

California DHS AMP Submission Spreadsheet
Instructions

Instructions for creating an Average Manufacturer Price file for California Department of Health Services.

AMP files are due quarterly, 30 days after the quarter's end. This information is to be entered into the AMP Collection sheet (see tabs below), saved into a Comma Separated Value ("CSV") format, then sent to DHS. The instructions below outline how to save to a CSV format, what to name the file and where to send it.

1. Enter the AMP information into the AMP Collection sheet. See Data Dictionary for a description of each field to be captured. If your AMP information is not currently in Excel, see the Different Format sheet for instructions on getting it into Excel.
2. Save the AMP information by clicking File, Save As from the file menu. The AMP Collection spreadsheet must be visible when saving this data.
3. When the Save As window pops up, choose "CSV (Comma Delimited)(*.CSV)" in the Save As Type in the bottom box.
4. Enter the file name "CA DHS AMP QYYYY XXXXX.csv" where QYYYY is the quarter and year and XXXXX is the labeler number. If there is information for multiple labelers in the spreadsheet, choose one of the labeler codes for the file name. For example: "CA DHS AMP 42001 00001.csv". If you are submitting multiple labelers in one file, please use the following file name format: "CA DHS AMP 42001 00001 00002 00003 00004.csv".
5. Save the file to a safe location.
6. Copy the file and email it to DXC Drug Rebate at Medi-CalDrugRebate@dxc.com Please note that email is not encrypted and is not considered a secure Internet connection. It will be possible for others to view information that you are transmitting.
7. If you have any questions, contact the DXC Drug Rebate Supervisor at (916) 375-3443. If you have any questions about your supplemental contract(s) with the Department, please contact your Government Affairs representative with your company. Your Government Affairs representative can contact the Department if there are further questions.

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