



Requirements for Rx Partnership Application for Affiliation

Rx Partnership, Inc. (RxP) is a nonprofit, tax-exempt organization that serves as a broker to secure free prescription medications in bulk supply from pharmaceutical companies and arranges for their direct distribution to qualified free clinics and community health centers that operate licensed, nonprofit pharmacies. RxP credentials, monitors, and audits all Affiliates to ensure compliance with pharmaceutical company Patient Assistance Program eligibility and contract criteria.

To be credentialed as an Affiliate of RxP, each applicant organization must verify the specific intake process utilized to determine patient eligibility. In order to receive RxP medications, patients must be residents of the Commonwealth of Virginia, have combined household income at or below 200% of federal poverty level, and be without any health insurance (including any prescription drug coverage). RxP requires monthly reporting and conducts periodic site reviews, annual audits, and on-going training sessions to confirm compliance with all contract criteria.

Organizations seeking to become credentialed as an Affiliate of RxP must complete and submit an application. Submission of this application confirms that the applicant understands RxP program requirements and agrees to adhere to them should the application be approved.

Organizations that intent to complete the Rx Partnership Application for Affiliation should review the following requirements in order to ensure the appropriate policies and procedures that meet RxP guidelines are currently in place.

A. Organizational Criteria:

1. The Affiliate is a non-profit, 501(c)(3) entity whose purpose is to provide health care services to low-income, uninsured residents of the Commonwealth of Virginia.
2. The Affiliate operates a Pharmacy that is licensed by the Virginia Board of Pharmacy. Medications are dispensed to enrolled RxP patients according to established pharmacy practice standards and in adherence to the Commonwealth of Virginia Pharmacy Act, Drug Control Act, and all Regulations of the Virginia Board of Pharmacy.
3. The Affiliate is financially solvent and operationally sound.
4. The Affiliate agrees to remit to Rx Partnership all required fees as determined by the Rx Partnership Board of Trustees. These fees will be assessed on a sliding-fee scale based on the amount of product obtained through participation in the RxP program.

B. Standard Operating Procedures for Patient Eligibility Determination:

1. The applicant organization maintains up-to-date Standard Operating Procedures for patient eligibility determination and enrollment.

2. The organization provides training on an annual basis to all staff responsible for interviewing, assessing, and approving patient eligibility for services.
3. The organization retains a detailed training log, with entries signed by each staff member, indicating date and type of training completed. Training logs are maintained for a period of seven (7) years.

C. Patient Enrollment Criteria:

1. The organization provides medications obtained through RxP exclusively to those patients meeting all RxP program requirements. Patients must reside in the Commonwealth of Virginia, have combined household income at or below 200% of federal poverty level, and be uninsured for healthcare and prescription medication coverage. If the patient has any form of health insurance, there must be additional, valid documentation that there is NO prescription drug coverage. If a patient has Medicare, but has not enrolled in a Medicare Part D prescription drug plan and otherwise meets all other RxP Program requirements, the patient is considered to be eligible to receive RxP Program Product. Without exception, the patient must provide valid documentation that they are not currently enrolled in any Medicare Part D prescription drug plan. However, patients who are enrolled in a Medicare Part D prescription drug plan but who are currently in the “Doughnut Hole” are considered to have prescription drug coverage and are therefore, at no time and under no circumstances, eligible to receive RxP Program Product.
2. The organization screens patients using the RxP Enrollment Form Check List or another eligibility determination form that has been approved by RxP Administration.
3. The organization maintains copies of all required verifications of eligibility in each enrolled client’s medical record or eligibility file. Confirmation of eligibility for services and receipt of all copies of verification documents are validated by interviewer/screener signature.
4. The organization requires all patients to sign and date an attestation/confirmation of accuracy of information provided and a consent to release information.
5. The Affiliate verifies that all patient applications and financial documentation are complete prior to dispensing Program Product.
6. The organization has a written policy and procedure for differentiating patients eligible to receive medications through RxP from patients who are not eligible. Medications obtained through RxP must not be dispensed to patients not meeting all program eligibility criteria.
7. The organization securely maintains medical and eligibility records for RxP enrolled patients for a period of seven (7) years after the expiration or termination of this agreement. Examples of records to be retained include:

Patient Eligibility Documentation

Prescriptions

Pharmacy ordering, receiving, inventory records, transfer and expiration logs, dispensing logs, shipping logs, packing slips, receipts, etc.

