

Nebraska Pharmacy Benefit Manager Licensing Requirements

REQUIREMENTS AND PROCEDURE FOR OBTAINING A CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS AS A PHARMACY BENEFIT MANAGER PURSUANT TO NEB. REV. STAT. §44-4601 TO §44-4612

FILING REQUIREMENTS FOR OBTAINING A CERTIFICATE OF AUTHORITY

1. Application and filing fee of \$500 submitted electronically through our online portal.
2. All basic organizational documents of the applicant, including any articles of incorporation, articles of association, partnership agreement, trade name certificate, trust agreement, shareholder agreement, and other applicable documents and all amendments to such documents.
3. The by-laws, rules, regulations, or similar documents regulating the internal affairs of the applicant.
4. Biographical affidavits for the individuals who are responsible for the conduct of affairs of the applicant including all members of the board of directors, board of trustees, executive committee, or other governing board or committee, the principal officers in the case of a corporation or the partners or members in the case of a partnership or association, shareholders holding directly or indirectly ten percent or more of the voting securities of the applicant and any other person who exercises control or influence over the affairs of the applicant. The biographical affidavit form is available at https://www.naic.org/documents/industry_ucaa_form11.pdf and FAQs about completing the biographical affidavit are available at https://content.naic.org/industry_ucaa_faq.htm.
5. Annual financial statements or reports for the two most recent years which prove that the applicant is solvent.
6. An organizational chart disclosing all entities that own the applicant and all entities that the applicant owns.
7. A statement describing the business plan including information on staffing levels and activities proposed in this state and nationwide. The business plan shall provide details setting forth the applicant's capability for providing a sufficient number of experienced and qualified personnel in the areas of claims processing and other prescription drug or device service

8. All executed contracts with pharmacies. If a template is used, you may provide the template and list of all pharmacies it is used with. As part of the certificate of authority application approval process, pharmacy-PBM contracts will be reviewed for compliance with Neb. Rev. Stat. § 44-4606 to § 44-4609 of the Pharmacy Benefit Manager Licensure and Regulation Act and other applicable legal requirements.
9. After reviewing the documents submitted, additional information may be required.

