Medication Access Site Requirements for Pharmacies
Pre-Exposure Prophylaxis (PrEP) Delivery Program
Virginia Medication Assistance Program (VA MAP)

A. MOA (fully executed by both parties)
   1. Initiated by the Department (VDH Pharmacy Services)
   2. Sent to the Contractor (pick-up site pharmacy)
   3. Final signature provided by the Department
   4. Copy kept on file by both parties

B. Pharmacy State License
   1. Name of the pharmacist-in-charge (PIC). Notify VDH Pharmacy Services of any changes in
      the PIC.
   2. Renewed annually prior to expiration. VDH Pharmacy Services will need a confirmation that
      the pharmacy license has been renewed.

C. General Information Needed from Clinic & Process for Placing Medication Orders
   1. A contact name, phone number and fax number at the site involved in placing the order the
      medication (pharmacy or clinic)
   2. Point of contact, phone number and fax number at the pick-up site (i.e., pharmacy)
   3. Pick-up site pharmacy shipping address
   4. Mutual understanding of how medication orders will be placed

D. Prescription Labeling
   VDH Pharmacy Services must label all prescriptions sent to the pick-up site pharmacy with a
   label that clearly identifies both VDH Pharmacy Services and the pick-up site pharmacy in
   compliance with state and federal requirements (18VAC110-20-275).

E. Policy & Procedures
   Both entities to maintain a copy on site. VDH Pharmacy Services will provide to the site.

F. Prescription Record
   1. VDH Pharmacy Services to maintain legal record for all prescriptions dispensed
   2. VDH Pharmacy Services to label all prescriptions in accordance to all state and federal
      requirements

G. Prescription Tracking & Accountability
   1. VDH Pharmacy Services to keep a detailed log of all prescriptions shipped; tracking
      information will be available as needed
   2. VDH Pharmacy Services will maintain a record of all prescriptions returned from pick-up site
      pharmacy
   3. Pick-up site pharmacy will maintain a log for patients receiving a prescription from VDH
      Pharmacy Services; see attached sample log but site may opt to create a customized one

H. Patient Consent for Delivery
   1. Pick-up site pharmacy will be responsible for obtaining patient consent to allow VDH
      Pharmacy Services to fill prescriptions requested on their behalf in support of PrEP or VA
      MAP
2. Pick-up site’s district director or designee to provide written authorization for receiving prescriptions on behalf of site’s patients and storage and subsequent deliver of prescriptions to patient

I. Confidentiality of Patient Information
   1. Both VDH Pharmacy Services and the pick-up site pharmacy shall comply with existing policies of their respective organization for maintaining patient confidentiality and PHI integrity
   2. VDH Pharmacy Services will comply with HIPPA regulations

J. Patient Prescription Drug Counseling
   Pick-up site pharmacy to inform patients receiving new prescriptions from VDH Pharmacy Services that counseling is available from a pharmacist.

K. Storage Requirements
   Pick-up site pharmacy must store all prescriptions sent by VDH Pharmacy Services in accordance with subsection A of 18VAC110-20-200 of the BOP regulations.