



## THE ASSISTANT SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

FEB 28 2014

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND  
RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND  
RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER  
AND RESERVE AFFAIRS)  
DIRECTOR, DEFENSE HEALTH AGENCY

SUBJECT: Procedures on Responsibility of Dispensing Prescriptions at Military Treatment  
Facility Pharmacies

This memorandum clarifies procedures relating to Health Affairs Policy 04-032, "TRICARE Pharmacy Benefit Program Formulary Management," dated December 22, 2004, which remains in effect. Specifically, this memorandum is addressed to all military treatment facility (MTF) providers and pharmacies. It revalidates the requirement for MTFs to provide medications prescribed by MTF providers and restates procedures for obtaining 3rd tier (Non-formulary) and compounded medications for patients treated at MTFs.

The intent of the long standing "You write it, you fill it" policy is that MTFs will not shift prescriptions written by MTF providers to retail purchased care sector pharmacies. Patients who are being followed by an MTF provider or have a prescription signed by an MTF provider will not be referred to retail pharmacies to obtain their medications.

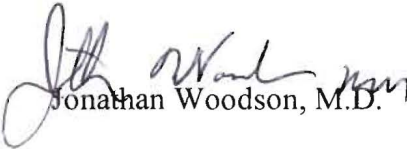
If the medication prescribed is a 3rd tier drug (as defined by the Uniform Formulary) or a compounded medication, the MTF provider must provide justification using the same prior authorization criteria used by the pharmacy contractor, including step-therapy criteria. The justification provided by the MTF provider will be reviewed by the MTF Pharmacy and Therapeutics Committee, or its designee, and approved for purchase if the criteria are met. If the criteria are not met, the provider must rewrite the prescription for a formulary product.

If the medication prescribed is a first or second tier drug (as defined by the Uniform Formulary) but is not included on the local MTF formulary, the medication will be procured under the special purchase process established at the MTF. Sending patients to the retail sector to obtain non-MTF formulary prescriptions is not authorized.

In the event of an urgent need for a medication not on the local MTF formulary (i.e., after-hours when the MTF pharmacies are closed or until MTF pharmacy can obtain the non-formulary medication), the provider may prescribe a limited quantity for the patient to obtain at a local retail pharmacy until a follow-up appointment is made. At that time, the process outlined

above will be followed if an additional quantity of a Non-formulary (as defined by the Uniform Formulary) medication is needed.

My point of contact for this policy is Colonel (Col) Mike Spilker, Pharmacy Operations Division, Defense Health Agency. Col Spilker may be reached at (703) 681-2890.

  
Jonathan Woodson, M.D.

cc:  
Surgeon General of the Army  
Surgeon General of the Navy  
Surgeon General of the Air Force