

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.