

Are you Ready to Work with Medi-Cal Rx?

The Department of Health Care Services (DHCS) has created the Medi-Cal Rx Readiness and Resources Checklist to support Correctional Facilities (CFs), partnering pharmacies, and prescribers in the planning for implementation of the Justice-Involved (JI) Reentry Initiative. This document is intended to complement your completed Justice-Involved Reentry Initiative Readiness Assessment and includes information specific to the provision of Medi-Cal outpatient pharmacy benefits. For information about other services provided under the JI Initiative, refer to the Justice-Involved Reentry Initiative Medi-Cal Preparedness checklist.

Complete the following step-by-step checklist that highlights areas critical for new JI Medi-Cal pharmacy benefit providers.

Step 1 – Understanding Medi-Cal Rx

- » Visit the [Medi-Cal Rx website](#) and sign up for the [Medi-Cal Rx Subscription Service](#) to obtain the latest news about Medi-Cal Rx including changes to the Contracted Drugs List and policy updates.
- » Visit the [Medi-Cal Rx Bulletins and News](#) webpage and review the latest information concerning Medi-Cal Rx and outpatient pharmacy benefits.
- » Access and review the [Prescriber Training Checklist](#) and/or the [Pharmacy Training Checklist](#) depending upon your role to develop an understanding of Medi-Cal Rx and available educational resources.
- » Watch the [Medi-Cal Rx 101 Webinar](#) on the [Medi-Cal Rx YouTube](#) channel to obtain an overview and information about Medi-Cal Rx resources.
- » Access and review the [Medi-Cal Rx Provider Welcome Packet](#), a comprehensive guide of educational flyers with links to key resources.
- » Familiarize yourself with the [Medi-Cal Rx Provider Manual](#) that provides critical information about Medi-Cal Rx policies and procedures.

- » Visit the [JI Stakeholder Toolkit](#) on the DHCS website and review the Outpatient Pharmacy Benefits and Medi-Cal Rx FAQ to find helpful answers to frequently asked questions.

Step 2 – Enrolling as a Medi-Cal Provider (Pharmacy or Prescriber)

- » Enroll as a Medi-Cal provider if not already enrolled. Visit the [Provider Application and Validation for Enrollment](#) page on the DHCS website to learn more.

Note: Prescribers may enroll as Ordering/Rendering/Prescribing (ORP) providers. This enrollment type is for those physicians or non-physician practitioners who do not directly send claims to Medi-Cal for services provided but must enroll in the Medi-Cal program if they order, refer, or prescribe items or services for Medi-Cal members including pharmacy benefits. For information on ORP enrollment, visit the [Ordering/Referring/Prescribing Only Enrollment Information](#) on the DHCS website and review [Medi-Cal Enrollment for Ordering, Referring, Prescribing Procedures](#) on the Medi-Cal Rx website.

Step 3 – Preparing for Pharmacy Prior Authorization (PA) Request Submission

- » Access and review the Medi-Cal Rx pharmacy Prior Authorization (PA) resources in the [Prescriber Training Checklist](#) or the [Pharmacy Training Checklist](#) depending upon your role to learn about pharmacy PA submission requirements and processes.
- » Watch the Medi-Cal Rx YouTube video [Submitting a Prior Authorization \(PA\) Request via the Medi-Cal Rx Secured Provider Portal](#).
- » Familiarize yourself with the [Contracted Drugs List](#) (CDL) and [Covered Products Lists](#). Changes in contracted and/or covered products are reflected in updates published on the first of each month
- » Familiarize yourself with the [Medi-Cal Rx Approved NDC List](#) that identifies, by National Drug Codes (NDCs), products available for coverage and reimbursement under Medi-Cal Rx. This Excel list is updated monthly and is filterable.

Step 4 – Preparing for Pharmacy Claims Submission

- » Review the [Medi-Cal Rx Provider Manual](#), *Claims* section to learn about available pharmacy claim submission formats/methods, requirements, reimbursement methodology, filing limitations, and the daily pharmacy claim reviews conducted.
- » Access and review the Medi-Cal Rx claims submission resources in the [Pharmacy Training Checklist](#) to learn about claim submission requirements and processes.
- » If planning to submit pharmacy claims via the Medi-Cal Rx web claims submission tool, watch the Web Claims Submission Training on the [Medi-Cal Rx YouTube](#) channel. This training delivers an overview of the Medi-Cal Rx Web Claims Submission system. Refer to the [Medi-Cal Rx Web Claims Submission User Guide](#) as a supporting resource.

Note: Providers currently using (or planning to use) a point-of-sale (POS) system to process pharmacy claims can submit claims via the POS system

- » Review the [Medi-Cal Rx Billing Tips](#), a reference guide for pharmacy claims submission.

Step 5 – Understanding Medi-Cal Rx Pharmacy Provider Payment Resources Electronic Billing and Online RADs

- » Review the Medi-Cal Rx Finance Portal Job Aid to learn how to access the Medi-Cal Rx Secured Provider Portal to:
 - Maintain and edit preferences that pertain to pharmacy claim payments, including:
 - Claim payment method of electronic fund transfer (EFT) or paper check.
 - Remittance advice (RA) delivery format of electronic remittance advice (ERA) via a HIPAA-compliant 835 EDI data file or paper RA.
 - Authorization for other parties to access your pharmacy's RA.
 - Access and download Medi-Cal Rx pharmacy claim remittance advices; the ERA 835 EDI data file or softcopy of the mailed paper remittance.
- » Review the [Medi-Cal Rx Finance Portal Frequently Asked Questions \(FAQs\)](#) and [Remittance Advice \(RA\) – Frequently Asked Questions \(FAQs\)](#) for additional information on the Medi-Cal Rx Finance Portal and Medi-Cal Rx pharmacy claim RAs.
- » Review the [Electronic Billing](#) flyer to learn time saving details for pharmacy claims processing.

Step 5 – Understanding the Medi-Cal Rx Checkwrite Schedule

- » Refer to the Medi-Cal Rx Checkwrite Schedule found under Finance on the Reference Materials tab of the [Forms & Information](#) page on the [Medi-Cal Rx Provider Portal](#). The Medi-Cal Rx Checkwrite Schedule includes the pharmacy claim adjudication cycle start and end dates for a given Medi-Cal Rx payment release date as well as notations for any deviations from the normal schedule due to holidays or Checkwrite holds.

