



## Zynchros 2009 to 2010 Part D Conversion Best Practices

Getting ready for your initial Part D 2010 submission using Zynchros will go very smoothly if you spend just a few minutes to look over this short list of best practices:

- *Copy* and Convert your existing 2009 Part D formulary to the 2010 Part D Format using the Zynchros Copy Function.



### Manage Your Formularies

To modify the contents of your formulary, click on the formulary's name in the table below. Otherwise, please click on a task button to perform that action.

Edit	Prop.	Products	Needs Review	Type	Formulary Name	Abbrev	View Mode	Validate	Export	Copy	Version	Identity	Delete
		4011	0	09	<a href="#">09 Medicare</a>	09PartD	Tiered						

**Copy Formulary**

New Formulary Name

New Abbreviation

Convert to 2010 Part D formulary type

- Configure your 2010 formulary *Properties* in order to make the most of *Formulary Content Validation* tool

Your formulary has been copied.

Edit	Prop.	Products	Needs Review	Type	Formulary Name	Abbrev	View Mode	Validate	Export	Copy	Version	Identity	Delete
		4011	0	09	<a href="#">09 Medicare</a>	09PartD	Tiered						
		3843	0	10	<a href="#">10 Medicare</a>	10PartD	Tiered						

- Add *Step Therapy Criteria* to any active Step Therapy Groups in your 2010 formulary



### Step Therapy Management

[Build/Edit Step Therapy Groups](#)

Edit	Step Therapy Group Name	Step Therapy Criteria	Formularies
	Test		10 Medicare

Edit	Step Therapy Group Name	Step Therapy Criteria	Formularies
<input type="text" value="Test"/>		<div style="border: 2px solid green; width: 100%; height: 100%;"></div>	10 Medicare

- Run the *Formulary Content Validation* Tool to see how your formulary looks based on CMS minimum requirements

Your formulary has been copied.

Edit	Prop.	Products	Needs Review	Type	Formulary Name	Abbrev	View Mode	Validate	Export	Copy	Version	Identity	Delete
		4011	0	09	<a href="#">09 Medicare</a>	09PartD	Tiered						
		3843	0	10	<a href="#">10 Medicare</a>	10PartD	Tiered						

### Validate Formulary: 10 Medicare

Please choose a method to validate your formulary.

[Formulary Content Validation](#)

- Run the Standard Report *HPMS 2010 NDC Formulary Report* to get a quick look at your formulary, how it is setup and classed, and to identify any proxy items that are available on the 2010 FRF that are not currently on your formulary

#### [HPMS 2010 NDC Formulary Report](#)

Lists the contents of the HPMS 2010 export. Also lists enhanced NDCs on formulary (if present), and NDCs on proxy list not included on formulary.

- Continue refining your formulary while using the *Formulary Content Validation* and *HPMS 2010 NDC Formulary Report* until you are ready to make your initial submission to CMS.
- Don't hesitate to contact Zynchros Customer Service at [service@zynchros.com](mailto:service@zynchros.com) or by dialing **866-996-2476 option 2** with any questions.



\* Zynchros will have a 2010 Part D follow-up release available on the evening of April 6<sup>th</sup>, 2009. With this release, we plan to have in place the following features:

- Prior Authorization Supplemental File export along with the Change Indicator
- Step Therapy Supplemental File export
- 2010 Drug Type Report
- 2010 Prior Authorization Group Report
- Default classes for anyone using USP (when more than one class is available for a drug you will no longer be forced to select a class for that drug)
- 2010 HPMS Submission Comparison