

PRESCRIPTION DRUG AND HEALTHCARE SPENDING (RXDC) REPORTS

BROKER PORTAL FORM SUBMISSION USER MANUAL

GROUP HEALTH PLANS

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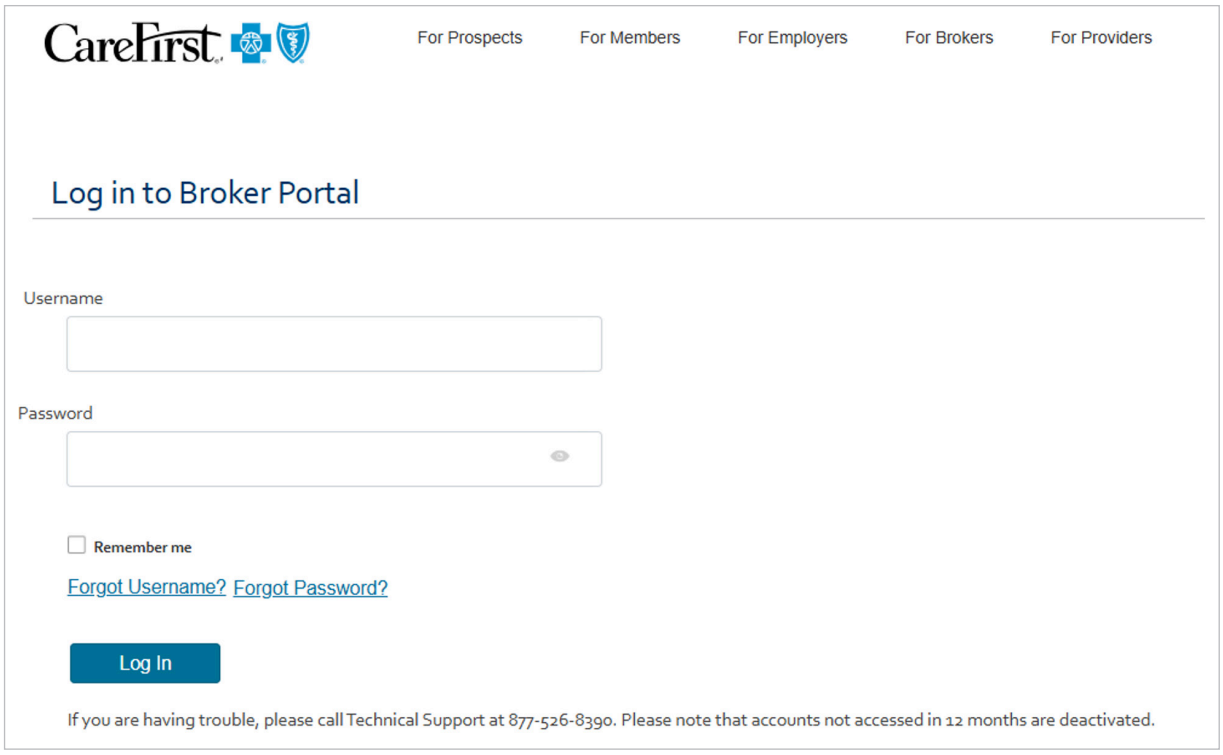
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LOCATING THE ANNUAL RXDC SUBMISSION FORM

1. **Log into the CareFirst Broker Portal.**
   - ☐ URL: https://broker.carefirst.com/blogin/
   - ☐ A registered account is required.

