



.Pharmacy Application PBM Facility Upload Instructions

For all company-owned facilities providing pharmacy benefit manager (PBM) services, the applicant shall provide a complete list of facilities including the facility name, address, license number, and, if applicable, pharmacist-in-charge/pharmacist manager/head pharmacist (PIC) information.

Steps to Complete and Upload Facility .csv File

- 1. Download the PBM Facility Upload Template (Facility .csv file)** by clicking on the link “PBM Facility Upload Template.csv” and saving it to your computer.
 - a. You may rename the file or leave it as “PBM Facility Upload Template.csv.”
 - b. You may not rename the file extension. It must remain .csv.
- 2. Complete the Facility .csv file.**
 - a. The Facility_Owner field in the Facility .csv file must match the name of the company(ies) previously added on the Company Information pages of the application (ie, if the company that owns the fulfilling facilities is “Anywhere PBM”, then the Facility_Owner field name in the Facility .csv file must be “Anywhere PBM” and match character for character).
 - b. If the Facility_Owner field name does not match, you will receive an error message when you select “Verify File.”
 - c. Other Facility .csv file fields to note:
 - i. Facility_Licensing_Agency field is the governmental department regulating the company’s licensure, certification, or registration permitting it to provide PBM services where the facility is physically located.
 - ii. The Facility .csv file provides the option to include pharmacist-in-charge/head pharmacist/pharmacist manager (PIC) information.
 1. If a facility has a PIC, please provide this information.
 2. The applicable column headers for this information begin with the acronym “PIC” (eg, PIC_Legal_Name).
 3. The PIC_Home_Address field should be the individual’s home address.
- 3. Select the completed Facility .csv file** by clicking the “Select File” button. This will begin the upload process.
 - a. You may only upload the Facility .csv template file as no other files are supported.
 - b. You will receive an error message if you attempt to upload anything other than the Facility .csv template file.
- 4. Verify the completed Facility .csv file** by selecting the “Verify File” button.
 - a. If the file properly references the Facility_Owner field information, it will be verified and is ready for uploading.
 - b. If the file does not include matching Facility_Owner field information (see instructions above), you will receive an error message.
- 5. Upload and save the completed Facility .csv file** by clicking the “Upload File” button.

- a. You may review the file by clicking on the file name.
- b. To continue with the application, click “Next.”

Additional Instructions

- Only one Facility .csv template file for all facilities may be uploaded.
- In the event that you have more than one company that owns facilities, please check to make sure that the Facility_Owner field includes all those companies that own facilities.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Facility .csv file on the Upload Facility page.
- To delete the currently uploaded file, select the “x” to the left of the file name.
- After uploading the file you may view it by clicking on the file name.