

To have your prescriptions filled through the Phoebe Pharmacy for the first time:

<b>Step 1</b>	Contact your physician to get new prescriptions for your maintenance medications as a 90-day supply. All non-maintenance and specialty medications are available as a 30 day supply.
<b>Step 2</b>	Complete the patient profile (if you have not already done so) and privacy information sheets available on HEARTline under Worklife – Pharmacy Services.
<b>Step 3</b>	Fax or mail the completed forms along with your original prescription to Phoebe Services Pharmacy. (If you fax your script for processing, please forward the original to the Pharmacy by mail. You may use the Phoebe Interoffice Mailbox # 30 for this.)

Registered pharmacists will check your prescriptions for potential drug interactions, and they are available for medical consultation on all prescriptions from 8 a.m.-5 p.m. Mon.-Fri.

**DELIVERY!** Prescriptions will be conveniently:

- Mailed to your home via USPS
- Available for picked up at the pharmacy  
**6520 Stonegate Drive, Suite 100, Allentown, PA 18106.**  
**Phone: (610)794-5380 Fax: (610)794-5415.**
- For emergency situations, medications can be sent directly to the facility for pick up

**PAYMENT:**

- Pharmacy co-payment must be made when placing your order
- Payment may be made by payroll deduction, personal check, credit card, or flexible spending account debit card.
- Pharmacy benefits are managed by MagellanRx Management, visit <https://bit.ly/2JKeVuR> for additional information
- Co-payment Schedule:

	30 Day	90 Day
Generic	\$10	\$25
Brand Formulary	\$45	\$95
Brand Non-Formulary	\$65	\$140
Specialty	\$250	n/a

All specialty medications must be obtained through Phoebe Services Pharmacy.

- If a 30 day prescription is filled *anywhere other than at Phoebe Services Pharmacy*, there will be a \$125 per person deductible per calendar year charged by the Plan.
- If a generic medication is available, the plan will charge you the difference in cost between the generic medication and the brand drug plus the brand-drug copay if a brand is dispensed.
- 90 day prescriptions are only available through Phoebe Services Pharmacy; however, 90 day scripts for Specialty drugs will NOT be filled.

**TO REFILL A PRESCRIPTION:**

choose any one of the following options –

E-mail	<a href="mailto:employeerx@phoebe.org">employeerx@phoebe.org</a>
By phone	<b>(610)794-5380 or 1-(877)240-1030</b>
By mail	<b>Phoebe Services Pharmacy 6520 Stonegate Drive, Suite 100 Allentown, PA 18106</b>

- \* Please notify the pharmacy of an address/phone change immediately.
- \* Please update your credit card expiration date on file when appropriate.
- \* Payment not received within 14 days of prescription fill will result in the prescription being canceled.
- \* If you desire to change your delivery method for a specific instance, you must notify the pharmacy each time.