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## POLICY

### HANDLING FEE CHARGE FOR PHARMACY

8007

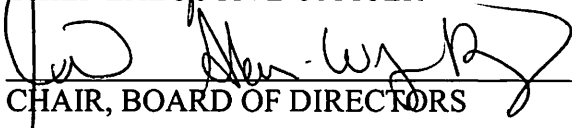
**OBJECTIVE:** To establish guidelines for prescription pricing in the Bullhook Community Health Center (BCHC) pharmacy.

### PROCEDURES:

- A. All BCHC clients who wish to access Sliding Fee Scale (SFS), Medication Assistance Program (MAP), Share the Care (STC), AstraZeneca (AZ&me) must verify income.
- B. Formulary Prescription Medications:
  1. Usual and Customary: The sliding fee scale will be based on the usual and customary (U&C) fee.
    - a. The Pharmacy Manager, Chief Medical Officer or designee, Chief Executive Officer, and Chief Financial Officer will establish and maintain an appropriate dispensing fee and minimum copay.
    - b. Level "A" patients will not be denied access to medications due to their inability to pay.
      - Medically necessary prescriptions will not be denied based on inability to pay.
      - Accounts that are current to 60 days past due will be referred to the Pharmacist.
      - Accounts that are 90 days past due will be referred to the designated eligibility position (pharmacist or technician) for eligibility determination and education.
      - Accounts that are 120 days or frozen will be referred to the Billing Specialist to establish a payment plan and to unfreeze the account.
- C. Over-The-Counter (OTC) Medications
  1. A small section of the OTC medications will be kept in the pharmacy as space permits.
  2. OTC medications will be available to BCHC patients.

  
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CHIEF EXECUTIVE OFFICER

Date: 11-28-14

  
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CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

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