



PolicyTrack

Quick Start Guide

June 2022

What is PolicyTrack?

- ✓ Weekly policy documents updates for more than 500 Payer/Plan Types combinations on both the medical and pharmacy benefits.
- ✓ Ability to choose the drugs and payers you receive change alerts for.
- ✓ Email Notification and access to platform with current and historical changes.
- ✓ Access to the current and historical policy documents for your contracted drugs across more than 500 Payer/Plan Types

Get started using PolicyTrack

1. Go to <https://authentication.decisionresourcesgroup.com/login/solutions>
2. Enter your work email address

Welcome to DRG

Whether you are a new or existing user, enter your email address

Having problems? Email DRG.support@clarivate.com

Work email address



Work email address

Get started

Configure Tracking List – Name your Tracking List and Select Drugs

On your initial login, you would be prompted with a wizard to help you configuring the Drugs, Payers, and Plan Types you want to track. Once it is set, you are going to start receiving weekly change alert emails according to your configuration.

First name your Tracking List and select the Drugs that you would like to track

Give a Name to your Tracking List.

Start typing the drug name you would like to track or select as many drugs from the searchable dropdown.

Click the Next button.


Create a New Tracking List

1 Name your Tracking List

2 Choose your Drugs to Track

Your licensed Drugs will appear as you type. Leave it blank to track them all.

Next



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Configure Tracking List – Selecting Payers and Plan Types

Next, choose the Payers and Plan Types you would like to track, then indicate whether you would like to receive weekly policy updates emails for this Tracking List.

To track all Drugs, Payers, or Plan Types, just can leave the respective dropdowns as blank. And you can always re-configure your Tracking List at a later time.

Choose the Payers you would like to track from the Searchable dropdown.

Choose the Plan Types you would like to track from the multi-select dropdown.

Toggle the switch to Yes to indicate you would like to receive weekly policy updates email for this Tracking List.

Click Complete button once you are done.

Create a New Tracking List

3

Choose Payers to Track

Start typing, or select from dropdown. Leave it blank to track all Payers.

4

Choose Plan Types to Track

Any Plan Type

5

Receive email notifications

Yes

Back

Complete

Configure Tracking List – Create, Edit, and Remove

Create a New Tracking List

It prompts a wizard to help you configure a new Tracking List to track another set of Payers, Plan Types, and Drugs.

Email Notification

A mail icon besides a Tracking List indicates the Email Notification is turned on for the Tracking List.

Edit Tracking List

Click on the edit icon to prompt a wizard to help you to re-configure a existing Tracking List

Remove Tracking List

Click on the bin icon to remove a Tracking List.

+ New Tracking List

Tracking List

Newly Launched Drugs Tracker

Search All

My Tracking Lists

☒ BCBS Payers Group

☐ Mid-West Regional Payers Tracker

☒ Newly Launched Drugs Tracker

PolicyTrack Platform – Search Filters

+ New Tracking List

Tracking List

Search All

Drug

Payer

Plan Type

Any Plan Type

Policy Type

Any Restriction

Week of Update

08/09/20

Policy Updated

Any Update Statuses

Search

Select your criteria above to display the search results.

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Tracking List

User can use this single select dropdown to filter the searches by the Drugs, Payers, and Plan Types of a Tracking List. Choose Search All to search for all drugs and Payers available to you.

Drug, Payer, Plan Types filters

Allows you to search for policy documents by Drug, Payers, and Plan Types.

Policy Updated

User can use this filter to navigate to the policy documents with different Update Status: New, Relevant Updates, Other Updates, Irrelevant Updates, and No Updates. Detail explanations on those Update Status are on the next slide.

Week of Update

Allows you to access historical policy documents and changes from the prior weeks.

Policy Type

Allows you to search for policy documents by Policy Types, such as PA (Prior Authorization), MP (Medical Policy), and ST (Step Therapy).

PolicyTrack Platform – Search Result Table

After clicking on the Search Button, the search results should show up on the Search Result Table. The color coded square icons in Policy Doc column correspond to following different Update Status:

- **Green** square is for newly detected policy documents - **New**
- **Orange** square is for the policy documents which the changes are most likely relevant to the drugs you are tracking – **Relevant Updates**
- **Blue** square is for the policy documents which the system has identified changes but not able to determine whether those changes are relevant to your drugs or not – **Other Updates**
- **Grey** square is for the policy documents which the the changes are irrelevant to the drugs you are tracking – **Irrelevant Updates**
- No square means the document has not been updated from the prior week – **No Updates**

Search Results Summary – It displays the total number of: search results showing, new policies detected, polices with relevant updates, and policies with other updates.

