



# BULLHOOK

## Community Health Center

521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

### POLICY

#### ELIGIBILITY FOR PHARMACY SERVICES

8006

**OBJECTIVE:** To provide guidelines in establishing clients' eligibility for the provision of Bullhook Community Health Center (BCHC) pharmacy services.

The BCHC pharmacy is open to the general public. To access the 340B discount, a client must meet the following HRSA guidelines:

1. The covered entity (BCHC) must have an established relationship with the individual and maintain records of health care services for the individual.
2. The individual must receive health care services that are consistent with the service or range of services for which grant funding or FQHC has been provided to the entity.
3. The covered entity would also have to own, control and possess the records.
4. The records would have to document the health care services that result in the use of, or prescription for, 340B drugs.
5. The prescription or order for a 340B drug would have to result from an outpatient service.
6. The health care provider writing the prescription or ordering the 340B drug would have to be employed by or under contract with the covered entity;
  - a. If patient has refills on prescription and original provider is no longer with Bullhook, it is acceptable to continue refilling this medication until expiration date of prescription
  - b. If patient medication refill has expired, and provider is no longer employed with BCHC, the patient must establish care with a provider who is currently employed by BCHC or under contract with BCHC and the prescription must be generated from that provider.
7. An individual will not be considered a patient of the covered entity if the only health care service received by the individual from the covered entity is the dispensing of drugs in the home setting.

340B stock can be used when filling a prescription that is written by someone other than an employee or contractor of the covered entity, if the following requirements are met:

1. A health care provider employed by or under contract with the covered entity would have to refer the patient to the outside prescribing provider;
2. The referral would have to be for follow-up care for the same condition that was treated or examined by the covered entity; and
3. The covered entity would have to retain ongoing responsibility for the patient such that the patient would have to return for care by the entity (or provider-based hospital site) within 12 months after referral.

Kynda Hall  
CHIEF EXECUTIVE OFFICER

Date: 10/14/19

Debi Rhines  
CHAIR, BOARD OF DIRECTORS

Date: 10-14-19

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## POLICY

### ORDERING AND RECEIVING OF MEDICATIONS & SUPPLIES 8009

**OBJECTIVE:** To establish guidelines for the ordering and receiving of medications & supplies at Bullhook Community Health Center Pharmacy (BCHC).

1. Medications for in-house use by providers may be ordered from the pharmacy.
2. Supportive personnel may be assigned the task of ordering and receiving.
3. All invoices must be initialed and dated by the person checking in the order.
4. Invoices must accompany statements which are to be submitted for payment.
5. A copy of invoices with controlled substances must be filed separately.
6. All invoices will be kept for a minimum of two years.

  
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CHIEF EXECUTIVE OFFICER

Date: 10/14/19

  
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CHAIR, BOARD OF DIRECTORS

Date: 10-14-19

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