



**Explanation on Usage of the Universal Claim Form  
For Compounds**  
Updated 07/2009

When the Universal Claim Form (UCF) was created to parallel the NCPDP Telecommunication Standard Version 5, NCPDP's Work Group 6 Universal Claim Form reviewed the usage of the form, and the common functions of billing pharmacy claims as part of the analysis. The form was created for the submission of standard prescription information.

Since it was the common view of the WG Members that many health plans would be supporting the billing of multi-ingredient compound claims using the Telecommunication Standard Version 5 or higher, or the Batch Standard Version 1.1, the UCF was not intended to fulfill the multi-ingredient usage as a common feature. The UCF would need to be two-part, but to support multi-ingredient compounds for common usage, the form would also have to be two-pages. It was determined that it was cost prohibitive and difficult to support a form that was two-part, two-page and continuous, when most of the claims submitted using the form would not need the second page of compound information.

If a health plan processes compounds on paper the alternate methods of reporting the most expensive legend or using the billing codes could be accomplished by using the prescription information on the front side of the form.

The individual ingredients of a compound are reported on the back of the UCF. Printing on the back of the UCF (the "compound" area) will cause the reverse image of the compound information to show on the front side of part two of the form. If patient or prescription information is printed on the front sides of the two-part form, this reverse image will overwrite or blur the prescription information on the front side of part two. Due to the nature of the two-part form, this is unavoidable.

Please note that the multi-ingredient compound information on the back of the form does not interfere with Prescription 1 information on the front of the form. The pertinent information can be placed in the Prescription 1 section, and the multi-ingredient compound information can be placed on the back. Since there is no Prescription 2 information, any overwriting or blurring from the multi-ingredient compound information on the back will not interfere. Since a multi-ingredient compound claim has a limit of one prescription per claim form, Prescription 2 information would not exist.

It was therefore recommended that if the UCF was to be used for multi-ingredient compounds, the following options were available:

1. If the software system chooses to electronically support the UCF for multi-ingredient compounds, even though the two-part form will cause the reverse image to show on the front of part two, it will not overwrite any information on this area of the form.
2. The UCF is used for standard prescription billing information. The multi-ingredient claim information can be handwritten on a second form. A discussion item in the WG Meetings was that if the pharmacy's computer system could print all the ingredients and quantities and associated prices on a form, the system could also be geared to submit the multi-ingredient items using the Telecommunication or Batch Standards.
3. The UCF could be printed twice, with the first form handling the standard prescription information; with another printer printing the forms reversed and printing the multi-

ingredient compound information on the back. The two pages would then be submitted together.

**Universal Claim Form Purchase**

The NCPDP Universal Claim Forms may be purchased from CommuniForm as of 04/01/2009. The forms can be ordered online at [www.CommuniForm.com/NCPDP](http://www.CommuniForm.com/NCPDP) or (800) 869-6508. CommuniForm will continue to support the

**"Credit Card" style form** (old name DAH 3-97) **(new name PUCFCC)**

**"Version 5" continuous feed form** (old name DAH 2PT) **(new name PUCF2PT)**

**"Version 5" laser form** (old name UCF L1) **(new name PUCF1PT)**

In the future, CommuniForm will offer the "Version D.0" Universal Claim Form and the Workers' Compensation Universal Claim Form. They will be working with the industry to offer electronic solutions for submission of claim forms as well. To discuss electronic solutions, please contact Alex Pallas at the number above.

For further information from NCPDP on the Universal Claim Form, please email [ncpdp@ncpdp.org](mailto:ncpdp@ncpdp.org)