

Address:  
GuildNet Pharmacy Services  
55 Water Street  
New York, NY 10041

Fax Number:  
1-877-300-9695

You may also ask us for a coverage determination by phone at 1-877-444-3973 or through our website at [www.guildnetny.org](http://www.guildnetny.org).

**Who May Make a Request:** Your prescriber may ask us for a coverage determination on your behalf. If you want another individual (such as a family member or friend) to make a request for you, that individual must be your representative. Contact us to learn how to name a representative.

**Participant's Information**

Participant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Participant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Participant ID # \_\_\_\_\_

**Complete the following section ONLY if the person making this request is not the participant or prescriber:**

Requestor's Name \_\_\_\_\_

Requestor's Relationship to Participant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

**Representation documentation for requests made by someone other than participant or the participant's prescriber:**

**Attach documentation showing the authority to represent the participant (a completed Authorization of Representation Form CMS-1696 or a written equivalent). For more information on appointing a representative, contact your plan or 1-800-Medicare.**

**Name of prescription drug you are requesting** (if known, include strength and quantity requested per month):

**Type of Coverage Determination Request**

- I need a drug that is not on the plan's list of covered drugs (formulary exception).\*
- I have been using a drug that was previously included on the plan's list of covered drugs, but is being removed or was removed from this list during the plan year (formulary exception).\*
- I request prior authorization for the drug my prescriber has prescribed.\*
- I request an exception to the requirement that I try another drug before I get the drug my prescriber prescribed (formulary exception).\*
- I request an exception to the plan's limit on the number of pills (quantity limit) I can receive so that I can get the number of pills my prescriber prescribed (formulary exception).\*
- My drug plan charges a higher copayment for the drug my prescriber prescribed than it charges for another drug that treats my condition, and I want to pay the lower copayment (tiering exception).\*
- I have been using a drug that was previously included on a lower copayment tier, but is being moved to or was moved to a higher copayment tier (tiering exception).\*
- My drug plan charged me a higher copayment for a drug than it should have.
- I want to be reimbursed for a covered prescription drug that I paid for out of pocket.

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**\*NOTE: If you are asking for a formulary or tiering exception, your prescriber MUST provide a statement supporting your request. Requests that are subject to prior authorization (or any other utilization management requirement), may require supporting information. Your prescriber may use the attached "Supporting Information for an Exception Request or Prior Authorization" to support your request.**

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Additional information we should consider (*attach any supporting documents*):

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**Important Note: Expedited Decisions**

If you or your prescriber believe that waiting 72 hours for a standard decision could seriously harm your life, health, or ability to regain maximum function, you can ask for an expedited (fast) decision. If your prescriber indicates that waiting 72 hours could seriously harm your health, we will automatically give you a decision within 24 hours. If you do not obtain your prescriber's support for an expedited request, we will decide if your case requires a fast decision. You cannot request an expedited coverage determination if you are asking us to pay you back for a drug you already received.

**CHECK THIS BOX IF YOU BELIEVE YOU NEED A DECISION WITHIN 24 HOURS (if you have a supporting statement from your prescriber, attach it to this request).**

**Signature of person requesting the coverage determination (the participant, or the participant's prescriber or representative):**

Date: \_\_\_\_\_

**Supporting Information for an Exception Request or Prior Authorization**

**FORMULARY and TIERING EXCEPTION requests cannot be processed without a prescriber's supporting statement. PRIOR AUTHORIZATION requests may require supporting information.**

**REQUEST FOR EXPEDITED REVIEW:** By checking this box and signing below, I certify that applying the 72 hour standard review timeframe may seriously jeopardize the life or health of the participant or the participant's ability to regain maximum function.

<b>Prescriber's Information</b>			
Name _____			
Address _____			
City _____	State _____	Zip Code _____	
Office Phone _____	Fax _____		
<b>Prescriber's Signature</b> _____			<b>Date</b> _____

Diagnosis and Medical Information		
Medication:	Strength and Route of Administration:	Frequency:
New Prescription OR Date Therapy Initiated:	Expected Length of Therapy:	Quantity:
Height/Weight:	Drug Allergies:	Diagnosis:

Rationale for Request
<input type="checkbox"/> <b>Alternate drug(s) contraindicated or previously tried, but with adverse outcome, e.g., toxicity, allergy, or therapeutic failure</b> [Specify below: (1) Drug(s) contraindicated or tried; (2) adverse outcome for each; (3) if therapeutic failure, length of therapy on each drug(s)] <input type="checkbox"/> <b>Patient is stable on current drug(s); high risk of significant adverse clinical outcome with medication change</b> [Specify below: Anticipated significant adverse clinical outcome] <input type="checkbox"/> <b>Medical need for different dosage form and/or higher dosage</b> [Specify below: (1) Dosage form(s) and/or dosage(s) tried; (2) explain medical reason] <input type="checkbox"/> <b>Request for formulary tier exception</b> [Specify below: (1) Formulary or preferred drugs contraindicated or tried and failed, or tried and not as effective as requested drug; (2) if therapeutic failure, length of therapy on each drug and adverse outcome; (3) if not as effective, length of therapy on each drug and outcome] <input type="checkbox"/> <b>Other</b> (explain below)
<b>Required Explanation:</b> _____ _____ _____ _____

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GuildNet Gold Plus FIDA Plan is a managed care plan that contracts with both Medicare and New York State Department of Health (Medicaid) to provide benefits of both programs to Participants through the Fully Integrated Duals Advantage (FIDA) Demonstration.

Participants generally must use network pharmacies to access their prescription drug benefit.

The List of Covered Drugs and/or pharmacy and provider networks may change throughout the year. We will send you a notice before we make a change that affects you.

Benefits may change on January 1 of each year.

You can get this information for free in other languages. Call 1-800-815-0000 and 711 (TTY/TDD) during Monday through Sunday, 8am to 8pm. The call is free.

If you speak Spanish, language assistance services, free of charge, are available to you. Call 1-800-815-0000 or TTY 711, Monday through Sunday, 8am to 8pm. The call is free.

Si habla español, los servicios de asistencia lingüística están a su disposición gratuitamente. Llame al 1-800-815-0000 o TTY/TDD 711, de lunes a domingo, 8am a 8pm. La llamada es gratis.

You can get this document for free in other formats, such as large print, braille, or audio. Call 1-800-815-0000 or TTY 711, Monday through Sunday, 8am to 8pm. The call is free.

Usted puede obtener este documento gratis en otros formatos, como en letra grande, braille o audio. Llame al 1-800-815-0000 o TTY/TDD al 711, de lunes a domingo, 8am a 8pm. La llamada es gratis.

The State of New York has created a Participant Ombudsman Program called the Independent Consumer Advocacy Network (ICAN) to provide Participants free, confidential assistance on any services offered by GuildNet Gold Plus FIDA Plan. ICAN may be reached toll-free at 1-844-614-8800 or online at [icannys.org](http://icannys.org). (TTY users call 711, then follow the prompts to dial 844-614-8800.)