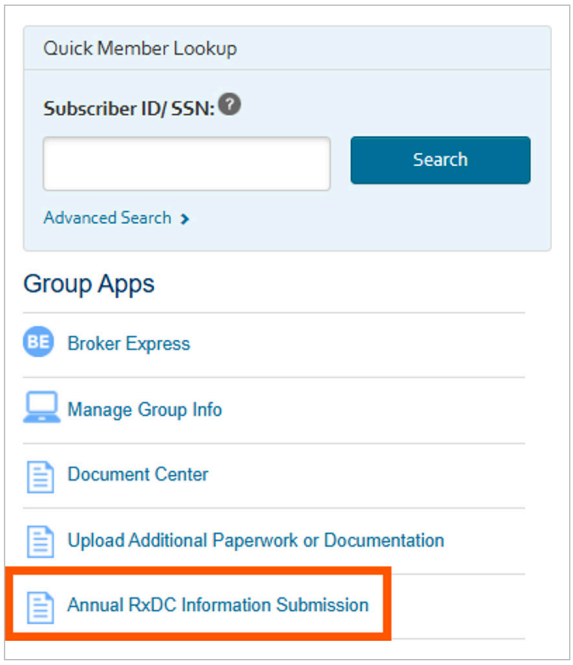


2. **Use Search By Group ID to find your client.**

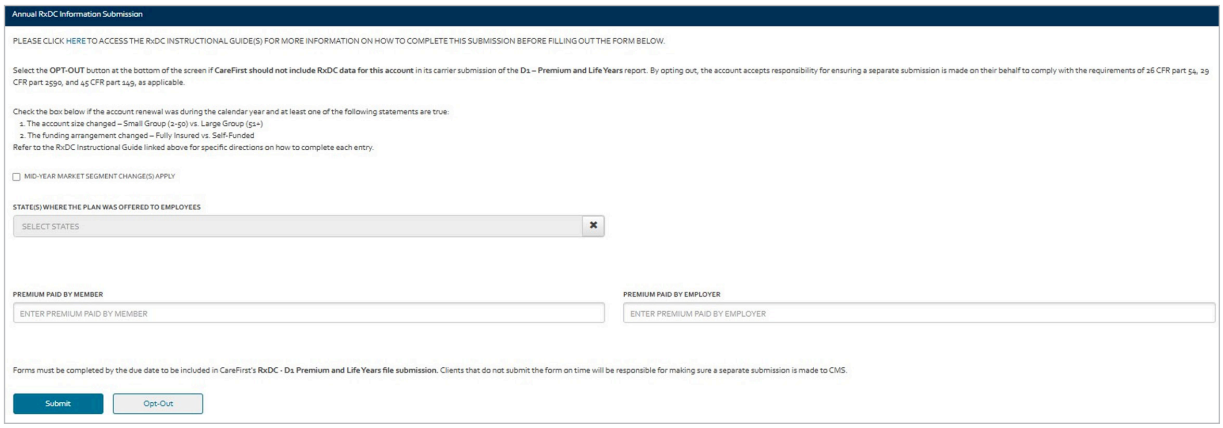
   If a client does not appear in the Broker Portal and you have access to their Employer Portal, use the Employer Portal User Manual instead.



3. **Select *Annual RxDC Information Submission* under Group Apps on the right side of the screen.**

