

**MARTIN LUTHER KING, JR. OUTPATIENT CENTER
POLICY AND PROCEDURE**

DIVISION: CLINICAL	NUMBER: MLK OPC 2550.b1 (2.126)
SUBJECT: PRESCRIPTION FULFILLMENT BY NON-MLK OPC PROVIDERS	
SECTION: MEDICATION MANAGEMENT	PAGE: 1 OF: 5
APPROVED BY: POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE: 7/1/2015
TO BE PERFORMED BY: PHARMACY PERSONNEL	REVISION DATE: REVIEW DATE: 06/11/2015, 8/23/16

PURPOSE:

1. To define a consistent process by which to assess electronic and written prescriptions for eligibility to be fulfilled at MLK OPC Pharmacy.

DEFINITIONS:

DHS Network Patient: A patient who has been assigned by Managed Care, or other applicable LA County program to any DHS healthcare facility. Any patient enrolled in a program run by LA County Department of Health associated with the MLK OPC shall be considered a DHS Network Patient.

Existing Patient: A patient who has been assigned a unique patient identifier either at MLK OPC or at any other DHS facility. The number may be a universal DHS enterprise identifier, or a historical facility-based identifier.

New Patient: A patient who demonstrates intent to enroll for healthcare services at MLK OPC or other DHS facility for the sole purpose of receiving medical care.

POLICY:

MLK OPC operates in concert with a growing number of healthcare affiliates to provide a comprehensive healthcare neighborhood for the South Los Angeles Community. In an effort to provide seamless care, the MLK OPC takes on robust partnerships for service delivery. Specifically, the MLK OPC pharmacy can serve as a vital resource to local healthcare partners, including MLK Community Hospital, MLK Recuperative Care Unit, and the STAR Clinic. Additionally, MLK OPC fosters a seamless DHS Enterprise delivery system and will honor prescriptions that originate in any DHS facility.

PROCEDURE:

MLK OPC will provide outpatient pharmacy services to DHS Network patients who are both Existing and New.

1. Affiliate provider generates prescription, either electronically or on a secure script, on behalf of a DHS Network patient
2. For Existing DHS Network Patients, MLK OPC pharmacy will initiate prescription fulfillment at the time of receipt per accepted workflow
3. For New Patients, the patient will be directed to Member Services for financial eligibility and enrollment / assignment as needed
4. Any patient who is found ineligible to receive DHS services shall be directed to the retail pharmacy of his/her choice, and the retail pharmacy may request transfer of the original prescriptions
5. Any patient for whom questions pertaining to the fulfillment of the prescription based on clinical criteria shall be referred to the CCC clinic, the Medical Home, or the Urgent Care based on availability of resources and appropriateness of services
6. Patients who are found to be ineligible for DHS services AND ineligible for retail pharmacy shall be referred back to affiliate partner for resolution

Additional Consideration:

Verification of Affiliate Providers: MLK OPC Pharmacy will maintain a list of pre-approved affiliate physicians and mid-level providers. Affiliated organizations shall provide to MLK OPC a list of each provider and pertinent licensure information, DEA number, and National Provider Identifier number.

High-Cost and Non-Formulary Medications:

- Generated from a DHS Facility: Pharmacy affairs will handle per standard procedures
- Generated by an affiliate: MLK OPC Pharmacy staff will contact affiliate provider for clarification or modification of order or to coordinate TAR

NOTED AND APPROVED:

Cynthia Oliver, CEO

Date

Ellen Rothman, MD CMO

Date

Lessie Barber, RN Nursing Director

Date

Signature(s) on File.

REVIEWED:							
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Approved