


## COBB COUNTY COMMUNITY SERVICES BOARD

<b>Policy # 8050</b>	<b>Patient Assistance Program</b>	<b>Service Delivery</b>
<b>Origination Date: November 1998</b>		
<b>Revision Date: June 2004; March 21, 2006; February 13, 2007; February 7, 2008; March 13, 2009, October 3, 2012, April 29, 2019</b>		
<b>Reviewed Date: February 2005, August 23, 2010, May 1, 2013, July 14, 2016</b>		
<b>Approved:</b> 		
<b>Foster Norman, Executive Director</b>		

### **POLICY:**

It is the policy of the Cobb County Community Services Board to offer individuals access to pharmaceutical companies' assistance programs for medications prescribed by staff Physicians and Advanced Practice Registered Nurses. Medications are requested from pharmaceutical assistance programs when other resources are not available and the individuals meet the qualifications of the program.

### **PROCEDURE:**

1. Any staff can refer individuals to the Patient Assistance program. Follow-up of assistance medications is managed by a designated staff member in collaboration with the physician/APRN.
2. It is the Patient Assistance staff's responsibility to explain the assistance program and to ensure that the individual understands and consents to participate in the program.
3. No assistance programs for controlled substances will be utilized except for stimulants as approved by the Pharmacy Committee.
4. Assistance medications are mailed from the pharmaceutical companies directly to the Cobb County Community Services Board.
5. Because pharmaceutical assistance medications are issued on a time-limited basis, new applications must be submitted for approval to the pharmaceutical company in a timely manner. A designated staff member and the individual are responsible for coordinating the resubmission of applications.
6. Patient Assistance staff edit and print applications on-line or enroll individuals via the pharmaceutical company's designated website.
7. Information regarding status of assistance request and number of assistance medications (actual pill count) is kept online for each individual and is available to prescribers electronically.