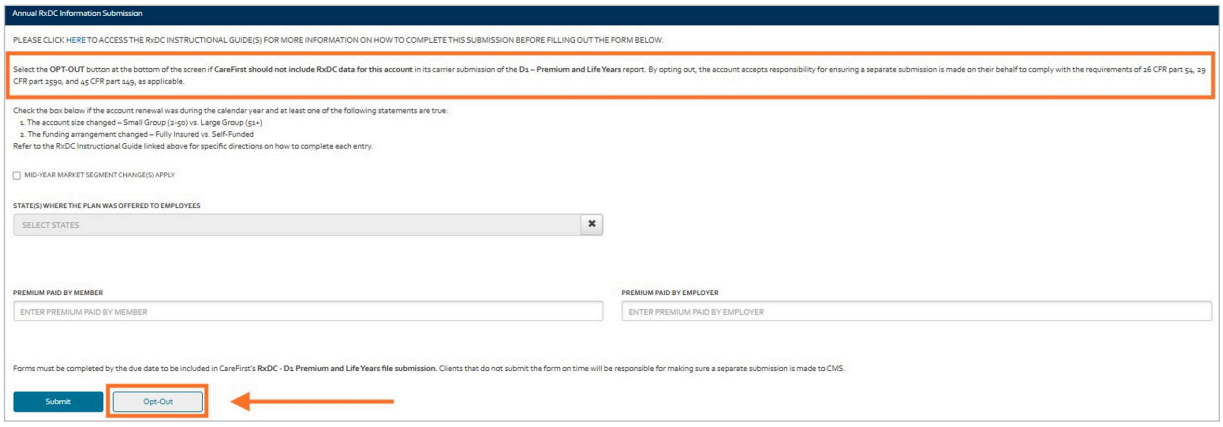


4. **The RxDC form will open and look like this:**

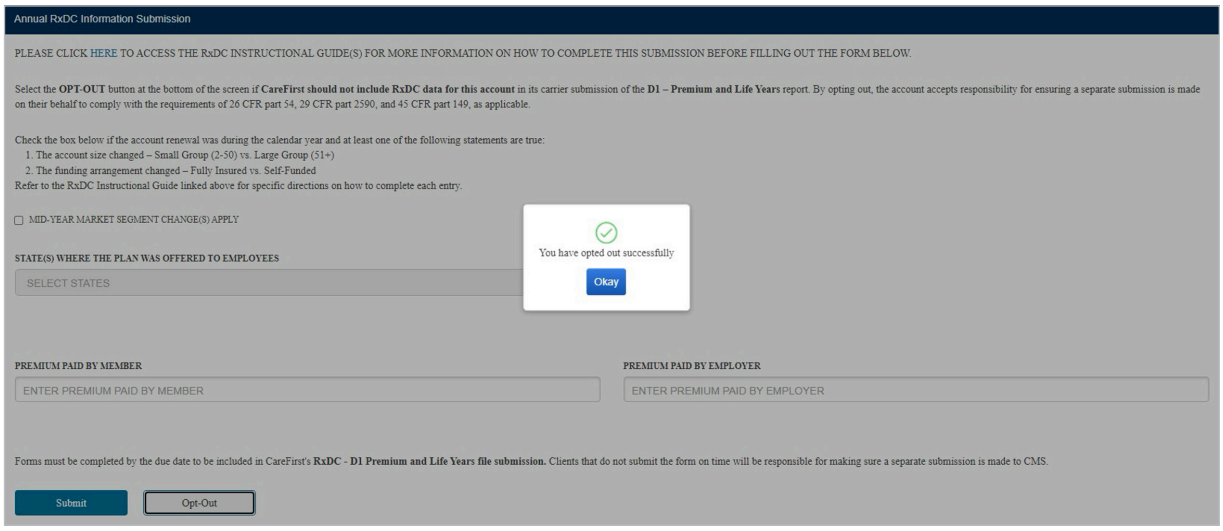


OPT OUT

1. **Review the text outlined in orange before selecting *Opt-Out*.**



2. **Take a screen shot of the confirmation pop-up for your records.**

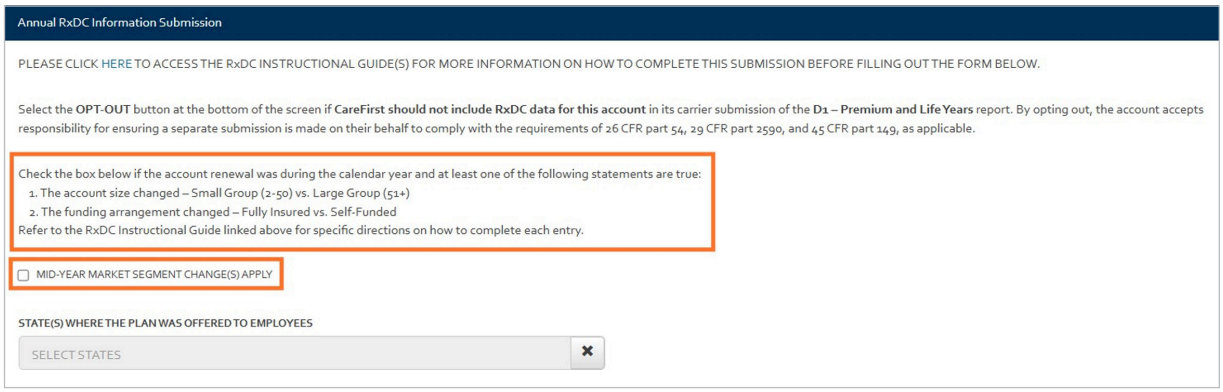


Note: You may still opt out even if you already entered data.

COMPLETING THE FORM

If the client had a **Market Segment Change** after January 1 of the reporting year, review the **Mid-Year Market Segment Changes** section first.

Use the RxDC Informational Guide to confirm if a change applies.



Note: If no change applies, leave the checkbox blank.

IMPORTANT REMINDERS

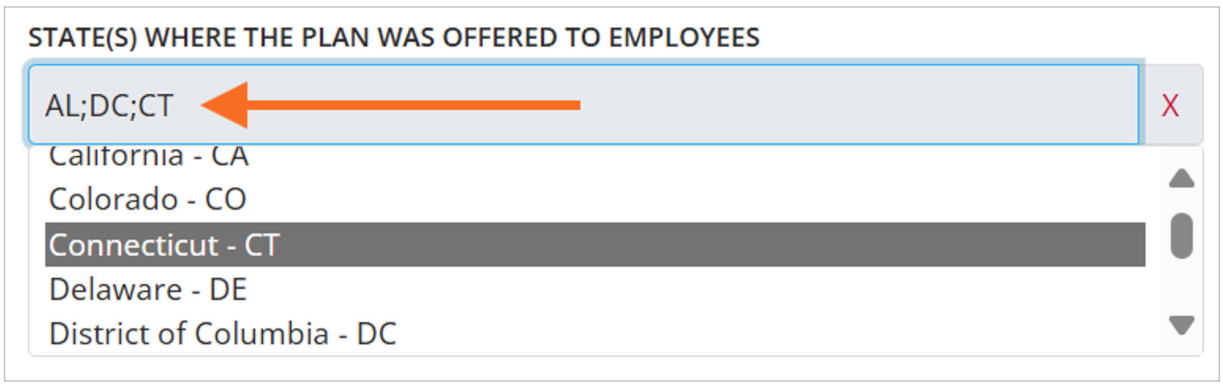
- Review the RxDC Informational Guide(s) before completing the form. These documents define each required data point.
- Hover a field to see a short description.
- If you want a record of your submission, capture screenshots of the completed form and any confirmation pop-ups.

STATES WHERE THE PLAN IS OFFERED

Select *SELECT STATE* to open the dropdown list.

- Scroll to select the correct states or territories.
- You can select multiple options without pressing CTRL.
- If you select National, you may only add U.S. territories.
- Selected states appear in the gray box, separated by semicolons.
- All selections appear in two-letter abbreviations.