Correspondence related to RxP or to any related contracts

D. Pharmacy Operation Criteria:

1. The organization operates a Pharmacy that is licensed by the Virginia Board of Pharmacy. Medications are dispensed to enrolled RxP patients according to established pharmacy practice standards and in adherence to the Commonwealth of Virginia Pharmacy Act, Drug Control Act, and all Regulations of the Virginia Board of Pharmacy.
2. The organization maintains an up-to-date Pharmacy Standard Operating Procedures and Training Process/Manual detailing all pharmacy operational procedures, including procedures for identifying patient eligibility status in RxP.
3. The organization provides training on an annual basis to all staff responsible for establishing and maintaining medication areas throughout the Affiliate Pharmacy that are appropriate for preparing and dispensing medications to enrolled patients.
4. The organization retains a detailed training log, with entries signed by each staff member, indicating date and type of training completed. Training logs are maintained for a period of seven (7) years.
5. Each Affiliate Pharmacy must have a designated Pharmacist-In-Charge (PIC). The Pharmacist-In-Charge (PIC) or the Pharmacist on duty shall control all aspects of the practice of the pharmacy. The Virginia Board of Pharmacy Permit listing the name of the PIC, copies of Pharmacists' licenses to practice Pharmacy, Pharmacy Technician certification and registration with the Virginia Board of Pharmacy are maintained and available for inspection at each RxP Affiliate Pharmacy. All licenses are renewed periodically as required by law.
6. The Pharmacy area is restricted to Pharmacists who are practicing at the Pharmacy. Interns, Pharmacy Technicians, and other persons designated by the Pharmacist may be allowed access by the Pharmacist, but only during the hours the Pharmacist is on duty.
7. The RxP Affiliate Pharmacy maintains a record and inventory of medications received and dispensed from the Pharmacy to patients enrolled in RxP. Records of the transactions of the Pharmacy are kept as required by federal, state, and local laws and adequate control and accountability of all drugs are maintained. These records include but are not limited to: Patient Eligibility Identification, Unique Patient Identification, Physician Order (Prescription), Medication Supply Order, Receipt into Inventory, Dispensing according to all Virginia Board of Pharmacy Laws and Regulations, Offer to Counsel, Delivery to Patient, Return to Stock, Expired Medication, Destruction of Medication and Removal from Inventory. This record system must have electronic reporting capability.
8. The Affiliate Pharmacy has a documented system for monitoring dispensing dates to ensure refills are dispensed accordingly, within timeframes consistent with community standards.
9. The RxP Affiliate Pharmacy maintains a standard system for ensuring separation of contracted RxP medication inventory from other medication received into the pharmacy through donation, purchase or sample. RxP medication must also be indicated using a unique identifier in the pharmacy software for accurate reporting.
10. The RxP Affiliate Pharmacy ensures that expired, unusable, damaged, or compromised medications are removed from the stock shelves immediately and are scheduled for return or destruction. Expired medications are stored in a segregated area within the secured Affiliate Pharmacy as designated by the Director of Pharmacy and are returned to the manufacturer based on contract

specifications or are sent for destruction as required in adherence to the Commonwealth of Virginia Board of Pharmacy Title of Regulations. Expired medications are reported to RxP on the monthly usage report.

11. The RxP Affiliate Pharmacy has procedures in place for returning to stock medications that are not picked up by patients within a specified period of time. Returned to stock medications are reported to RxP on the monthly usage report.
12. The RxP Affiliate Pharmacy maintains shipping receipts and packing slips for all bulk-shipment medications received as an Affiliate of RxP. These receipts or invoices are kept separately from other supply invoices.

E. Ongoing Evaluation and Monitoring

1. The organization will record utilization data and provide reports to RxP upon request. The Monthly Usage Reports shall include the following information for each prescription of an RxP medication dispensed: a unique patient identifier, the 11 digit (no dashes) NDC number for each prescription, the medication name, the quantity of medication dispensed to each patient, and the date the prescription was filled. Reports and Orders must be submitted on the most current form provided by RxP to the Affiliate.
2. The organization will complete an annual evaluation of the RxP program to assist RxP with quality assurance and program development initiatives.
3. The organization will permit RxP or its designee to audit all records and reports pertaining to the RxP program. Signed authorization to release information to RxP or its designee should be incorporated into existing patient release forms or the RxP release form template should be used. Audits are conducted annually or more frequently as necessary.
4. The organization understands that RxP provides reports as required and/or requested to current and prospective partners, funders, and grantors.
5. The Executive Director and/or Pharmacist-In-Charge will attend annual RxP training and program development conferences. Additional staff members, including eligibility screeners, are encouraged to attend.

If accepted as an Affiliate of Rx Partnership, we understand that we are required to comply with and execute all of the requirements of the Rx Partnership program. It is further understood that Rx Partnership reserves the right to terminate our participation in the RxP program if we do not adhere to the requirements.

Executive Director

Signature: _____

Name (printed): _____

Date: _____

Board Chair

Signature: _____

Name (printed): _____

Date: _____

Medical Director

Signature: _____

Name (printed): _____

Date: _____

Pharmacist-in-Charge

Signature: _____

Name (printed): _____

Date: _____

Director of Screening/Eligibility

Signature: _____

Name (printed): _____

Date: _____

If any of these positions are not part of your organizational structure, please indicate as not applicable.