

Diocese of Gary

*medco*<sup>®</sup>

# Your Prescription Drug Benefit Handbook



# Welcome!

We're proud that the Diocese of Gary has chosen Medco to manage your prescription drug benefit for retail and mail-order services. You're in good company. Medco has provided quality prescription drug benefit services to millions of Americans for over 30 years.

Included in this packet is your **prescription benefit card**. Keep it in your wallet so that it's always handy when you order prescriptions.

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## Your prescription drug benefit plan at a glance

Benefit	Medco By Mail	Retail pharmacy
How much medication can I order?	Up to a <b>90-day</b> supply	Up to a <b>30-day</b> supply
What is my <b>co-payment</b> for medications?	<b>\$25</b> for generics <b>\$62.50</b> for brand-name drugs that do <b>not</b> have a generic alternative. If you purchase a brand-name medication when a generic medication is available, you will pay <b>\$62.50, plus the difference in cost</b> between the brand-name medication and the generic medication.	<b>\$10</b> for generics <b>\$25</b> for brand-name drugs that do <b>not</b> have a generic alternative. If you purchase a brand-name medication when a generic medication is available, you will pay <b>\$25, plus the difference in cost</b> between the brand-name medication and the generic medication.
Are there any <b>other costs</b> ?	No. Standard shipping is free.	No

Note: This information is an overview of your Diocese of Gary prescription drug benefit. Benefits and co-payments are subject to change by your health plan.

## Your pharmacy options

### Retail pharmacies

You may want to use a **participating retail pharmacy** for short-term prescriptions (such as antibiotics to treat infections). Be sure to show your prescription benefit card to the pharmacist, and pay your retail co-payment for each prescription.

To find a participating retail pharmacy near you:

- Visit **www.medco.com** and click "Locate a pharmacy."
- Ask at your retail pharmacy whether it participates in the Medco network.

**If you use a nonparticipating retail pharmacy,** you must pay the entire cost of the prescription and then submit a reimbursement claim to Medco. Plans that allow members to use nonparticipating retail pharmacies generally reimburse the amount the drug would have cost at a participating retail pharmacy minus your retail co-payment.

If you use a nonparticipating pharmacy, your plan may not reimburse the cost of your prescriptions. You may call Member Services to learn whether your plan reimburses for costs incurred at a nonparticipating pharmacy.

### **Medco By Mail pharmacies**

**Over 6 million members** enjoy the convenience and savings of having their long-term medications (those taken for 3 months or more) delivered to their home or office. Medications are dispensed by **Medco By Mail** pharmacists through our network of mail-order pharmacies.

Medco By Mail advantages:

- **Get up to a 90-day supply** (compared with a typical 30-day supply at retail) of each covered medication for **just one mail-order payment.**
- **Registered pharmacists** are available 24 hours a day, 7 days a week.
- **Order refills** online, by mail, or by phone—anytime day or night. To order online, register at **www.medco.com**. Refills are usually delivered within 3 to 5 days after we receive your order.
- **Choose a convenient payment option**—Medco offers a safe, convenient way for you to pay for prescription orders called e-check. E-check is an electronic funds transfer system that automatically deducts payments from your checking account. You can also pay by money order, personal check, credit card, or through our automatic payment program. For more information, visit **www.medco.com** or call Member Services.
- **Standard shipping is free.**

## How to start saving with Medco By Mail

- 1 When using Medco By Mail, be sure to ask your doctor to write a prescription for up to a **90-day supply** of each medication (plus refills for up to 1 year, if appropriate).
- 2 Fill out the enclosed Medco By Mail order form.
- 3 Send the completed form, your prescription, and your payment option in the Medco By Mail envelope provided.

Your medication usually will be delivered within 8 days after we receive your order. If you are currently taking a medication, be sure to have at least a 14-day supply on hand when ordering. If you don't have enough, ask your doctor to give you a second prescription for a 14-day supply and fill it at a participating retail pharmacy while your mail-order prescription is processed.

You may also have your doctor fax your prescriptions. Ask your doctor to call 1 888 327-9791 for faxing instructions.

### The Medco Special Care Pharmacy

Some conditions, such as anemia, hepatitis C, multiple sclerosis, asthma, growth hormone deficiency, and rheumatoid arthritis, are treated with specialty medications. If you use specialty medications, you'll appreciate the **Medco Special Care Pharmacy** extras, including:

- Up to a 90-day supply of your specialty medication for just one co-payment
- Access to nurses who are trained in specialty medications
- Answers to your questions about specialty medications from a pharmacist 24 hours a day, 7 days a week
- Coordination of home care and other healthcare services

For more information, call the **Medco Special Care Pharmacy** at 1 800 987-8680.

## Online services

If you have Internet access, you can take advantage of Medco's award-winning, consumer-friendly website. More than 4 million members have registered at [www.medco.com](http://www.medco.com) to:

- Review plan highlights and get health and wellness information.
- Compare brand-name and generic drug prices.
- Obtain order forms, claim forms, and envelopes.
- Submit mail-order refills.
- Check the status of Medco By Mail orders.
- Check and pay mail-order account balances.

## General information

### To contact Member Services

**Member Services** is available 24 hours a day, 7 days a week (except Thanksgiving and Christmas) by calling toll-free 1 800 987-8680. Our Member Services representatives can:

- Help you find a participating retail pharmacy
- Send you order forms, claim forms, and envelopes
- Answer questions about your prescriptions or plan coverage

### To access Medco by TTY

**TTY** is available for hearing-impaired members.  
Call 1 800 759-1089.

### To order prescription labels printed in braille

**Braille** labels are available for mail-order prescriptions.  
Call 1 800 987-8680.



## Other things you should know

### Medco protects your safety

The risks associated with drug-to-drug interactions and drug allergies can be very serious. To protect your safety—whether you use Medco By Mail or **medco.com**®—Medco checks for potential interactions and allergies. We also send information electronically to participating retail pharmacies.

### Medco may contact your doctor about your prescription

If you are prescribed a drug that is not on your plan's preferred list, yet an alternative plan-preferred drug exists, we may contact your doctor to ask whether that drug would be appropriate for you. If your doctor agrees to use a plan-preferred drug, you will never pay more and will usually pay less.

### Medco protects your privacy

Because your privacy is important to us, Medco complies with federal privacy regulations. Medco uses health and prescription information about you and your dependents to administer your plan and to fill your mail-order prescriptions.

### Your plan may have coverage limits

Your plan may have certain coverage limits. For example, prescription drugs used for cosmetic purposes may not be covered, or a medication might be limited to a certain amount (such as the number of pills or total dosage) within a specific time period.

If you submit a prescription for a drug that has coverage limits, your pharmacist will tell you that approval is needed before the prescription can be filled. The pharmacist will give you or your doctor a toll-free number to call. If you use Medco By Mail, your doctor will be contacted directly.

When a coverage limit is triggered, more information is needed to determine whether your use of the medication meets your plan's coverage conditions. We will notify you and your doctor of the decision in writing. If coverage is approved, the letter will indicate the amount of time for which coverage is valid. If coverage is denied, an explanation will be provided, along with instructions on how to submit an appeal.

### Controlled substances

Federal law prohibits the return of dispensed controlled substances.

### Medco manages your prescription drug benefit at the request of the Diocese of Gary.

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