ENTERING PAID AMOUNTS

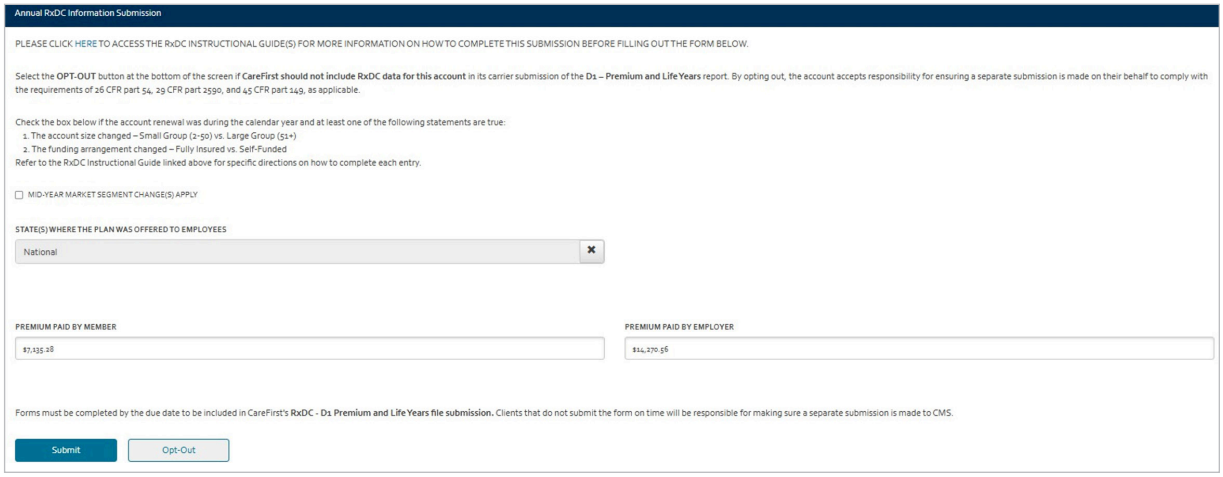
Enter values for:

- Premium Paid by Member
- Premium Paid by Employer

Guidelines:

- Enter total dollar amounts (the decimal point is added automatically).
- Fields cannot be left blank.
- If the employer pays 100% of coverage, enter 0 for Premium Paid by Member.

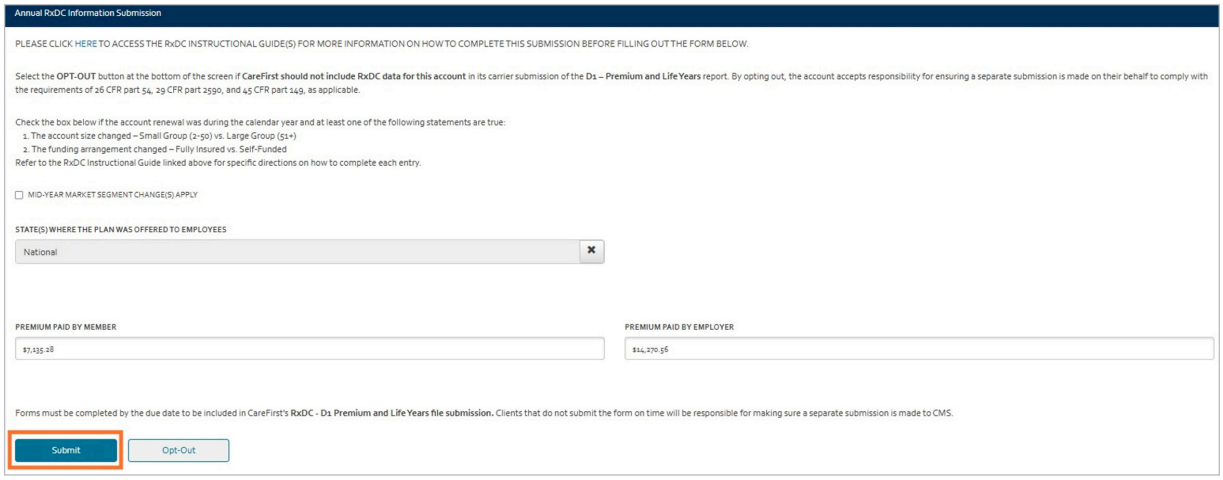
Example of a completed form:



