

**Important Information about Prescription Drug Coverage**

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To: \_\_\_\_\_ From: \_\_\_\_\_

Fax: \_\_\_\_\_ Pages: \_\_\_\_\_

Re: Request for Coverage of a Non-Formulary Drug: Please respond.

- Please complete the attached Request for Coverage of a Non-Formulary Drug Form.
- To prevent delays in the review process please complete all requested fields.
- Completed forms should be faxed to: 1-855-633-7673. It is not necessary to fax this cover page.

**Information about this Request for Coverage of a Non-Formulary Drug**

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Use this form to request coverage of a drug that is not on the formulary. To process this request, documentation that all formulary alternatives would not be as effective or would have adverse effects is required. Please provide clinical information or other evidence supporting the medical necessity of the non-formulary drug, including previous formulary drugs attempted for this patient's condition. If the formulary exception is approved, it will be reimbursed at the highest brand tier copay for the calendar year.

You can make an expedited request by indicating this at the top of the attached form. If you request an expedited review and sign the attached form, you certify that applying the 72 hour standard review time frame may seriously jeopardize the life or health of the member or the member's ability to regain maximum function.

**Information on the attached form is protected health information and subject to all privacy and security regulations under HIPAA.**

Member privacy is important to us. Our employees are trained regarding the appropriate way to handle our members' private health information.

CONFIDENTIALITY NOTICE: This communication and any attachments may contain confidential and/or privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please notify the sender immediately by telephone and destroy all copies of this communication and any attachments.

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# Request for Step Therapy Exception

## Patient Information

Name \_\_\_\_\_  
Member ID \_\_\_\_\_  
Medicare ID \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Sex: M /F \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Nursing Home Resident YES / NO  
Home care patient? YES / NO

## Prescriber and Pharmacy Information

Name \_\_\_\_\_  
Specialty \_\_\_\_\_  
DEA \_\_\_\_\_  
NPI \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Pharmacy name \_\_\_\_\_  
NCPDP \_\_\_\_\_  
NPI \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

### All items below this line are for Physician Use Only

#### Information for Requested Drug

Drug Name: \_\_\_\_\_ Drug Requested is (circle one): Brand / Generic  
Strength: \_\_\_\_\_ Dosage form: \_\_\_\_\_ Qty per 30 days: \_\_\_\_\_ Drug is (circle one): Newly prescribed/ Refill  
Directions: \_\_\_\_\_ Diagnosis: \_\_\_\_\_  
ICD-10 Code: \_\_\_\_\_ Standard Reviews will be completed in under 72 hours. An expedited review is available if you certify that a standard review time frame will seriously jeopardize the health of your patient. To request an expedited review, simply indicate this at the top of this page.

#### Request for Step Therapy Exception Criteria

**Medical Justification:** Please provide medical justification for the step therapy exception request. Attach additional pages if necessary. If all prescription drug alternative(s) listed on the formulary and required to be used in accordance with step therapy requirements:

- Has/have been ineffective in the treatment of the enrollee's disease or medical condition OR, based on both sound clinical evidence and medical and scientific evidence, the known relevant physical or mental characteristics of the enrollee, and known characteristics of the drug regimen, is/are likely to be ineffective or adversely affect the drug's effectiveness or patient compliance, please specify relevant prior treatment experience here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Has/have caused or, based on sound clinical evidence and medical and scientific evidence, is/are likely to cause an adverse reaction or other harm to the enrollee, please specify prior adverse effect history here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If no available formulary alternative(s) required to be used in accordance with step therapy requirements has/have been previously tried, please check this box.

I attest that the information provided on this form is true and accurate as of this date:

**Prescriber's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_