

90 Day Prescription Mail-Order Information

- Use one form for each individual participating in the mail-in program.
- You can attach multiple prescriptions (for the same person) to one form.
- Employee information must be completed on all forms.
- Member ID is located on your insurance card or you can use your Social Security Number.
- Your doctor needs to write a prescription for *one year dispensed at 90 days*.
- If your doctor will not write a prescription for one year you will need to return to your doctor's office on a quarterly basis.
- Medco routinely fills with generic. If you do not want generic your doctor must write "Dispensed as Written" (DAW) on the prescription.
- The first mail-in on a prescription will take approximately 2 weeks.
- Subsequent refills should only take 3 to 4 days.
- If you do not know what category your prescription falls under (generic, formulary or non-formulary) you can check the *Rx Selections Member Guide* or you can call Medco at 1-800-417-1961.
- Mail your forms and prescriptions to Medco, the address is on the back of the form on the bottom right.
- Narcotics can not be shipped and thus are not subject to the mandatory mail-in policy. You will continue to purchase narcotics from your local pharmacy.