

CENTER FOR HEALTH INFORMATION AND ANALYSIS

Pharmacy Benefit Manager Reporting (PBM)

FILE SUBMISSION INSTRUCTIONS

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Introduction

The purpose of this guide is to provide instructions for securely transmitting Pharmacy Benefit Manager Reporting (PBM) Data files to the Massachusetts Center for Health Information and Analysis (CHIA). These instructions supplement the specifications for the format of the submission file(s) and the required data elements within it as identified in the MA CHIA PBM Data Specification Manual. Please review the steps below for submitting files to CHIA.

Summary of Process:

The steps for securely transmitting submission files to CHIA are as follows:

Step 1: Create Submission File(s) using the appropriate MA CHIA PBM Reporting Template(s).

Step 2: Upload File(s) to CHIA's Submissions Intake Application.

If you have any questions or technical issues, please contact DL-Data-Submitter-HelpDesk@chiamass.gov. You may also contact CHIA's Pharmacy Benefit Manager team at RxData@chiamass.gov.

Please Note: CHIA Submissions works best with Google Chrome.

Detailed Instructions for Each Step of the Process

Step 1: Create Submission File(s) using Provider's Data

- Create submission file(s) according to CHIA's required format outlined in the **MA CHIA PBM Data Specifications Manual** available on CHIA's website: <https://www.chiamass.gov/pbm-pharmacy-benefit-manager-reporting>
- When naming a file, please use the following naming convention:
 - a. CHIA Organization ID: This is the organization ID CHIA assigned to your organization.
 - b. Filing Type ID: This is the filing type ID assigned by CHIA. Populate as follows:
 - i. Populate with '163' if filing type = PBM Summary Reporting.
 - ii. Populate with '164' if filing type = PBM Detailed Reporting.
 - iii. Populate with '165' if filing type = PBM Formulary.
 - c. Year: This is the data collection year. Format is CCYY.
 - d. File extension: The format for this file is excel. The file extension is .xlsx.

Example file name for CHIA Organization ID 1234, submitting the PBM Detailed Reporting Template for CY2024 data*: 1234_164_2024.xlsx

- If you submit an additional file(s) of the same filing type for the same calendar year, please append a sequential number to the file name.

Example*:

1234_164_2024_1.xlsx

1234_164_2024_2.xlsx

1234_164_2024_3.xlsx

- If you submit multiple file(s) of the same filing type for the same calendar year, CHIA recommends that you submit all files at the same time.

- *If you resubmit files for a specific calendar year and you previously submitted multiple files for the same filing type and calendar year, you must resubmit all files for the same filing type and calendar year.*

Example: The following three files were submitted:*

1234_164_2024_1.xlsx

1234_164_2024_2.xlsx

1234_164_2024_3.xlsx

You determine that data reported in 1234_164_2024_2.xlsx must be resubmitted. You must also resubmit 1234_164_2024_1.xlsx and 1234_164_2024_3.xlsx.

- *During the upload process, CHIA's system will rename your file(s) by appending a unique identifier.*

**Please note: Organization ID 1234 is used for illustration purposes only.*

*** Calendar year refers to the year the data is referencing, not the year the data is being submitted to CHIA. Please refer to the Data Specification Manual to determine which calendar year should be reported.*

Step 2: Upload File(s) to CHIA's Submissions Intake Application

- *Once the submission file is created, upload the file to CHIA according to the instructions in **Appendix 1: Upload Submission File(s) to CHIA.***

