

LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION

**Ganse Apothecary and LGH Convenience Pharmacy**

*(Prescribed Buprenorphine Medication only)*

**Paperwork Procedures**

**I. Requirements for Dispensing Buprenorphine to LCDAC Funded Individuals**

- a. LCDAC receives funding requests for Buprenorphine from the RASE Project or Penn Medicine/Lancaster General Health (LGH) Addiction Medicine program. LCDAC will consider Buprenorphine funding approval upon receipt of the required documents
  - If an individual comes to the pharmacy prior to the authorization for medication funding being generated by the LCDAC Case Manager, the individual should be referred to RASE or Penn Medicine/LGH Addiction Medicine program to start the process.
- b. For prescriptions to be filled for LCDAC funded individuals, the following document MUST be in place:
  - LCDAC *Buprenorphine Medication Authorization* form
    - The *Buprenorphine Medication Authorization* form is generated after a referral is received by LCDAC from RASE or Penn Medicine/LGH Addiction Medicine program.
    - The LCDAC Case Manager will process the funding request,
    - If approved, the authorization will be generated and emailed to the pharmacy
    - **These authorizations will include the percentage of *liability* owed by each individual.**
    - **The pharmacy *will be responsible for collecting the liability (or deductible)* from the client at the time the medication is dispensed.**
- c. An invoice shall be sent by the pharmacy at the end of each month to bill LCDAC for Buprenorphine medication dispensed to LCDAC funded individuals
  - **The pharmacy will indicate on the invoice the dollar amount charged for the medication AND the dollar amount of the liability (or deductible) collected for each transaction,**
    - Convenience Pharmacy should use the *LGH-MAT-Invoice-1* document located on the LCDAC website.  
<https://www.co.lancaster.pa.us/DocumentCenter/View/13453/LGH-MAT-Invoice-1>
    - GANSE Apothecary may utilize their pre-existing invoice
  - Any items listed on the invoice that have NOT been pre-authorized by the LCDAC Case Manager will be crossed off the invoice and subtracted from the total.
  - LCDAC will only reimburse the pharmacy for transactions that fall within the timeframes indicated on the *Buprenorphine Medication Authorization* forms and the *Termination of Buprenorphine Medication Authorization* forms.
  - If liability amounts are not indicated on the invoice, the invoice will not be paid until an invoice is submitted with all the requested information.
  - LCDAC will not reimburse the pharmacy for any liabilities that were not collected from LCDAC funded individuals.

**II. At Any Time While Receiving LCDAC Buprenorphine Funding**

- a. An individual can obtain other viable funding (*that is: Managed Care coverage through Gateway, UPMC, etc., OR private insurance*)
- b. An individual may discontinue their participation in either Penn Medicine/LGH Addiction Medicine program or RASE's programs either voluntarily or involuntarily

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- When either of the above happens, the LCDAC Case Manager will send a ***Termination of Buprenorphine Medication Authorization*** form indicating the date when LCDAC medication funding is terminating

**GENERAL REMINDERS**

- **Providers must ensure that LCDAC funding is the payment of last resort.**
- When clients get MA or are discharged from the provider services, notify the LCDAC Case Manager immediately.
- Contact LCDAC with any unusual circumstances.
- Contact LCDAC for inquiries regarding funding availability.

\*\*\* *Compliance with the above procedures is required to receive LCDAC Buprenorphine funding approval* \*\*\*