



TRICARE PHARMACY RETAIL REFUND PROGRAM



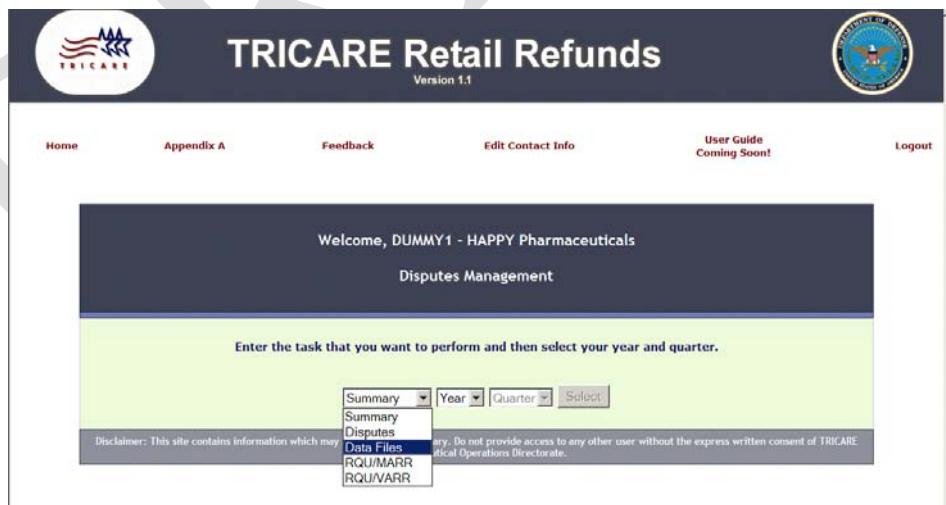
TRICARE Retail Refund Website Claim Utilization Access Guide

I. Procedure

1. After you have logged into your account you will see the following screen, including a drop down menu listing your labeler(s).



2. Choose your labeler from the drop down menu and click on *Submit*.
3. From this **Data Management** page select *Data Files*, the *Year* and *Quarter* you want to view from the drop down menus as shown below. Click on *Submit*.



4. A new screen will come up showing you a list of the data files you can access. Each file will include your Standard Discount Program (SDP) or MARR files and your Additional Discount



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Program (ADP) or VARR Files, as applicable. Each Program will include the following data files:

- Overall Summary File
- Claim Detail File
- Summary File

The screenshot shows the 'TRICARE Retail Refunds' website. At the top, there is a navigation bar with links for 'Home', 'Appendix A', 'Feedback', 'Edit Contact Info', 'User Guide Coming Soon!', and 'Logout'. The main content area is titled 'Download Data Files' and shows a list for 'DUMMY1 - HAPPY Pharmaceuticals'. It includes a section for 'CY 2009 Quarter Q2 Data Files' with links for 'MARR Overall Summary File' and 'VARR Overall Summary File'. Below this are sections for 'MARR Claim Detail File' and 'VARR Claim Detail File', and finally 'MARR Summary File' and 'VARR Summary File'. A disclaimer at the bottom states: 'Disclaimer: This site contains information which may be deemed proprietary. Do not provide access to any other user without the express written consent of TRICARE Pharmaceutical Operations Directorate.'

5. When you select a file a box will appear giving you the option to *Open* or *Save* your file. Save the file to a place for use later.

The screenshot shows the 'TRICARE Retail Refunds' website with a 'File Download' dialog box in the foreground. The dialog box asks 'Do you want to open or save this file?' and provides file details: Name: MARR_Summary_File_DUMMY1_Quarter_09Q2.txt, Type: Text Document, From: refunds.ha.osd.mil. It has 'Open', 'Save', and 'Cancel' buttons. Below the dialog box, the website's main content area is visible, showing the 'Download Data Files' section for 'DUMMY1 - HAPPY Pharmaceuticals' with the same file links as the previous screenshot. A disclaimer at the bottom states: 'Disclaimer: This site contains information which may be deemed proprietary. Do not provide access to any other user without the express written consent of TRICARE Pharmaceutical Operations Directorate.'



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6. All of the files will open in Notepad. You will need to highlight and copy everything in the document then paste it into an excel spreadsheet to manage the data.
7. Claim Detail Files are divided into separate documents of 50,000 lines each. Therefore if your data is more than 50,000 lines you will have more than one file. Each file will need to be opened and copied separately.

8. To copy the entire document to an excel spreadsheet click on *Edit* and *Select All*



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9. All of the data in the document will be highlighted and you can then copy it via *Edit* and *Copy* or by using *Ctrl+C*.

Record_Type	Line_Number	Data_Level	Product_Code	Product_Description	FF_Total	Metric	Rec_Bonus	FF_Total_Number	Record_Created	Rebate_Per_Unit_Amount	Requested_Rebate_Amount
5163	UD	5	CN	9.88E+10 MOOD MC	8984000	EA	124	0		0	0
5161	UD	3	CN	9.88E+10 SILLY SOI	4480000	EA	49	0		0	0
5162	UD	4	CN	9.88E+10 KNOWITA	1870000	EA	16	0		0	0

10. Once you have copied all of the data out to the clipboard you can paste it into a blank excel spreadsheet. Be sure to lengthen the width of the columns as appropriate so you can see all of the data. You can now *Save* your spreadsheet on your computer to use as needed.

User-Quarter ID	Record_Type	Line_Number	Data_Level	Product_Code	Product_Description	FF_Total	Metric	Rec_Bonus	FF_Total_Number	Record_Created	Rebate_Per_Unit_Amount	Requested_Rebate_Amount
DUMMY1-	5163	UD	5	CN	9.88E+10 MOOD MC	8984000	EA	124	0		0	0
DUMMY1-	5161	UD	3	CN	9.88E+10 SILLY SOI	4480000	EA	49	0		0	0
DUMMY1-	5162	UD	4	CN	9.88E+10 KNOWITA	1870000	EA	16	0		0	0