



State Employee Health Plan (SEHP) PRESCRIPTION DRUG ADVANCE PURCHASE POLICY

Travel in the United States

Because the State Employee Health Plan (SEHP) uses the Caremark Pharmacy network, members traveling within the United States are not eligible for an advance purchase. SEHP members may use their drug card at any Caremark network pharmacy throughout the U.S.

Travel Outside of the United States

1. Travel or work outside the U.S. for a period of sixty (60) days or less:

Members that leave the U.S. for 60 days or less may call the toll-free number on the back of their card to arrange for a vacation supply of medications. Caremark may enter up to 30 days on an original fill for non-controlled and controlled medications or a 60 day override on refills of medications as allowed by the benefit description. The member will be billed the applicable coinsurance or copayment for the quantity purchased.

2. Work outside the U.S. for a period of sixty (60) days or longer (but not to exceed one (1) year):

This policy and its provisions apply only to active employees covered under the SEHP. When a member will be outside of the country for a longer period of time, there are two options available:

Advance purchase through drug plan:

The member must work with the agency's personnel/benefits office to arrange for advance purchase of maintenance medications required during a stay outside the U.S.

The Advance Purchase Form certifying that health coverage will be maintained during the entire period of the extended absence must be signed by both the member and the Agency. An Advance Purchase Form must be submitted to Membership Services in the SEHP **at least fifteen (15) days prior to departure date**. The Agency and the member will be notified when the Advance Purchase Form has been processed and the dates the medication will be available to be pick up. Generally, the medication will be available for purchase one week in advance of the departure date. The following requirements apply:

- (1) The Advance Purchase form must be completed stating that coverage will be maintained via payroll deductions during the term outside of the U.S. The form also requires information on destination and duration of stay. The Advance Purchase form signed by the member and the agency representative acknowledges the SEHP's right to recovery from the agency and/ or employee the cost of the medications if coverage is not maintained.
- (2) The name and strength of each requested medication and the name of the prescribing doctor must be on the Advance Purchase form. For each medication, provide the name of pharmacy where the medication will be filled. The member will be responsible for the applicable coinsurance percentage on the cost of the quantity of drug dispensed. The member must agree to purchase the prescription medication at a local network pharmacy. Members or their dependents using the Caremark mail service will need to obtain a prescription from their doctor so that the items can be purchased at a local network pharmacy. **Reminder:** medication can only be dispensed for the period of time allowed by the prescription written by the provider. For extended periods, the member may need a new prescription. Advance purchases are available for period up to one (1) year.
- (3) Benefits available for emergency prescriptions purchased outside of the U.S. will be limited to those drugs which would have been covered had they been purchased within the U.S. Documentation of the purchase must be translated into English along with the exchange rate on the date of service and be submitted to the SEHP on a paper form with a statement indicating their purchase and use while outside of the U.S. Membership status will be verified and the claim will be forwarded to Caremark for reimbursement.

Member purchases medication(s), then submits claim(s) upon return:

If the member does not have enough time to file an Advance Purchase Form in advance of their departure, they may pay the full price for their medications, and file a paper claim for reimbursement upon their return. The paper claim would need to be filed first to SEHP for processing.