Narcan (Naloxone) Clinic Dispensing Process

On campus:

Initial setup

- *Pharmacy will prepare for clinic pickup X Narcan kits with BOP-compliant label.*
- *Clinic to designate an owner/ contact to pick up and secure Narcan kits to dispense to patients*

Dispensing

- *Designated Owner will maintain the Narcan Dispensing Log as follows (utilize current log):*
  - *# of kits dispensed –provide only 1 per patient as this is the typical insurance limit (non-covered units will be charged to the clinic cost center).*
  - *Patient information:*
    - *First and Last Name*
    - *MRN*
    - *Date of birth*
  - *Billing*
    - *Pharmacy will use state-wide standing order to generate a prescription.*
    - *Pharmacy will confirm insurance on file is active and transmit cost.*
    - ***Dispensed kits not covered by health insurance will be charged to the designated Clinic Cost Center.***
  - *Every week (exact day TBD), clinic staff will email Narcan Dispensing Log to the designated pharmacy contact(s) to process using state-wide standing order.*

Replenishment

- *Every week (exact day TBD), clinic staff will email designated pharmacy contact to confirm Narcan balance remaining and request replenishment for dispensed kits.*
- *Pharmacy to provide date available for pick up (please allow 2 business days).*

Pharmacy Billing:

- *Upon receipt of Dispensing Log, pharmacy staff will create a complete patient profile in the pharmacy dispensing system if needed.*
- *Generate a new Narcan prescription using the statewide standing order and process to patient insurance.*
- *For any unbillable orders, pharmacy to bill prescription to "Naloxone" plan.*

Revenue:

- *Provide Revenue (Tafphane) the name and email for the clinic contact. They will determine the following and properly transfer the cost of any prescription billed to Naloxone Plan:*
  - *Required format type for the invoice*
  - *How invoices should be submitted*
  - *When/how we receive payment*
  - *Corresponding contracts*
- *Provide Revenue (Tafphane) the Clinic AU or the AU to be charged.*