



Company Analysis & Examinations Division

Link to register PBM: <https://www.wvinsurance.gov/PBM>

1. Click "Register", provide the required information and "Submit Registration"

[Cancel](#)

Registration Form

Corporate Entity Name:

DBA (Doing Business As):

Federal Employer ID# (FEIN):

NAIC Company Code (if Available):

Contact Info

Name:

Phone: ext

Email:

Address:

City:

State:

Zip:

2. You will be redirected to your PBM profile page. An email will be sent to the PBM contact with a unique identifier that will link to your PBM data. You will use this link to access, update and review your PBM submitted data.

Company Testing [Edit Profile](#)

<p>DBA (Doing Business As): Company Testing</p> <p>Federal Employer ID# (FEIN): 12-3456789</p> <p>NAIC Company Code: 11111</p>	<p>Contact Info</p> <p>Name: John Doe Address: 1234 Any Street</p> <p>Phone: 555-555-1234 Charleston, WV 25301</p> <p>Email: TestEmail@test.com</p>
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Networks [Add New](#)

No Networks

Pharmacies

No Pharmacies

Begin adding your networks by selecting “Add New”. Provide the required network information for each specific network.

After you add each network select “Add County Data” to provide the number of pharmacies in each county. Continue this until all Networks are added.

Select WV Pharmacy Restore Deleted

Networks Add New

Test Network Edit Delete Add Pharmacy

2 Pharmacies in WV 0 Pharmacies not in WV Add County Data Total: 0 Show Data

- To add a pharmacy to your network you have two choices:
 - Select WV Pharmacy:** this populates an undated list of all pharmacies in West Virginia. You may sort the list of pharmacies by county (with filter option), pharmacy name or license ID. Once you find the pharmacy included in the network, you will select COPY from the right of the pharmacy information.

Select WV Pharmacy Cancel

Show: 10 Sort by: Name Ascending Filter County: All

Pharmacy	NPI	License	County	Full Address	
Access Health Pharmacy	MP0552349		Raleigh	7127 Harper Road, Glen Daniel, WV 25844	Copy
Access Health Pharmacy Daniels	SP0552350		Raleigh	2157 Ritter Drive, Daniels, WV 25832	Copy
Access Health Pharmacy Fayetteville	SP0552372		Fayette	1 Physicians Plaza, Lochgelly, WV 25866	Copy
Access Health Pharmacy MabScott	SP0552392		Raleigh	200 Raleigh Avenue, Beckley, WV 25801	Copy
Adkins Pharmacy Inc	SP0550697		Mingo	81 State Rt 80, Gilbert, WV 25621	Copy
Allied Health Services, Inc	SP0552499		Monongalia	3040 University Avenue, Suite 1400, Morgantown, WV 26505	Copy
Anile Long Term Care Pharmacy	SP0552431		Hancock	2413 Pennsylvania Avenue, Weirton, WV 26062	Copy
Anile Pharmacy	SP0550004		Hancock	2413 Pennsylvania Avenue, Weirton, WV 26062	Copy
Apex Pharmacy	OP0552223		Raleigh	312 George Street, Ste. B, Beckley, WV 25801	Copy
Appalachian Regional Healthcare, Inc.	CC0550343		Raleigh	250 Stanaford Road, Beckley, WV 25801	Copy

“Copy” a pharmacy, add the additional required information for the pharmacy and then select each network that includes the selected pharmacy. All networks you have previously entered will be displayed, so you may choose multiple networks to include the pharmacy. Continue adding WV pharmacies until you have added all pharmacies included in your network.

- **Add Pharmacy:** You have the option to add out of state pharmacies to your network.

Networks		Add New	
Test Network	Edit Delete Add Pharmacy		
2 Pharmacies in WV 0 Pharmacies not in WV	Add County Data Total: 0 Show Data		
Test Network 2	Edit Delete Add Pharmacy		
29 Pharmacies in WV 5 Pharmacies not in WV	Add County Data Total: 0 Show Data		

Complete the required pharmacy information and click the Add Pharmacy button.

Add Pharmacy

Name:

DBA (Doing Business As):

NPI:

WV Provider License Number:

Street Address 1:

Street Address 2:

City:

County:

State:

Zip:

Provider Website address:

Independent or Chain:

Delivery Service: Yes No

Mail Order Only: Yes No

Once you manually add a pharmacy, you can copy the pharmacy data to other networks by using the same COPY function as above.

Pharmacies

Network: Show: Sort by: Filter County:

<u>Network</u>	<u>Pharmacy</u>	<u>NPI</u>	<u>License</u>	<u>County</u>	<u>Full Address</u>	
Test Network 2	Manual Pharmacy	12345	TEST1234		1234 Any Street, Ashland, KY 41104	Copy Edit Delete
Test Network 2	Drug Emporium #1	12345	MP0550012	Cabell	3 Mall Road, Barboursville, WV 25504	Copy Edit Delete
Test Network	Drug Emporium #1	12345	MP0550012	Cabell	3 Mall Road, Barboursville, WV 25504	Copy Edit Delete

- Once you have entered all networks and applicable pharmacies, you may “Finalize Data”. When you select the finalize data button, this alerts the OIC that you have verified your data submission and marked it as complete. Even after finalizing data, you can continue to make updates and changes anytime by using your PBM’s unique identifier link.

The screenshot shows a web interface with a top navigation bar containing buttons for 'Select WV Pharmacy', 'Restore Deleted', and 'Finalize Data'. Below this is a section titled 'Networks' with an 'Add New' link. Underneath, there is a table with one entry 'Test Network' and three action links: 'Edit', 'Delete', and 'Add Pharmacy'.

Below are some notes about the portal:

- Your account data will be saved and can be updated as needed. It saves automatically so there is no need for a save data button. You may also use the “backspace” button as needed.
- To access the data for updates and edits, you will use the unique identifier link sent to you upon registration. The WVOIC provides a method for you to recover the unique identifier link at <https://www.wvinsurance.gov/PBM> by entering the contact email used to register the PBM.
- It is the PBM responsibility to update or edit all submitted data. This includes contact changes such as name, email, etc. as well as network data such as new or deleted networks, pharmacies in each network, etc. and finally any pharmacy updates such as included or removed from networks, address changes of the pharmacy or any other reason for editing your data.
- You may print the page(s) of data by right-clicking and choosing the print option. A print data option is anticipated in the future.
- Please use the Contact Us message option located at <https://www.wvinsurance.gov/PBM> for any questions or concerns you have regarding the portal and the required data submission.