

Important Information about Prescription Drug Coverage

To: _____ From: _____

Fax: _____ Pages: _____

Re: Request for Step Therapy Exception: Please respond.

- Please complete the attached Request for Step Therapy Exception Form
- To prevent delays in the review process please complete all requested fields.
- Completed forms should be faxed to: **1-855-344-0930**. It is not necessary to fax this cover page.

Information about this Request for Step Therapy Exception

Use this form to request an exception to the plan step therapy requirement. Step therapy drugs are formulary drugs that are covered only if certain first-line formulary alternatives have been tried first. To process this request, documentation must be provided that step 1 medications have been tried or are likely to cause adverse effects. Please provide clinical information or other evidence supporting medical necessity of the Step 2 drug, including previous drugs attempted for this patient's condition.

You can make an expedited request by indicating this at the top of the attached form. If you request an expedited review and sign the attached form, you certify that applying the 72 hour standard review time frame may seriously jeopardize the life or health of the member or the member's ability to regain maximum function.

Information on the attached form is protected health information and subject to all privacy and security regulations under HIPAA.

You can get this information for free in other languages. Call 1-866-986-0356. TTY users should call the New York State Relay Service at 711. We are available Mon - Sat 8 am - 8 pm. After 8pm, Sundays & Holidays: 24/7 Medical Answering Service 1-800-442-2560. The call is free.

Puede obtener esta información gratuitamente en otros idiomas. Llame al 1-866-986-0356. Los usuarios de TTY deberán llamar al Servicio de Retransmisión del Estado de Nueva York al 711. Atendemos de lunes a sábado de 8 a.m. a 8 p.m. Después de las 8 p.m., los sábados y días festivos puede llamar: las 24 horas del día, los 7 días de la semana al Servicio de Respuesta Médica al 1-800-442-2560. La llamada es gratuita.

MetroPlus is an HMO health plan with a Medicare contract. Enrollment in MetroPlus depends on contract renewal.

MetroPlus es un plan de salud de una organización para el mantenimiento de la salud (HMO, por sus siglas en inglés) con un contrato con Medicare. La inscripción en MetroPlus depende de la renovación del contrato.

Member privacy is important to us. Our employees are trained regarding the appropriate way to handle our members' private health information.

CONFIDENTIALITY NOTICE: This communication and any attachments may contain confidential and/or privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please notify the sender immediately by telephone and destroy all copies of this communication and any attachments.

Request for Step Therapy Exception

<u>Patient Information</u>	<u>Prescriber and Pharmacy Information</u>
Name _____	Name _____
Member ID _____	Specialty _____
Medicare ID _____	DEA _____
Date of Birth _____	NPI _____
Sex: M / F _____	Address _____
Address _____	City _____
City _____	
State _____ ZIP _____	State _____ ZIP _____
Phone _____	Phone _____ Fax _____
Nursing Home Resident? YES / NO	Pharmacy name _____
Home care patient? YES / NO	NCPDP _____
	NPI _____
	Phone _____ Fax _____

All items below this line are for Physician Use Only

Information for Requested Drug

Drug Name: _____ Drug Requested is (circle one): Brand / Generic

Strength: _____ Dosage form: _____ Qty per 30 days: _____ Drug is (circle one): Newly prescribed/Refill

Directions: _____ Diagnosis: _____

ICD-10 Code: _____ Standard Reviews will be completed in under 72 hours. An expedited review is available if you certify that a standard review time frame will seriously jeopardize the health of your patient. To request an expedited review, simply indicate this at the top of this page.

Request for Step Therapy Exception Criteria

Medical Justification: Please provide medical justification for the step therapy exception request. Attach additional pages if necessary. If all prescription drug alternative(s) listed on the formulary and required to be used in accordance with step therapy requirements:

Has/have been ineffective in the treatment of the enrollee's disease or medical condition OR, based on both sound clinical evidence and medical and scientific evidence, the known relevant physical or mental characteristics of the enrollee, and known characteristics of the drug regimen, is/are likely to be ineffective or adversely affect the drug's effectiveness or patient compliance, please specify relevant prior treatment experience here: _____

Has/have caused or, based on sound clinical evidence and medical and scientific evidence, is/are likely to cause an adverse reaction or other harm to the enrollee, please specify prior adverse effect history here: _____

If no available formulary alternative(s) required to be used in accordance with step therapy requirements has/have been previously tried, please check this box

I attest that the information provided on this form is true and accurate as of this date:

Prescriber's signature: _____ **Date:** _____