

Transition Process

Transition: Is the Part D process established by your health plan to provide a temporary supply of certain Part D medications that are not available in the drug list (of your formulary) covered in your plan.

Purpose of offering a transition supply:

1. To provide you with a temporary drug supply during the transition period (first 90 days from coverage start date with AHM)
2. To provide you with sufficient time to evaluate or review with your primary care provider (your doctor) the drug alternatives contained in the drug list (formulary) and for the doctor to determine that these drugs are appropriate according to your health condition. Time is provided to request an exception according to the medical needs you may have and if your doctor understands that there are no alternatives in the drug list.

This transition process applies when:

1. Drugs that are not in the drug list (formulary) but are covered through your Medicare Part D.
2. Part D Drugs that are on the drug list (formulary) covered in your health plan and have a type of utilization requirement such as pre-authorization, step therapy or quantity limit.

Who can receive a transition supply:

1. New members and members currently in AHM with Part D coverage that need Part D drugs not included in the AHM drug list (formulary) or with a type of utilization requirement such as pre-authorization, step therapy or quantity limit. This transition process does not apply to drugs excluded in Medicare Part D (Benzodiazepines, Barbiturates, medication for weight gain or loss, erectile dysfunction medication, cough and flu medicine, OTC drugs for cosmetics or hair growth use, fertilization drugs, vitamins, minerals (except prenatal vitamins and fluoride) or drugs covered by Medicare Part B).

How you can obtain your medication through the transition process:

1. You will receive a Part D drug supply not in the drug list (formulary) from your Part D drug coverage or drugs that has a type of utilization requirement such as pre-authorization, step therapy or quantity limit, automatically at the moment you visit one of the pharmacies within the network contracted by AHM. Remember that this transition process does not apply to drugs excluded from your Medicare Part D drug coverage or those drugs covered through Medicare Part B coverage.
For example: You visit your doctor, he prescribes your medication, and you visit a pharmacy within the provider list. The pharmacy processes your application, the

- medication prescribed by your doctor is not on your Part D drug list (formulary), automatically, the system (at the moment you are there – Point-of –Sale) allows the pharmacy to process your medication with the need to request authorization. This will happen this way if your medication is covered within Part D, even if it is not listed in Part D the drug list (formulary) or if the medication is in the drug list and requires a pre-authorization or if you have used previous therapy to this (step therapy) or if you have a quantity limit.
2. You obtain a part D drug supply that is not listed in your drug list (formulary), for a 30 day period. You and your doctor (the one who prescribed the medication) will receive a letter informing that you received a transition supply and recommending that you and your doctor evaluate the Part D drug list (formulary) for you to determine if any of the alternative drugs from your drug list (those include in the formulary) can be used to treat your health condition. If your doctor understands that the alternative drugs included in the Part D drug list (formulary) cannot be used to treat your health condition, you and your doctor can request an exception by including the medical information that indicates the reason why the doctor understands that you have a medical necessity to use a Part D drug not in the drug list (formulary) from your health plan. To request an exception, refer to the part that explains the application process for Part D exceptions.
 3. AHM will provide a transition supply according to the following programs and limitations:
 - a. At your pharmacy (Retail) –You will receive only one supply per Part D drug transition not in the drug list (formulary) for 30 days or less (as written in your medical prescription), during the first 90 in which you start your coverage with AHM (starting as of the date in which you are eligible for the first time with AHM (Transition in a retail pharmacy)).
 - b. In a Long Term Care facility (LTC) – You will receive only one supply per transition of Part D drug that is not in the drug list (formulary) for 31 days or less (according to the written prescription), during the first 90 days in which you start coverage with AHM (beginning from the date in which you are eligible for the first time with AHM (transition in a Long Term Care (LTC) pharmacy). You may receive an emergency supply of 31 days or less (as written in your drug prescription), after the expiration of the first 90 days of transition, if a supply of a Part D drug is needed that is not included in the drug list (formulary) while you apply for an exception or a pre-authorization. You may receive a transition supply if you are admitted or released from a Long Term Care (LTC) facility.
 - c. Emergency Transition Supply – If you are a member in a Long Term Care (LTC) facility, in which the 90 day period has finalized and have applied for a drug exception and is waiting for the response of your application or pre-

authorization, AHM will provide you with a 31 day emergency supply transition for Part D medication that is not included in your drug list, while the exception process is completed. The exception that you applied for will not affect that you receive an emergency transition supply.

- d. Emergency Supply for members that change from one care place to another such as a Long Term care (LTC) facility – AHM will provide an emergency transition supply of 31 days for those members that begin in a Long Term Care facility (that are entering new in LTC). If the member is a resident of the Long Term Care (LTC) facility, they need not to apply for an exception or pre-authorization to receive an emergency transition supply for a Part D drug that is not in the drug list (formulary).
- e. Members that are not in a Long Term Care (LTC) facility and that changed their level of care. AHM will provide a transition supply of 30 days or less as written the prescription at a pharmacy (that releases retail drugs or the mail).

If you received a drug supply through the transition process, AHM will send you and your doctor a written notification. This written notification (letter of transition) will explain that you received a temporary Part D drug supply that is not in the Part D drug list (formulary). You will receive within 3 business days a temporary transition supply, so you and your doctor can have sufficient time to evaluate therapeutic alternatives that are available in your drug list or request an exception.

The letter will include the following information:

1. An explanation of the nature of provided transition supplied
2. An explanation of which you can coordinate with your primary provider (doctor) and AHM, to identify a therapeutic alternative contained in the Part D drug list.
3. An explanation of the right you have to apply for a Part D drug exception that is not in the drug list (formulary).
4. A description of the application process for an exception

AHM will extend the transition process during the contract year for those members that start their coverage effective November 1 or December 1 if a Part D drug transition supply is needed that is not in the drug list (formulary) of your coverage.

Formulary changes during the plan contract year – AHM will notify by mail all changes that arise in the formulary during the year in the Annual Notification of Changes (ANOC). According to the CMS established time frame. You will have a 60 day period to review the new formulary and evaluate the Part D drugs covered that are in the AHM drug list (formulary) for the new contract year and can evaluate with your primary physician other alternatives that you have in your Part D drug list (formulary).

If during the contract year AHM makes changes or eliminated drugs from its Part D drug list (formulary), as established by Medicare, you will receive a written notification explaining the drug change or which drug will be eliminated from the formulary. You will receive this notification 60 days before the changes are made to the Part D drug list so you can evaluate therapeutic alternatives with your primary provider or apply for an exception.