

IMPORTANT MEMORANDUM: Please Read Carefully

To: All VLCT PACIF Workers' Compensation Members
From: Ken Canning, Director, Risk Management Services, VLCT
Date: July 2, 2015
RE: VLCT PACIF's new Workers' Comp Prescription Procedures



PACIF has implemented a new procedure to be followed when one of your employees suffers a work-related injury. After reading this letter, please distribute it to everyone who has a supervisory position in your organization and advise them to start following these instructions immediately.

The new procedure eliminates the need for employees who experience a work-related injury to pay for their first prescription out of pocket. This is an element of PACIF's new partnership with Express Scripts, which the PACIF Board has entered into to help reduce and manage prescription costs while enhancing the claims experience of employees who incur a work-related injury.

When a Workplace Injury Occurs:

What the Employer (everyone with supervisory responsibilities) Must Do

- Have several blank copies of the Express Scripts "First Fill" form handy at every worksite, including in vehicles.
- Fill in the "To the Supervisor" section of the Express Scripts "First Fill" form and give it to the injured employee to have in hand at the initial medical evaluation.
- Be sure to submit the First Report of Injury as soon as possible within 72 hours. At www.vlct.org, click on the large "PACIF: Report a Claim" button on the right, then click on the orange Workers' Compensation button on the left.

What the Injured Employee Must Do

- Receive from the supervisor a copy of the Express Scripts "First Fill" form filled in with the employee's name, employer, and date of injury.
- If the medical professional who first treats the injury prescribes a medication, give the "First Fill" form to the pharmacist. It is suggested, but not necessary, to use a pharmacy listed on the back of the form. This form can only be used for the medications first prescribed to treat this specific workplace injury; the employee will receive a Prescription ID Card if any further medications are prescribed.

I urge you to save the attached file "VLCTPACIF-WC_ExpressScriptsFirstFillForm.pdf" in a convenient place on your computer, print plenty of copies, and put them in various parts of your workplace. You will also find a link to this form near the orange Workers' Compensation button on the VLCT website.

Thank you for implementing this new procedure promptly throughout your organization. Accurate handling of workers' compensation claims can help keep claim costs down.

Sincerely,

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