vendor Contract Related Documents consists of copies of the transition test Documents for Deposits.</p> <p>E. Drug Rebate Program – Monthly Receipts & Reconciliation consists of copies of the Monthly cash receipt logs and FMIS reconciliations.</p> <p>F. Drug Rebate Program – Quarterly Invoice Cycle Reports consists of copies of the invoice cycle files For the period indicated.</p>	<p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p>
2	<p>Clinical Services Division</p> <p>A. Drug Utilization Review(DUR)/Corrective Managed Care (CMC) consists of Meeting materials, Minutes, reports and Power Point.</p> <p>B. Pharmacy & Therapeutics Committee (P&T) consists of Meeting materials, Transcripts, Continuity, Monographs, Reports, TOPS Notes, Speakers communications, Minutes and Power Point...</p> <p>C. Managed Care Organizations (MCOs) consists of formulary updates and annual assessments</p>	<p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p> <p>Retain for six (6) years then destroy.</p>

APPROVED BY: (DHMH Official)

DATE: 7/23/15SIGNATURE: *Kerth Sewell*NAME/TITLE: KERTH SEWELL, EXECUTIVE DIRECTOR, OS&P

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 8-17-15
SIGNATURE: *Timothy D. Baker*NAME/TITLE: TIMOTHY D. BAKER, STATE ARCHIVIST