

Milestone / Deliverable	Responsible Party	Due Date
Request the full eligibility file from HCA Help Desk.	Contractor	Five (5) Business Days after each quarter end
Place the full eligibility file on HCA FTP site and notify Contractor (provide file name and password).	HCA	Ten (10) Business Days after each quarter end
Run the full eligibility file. If there are errors, place a “no record listed report” or an “error report” in a customer folder on the secure web site for HCA to review and advise on discrepancies. The report will be in an Excel spreadsheet.		
Complete the full eligibility file audit.	Contractor	Twenty (20) Business Days after each quarter end
Reconcile any discrepancies with HCA.	Contractor	Thirty (30) Business Days after each quarter end
Submit the quarterly full file to PBM.	Contractor	Forty (40) Business Days after each quarter end
Submit final audit report summary to HCA Senior Account Sponsor(s).		
Reconcile any file differences with Contractor	HCA	Twenty (20) Business Days of receiving file.