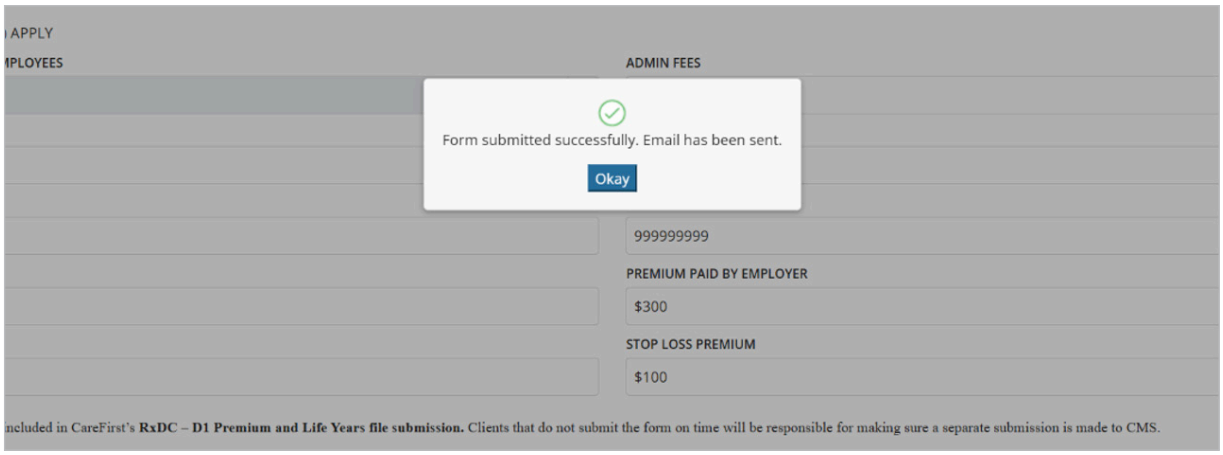
SUBMITTING THE FORM

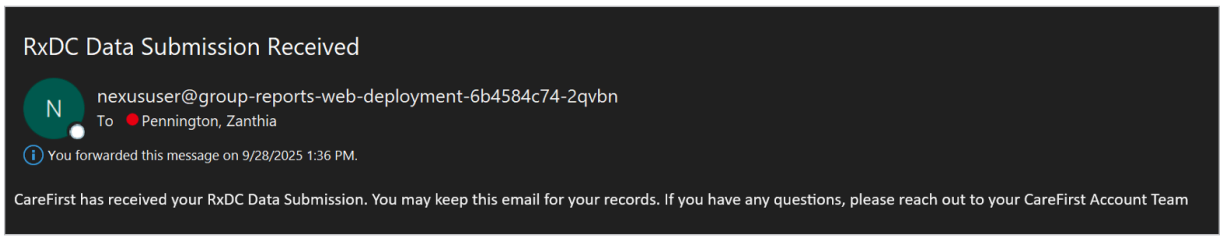
1. **When all required fields are complete, select *Submit*.**

   If you want to keep a record, take a screenshot before selecting *Submit*.



2. **A pop-up will confirm a successful submission. Once submitted, you will receive an email like the one below.**

