

<b>HEALTH PLAN OF SAN JOAQUIN</b>					
<b>Subject:</b> Dispensing Provider Notification					
<b>Department:</b> Medical Management			<b>Unit:</b> Pharmacy		<b>Policy #:</b> PH16
<b>Effective Date:</b> 9/18/2012		<b>Committee/Approval Date:</b> P&T 02/13/2018		<b>Review/Revision Dates:</b> 09/12, 09/15, 02/16, 02/17, 02/18	
<b>Applies To:</b>		Medi-Cal	Yes	<b>X</b>	No

## **POLICY**

The Health Plan of San Joaquin (HPSJ) keeps its dispensing providers informed about its Formulary and Pharmaceutical Management Procedures through its website, newsletters, and supplemental mailings.

## **PROCEDURE**

- A. The following pharmaceutical-related information is available on HPSJ's web site:
1. HPSJ's Formulary or Formularies in searchable format.
    - a. An abbreviated formulary is also available for download.
    - b. An explanation of restrictions, limits, quotas and preferred alternatives for drugs, with such restrictions is available in the drug search function.
  2. Information on use of HPSJ's pharmaceutical management procedures and criteria including:
    - a. Formulary tiers and drug copays.
    - b. Quantity Limits.
    - c. Prior Authorization requirements.
    - d. Generic Substitution policy.
    - e. Step Therapy protocols.
    - f. Therapeutic Interchange protocols.
    - g. Non-Formulary Exception request process.
  3. Instruction on how prescribing practitioners can provide information to support an exception request.
  4. When changes occur:
    - a. The website is updated prior to the effective date of the change.
    - b. Dispensing providers are notified of changes to the Formulary in writing within forty-five (45) business days of the change by provider alert.

- c. The quarterly provider newsletter will notify providers that changes to the formulary are made quarterly and can be viewed on the website.

**REFERENCE**

- A. NCQA Standard UM 13 – Procedures for Pharmaceutical Management

<b>Health Plan of San Joaquin</b>
<b>Approval: Signatures on File</b>

***DHCS Contract Deliverables***

<b><i>Contract Reference</i></b>	<b><i>Date of Approval</i></b>	<b><i>DHCS Unit</i></b>		<b><i>Contract Reference</i></b>	<b><i>Date of Approval</i></b>	<b><i>DHCS Unit</i></b>