

**TITLE:** PATENT ASSISTANT PROGRAM  
**DEPARTMENT:** Clinical  
**APPROVED BY:** \_\_\_\_\_

**ORIGINATED BY:** Clinical Quality Improvement Committee  
**EFFECTIVE DATE:**  
**SUPERSEDES DATE:**

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**PURPOSE:**

To facilitate meeting the patient's need for medication in a safe and a timely manner.

**POLICY:**

will assist patients with the process of determining eligibility, obtaining and maintaining free pharmaceuticals through the Patient Assistance Program.

**PROCEDURE:**

Follow drug companies requirements indicated in PAPRx.

1. Access applications via PAPRx, company's web site or by calling appropriate drug company.
2. Obtain proper information in order to fulfill specific drug company income requirements. Income information may be obtained from electronic medical record. Drug companies may also require Medicaid denial letter.
3. Maintain appropriate files on every patient (separate from the patient's electronic medical record). Dates may be logged in the PAPRx system.
4. Patients will be limited to 4 prescription drugs thru this program. May increase to prescriptions with provider approval.
5. The drugs will be delivered to the requesting clinical site. When medications are delivered, the invoice is checked for proper patient name and medications requested.
6. The patient will be called when medication arrives at requesting clinical site. If the patient cannot be reached by phone, notification will be sent by mail.
7. Signature is required for the receipt of medications.
8. If patient fails to pick up medication, medication will be properly disposed or returned to the appropriate drug company.
9. The patient will pay an annual \$10.00 processing fee and a \$5.00 administration fee for each additional 90 day supply of medication received.

*This policy and procedure shall be periodically reviewed and updated consistent with the requirements and standards established by the Board of Directors and by Northwest Health Services management, federal and state law and regulations, and applicable accrediting and review organization.*