Appendix 1: Upload Submission File(s) to CHIA

Step 1: Log into CHIA Submissions Intake Application

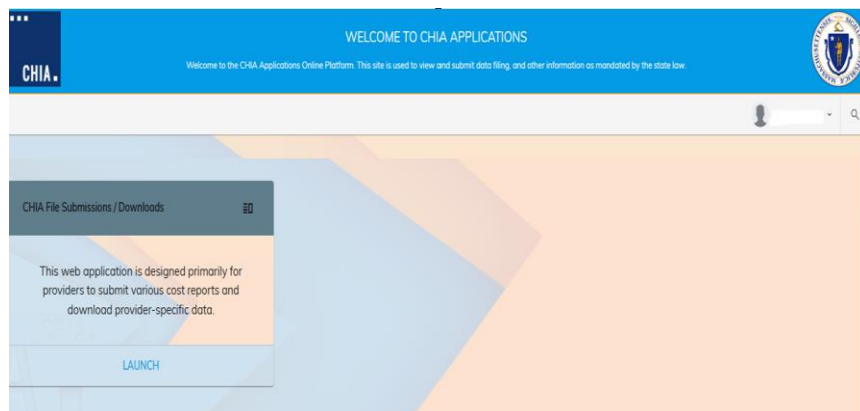
Log into CHIA Submissions* with the username and password you received from CHIA using Google Chrome.

Website URL: <https://chiasubmissions.chia.state.ma.us>

*Login issues can be addressed by contacting DL-Data-Submitter-HelpDesk@chiamass.gov.



a) Click on the Launch button in CHIA File Submissions / Downloads folder after successful login.



Note: If other filings are submitted to CHIA for different purposes, they may also appear on this landing page.

Step 2: Select Submission Type

a) You will be presented with a selection box for Submission Type if you submit multiple filings. Select Pharmacy Benefit Manager, then click on the **OK** button. If you do not wish to continue, click on the **Cancel** button.

b) If you are not affiliated with multiple filing types, continue to **Step 3: Upload**.

Select Submission Type

Type:

Pharmacy Benefit Manager
Skilled Nursing Facility Cost Report (SNF-CR)
Pharmacy Benefit Manager

OK Cancel

Step 3: Upload.

c) Click on the orange **Upload a file** button, located in the upper right of the screen.



Step 4: Enter required fields.

- a) All fields in the File Upload pop-up are required.
- b) Select a filing type from the **Submission Type** dropdown list. Options include:
- PBM Summary Reporting
 - PBM Detailed Reporting
 - PBM Formulary
- c) Select the **Organization Name** of the PBM that is submitting data.
- d) Then provide **Filing Year**. This is the data collection year.
- e) To populate **Filename**, click on the **Browse** button and attach the file for submission. Then, click on the **OK** button to submit the file. If you do not wish to submit the file, click on the **Cancel** button.

File Upload

Submission Type:

Organization Name:

Filing Year:

Filename:

f) You will receive the following message when the file is successfully uploaded. Click on the **OK** button to close the message.

File Submission

File Name '22579_163_2024.xlsx' uploaded successfully.

g) If you submit more than one file for the same filing type and calendar year, you must confirm if the file contains new data or revised data. The following screen will display:

Upload Another File

If you wish to resubmit revised files for the same template and data collection year, click on the Revised File button.

If you wish to submit additional files for the same template and data collection year, click on the Additional File button.

- Click on the **Cancel** button to end the transaction. No additional files will be submitted.
- Click on the **Revised File** Button to submit revised data for a previously reported calendar year. If you previously submitted multiple files of the same filing type for the same calendar year, you must resubmit all of them.
- Click on the **Additional File** button to submit data that was not previously submitted. Then, click on the **Browse** button and attach the file for submission. Click on the **OK** button to submit the file. If you do not wish to submit the file, click on the **Cancel** button.

File Upload Details

h) Successfully uploaded files will appear on the **CHIA File Submissions** screen. The following is a sample of some of the submission details.

i) You may use the horizontal scroll bar at the bottom of the screen to scroll and view all columns.

Note: Column headers are adjustable by highlighting the divider line and moving the width.



The screenshot shows the 'CHIA File Submissions' application interface. At the top, there is a navigation bar with 'CHIA File Submissions' and 'About'. Below this is a header section with the 'CHIA' logo and the text 'CHIA File Submissions Version 2.0'. A sub-header indicates the current view is 'Pharmacy Benefit Manager' with an 'Upload a file' button. The main content is a table with the following data:

Organization Name	File Name	File Size	Submission Type	Data Year	Date Uploaded	Uploaded User
CHIA Test Solutions, LLC	22611_165_2024_59103_1.xlsx	21.79 KB	PBM Formulary	2024	05/21/2026 7:45:21 AM	Test User

j) If you are affiliated with multiple filing types, successfully upload files will appear on this screen.