

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1822

Policy Title: Pharmacy Billing of non-IHS Eligible Patients

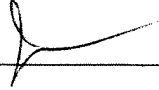
Attachments:

Revision History: 1984, 10/01, 7/12

Revised by/Date: Jesse Godding, PharmD 9/2020

Approved by:

Jesse Godding, PharmD, Pharmacy Manager



Date:

11-10-2020

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-24-2020

POLICY STATEMENT: It is the policy of the Ne-Ia-Shing Clinic Pharmacy to bill for prescription medications to each non-IHS eligible patient on a cash basis either copay payments as dictated from their respective insurance company or if no insurance, as a cash retail amount. Certain prescribed OTC medications will be billed at our usual and customary pricing.

PURPOSE: The purpose of this policy is to generate income and serve designated patients (registered employees and other non-HIS registered patients).

PROCEDURE:

- Pharmacy will fill all prescriptions by approved providers for prescription medications contained in the Clinic's formulary.
- All patients including employees must approach the front window to receive their prescription(s)
- After counseling patient on use of medications, patient will receive a statement for the total amount due for medication(s) which must be brought to registration at which time payment must be made. The statement will be marked as payment received and must be brought back to pharmacy, at which point patient is allowed to pick up medication(s) after signing out on the signature capture.

Internal and/or External References	
Compliance - Posting Date	11/24/2020 (H)
Replaces - Policy Number	
Next Review - Due Date	11/24/2023