



**MedStar Family  
Choice**

**ADMINISTRATIVE POLICY AND PROCEDURE**

<b>Policy #:</b>	<b>208</b>	
<b>Subject:</b>	<b>Pharmacy Policy &amp; Procedure Review</b>	
<b>Section:</b>	<b>Pharmacy</b>	
<b>Initial Effective Date:</b>	<b>04/01/2006</b>	
<b>Revision Effective Date(s):</b>	<b>07/18, 07/19, 07/20, 07/21, 07/22, 07/23, 07/24, 7/25</b>	
<b>Historical Revision Date(s):</b>	<b>10/07, 10/08, 10/09, 10/10, 10/11, 09/12, 10/13, 10/14, 7/17, 11/17</b>	
<b>Review Effective Date(s):</b>		
<b>Historical Review Date(s):</b>		
<b>Responsible Parties:</b>	<b>Health Plan Pharmacist, P&amp;T Committee</b>	
<b>Responsible Department(s):</b>	<b>Clinical Operations</b>	
<b>Regulatory References:</b>	<b>MDH Standards and Reporting Requirements of Drug Use Management Programs for MCOs 1.8 March 2025 version NCQA 2025: UM 11 A (4), 11D(1,3)</b>	
<b>Approved:</b>	<b>AVP Clinical Operations</b>	<b>Chief Medical Officer</b>

**Purpose:** To ensure that the Medstar Family Choice Pharmacy policies and procedures are updated annually.

**Scope:** MedStar Family Choice Maryland

**Policy:** The P&T Committee Chairperson is responsible for coordinating the review and revision of all MedStar Family Choice Pharmacy Policies annually.

**Procedure:**

1. The annual review of policies and procedures occurs in the second quarter of the calendar year.
  - 1.1. Both physicians and pharmacists shall be involved in developing policies and procedures of the formulary management program.

- 1.2. Annual updates will be brought to the May MedStar Family Choice Pharmacy & Therapeutics (P&T) Committee for review, discussion, and approval.
- 1.3. Draft versions of the updated policies will be disseminated electronically to the P&T Committee voting members at least one week before the scheduled meeting.
  - 1.3.1. Questions, comments, or feedback about the proposed updates may be incorporated into the policy updates before the P&T meeting. All changes will be shared during the meeting and captured in the minutes for posterity.
- 1.4. Approval of new policies and/or proposed policy revisions will occur by simple voice consent unless there is a dissenting voice, in which case a formal vote shall take place with a simple majority to carry the vote.
- 1.5. The effective date of annually approved policies and procedures will be July 1<sup>st</sup> of the corresponding calendar year to align with the timing of NCQA Standards updates.
- 1.6. Interim policy and procedure revisions may be made if needed to address changes to NCQA Standards, Maryland Department of Health (MDH) regulations, changes to workflow or any identified business need.
  - 1.6.1. Interim policy and procedure revisions shall be communicated to the voting members of the P&T Committee for review via email once the draft is finalized.
  - 1.6.2. The interim policy will be reviewed with all other policies during the regularly scheduled annual review.
  - 1.6.3. Questions, comments, or feedback about the proposed updates may be incorporated into the policy updates before the P&T meeting. All changes will be shared during the meeting and captured in the minutes for posterity.
  - 1.6.4. The effective date for interim policies will be the first of the month following approval by the P&T Committee.
2. The P&T Committee shall make available its meeting minutes, policies, and procedures at the request of the Maryland Department of Health (MDH).
3. Relevant pharmacy policy and procedure updates will be posted to the MedStar Family Choice website within 30 days of approval.
4. Updates to the Pharmacy Policies and Procedures are communicated to the practitioner network in various ways, including but not limited to:
  - 4.1. As “Frequently Asked Questions” on the MedStar Family Choice website.
  - 4.2. Written notification of the availability of the information on the website will be mailed to the practitioner network annually.
  - 4.3. Printed copies of Policies and Procedures will be available upon request.
  - 4.4. Information about pharmacy policies and procedures is available in the MedStar Family Choice Provider Manual.
  - 4.5. A summary of the annual updates made to the policies and procedures is posted on the MedStar Family Choice website.

**of Changes:**

**07/25:**

- Updated NCQA References and MCO Standards to current year
- Simplified wording of Purpose and Policy statements to show review occurs annually instead than annually”.
- Section 4: Wording simplified.
- Subsection 4.5: Added for completeness.

**07/24:**

- Moved P&T Committee listing from “Responsible Department” to “Responsible Parties” section
- Reformatted font and procedure to improve readability.
- Updated all NCQA and MCO Standards to current references.
- Updated policy Approver titles and removed individual names.
- Removed Policy Background statement.
- Added: Physicians and Pharmacists develop policies.
- Added: Procedures for policy reviews, feedback, and voting.
- Added: Timelines and procedures for Policy changes.
- Added: Timelines and procedures for interim Policy updates.

**07/23:**

- Responsible Parties changed to Health Plan Pharmacist
- Updated regulatory reference to March 2023 MDH Standards
- Updated NCQA Reference to 2023 Standards
- Updated Approved by to: Dr. Wills and C. Attia

**07/22**

- Responsible Parties changed to Dr. Gregory Dohmeier
- Updated Regulatory Reference to April 2022 MDH Standards
- Updated NCQA Reference to 2022 Standards

**07/21:**

- Updated NCQA Reference to reflect 2021 Standards.
- Added Maryland to scope.
- Changed Case Management to Clinical Operations in Responsible Departments.

**07/20:**

- Updated Regulatory References to reflect 2020 NCQA Standards.

**07/19:**

- Updated NCQA Reference to reflect 2019 Standards.
- Removed “Maryland” from scope.

**07/18:**

- Updated NCQA regulatory references to reflect 2018.
- Modified Effective Date to Initial Effective Dates; added Historical Revision Dates and Revision Dates; and added Historical Review Dates and Review Effective Dates.

**11/17:**

- Removed District references, changed DHMH to MDH

**07/17:**

- Updated titles and regulatory references. Changed policy review to first quarter calendar year annual review to be completed before July 1 each year. Added contract modifications to the D sentence.

	<p><b>10/16:</b></p> <ul style="list-style-type: none"><li>• No changes.</li></ul> <p><b>10/15:</b></p> <ul style="list-style-type: none"><li>• No changes.</li></ul>
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