

Wisconsin Drug Rebate Automated Clearing House Credit Payment Instructions

Overview

Only manufacturers with a secure Manufacturer Drug Rebate area of the ForwardHealth Portal account may make an Automated Clearing House (ACH) payment through their bank. The ACH payment option allows manufacturers to work directly with their bank to have drug rebate payments sent electronically to the Wisconsin Department of Health Services (DHS) drug rebate program. Electronic payments ensure timely and automated posting of payments to the manufacturer's account, streamlining and simplifying the drug rebate payment process.

Drug manufacturers with secure Portal accounts may only submit ACH payments for invoice records associated with their secure Portal account for the following drug rebate programs:

- Medicaid
- SeniorCare
- Supplemental
- Chronic Disease
- BadgerCare Plus Basic
- Managed Care Organizations (MCOs)

Note: Rebate payments associated with claim utilization under the Wisconsin AIDS Drug Assistance Program (ADAP) and the Preferred Drug List (PDL) for blood glucose meters and blood glucose testing strips may not be submitted via ACH payment; manufacturers should continue to use existing rebate processes for these programs.

Refer to Chapter 11 of the [ForwardHealth Portal Manufacturer Drug Rebate User Guide](#) for complete descriptions of the drug rebate programs and invoice types that allow ACH payment submission.

The following instructions should be shared with the manufacturer's financial institution (bank) or staff within the manufacturer's organization who are responsible for initiating electronic payments. These instructions include detailed ACH payment requirements that **must** be followed to ensure the proper crediting of drug rebate payments to the manufacturer's secure Portal account.

Manufacturers may send payments originating from their bank electronically via **ACH credit only** using the banking information and required payment Remittance Advice instructions provided below.

DHS accepts ACH credit payments in the following transaction formats, also referred to as Standard Entry Class (SEC) codes. The following are acceptable SEC codes for the purpose of making a drug rebate payment to DHS:

- CCD (+) – Cash Concentration and Disbursement (Corporate)
- CTX – Corporate Trade Exchange (Corporate)

These transactions allow for the use of addenda records. An addenda record contains additional remittance information for the preceding ACH payment record. In order to facilitate the application of ACH drug rebate payments to the manufacturer's Portal account, DHS requires an addenda record with a unique identifier format to appear in a pre-determined placement.

DHS Drug Rebate Bank Account Information

Bank	Account Name	Bank Routing Number (ABA)	UPIC Account Number
U.S. Bank 777 E Wisconsin Ave Milwaukee WI 53202	DHS WS2 HPE Drug Rebates	021052053	28988784

1. Provide the DHS Drug Rebate Bank Account (U.S. Bank) information to the manufacturer's bank or those persons within the manufacturer's organization who are responsible for initiating electronic ACH payments.

- Determine the specific data fields the manufacturer must have coded in their ACH addenda record(s). This must include the requirements described above for including the manufacturer's five-digit Labeler ID (i.e. Labeler Code) in the addenda record utilizing the required unique identifier format:

RBTPGM99999WI (99999=Labeler ID)

- Provide the DHS ACH Credit CCD+ or CTX addenda record format requirements to the manufacturer's software provider or bank for customization, if needed.
- Once the manufacturer is enrolled in the Manufacturer Drug Rebate area of the ForwardHealth Portal and ready to make an ACH credit payment (with an addenda record containing the required unique identifier), arrange for the creation and transmission of the manufacturer's ACH credit files to U.S. Bank.

Setting Up an Addenda Record

When submitting the manufacturer's ACH drug rebate payment, an addenda record must be included, along with the unique identifier format in order to associate the manufacturer's ACH drug rebate payment to their Portal account.

CCD (+) and CTX Addenda Format Examples

When utilizing CCD (+) and free form text in the addenda record, provide the manufacturer's Labeler Code in the following unique identifier format.

Freeform Text CCD (+) Example

1	2	3	4	5	6	7	8	9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890								
...								
705	RBTPGM99999WI\							00017777777
+-----+								

When utilizing CCD(+) or CTX and a formatted addenda record, provide the manufacturer's Labeler Code in the unique identifier format as shown in one of the following examples or provide the Labeler Code in the unique identifier format in any subsequent REF02 segment.

Formatted CCD (+), RMR02 Segment Example

1	2	3	4	5	6	7	8	9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890								
...								
705	RMR*IV*RBTPGM99999WI**123.56*123.56*0.00\							00017777777
+-----+								

Formatted CTX, RMR02 Segment Example

1	2	3	4	5	6	7	8	9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890								
...								
705	ISA*00*						00017777777
705							00027777777
								\RMR*IV*RBTPGM99999WI**123.56*123.56*0.00\ ...
+-----+								

Formatted CTX, REF02 Segment Example

1	2	3	4	5	6	7	8	9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890								
...								
705	ISA*00*						00017777777
705	...	\RMR*IV*OTHERNUMBER**123.56*123.56*0.00\						00027777777
								\REF*IV*RBTPGM99999WI\ ...
+-----+								

Note: To further assist DHS with associating ACH payments to the manufacturer's Portal account, the Company ID

included on the manufacturer's ACH payment (located in the Batch Header Record field number 5) should match the Company ID submitted during the manufacturer's Portal enrollment. This field is usually formatted with a "1" preceding the manufacturer's unique nine-digit Federal Tax identification Number (1XXXXXXXXXX). This field is optional and can be updated as needed.