

Part D Contract Processor Change

Use this form to:

- 1) change in processor
- 2) Please email completed form to TBTSupport@relayhealth.com

General Contract Information

Plan Name:	<input type="text"/>
Contract ID:	<input type="text"/>
Request Submitter Name:	<input type="text"/>
Request Submitter Email:	<input type="text"/>
NEW PBM/Processor Name:	<input type="text"/>
OLD PBM/Processor Name:	<input type="text"/>
Today's Date:	<input type="text"/>
Effective Date:	<input type="text"/>

NOTE: Please keep in mind that the Nx Reject Reports have transactions that span multiple years. For example an N transaction may be received in 2015 that is for a date of service for 2014. As such, if your plan has changed processors, you will need to be sure to remove emails from the old processor and may need to selectively send them Nx report information related to the years they are responsible for processing.

To add or remove emails as a result of the processor change, please use the Part D Contract Annual ATBT and Nx Report Distribution Email List which can be found at:

<http://medifacd.relayhealth.com/fir/setting-up-points-of-contact-for-a-contract-id>