



NCPDP Universal Claim Forms Frequently Asked Questions

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Universal Claim Forms Purchase

The National Council for Prescription Drug Programs (NCPDP) Universal Claim Forms (UCF) are purchased from CommuniForm. Information is available at <http://www.ncdp.org/Products/Universal-Claim-Forms>.

Question: Where do I find more information about filling out the UCFs?

Answer:

The back of the NCPDP forms contain a list of common data element values.

NCPDP has published the *Manual Claim Forms Reference Guide* for pharmacies or other providers who are filling out the “Version D” Universal Claim Form or the Workers’ Compensation/Property and Casualty Universal Claim Forms. This guide is also for use by health plans/processors who are accepting these claim forms.

The guide is available via the customer-only web page of CommuniForm, for entities that purchase the form(s). The guide is also available to NCPDP members within the member portal of the NCPDP website. This guide is copyrighted and cannot be reproduced or distributed.

For specific information about what a payer needs to see on the universal claim form, a general rule is to fill out all applicable information. However, the payer should be contacted, or their website referenced for specific information about their requirements within the form.

Question: Where do I find more information about the values to use on the form that are not listed on the back of the UCF?

Answer: External Code List Data Element Values

The back of the “Version D” Universal Claim Form and the Workers’ Compensation/Property and Casualty Universal Claim Forms contain common data element values from the NCPDP *External Code List*. There is limited space on the back of the forms, so the *Manual Claim Forms Reference Guide* should be used for more information.

Question: How many prescriptions can be entered on the UCF?

Answer:

The table below explains.

On previous versions of forms (Version 5), compound information was placed on the back of the form. In designing the “Version D.0” and “Workers’ Compensation/Property and Casualty” forms, it was decided that due to additional data elements and the ability to

enter individual ingredients of a compound, one prescription per form is supported.

Product Identification	Description	Number of Prescriptions per Form
PUCFCC	"Credit Card" style form	Two per "page" but one per individual form
PUCF2PT	"Version 5" continuous feed form	Two
PUCF1PT	"Version 5" laser form	Two
PUCF-D02PT (any version)	"Version D.0" continuous feed form	One
PUCF-D01PT (any version)	"Version D.0" laser form	One
WUCF1PT (any version)	Workers' Compensation/Property and Casualty "Version 5 and above" laser form	One

Question: Where do I send the UCF?

Answer:

The Universal Claim Form or the Workers' Compensation/Property and Casualty Universal Claim Form are to be sent to the insurer/payer/health plan for the patient/member. **A completed form must not be sent to NCPDP. NCPDP creates the forms but does not pay or process the claims/bills.**

Question: How do I submit a dollar amount over \$999,999.99 using the UCF?

Answer:

When existing standard field lengths are not adequate to support business needs, trading partners should come to an agreement on how to utilize the Universal Claim Form for claim submission. This may include adding additional characters to a field. For example, drug costs in excess of \$999,999.99 may require adding additional characters to the Ingredient Cost Submitted (UCF Field 81) and/or other currency fields. Trading partners should consider other downstream processes and data exchanges that may be impacted or may not support these larger dollar amounts.