

<b>POLICY AND PROCEDURE</b>	
<b>TITLE:</b> Formulary Management by Pharmacy Staff	
<b>DEPARTMENT:</b> Medical Management - Pharmacy	<b>POLICY #:</b> PH02
<b>EFFECTIVE DATE:</b> 09/17/13	<b>REVIEW/REVISION DATE:</b> 09/13, 09/14, 09/15, 09/16, 09/17, 12/18, 07/19
<b>COMMITTEE APPROVAL DATE:</b> P&T 12/11/18 PRC 06/19/19 QMUM 07/10/19	<b>RETIRE DATE:</b> None
<b>PRODUCT TYPE:</b> Medi-Cal	<b>REPLACES:</b> None

## **I. PURPOSE**

To define additional duties the Health Plan of San Joaquin (HPSJ) Pharmacy staff may perform on behalf of the Pharmacy & Therapeutics (P&T) Committee in relation to formulary management.

## **II. POLICY**

The Health Plan of San Joaquin (HPSJ) Pharmacy and Therapeutics (P&T) Committee is responsible for the development, review and approval of the HPSJ Formulary. Under the oversight of the P&T Committee, HPSJ pharmacy staff may make changes to the Formulary where there is no potentially adverse clinical implication but the change will result in an improvement in members' access to appropriate drugs.

## **III. PROCEDURE**

A. Pharmacy staff may:

1. Add newly available strengths or dosage forms of current Formulary agents (does). Add newly available A-rated generics of current Formulary brand name agents.
2. Remove Formulary brand name drugs when their patents expire. This must be accompanied by the addition of the corresponding A-rated generic drugs.

B. The process outlined in Policy PH12 (formulary known as UM34), Generic Substitution, is followed with respect to drugs where a generic equivalent exist.

## **IV. ATTACHMENT(S)**

None

**V. REFERENCES**

A. NCQA Standard UM13 – Procedures for Pharmaceutical Management

**VI. REGULATORY AGENCY APPROVALS**

DHCS Approved on (pending).

**VII. Glossary**

[Policy and Procedure Glossary Link](#)

**VIII. REVISION HISTORY**

<b>STATUS</b>	<b>DATE REVISED</b>	<b>REVISION SUMMARY</b>
Reviewed	09/30/16	No content change, annual review.
Reviewed	09/12/17	No content change, annual review.
Reviewed	12/11/18	No content change, annual review.
Revised	07/26/19	Added purpose statement, updated policy template.