



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Company Analysis and Examinations Division

Pharmacy Auditing Entity Registration Instructions

A company or person seeking to act as a pharmacy auditing entity that is not otherwise licensed as a third party administrator must register with the West Virginia OIC as required by W. Va. Code §33-51-7. In order to register, each applicant shall submit the following:

1. A fully completed and signed Pharmacy Auditing Entity Registration Application; and,
2. A non-refundable application fee of \$500.00 (payable by check or via our online payment portal).

***Important: Both items listed above must be submitted together as an application packet. Incomplete applications will be returned.**

The registration for a pharmacy auditing entity expires on September 30th of every two years following the date the initial registration was issued.

Each pharmacy auditing entity must renew its registration biennially by submitting the following:

1. A fully completed and signed Pharmacy Auditing Entity Renewal Application; and,
2. A renewal fee of \$500.00 (payable by check or via our online payment portal).

***Important: Any late payment and/or submission of a renewal application will result in the inactivation of the registration. A penalty fee of \$50.00 will then be assessed to reactivate the registration.**

Accredited by the National Association of Insurance Commissioners