

TO: LEOFF I members
FROM: Kirkland Disability Board
DATE: September 27, 2004
RE: Prescription policy amendment

The Kirkland Disability Board is in the process of reviewing all of its policies. The purpose of our review is to clarify the benefits for our LEOFF 1 members and make payment of claims and reimbursement of covered expenses more efficient. We want to make the procedures simple and easy to follow for our members. We also want to increase the number of claims that will be paid by your insurance coverage provided by the City of Kirkland.

Using your insurance benefit before seeking reimbursement from the Board speeds up the processing of your LEOFF 1 Claim For Expenses. Increasing the number of claims paid by your insurance is an advantage because it allows the Board to review our policies and potentially make changes that benefit our members, like the recent change in our dental policy.

You can help us increase the number of claims your insurance coverage pays by following these simple rules:

1. First, make sure you use the benefits correctly. This means using network pharmacies - even when you're traveling. (Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant, Dana Bartol, at 425-803-1901 for a full list of network pharmacies or ask the pharmacy directly).
2. Make sure your pharmacy submits your prescription to Regence for payment.
3. Receive prior authorization from Regence for quantities of certain short-term medications that are over the FDA approved maximum quantity. (Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant for a full list of medications that fall under this category).
4. Receive prior authorization from Regence for certain medication that require prior authorization. (Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant for a full list of medications that fall under this category).
5. Contact Regence when an early refill is necessary due to travel or vacation to set up a vacation override (see the prescription policy for further instruction).
6. After insurance has paid their portion, submit any remaining balance to the Board for reimbursement.

Listed below are a few more important details to remember when using your prescription benefit:

1. Over-the-Counter drugs are only reimbursed when prescribed a physician and require preauthorization from the Board. (A copy of the prescription must be included with your LEOFF I Claim for Expenses form).
2. Impotence/Sexual dysfunction drugs are covered when prescribed by a physician.
3. Experimental drugs require prior authorization and can be subject to additional medical opinions per the Board's request.
4. In the event there are circumstances that prevent you from using your prescription benefit, you need to submit a letter explaining the circumstances with your LEOFF I Claim for Expenses form. If no explanation is received, you will be reimbursed the co-pay portion only.
5. Finally, the Board strongly encourages its members to use generic drugs when possible.

The complete policy, which is outlined above, is attached.

If you have any questions, do not hesitate to contact the Staff Assistant, Dana Bartol, at (425) 803-1901.

Prescription Policy

(1) The Board will pay the cost of drugs or medicines not covered by prescription insurance that are prescribed by a physician or dentist.

(A) Members are required to use the prescription benefit provided by the City to be eligible for reimbursement from the Board. To be eligible for full reimbursement through the Board, please follow these procedures:

- Receive prior authorization from Regence for quantities of certain short-term medications that are over the FDA approved maximum quantity. (Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant for a full list of medications that fall under this category).
- Receive prior authorization from Regence for certain medication that require prior authorization. (Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant for a full list of medications that fall under this category).
- Contact Regence when an early refill is necessary due to travel or vacation (see section titled “traveling” below for further instruction).

(B) Over-the-counter drugs are reimbursed when prescribed by a physician and must be preauthorized by the Board. A copy of the prescription must be included with the claim.

(C) Impotence/Sexual dysfunction drugs are covered when prescribed by a physician.

(D) Prior authorization is required for experimental drugs and can be subject to additional medical opinions at the Board’s request.

(2) Traveling: How to use your prescription insurance while traveling.

- Early Refill: Contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) and set up a “vacation override” a few days *before* you pick up your prescription. If you do not have time to contact Regence prior to picking up your prescription, have the pharmacy run your prescription through as a “vacation override”.
- Participating Pharmacy: Check to make sure the pharmacy is a participating pharmacy *before* you pick up your prescription. For a full list of participating pharmacies contact Regence Blue Shield at 800-544-4246 (*also found on the back of your medical ID card*) or the Staff Assistant or ask the pharmacy if they are in-network.

(3) In the event there are circumstances that prevent the member from using their prescription benefit, the member needs to submit a letter explaining the circumstances with their claim. If no explanation is received the member will be reimbursed the co-pay portion only.

(4) The Board strongly encourages the use of generic drugs when possible.