

Nebraska Pharmacy Benefit Manager Renewal Requirements

REQUIREMENTS AND PROCEDURE FOR RENEWING 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 RENEWING A CERTIFICATE OF AUTHORITY

1. PBM Certificate of Authority expires 12 months from date of issue. The renewal form and fee must be submitted no later than 30 days prior to expiration.
2. Renewal form and filing fee of \$250 submitted electronically through our online portal.
3. You will be asked to attach the following items:
 - a. A description of the PBM's business model including all parent and child relationships, list of TPA's and their purpose, and a list of all PBM contracts and their purpose.
 - b. A description of the projected population or numbers of enrollees or beneficiaries to be administered by the PBM in Nebraska on an annual basis for all covered entities with whom the PBM has contracted, and, if applicable, the population or number of covered individuals administered by the PBM in the previous year for a covered entity (please identify the number of enrollees by covered entity).
 - c. Financial statements for the PBM including a balance sheet and an income statement for the most recent complete calendar or fiscal year. Audited financial statements are required when available.
 - d. Documentation of any material change in its ownership or control of other fact or circumstance affecting its qualification for a certificate of authority that has not previously been reported including, but not limited to, the following:
 - i. Basic organization documents of the PBM including any articles of incorporation, articles of association, partnership agreement, trade name certificate, trust agreement, shareholder agreement, and other applicable documents.
 - ii. The bylaws, rules, regulations, or similar documents regulating the internal affairs of the applicant.
 - iii. Names, addresses, official positions, professional qualifications and biographical affidavit of all positions submitted with the application pursuant to Neb. Rev. Stat. §44- 4605 (6).