Processing Steps for Pharmacy Formulary Exception and Review Requests

The following processes for review of formulary placement do not replace or supersede existing appeal procedures for step therapy, quantity limits, and prior authorizations through the plan Pharmacy Benefits Manager, Med Impact.

If you feel you have difficulty in taking a particular drug:

- Discuss your symptoms and concerns with your physician.
- If your physician believes there are not acceptable treatment alternatives, she/he may complete and sign the attached review request form.
- The Individual Exception Request applies to a review associated only with your unique situation.
- The Plan Review Request applies if your physician believes the concerns or issues you are experiencing with a particular drug and/or drug treatment plan are also an issue or potential issue for other patients.

Your physician may submit the completed form, along with any appropriate attachments, to the Pharmacy Advisory Committee through the UA System Office, Benefits Administration at:

The UA System Pharmacy Advisory Committee
c/o University of Arkansas System Office
2404 North University Avenue
Little Rock, AR 72207
OR
fax to: 501-686-2939 Attn: Rxappeals

Individual Exception Review requests will be considered by the committee as received.

- A written response will be sent to your physician (typically within 30 working days of receipt of the request).
- If an exception is provided, the PBM will be directed to record of an exception for processing your future pharmacy claims.
- You will be provided a written response on the outcome of the review.

Plan Design Review requests will be considered at the next scheduled quarterly committee meeting.

- Upon consideration by the committee a written response will be sent to your physician.
- If a plan change is made, the PBM will be directed to record that change in the system for all future claims processing.

- You will be provided a written response on the outcome of the review.

Notes:
Individual and Plan review decisions by the committee are final.

Further review of an issue will be considered only upon submission of a new review request containing significant new information.

Reference based pricing is not subject to appeal.

There are no temporary or interim approvals for requests which are pending review.

If an uncommon side effect is being documented, a completed FDA MedWatch form must also be attached.