Policy Doc column – it lists the name and the URL of the policy document, clicking on it to open the document.

Changes column – it contains a Compare link leads you to a side-by-side comparison view between old and new documents.

Issued On column – it displays the date the policy document has been published or last updated.

Source column – it contains the source URL on the Payer website where the system scraped the document from.

14 Results showing

2 New policies

2 Relevant updates

6 Other updates

Payer ^	Plan Type	Phar. Lives	Drugs	Policy Type	Policy Doc	Changes	Issued On	Source
Amerigroup (TN)	Managed Medicaid	0	Cimzia (Iyo), Cimzia (prefilled syringe), Enbrel, Hu...	MP	Tumor Necrosis Factor Antagonists	Compare	07-22-2020	Source
Amerigroup (TN)	Managed Medicaid	0	Rituxan	MP	Rituximab agents for Non-Oncologic Indications	Compare	07-22-2020	Source
Amerigroup (TX)	Managed Medicaid	645,111	Cimzia (Iyo), Cimzia (prefilled syringe), Enbrel, Hu...	MP	Tumor Necrosis Factor Antagonists	Compare	07-22-2020	Source
Amerigroup (TX)	Managed Medicaid	645,111	Herceptin, Herceptin Hylecta	MP	CG-GENE-11 Genotype Testing for Individual Genetic Polymorphi...	Compare		Source
Amerigroup (TX)	Managed Medicaid	645,111	Rituxan	MP	Rituximab agents for Non-Oncologic Indications	Compare	07-22-2020	Source
SilverSummit	HIX	31,941	Actemra, Actemra SC, Cimzia (Iyo), Cimzia (prefill...	QL, PA Forms	2020 Preferred Drug List (PDF)		07-29-2020	Source
West Virginia State Medicaid	State Medicaid	484,663	Actemra, Actemra SC, Cimzia (Iyo), Cimzia (prefill...	PA, ST, QL, Others	July 1, 2020 WV PDL 07012020 v2020 v3e		07-23-2020	Source

PolicyTrack Platform – Side by Side Comparison View

On the Side by Side Comparison View, there are two types of change highlighting:

- **Blue Highlighting** - it is for the formatting changes, punctuation changes, date changes and footer/header changes, which the system considers as most likely irrelevant.
- **Orange Highlighting** - it is for the textual changes in the policy document content, which the system considers as more likely relevant.

Search Bar – clicking on the magnify glass to open the Search Bar. You can use this Search Bar to navigate to the drug name or other search term of your interest.

Change Summary Panel – it lists all the changes found on this document. Clicking on each changes to navigate to the page where the changes occur.

The screenshot displays the PolicyTrack Side by Side Comparison View for a document titled "Xtandi". The interface is split into three main sections: a central document view and two side panels. The top bar indicates the document is "1 of 5" pages, with a search icon and a magnifying glass icon. The left panel, titled "Old Document", shows the document's history with a list of changes: 1. Insertion (blue) of "april", 2. Deletion (orange) of "january", 3. Insertion (blue) of "march 13, 2020", and 4. Deletion (orange) of "december 6, 2019". The right panel, titled "New Document", shows the current version of the document. The central document view displays the policy text for Xtandi, with blue highlights for dates and orange highlights for specific text changes. The document includes a "Section: Prescription Drugs", "Subsection: Antineoplastic Agents", and "Subject: Xtandi". The "Effective Date" is "January 1, 2020" and the "Original Policy Date" is "October 4, 2012". The "Last Review Date" is "December 6, 2019". The document content includes a "Background" section, a "Regulatory Status" section, and a "Related policies" section. The "Background" section describes Xtandi's use for castration-resistant prostate cancer. The "Regulatory Status" section states that Xtandi is an androgen receptor inhibitor indicated for the treatment of patients with castration-resistant prostate cancer. The "Related policies" section lists "Eriectad, Nilandron, Nubeqa, Yonsa, Zylga".

