Ongoing RDS Administration Services

Primary Services Offered

Retiree Drug Subsidy Application & Payment Process Responsibilities

Activity	PDA	GHP	PBM
OVERALL PROCESS			
Submit or Renew RDS Application	✓		
Identify Unique Benefit Options (UBOIs) within a Group Health Plan (GHP)	✓	Supply Data to PDA	Supply Data to PDA
Identify Retired Medicare Eligible Individuals (RMEIs)	✓		
Regular Eligibility Updates	✓		
Provide Actuary for Gross & Net Test Attestations		✓	
Obtain Eligibility & Claims Data	✓		
Coordinate Monthly Individual Eligibility & Claims Data	✓		Supply Data to PDA
12 Month Eligibility & Claims Data for Final Reconciliation	✓		Supply Data to PDA
Monitor Eligibility & Claim Data for Final Reconciliation	✓		
Receive & Incorporate CMS' Weekly Eligibility Updates	✓		
Monitor Application-Specific RDS Requirements & Deadlines	✓		
RDS WEBSITE ACCOUNT SETUP & MAINTENANCE			
Register GHP & Plan Sponsor with RDS	✓		
Be Designated as Account Manager (AM)	✓		
Designate Authorized Representative (AR) and Actuary	✓		
Register as Cost Reporter (CR) Designee	✓		
Register as Payment Requester (PR) Designee	✓		
Complete Payment Setup	✓		
APPLICATION SETUP & MAINTENANCE			
Complete Sections 1-3 & 5-7 & 9 of Application	✓		
Upload Retiree Census Data to RDS Website	✓		
Actuary Completes Section 4 of Application		✓	
Review & Sign Section 8 of Application		✓	
MONTHLY PAYMENT REQUEST PROCESS			
Receive and Review Monthly Claim Information	✓		
Adjust Claims for Estimated Rebates & Filter Non-Part D Drugs	✓		
Calculate Subsidy Amount for Each RMEI	✓		
Calculate Aggregate Subsidy Amount for all RMEIs	✓		
Submit Subsidy Payment Request (with Updated Eligibility)	✓		
Handle RDS Denials, Inquires & Responses	✓		
ANNUAL RECONCILIATION 12 STEP PROCESS			
Finalize Covered Retirees	✓		
Compile Final Rebate Data	✓	Supply Data to PDA	Supply Data to PDA
Generate and Manage Final Cost Reports	✓		
Finalize Reconciliation Payment Request	✓		
Review & Sign Reconciliation Payment Request (Section 12)		✓	
COMMUNICATIONS			
Draft & Mail annual CMS Model Creditable Coverage Notices to Medicare Eligible Individuals (MEIs)		✓	
Monitor Impact of RDS & CMS Announcements	✓		
RECORD KEEPING FOR 6 YEARS			
All Application & Payment Request Data	✓		
All Actuarial Reports/Studies	✓		