



## GHP Family Formulary Information & Prior Authorization Procedure

### FORMULARY INFORMATION

Please note that the most up to date GHP Family Formulary can be viewed online at [www.ghpfamily.com](http://www.ghpfamily.com).

### PHARMACY CUSTOMER SERVICE TEAM CONTACT INFORMATION

Telephone: (855) 552-6028 M, T, Th, F 8:00 am- 5:00 pm, W 8:00 am-8:00 pm

Fax: 570-271-5610

**Mailing address:** Geisinger Health Plan  
Pharmacy Department  
Internal Mail Code 32-46  
100 North Academy Avenue  
Danville, PA 17822

### SPECIALTY VENDOR MEDICATION PROGRAM

Certain medications require the use of a contracted specialty pharmacy vendor for purchase. There is a separate link on this site with more information and a list of the medications included.

### STEP THERAPY

Some medications may require that other medications be tried prior to or concomitantly with the requested medication. The pharmacy claims system looks for a record of the required medications and if they are not found, medical documentation must be submitted showing use of these medications or rationale for skipping the step therapy medications.

### NON-FORMULARY MEDICATION

The formulary is designed to meet most therapeutic needs of the population served by GHP Family. Occasionally, because of allergy, therapeutic failure, or a specific diagnostic-related need, formulary medications may not meet the special needs of an individual member. In these special instances, the prescribing physician may make requests to the GHP Family Pharmacy Department for non-formulary or restricted medications. The prescribing physician will receive written documentation and/or a verbal response from the GHP Family Pharmacy Department regarding the request.

### PRIOR AUTHORIZATION

To promote the most appropriate utilization, select medications may require prior authorization to be eligible for coverage under the member's prescription benefit. In order for a member to receive coverage for a medication requiring prior authorization, the prescribing physician must obtain prior authorization by contacting the GHP Family Pharmacy Department at the address, telephone, or fax number above. Submission of medical documentation is required. Please note that the attached form may be used for prior authorization requests. The Drugs requiring prior authorization can be found by viewing the formulary at [www.ghpfamily.com](http://www.ghpfamily.com)

Last Updated 02/14/13



Prior Authorization Request Form

PLEASE FAX COMPLETED FORM ALONG WITH RELEVANT CLINICAL INFORMATION TO 570-271-5610.

ANY QUESTIONS, PLEASE CALL GHP FAMILY PHARMACY DEPARTMENT AT 1-855-552-6028 M, T, TH, FR 8am-5pm AND W 8am-8pm

Patient Information and Prescriber Information fields including Patient Name, Member ID#, Address, City, State, Home Phone, Office Phone, Office Fax, Sex, and Prescriber Name, NPI#, Address, City, State, Office Fax, Zip.

Diagnosis and Medical Information fields including Medication, Strength and Route of Administration, Frequency, New Prescription OR Date Therapy Initiated, Expected Length of Therapy, Qty, Height/Weight, Drug Allergies, and Diagnosis.

Prescriber's Signature and Date fields.

Rationale for Exception Request or Prior Authorization FORM CANNOT BE PROCESSED WITHOUT REQUIRED EXPLANATION

Alternat drug(s) contraindicated or previously tried, but with adverse outcome (e.g., toxicity, allergy, or therapeutic failure) Specify below: (1) Drug(s) contraindicated or tried; (2) adverse outcome for each; (3) if therapeutic failure, length of therapy on each drug(s); Complex patient with one or more chronic conditions (including, for example, psychiatric condition, diabetes) is stable on current drug(s); high risk of significant adverse clinical outcome with medication change Specify below: Anticipated significant adverse clinical outcome Medical need for different dosage form and/or higher dosage Specify below: (1) Dosage form(s) and/or dosage(s) tried; (2) explain medical reason Request for formulary tier exception, applicable to Medicare Beneficiaries with Part D coverage Only Specify below: (1) Formulary or preferred drugs contraindicated or tried and failed, or tried and not as effective as requested drug; (2) if therapeutic failure, length of therapy on each drug and adverse outcome; (3) if not as effective, length of therapy on each drug and outcome Other: Explain below REQUIRED EXPLANATION:

## Instructions for Completing the Form

1. Submit a separate form for each medication.
2. Complete **ALL** information on the form.
3. Please be sure to provide the physician address in a legible format, as it is required for notification.
4. Once form is completed, mail or fax to:

GHP Family  
Attn: Pharmacy Department 32-46  
100 N. Academy Avenue  
Danville, PA 17822  
Fax: 570-271-5610

## **Clinical Management Procedures\***

GHP Family's Pharmacy Department maintains a process by which Health Care Providers can:

- Request precertification for medication(s) designated in the Formulary by an asterisk (\*) as requiring such
- Request a Formulary exception for specific drugs, drugs used for an off-label purpose, and biologicals and medication(s) not included in the Health Plan's then current drug Formulary

Formulary exception requests will be evaluated and a determination of coverage made utilizing all the following criteria:

1. Member's eligibility to receive requested services (enrollment in the plan, prescription drug coverage, specific exclusions in Member's contract)
2. Utilization of the requested agent for a clinically proven treatment indication or diagnosis
3. Therapeutic failure, intolerance or contraindication to use of Formulary agent and/or agents designated as therapeutically equivalent
4. Appropriateness of the non-Formulary agent compared with available Formulary agents, including but not limited to:
  - a. Safety
  - b. Efficacy
  - c. Therapeutic advantage as demonstrated by head to head clinical trials
  - d. Meets Health Plan criteria for drug or drug class Formulary exception

\* Please refer to the Health Plan's Provider Guide and Formularies for further information.

***Please note that the Formulary Exception / Prior Authorization process is an independent process and is not in conjunction with the Specialty Pharmacy Drug Program.***