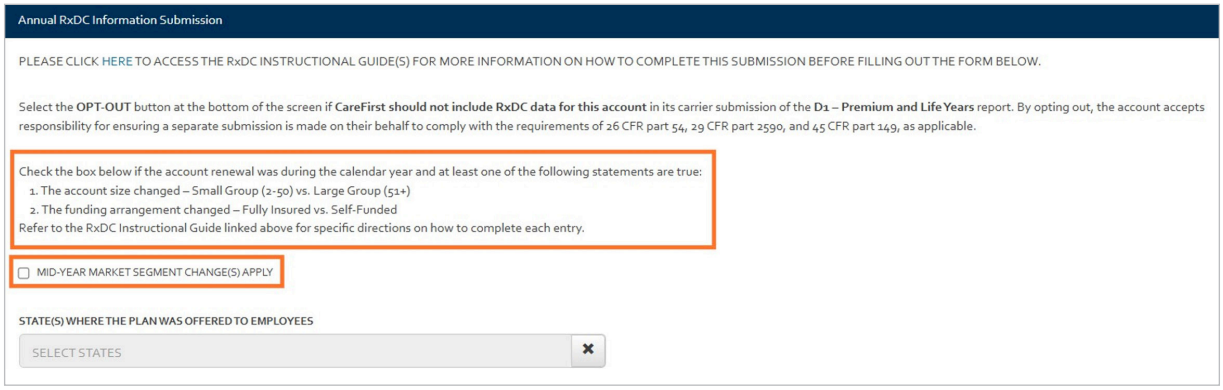


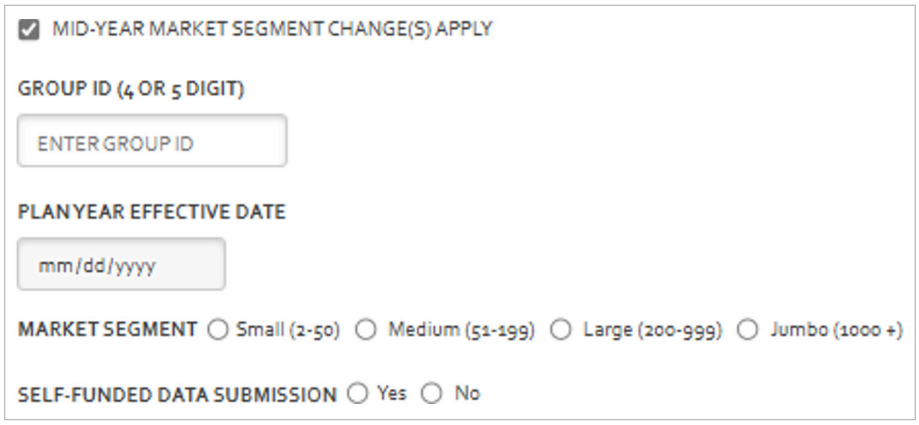


MID-YEAR MARKET SEGMENT CHANGES

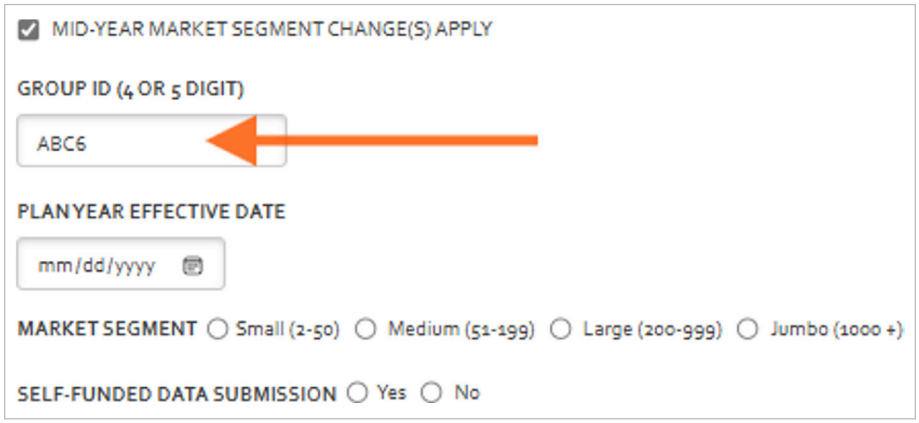
If the client had a mid-year change as defined in the RxDC Instructional Guide(s), check the box confirming the change applies. Additional fields will appear.

- You must submit two sets of data: one for the period before the change and one for after.
- You may enter the submissions in any order, but we recommend completing the most recent segment first.



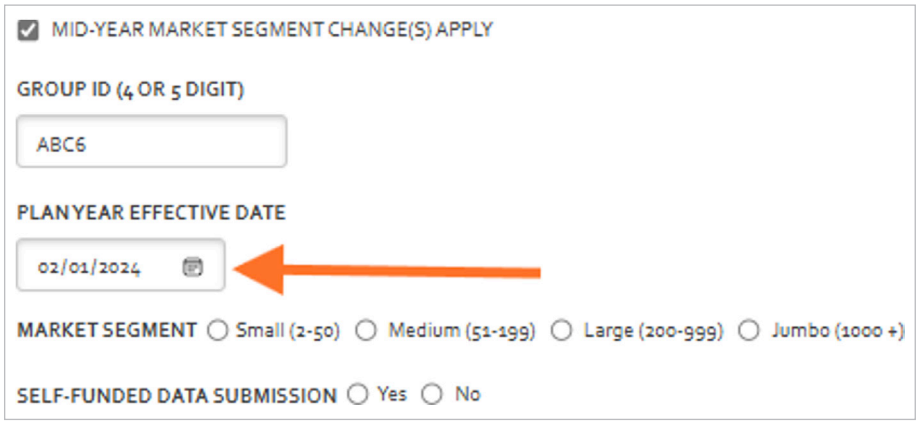


1. **Enter the *current* Group ID (4 digits or 5 characters; may include letters).**



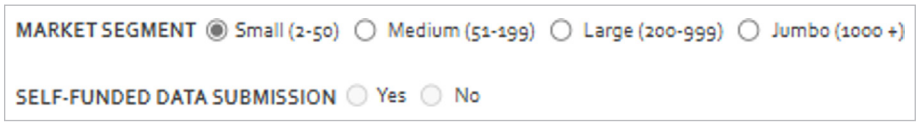
2. **Enter the Plan Year Effective Date for the segment that changed.**

   This should be for the plan year that started in the calendar year being reported.



3. **Select the client's market size.**

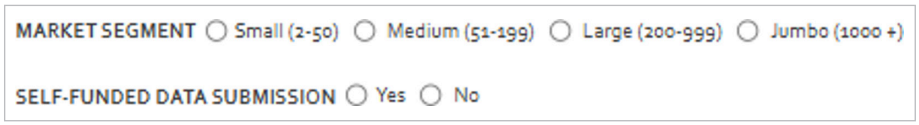
   - Small Group (2–50): Self-Funded Data Submission is not available.
   - Medium Group (51–199) plans effective in 2024 must select **No** for the Self-Funded Data Submission indicator.

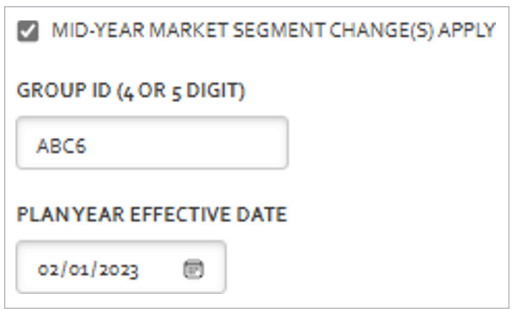


4. **Complete the rest of the form using data for the applicable time period.**
5. **Submit the form, then repeat the steps using data from before the change.**

