

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: NON-FORMULARY MEDICATIONS

NUMBER: NN-MM-11

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EFFECTIVE DATE: 3/8/89

REVIEW/REVISE DATE: 5/16/90, 09/27/94, 11/19/01, 09/10/04, 10/28/04, 11/01/07,
8/19/10, 7/18/13

APPROVAL: _____ Cody L. Phinney _____, Agency Director
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I. Purpose

To allow for the approval and procurement of non-formulary medications consistent with consumer needs.

II. Policy

NNAMHS shall provide non-formulary medications through a consultation process.

III. References

1. NNAMHS Policy NN-MM-16 Procurement of Medications.
2. MR 197 Medication Consultation Form.
3. Nevada Administrative Code 639.482.

## IV. Procedure

- A. Nothing herein shall be construed to prevent emergency medical care or treatment to a consumer if within a reasonable degree of medical certainty a delay would endanger the consumer's health. The Director of Pharmacy Services or designee is authorized to take such actions necessary to obtain a non-formulary product in these circumstances. However, when the emergency subsides, the following procedures must be followed.
1. A prescriber may request a product that is not on the formulary for a consumer subject to the following procedures which must be completed prior to requesting the non-formulary product.
  2. The consumer should have had an adequate trial of a formulary product if one exists for that indication. The existing formulary product must be documented as either a therapeutic failure or that side effects prevent further use.
  3. No acceptable formulary product meets the criteria for use for the consumer.
  4. The cost of the non-formulary product must be considered in comparison to other non-formulary alternatives which are clinically appropriate.
- B. A medication consultation form MR 197 will be obtained and completed by the requesting prescriber.
- C. After completion, the form must be forwarded to the pharmacy for further processing. The pharmacy will send the form to the medical director and a designated physician on the Pharmacy and Therapeutics (P & T) Committee for approval or disapproval.
- D. The completed form will be returned to the pharmacy. The pharmacy will send a copy of the completed form to the requesting prescriber.

- E. If approved the requested product will be obtained by the pharmacy from the wholesaler and dispensed to the consumer on the next business day.
- F. The completed form shall be kept on file in the pharmacy for two (2) years.
- G. The requesting prescriber should allow three (3) to seven (7) days for the consult process to be completed and the product in stock.
- H. The requesting prescriber must ensure that the consumer is covered by an approved medication until the medication consultation request is approved and the product obtained.