



PrimeTime Health Plan's Transitional Process

PrimeTime Health Plan's Transitional Process for Part D is to provide a standard approach for allowing a transitional period from a non-formulary medication to a formulary medication.

PrimeTime Health Plan's Utilization Management Department (UM) provides a consistent system for allowing transitional time from a non-formulary medication to a formulary medication. The Pharmacy Department and the UM department will evaluate requests for a one time/temporary fill on a prescription to allow transitional time to a formulary medication.

The following steps are taken when a transitional period from a non-formulary medication to a formulary medication is necessary:

- 1.) A member, authorized representative, or physician can ask for a temporary/one time fill in order (up to a 30-day supply) to allow a member time to a transition to a formulary medication.
- 2.) A temporary/one-time fill (up to a 30-day supply) can be requested in situations such as (but not limited to):
 - Transitional issues to the plan
 - Physician unable to respond with information in a reasonable time frame
 - Urgent/emergent situations
 - Long term care nursing home issues
 - Member comes onto plan and is not aware medication is not on formulary
 - Member knows it is not on the formulary and would like to start the exception request process
- 3.) During office hours the pharmacy department will handle any temporary/one-time fill requests to allow for a transitional period.
- 4.) A nurse will be available 24/7 in order to handle any temporary/one-time fill requests after business hours. The nurse will have the ability to process an override for a temporary/one-time fill.
- 5.) Any request for an exception or prior authorization will then be forwarded to the Utilization Management Department the next business day for that process to be completed. See Exception/Prior Authorization policies and procedures. The transition process does not provide for coverage of any medications that are excluded from the Part D benefit.