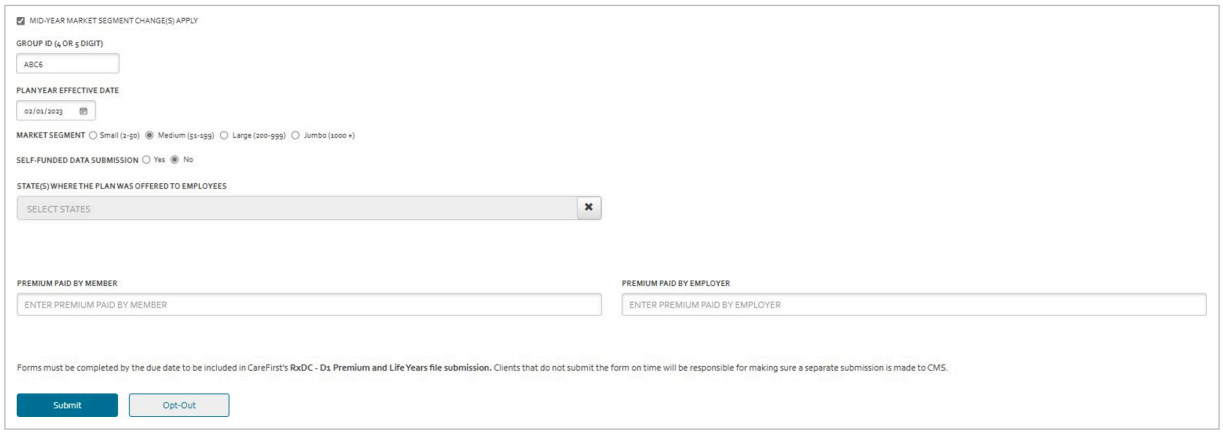
   - Group IDs may or may not match between submissions.
   - The earlier effective date should fall in the year before the reporting year.

   Available fields may vary:

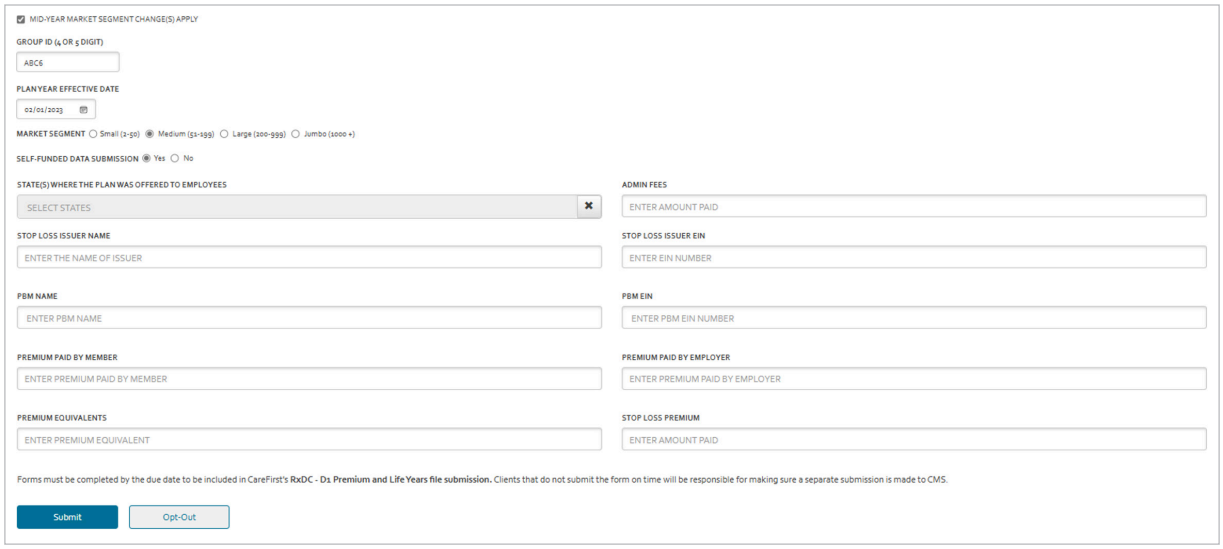




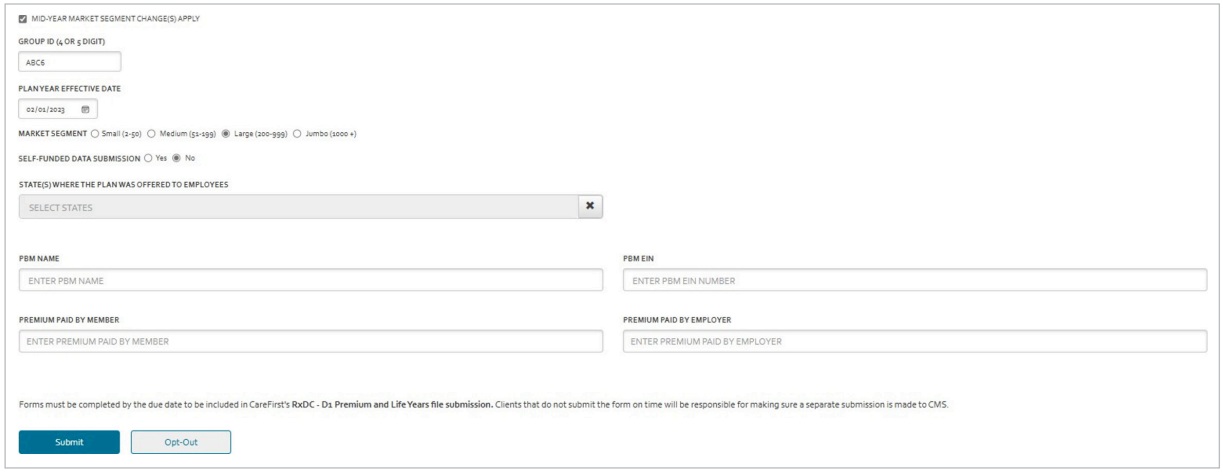
If only the market segment changed, form fields remain the same.



