Negative Formulary Change Request Template -- Operational Instructions

Beginning May 5, 2006 all negative formulary change requests should be communicated to CMS using the new Negative Formulary Change Request Template. The new template was created in Microsoft Excel to allow for multiple formulary change requests within a single document. The template fields are similar to those found in the previous version, however, variables have been added to capture other pertinent details of the proposed negative change requests (e.g. quantity limit and justification fields). Most fields are free text, however, for those fields having a drop-down menu, a selection must be made from the existing options. Please note that only **one** Formulary ID and **one** drug should be entered per cell. Changes that apply to multiple formulary IDs and/or changes that apply to more than one drug (affected or offset) must be entered on separate rows. Fields pre-populated with "NA" do not require an entry, however all applicable cells within a row must be completed prior to submission to CMS. Negative changes with blank fields will not be accepted and may delay the review process.

This worksheet should be copied or forwarded in its entirety to maintain formatting integrity. Completed templates should be emailed to PartDformularies@cms.hhs.gov. Please include "Negative Change Template" in the subject heading and the pertinent formulary ID(s) with contact information in the body of the email.