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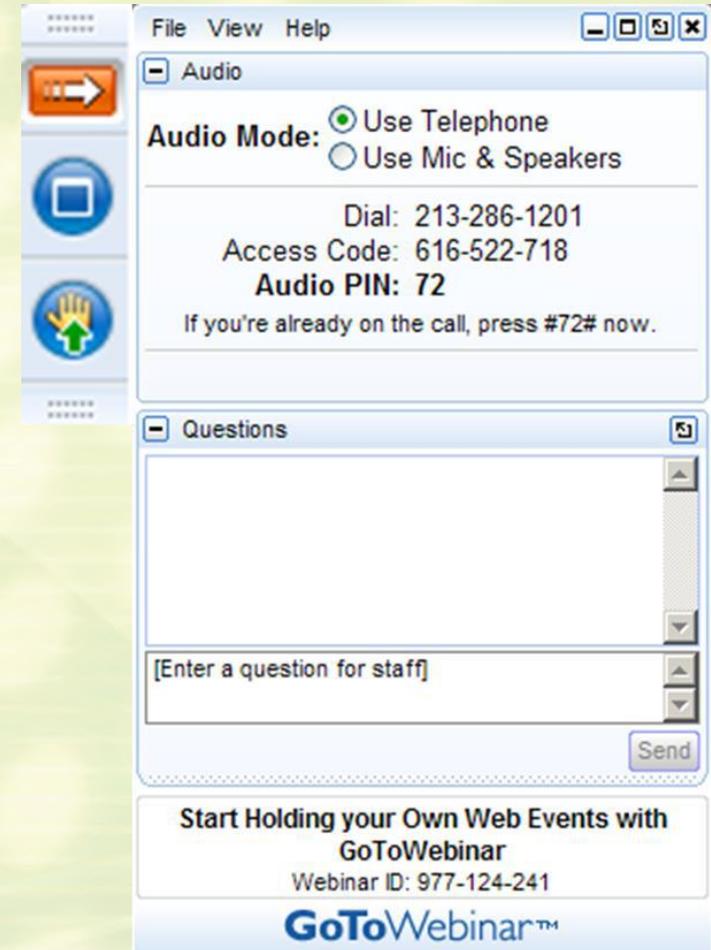
# Embracing A Single Standard For Admin Fee Reporting

March 1, 2022

**HIBA** HEALTH INDUSTRY  
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# Today's Presenters



**Melanie Proctor**

Sr. Director, Supply Chain  
Master Data Mgmt.  
Premier, Inc.



**Jim Burns**

Regional Sales Mgr.  
National Accounts Healthcare  
HD Supply Facilities Maintenance



**Jodi Walker**

Senior Director Purchase  
Reporting System  
Vizient

# New Efficiencies From a New Standard: Introducing the GPO Admin Fee Reporting Toolkit

Jim Burns, Regional Sales Manager, HD Supply

Melanie Proctor, Sr. Director, SC Data Management, Premier

Jodi Walker, Sr. Director, Supplier Revenue Accounting, Vizient

## Agenda

- The Journey
- The Purpose Statement
- Creating the Standard Template
- The Pilot Process
- The Results
- The Recommendation
- The Admin Fee Toolkit

# The Journey

Apr 2019 Contract  
Admin Conference  
– Need identified

Oct 2019 – Workgroup  
Defines Framework for  
Standards

Mar 2021 Pilot  
Launched to Test  
Use Cases

Jun 2019 –  
Workgroup Formed-  
Manufacturers,  
Distributors, GPO's

Mar 2020 - Workgroup  
Defines Key Data Points  
to Accommodate  
Reporting Needs / Use  
Cases

Jun 2021– Pilot  
Results and Template  
Introduction at  
Contract  
Administration  
Conference



# The Purpose Statement

## Suppliers

## GPOs

Many GPOs  
(up to 100+)

Many Suppliers  
(up to 1600+)

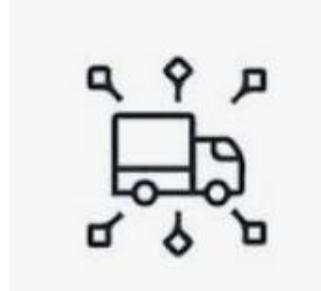
Varying Requirements	Impact
Variation in Fields (fields differ, # of fields, naming conventions, field order, format etc.)	Significant formatting and manual cleansing to accommodate differences
Level of Granularity (summary vs detail, bill-to/sold-to vs ship-to)	Challenging to validate reporting
Methods to Submit (Email, FTP, Direct Upload, EDI)	Inefficient and laborious to process files

## Creating the Standard Template

- Use Cases



Manufacturers selling  
Direct, Direct/Indirect,  
or Indirect



Distributors selling Direct,  
Master Distributors selling  
through Sub-distributors



Service Providers

## Creating the Standard Template

- Lines of Business Segments
  - Medical Surgical, Lab, Non-Medical Products (invoice based)
  - Food Products (invoice based)
  - Rx Products (invoice based)
  - Capital Equipment (deliver, install, payment, first clinical use)
  - Purchased Services (invoice based, delivery of service)

