

## **POLICY AND PROCEDURE**

<b>DEPARTMENT:</b> Pharmacy Operations	<b>REFERENCE NUMBER:</b> OH.PHAR.19
<b>EFFECTIVE DATE:</b> 11/17	<b>POLICY NAME:</b> Vacation Overrides
<b>REVIEWED/REVISED DATE:</b> 02/18, 10/18	<b>RETIRED DATE:</b> N/A
<b>PRODUCT TYPE:</b> Medicaid	<b>PAGE:</b> 1 of 2

### **SCOPE:**

Centene Corporate Pharmacy Solutions, Health Plan Pharmacy Departments, Pharmacy Benefit Manager

### **PURPOSE:**

To define the policy and procedure related to vacation overrides requested by members.

### **POLICY:**

It is the policy of Centene Corporate Health Plans to establish guidelines for vacation override requests. This function will be delegated to the designated Pharmacy Benefit Manager (PBM). This policy will apply to both retail and specialty drug requests.

Centene or its subsidiaries does not discriminate on the basis of race, color, national origin, sex, age or disability, nor exclude from participation in, deny the benefits of, or otherwise subject to discrimination under any applicable Company health program or activity.

### **PROCEDURE:**

When members expect to have limited access to a pharmacy due to out-of-country travel during a time when a refill for a chronic medication will come due, the PBM may authorize an early refill for certain medications.

- A. Requests for such vacation overrides will be reviewed on an individual case-by-case basis, and at a minimum, must meet ALL of the following:
  1. Member must have authorized refills available at an in-network pharmacy at the time of the request.
  2. Member's travel plans preclude being able to obtain a standard refill prior to departure because such a request would occur prior to the standard refill window.
  3. Member must be on vacation for at least 7 consecutive days, but not to exceed 90 consecutive days.
  4. Requests for covered medications will be granted up to a 30-day (1 month override) supply without further review.
  5. Requests for overrides longer than 30 days will require approval from the Health Plan.
  6. Member will be responsible for corresponding copays, if any, for all overrides granted.
  7. Exceptions to this policy can be granted twice a year.

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- B. Envolve will work with the Health Plans to determine how individual plans will address based on various options available that align with state requirements.

<b>REFERENCES:</b> CC.COMP.42_ACA 1557 Nondiscrimination in Health Programs Activities
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<b>ATTACHMENTS:</b>
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<b>DEFINITIONS:</b>
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### **REVISION LOG**

<b>REVISION</b>	<b>DATE</b>
Policy created.	11/17
Removed Note stating no vacation overrides for in country vacations; Added that Envolve will work with the Health Plans to determine how individual plans will address based on various options available that align with state requirements.	02/18
Annual Review.	10/18

### **POLICY AND PROCEDURE APPROVAL**

The electronic approval retained in RSA Archer, the Company's P&P management software, is considered equivalent to a signature.