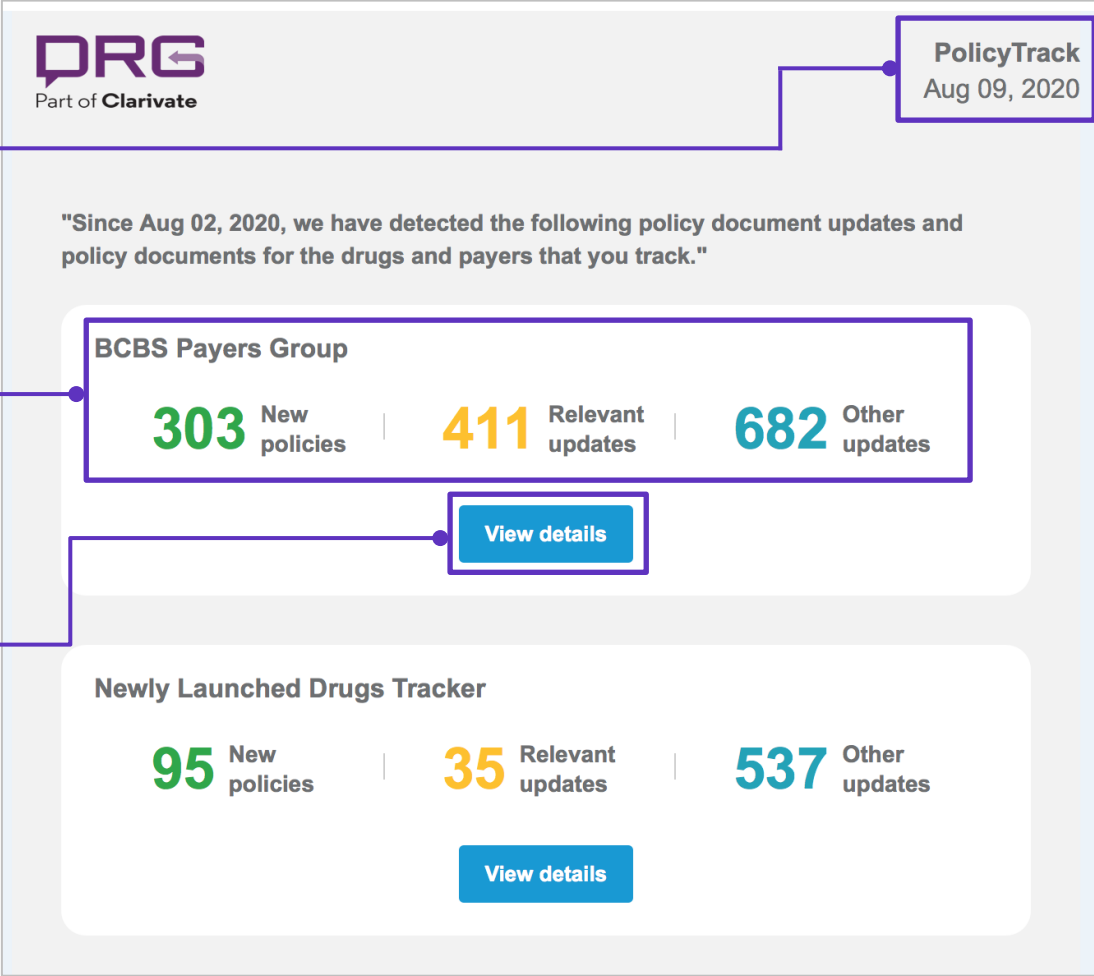
PolicyTrack Alert Email

After you have configured your Tracking List, please expect to receive an Alert Email on the policy documents updates for the week, at 10am EST every Monday. Please check your junk mailbox, if you are not finding it in your inbox.

Alert Date – The date the Alert Email has been generated.

Tracking List Updates Summary – it gives a summary of the policy documents updates for the week for each Tracking Lists.

View Details – it opens up PolicyTrack platform showing the New, Relevant updates, and Other updates policy documents for the Tracking List.



Frequently Asked Questions (FAQ)

I can not find PolicyTrack emails in my Inbox.

- Answer: Please make sure you have configured at least one Tracking List with Email Notification on. Also, sometimes Outlook moves the PolicyTrack emails to junk email box.

Side by Side comparison view shows black screens.

- Answer: It happens when the Side by Side comparison window fails to download the policy documents from AWS S3 bucket. To fix it, please Hold the Ctrl key and press the F5 key Or clear your browsing data for the last hour and reload the comparison view again.

Change Highlighting's are inaccurate.

- Answer: PolicyTrack is great at detecting and highlighting changes on bullet or paragraph layout documents. We are still working on improving the change highlighting on form and table layout documents. If possible, please do let us know whenever you encounter false-positive change highlighting.

Sometimes I see Previous Doc link instead Compare link under Change column.

- Answer: When the system fails to compare old and new documents, it lists the URL for the old document as Previous Doc to allow user to do manual compare.



Have a Question?

Healthcare.support@clarivate.com
clarivate.com

About Clarivate

Clarivate™ is a global leader in providing solutions to accelerate the lifecycle of innovation. Our bold mission is to help customers solve some of the world's most complex problems by providing actionable information and insights that reduce the time from new ideas to life-changing inventions in the areas of science and intellectual property. We help customers discover, protect and commercialize their inventions using our trusted subscription and technology-based solutions coupled with deep domain expertise. For more information, please visit clarivate.com.

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