## Creating the Standard Template

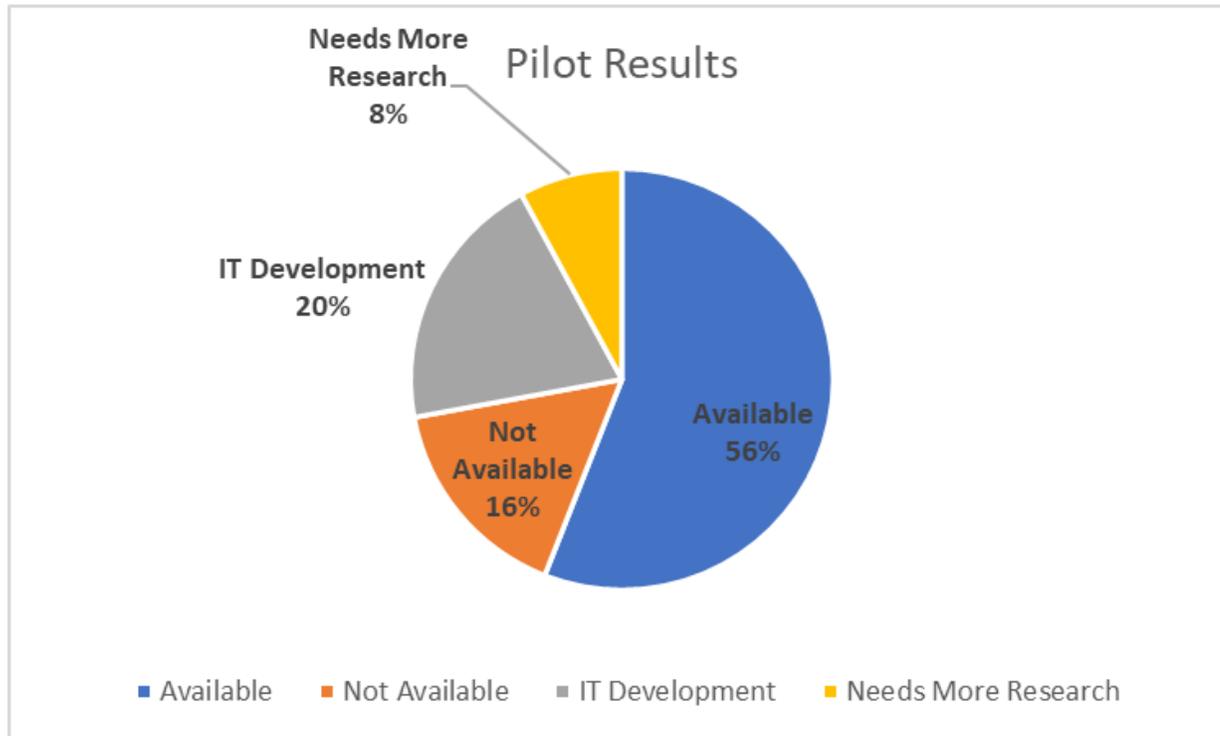
- Sufficient Data Fields
  - 75 standard fields and 5 GPO Specific fields that provide flexibility
  - Level of granularity supports participating GPO's requirements
  - Consistent naming convention
  - Clearly defined requirements
  - Example data for each use case and line of business segment
- Built with Automation in Mind
  - .CSV Format
  - Pursue all options (e.g. EDI etc.)

## The Pilot Process

- Paired Manufacturers, Distributors and GPOs
- Suppliers confirmed which fields they could provide
- Suppliers provided sample data for applicable use cases
- Results were tallied



## The Results



### Main Reasons Fields Aren't Available:

- Distributors don't provide to manufacturers in sales tracings or rebate requests
- Suppliers don't populate in their system
- Suppliers store, but not in system used to create admin fee reports
- Need more time to research internally

## The Recommendation

- Suppliers review toolkit with internal stakeholders
- Initiate conversations with GPO on feasibility and timing
- Adoption is a marathon not a sprint
- Ongoing industry education

*All suppliers  
and GPOs move  
to adopt  
template as  
soon as feasible*

# Questions?

For Additional Questions After the Webinar Please Email [sandhu@hida.org](mailto:sandhu@hida.org)

# Admin Fee Tool Kit – Let’s Review It

Header Category	Field Order	Header Name	Max Length	Data Type	Requirement	Header Definition	Additional Details	Links to More information
GPO Member Ship To	23	GPO Member Ship-to GLN	30	Numeric	Recommended	The Global Location Number (GLN) for the buyer's ship-to location that receives the product or service. GLNs are normally 13 characters.		<a href="#">GS1 GLN Info</a>
GPO Member Ship To	24	GPO Member Ship-to HIN	30	Alphanumeric	Conditionally Required	The Health Industry Number (HIN) for the buyer's ship-to location that receives the product or service. HINs are normally 9 characters.	Only required if supplier uses HINs to transact.	<a href="#">HIBCC HIN Info</a>
GPO Member Ship To	25	GPO Member Ship-to DEA	30	Alphanumeric	Conditionally Required	A Drug Enforcement Agency Number (DEA Registration Number) for the buyer's ship-to location that receives the product or service. Only required if supplier uses the DEA to transact and extends pricing at the ship-to level. DEAs are normally 9 characters.	Only required if supplier uses DEAs to transact.	<a href="#">DEA Lookup Info</a>
GPO Member Ship To	26	GPO Member Ship-to GPO Member ID	15	Alphanumeric	Required if Bill-to is not Provided, Strongly Recommended to provide both Bill-to & Ship-to	GPO identity code for the buyer's ship to location that receives the product or service. GPO Members will have a different identifier assigned by each GPO.	HISCI (now HSAC) standard roster calls this the "GPO ID"	

View the complete toolkit at:

<https://www.hida.org/distribution/advocacy/industry-issues/Pricing-Accuracy.aspx>