

## **Pharmacy Services Administrative Organizations Contract Form Filing Instructions**

Insurance Article §15-2010 requires Pharmacy Services Administrative Organizations (PSAOs) to file Contract forms with the Commissioner before use.

Contract forms which must be filed include contract forms and amendments between a PSAO and a Pharmacy.

PSAOs should file electronically as noted below. The MIA will accept paper filings. Both electronic and paper forms submissions must be filed according to the following instructions:

1. Each filing must include a cover letter that contains a list of the contract forms and amendments being submitted.
2. Forms and amendments, along with the cover letter, should be submitted using the following link:  
<https://marylandinsurance.jotform.com/222443349254051>
3. All items in the Submittal Form must be completed. All submitted documents must be attached and must be in PDF format. PDFs should not be submitted with security features that block the “Compare Documents” tool in Adobe Acrobat, unless the PSAO provides a password to disable those features.
4. If submitting paper copies, forms and amendments should be mailed to:

Maryland Insurance Administration  
Life and Health Division/Rates and Forms  
200 St. Paul Place, Suite 2700  
Baltimore, Maryland 21202

Please refer to Bulletin 21-07 for additional information regarding PSAO’s.

Questions related to filing these forms may be submitted to the Maryland Insurance Administration at [pbmcontractfilings.mia@maryland.gov](mailto:pbmcontractfilings.mia@maryland.gov) or by calling Karen Lam at 410-468-2212.