

Bulletin Number: MSA 15-15

Distribution: Pharmacy Providers

Issued: June 1, 2015

Subject: Documentation Requirements for Pharmacy Providers

Effective: July 1, 2015

Programs Affected: Medicaid, Healthy Michigan Plan, Children's Special Health Care Services (CSHCS), Maternity Outpatient Medical Services (MOMS)

The purpose of this policy is to clarify documentation requirements for pharmacy providers. In addition to all other documentation required under state law, federal law, and Michigan Department of Health and Human Services (MDHHS) policy, pharmacy providers must maintain invoices, manufacturer and/or wholesaler sales records, distributor delivery records to the provider, inventory transfer records, provider payment records, and all other records necessary to support the size and quantity of the goods paid for by Medicaid during the audit/review period. Failure to do so will result in the recoupment of pharmacy funds related to unsupported Medicaid claims.

In the event inventory for any such product cannot be substantiated through reliable documentation for the beginning of the audit/review period, MDHHS may assume that the beginning and ending inventory quantities are the same for that product. For the purposes of this policy, the "audit/review period" shall be a period defined by MDHHS.

Manual Maintenance

Providers should retain this bulletin until applicable information has been incorporated into the Michigan Medicaid Provider Manual (www.michigan.gov/medicaidproviders >> Policy and Forms >> Medicaid Provider Manual).

Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Health and Human Services, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved



Stephen Fitton, Director
Medical Services Administration