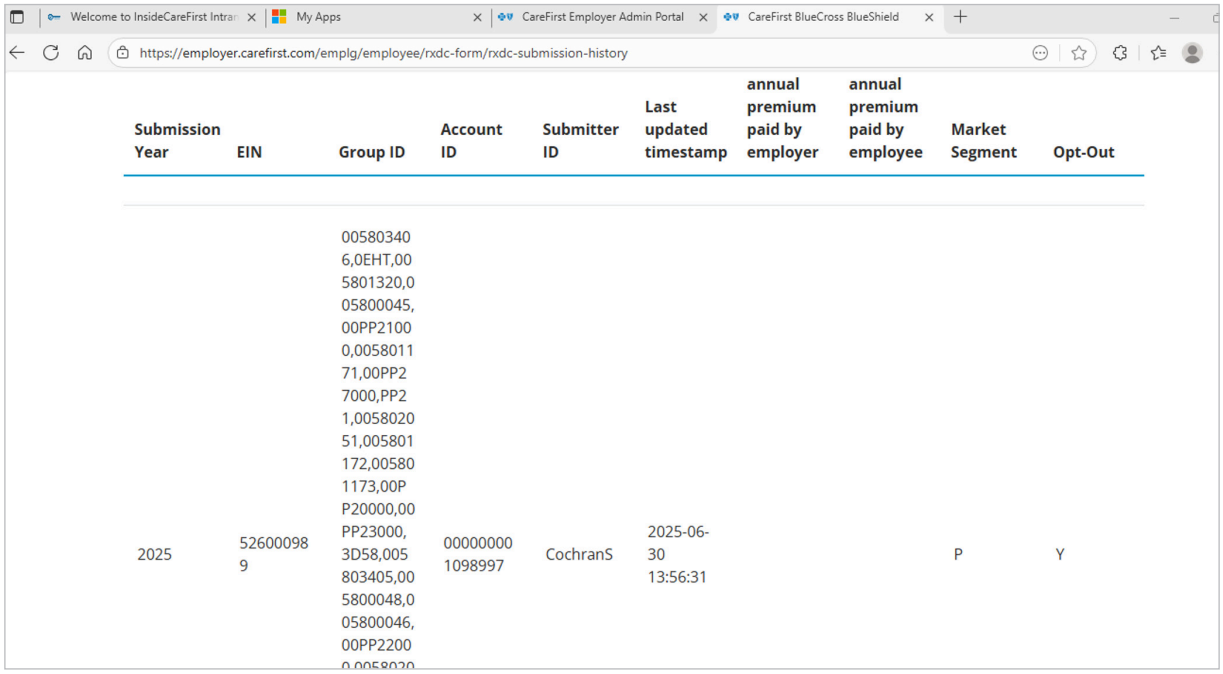
If the client became fully insured, only Large Group fully insured fields display.



If the client moved from Large Group and previously used an external PBM, optional PBM fields may appear.



To see your historical submissions in each portal, you can locate this on the history page.



Submission Year	EIN	Group ID	Account ID	Submitter ID	Last updated timestamp	annual premium paid by employer	annual premium paid by employee	Market Segment	Opt-Out
2025	526000989	005803406,0EHT,005801320,005800045,00PP21000,005801171,00PP27000,PP21,005802051,005801172,005801173,00PP20000,00PP23000,3D58,005803405,005800048,005800046,00PP2200	00000001098997	CochranS	2025-06-30 13:56:31			P	Y

FAQS

Q: Can current clients submit data another way?
A: No. All current clients must use the Employer or Broker Portal form.

Q: Can I submit data for former clients through the Broker Portal?
A: No. Former clients must use the designated RxDC Survey.

Q: How do I know if my submission was successful?
A: A pop-up confirming successful submission will appear without error messages.

Q: Can I see which clients completed their form?
A: Not at this time.

Q: Can I check the status of a submission?
A: Not at this time.

Q: Can I get a copy of the data I submitted?
A: Not at this time. Capture screenshots before submitting.

Q: If I see an error at the same time as the success pop-up, was my data received?
A: It may not have saved. Retry using the troubleshooting steps.

Q: Can I update my data after submitting?
A: Yes. You may submit again any time before the deadline. The most recent valid submission will be used.

Q: What if I'm not sure my submission was successful?
A: Submit again. A new successful submission replaces the previous one.

Q: Where can I find my submissions?
A: You can locate your submissions on the history page.

TROUBLESHOOTING TIPS

In the event of an error message or technical issue in completing the submission, try the tips below before attempting the submission again.

Suggestion #1

1. Log out.
2. Clear your browser cache.
3. Log in again.

Suggestion #2

1. Log out.
2. Clear your browser cache.
3. Open a new browser tab.
4. Log in again.

Suggestion #3

1. Log out.
2. Open a private or incognito window.
3. Log in again.

Suggestion #4

1. Log out and close your browser.
2. Open a different browser.
3. Log in again.

Suggestion #5

The portal may be undergoing maintenance or experiencing an outage. Try again later

If issues continue, email **SBUPortalSupport@carefirst.com** with:

- A description of the issue
- Screenshots of the data you entered
- Any error messages

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