

CTRx System User's Guide

How to Pre-Fill a WAC Increase Report

The SIERA CTRx pre-fill option automatically populates your WAC increase report or five-year history with data from previous HCAI reports and/or Medi-span data. Pre-filling your report(s) can reduce your workload and improve the quality of your reporting data.

The pre-fill process will overwrite all data in your report's WAC increase or Five Year History pages except NDCs and WAC effective dates. The overwritten data cannot be recovered.

Pre-Filling a WAC Increase Report

1. On the *WAC Increase Submission* page, enter the NDC(s) and Effective Date(s) into columns 1 & 3.

WAC Increase Submission

Name: [Pre-Fill Guide](#) Date: 01/24/20 (2020 Q1) Due Date: 04/30/20 Status: Pending Status Date: 01/24/20

Use this page to submit or view a submission. To make a submission just enter and save values, validate the entries, and then click

Submission Entry							
Page <input type="radio"/> 1 - WAC Increase <input checked="" type="radio"/> 2 - Five Year History							
Line No.	1 NDC* <small>(11 digits)</small>	2 Drug Product Description	3 WAC Effective Date* <small>(mm/dd/yyyy)</small>	4 WAC Increase Amount* <small>(0.00)</small>	5 WAC After Increase* <small>(0.00)</small>	6 Patent Expiration Date <small>(mm/dd/yyyy)</small>	7 Drug Source Type*
1	12345678910		1/23/2020				
2							

2. Click the 'Pre-Fill WAC Inc' button and SIERA will search for the most recent WAC increase report submitted to HCAI that contains the NDC(s) you listed on the current WAC Increase Report. If the NDC(s) are found, the following data will be pre-filled:
 - Drug Product Description – if no prior report is found for the NDC(s), SIERA will search the HCAI Medi-Span database for a matching drug product description.
 - Patent Expiration Date (if applicable)
 - Drug Source Type
 - Drug Acquisition Information (if applicable) – the acquisition data will only be populated if the previous report's acquisition date is within five years of the current report's NDC effective date.

- If no WAC Increase data is found for your NDC(s), then the *WAC Increase Submission* page will not be pre-filled, and you will need to manually enter your WAC increase data.

Pre-Filling Five-Year History Report

- On the *Five Year History* page of the report submission, enter the NDC and WAC effective date combination.

Submission Entry					
	1	2	3	4	
Line No.	NDC*	WAC Effective Date*	WAC Increase Amount*	WAC After Increase*	
	(11 digits)	(mm/dd/yyyy)	(0.00)	(0.00)	
1	12345678910	01/01/2020			X
2					X
3					X
4					X
5					X
6					X
7					X
8					X
9					X
10					X
	1 NDC	2 WAC Eff Dt	3 WAC Inc Amt	4 WAC After Inc	

- Click the 'Pre-Fill 5 Yr History' button. SIERA will search for the most recent WAC increase report submitted to HCAI that contains the NDC(s) listed on your WAC Increase page.
- When a WAC increase report is found, the NDC's five-year history data from that report (for the range between current report's NDC effective data and five years prior to the beginning of the current quarter) will pre-fill your current report's five-year history. Three of the four columns of your report's *Five Year History* page will be pre-filled.

Note: The prefill function is designed to pre-fill 6 years of WAC increase history to help manufacturers with the calculation of the fifth year WAC increase amount.

- The user can delete the extra entry by clicking the 'X' button to the right of the WAC increase that is not needed for the report. To find the WAC increase amount, subtract the WAC after increase from the line below (e.g. the WAC Increase Amount for Line 6 below is \$25.00; the calculation is \$125.00 on Line 6 minus \$100.00 on Line 7).

Submission Entry Submission in Progress					
Line No.	1	2	3	4	
	NDC*	WAC Effective Date*	WAC Increase Amount*	WAC After Increase*	
	(11 digits)	(mm/dd/yyyy)	(0.00)	(0.00)	
1	12345678910	01/28/2020	100.00	450.00	X
2	12345678910	01/28/2019	100.00	350.00	X
3	12345678910	01/28/2018	50.00	250.00	X
4	12345678910	01/28/2017	50.00	200.00	X
5	12345678910	01/28/2016	25.00	150.00	X
6	12345678910	01/28/2015	25.00	125.00	X
7	12345678910	01/28/2014	20.00	100.00	X

- Next, SIERA will automatically search HCAI's Medi-Span database for any WAC increase data to fill in the gap between the current report's effective date and the most recently submitted WAC increase report that has data for the NDC. SIERA will search up to six years of Medi-Span data.
- If Medi-Span WAC increase data is found, then the five-year history columns will be pre-filled for all NDCs that were found (except for the WAC increase amount, which is not available in the Medi-Span database and must be entered manually for submission).
- If no history data is found for the NDCs on your report, then the *Five Year History* page will not be pre-filled, and you will need to manually enter or upload WAC increase data into the page in order to submit your WAC increase report.