

POLICY AND PROCEDURE

DEPARTMENT: Pharmacy	DOCUMENT NAME: Pharmacy and Therapeutics Committee member documentation and tracking
PAGE: 1 of 2	REPLACES DOCUMENT:
APPROVED DATE: 05/15	RETIRED:
EFFECTIVE DATE: 05/15	REVIEWED/REVISED: 5/16, 11/16, 11/17
PRODUCT TYPE: ALL	REFERENCE NUMBER: OH.PHAR.16

SCOPE: The Centene Pharmacy and Therapeutics Committee (CPTC) servicing Medicaid, Medicare and Marketplace lines of business.

PURPOSE: The purpose of this Policy is to provide evidence that membership standards are met for the CPTC by following Centers for Medicare and Medicaid Services (CMS), Health and Human Services Department (HHS) and National Committee for Quality Assurance (NCQA) established guidelines and assure members are free of conflict of interest.

PROCEDURE: Centene Corporation® ensures that membership standards are met. The CPTC committee must:

1. Have members that represent a sufficient number of clinical specialties to adequately meet the needs of enrollees.
2. Consist of a majority of individuals who are practicing physicians, practicing pharmacists and other practicing health care professionals who are licensed to prescribe drugs.
3. Prohibit any member with a conflict of interest with respect to the issuer or a pharmaceutical manufacturer from voting on any matters for which the conflict exists.
4. Require at least 20 percent of its membership to have no conflict of interest with respect to the issuer and any pharmaceutical manufacturer.
5. Collect on an annual basis conflicts of interest statements and business associate agreements.
6. Document evidence of receipt and retention of invitation to join, credentials of participants, length of term, conflicts of interest statements, confidentiality statement and business associate agreements from members serving on the CPTC.
7. Perform monthly reviews of the exclusion list compiled by the Office of the Inspector General that would preclude them from being members of the committee.
8. Notify CMS within 30-days of any committee member change.

REFERENCES: CMS Chapter 6, Patient Protection and Affordable Care Act; HHS Notice of Benefit and Payment Parameters 45 CFR 156.122(a)(3), and Current NCQA Health Plan Standards and Guidelines
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ATTACHMENTS: Checklist for securing CPTC members Invite letter Acceptance letter Annual Request for Information letter Term letter Checklist for monthly review of the exclusion list

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DEFINITIONS:

CPCT is the Centene Pharmacy and Therapeutics Committee
CMS is the Centers for Medicare and Medicaid Services
HHS is the Health and Human Services Department
NCQA is the National Committee for Quality Assurance

REVISION LOG

REVISION	DATE
Updated Pharmacy Department to read Pharmacy Solutions	5/16
Updated member standards, references, monthly audit of members against the Office of the Inspector General Exclusion list and notification of CMS within 30 days of committee membership changes.	11/16
Annual Review	11/17

POLICY AND PROCEDURE APPROVAL

The electronic approval is retained in Compliance 360

Director of Pharmacy Operations: Approval on File

Vice President of Pharmacy Solutions: Approval on File

SR. V.P. Medical Affairs or Chief Medical Officer: Approval on File