



Welcome to MediLink RxCare!

Thank you for choosing MediLink RxCare to be your specialty pharmacy provider. Our dedicated pharmacy team is excited to work with you, your physician/healthcare team and your insurance company to ensure that all your needs are met.

As a specialty pharmacy patient, you will have one-on-one direct contact with our pharmacists who will develop a program tailored to you, so you can understand and follow your prescription guidelines.

Our services are designed to help you achieve the most benefit from your therapy including:

- Training, Education and Counseling
- Comprehensive Medication Review
- Plan of Care
- Copay, Patient Assistance, and other Financial Assistance Programs
- Free Medication Delivery
- Refill Reminders
- 24/7 Access to Clinically Trained Personnel

We look forward to providing you with the best service possible. We know you have many options and we thank you for choosing MediLink RxCare.

Sincerely,
The MediLink RxCare Team

CONTACT INFORMATION

Hours of Operation:

- Monday - Friday - 8:30am to 5pm
- Saturday and Sunday - Closed
- MediLink RxCare will be closed on the following holidays:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day

Contact Information:

- Telephone: (609) 956-1900
- Toll Free Number (877) 356-0808
- Fax: (609) 521-4001
- Email: info@medilinkrxcare.com
- In Person: 44 S. White Horse Pike Hammonton, NJ 08037.

24/7 Support

- Clinically trained personnel are available 24 hours a day, 7 days a week including holidays and weekends.
- Our after-hours clinicians are available to assist you with urgent clinical questions.
- Support is available with a phone call and with our app

When to Contact Us:

- When you need to place an order
- When you need to fill a prescription, including refills
- You have questions or concerns about your medication and/or status of medication
- You suspect a reaction or allergy to your medication
- A change has occurred in your medication use
- Your contact information or delivery address has changed
- Your insurance information or payment source has changed
- To check the status of your order, discuss an order delay or reschedule your delivery

IMPORTANT INFORMATION

• Patient Management Program

- Specialty pharmacy patients are automatically enrolled in our therapy-specific patient management program. Our team of trained clinicians will provide you with continuous clinical evaluation, ongoing health monitoring, assessment of educational needs and management of your medication use. This program is provided to you at no additional cost, and your participation is completely voluntary. If you wish to opt out of the program, please call and speak to our Pharmacist on duty.
- The patient management program provides benefits such as managing side effects,

increasing compliance with drug therapies and overall improvement of health when you are willing to follow your treatment plan.

- **Financial Information**

- Before your care begins, a staff member will inform you of your out-of-pocket costs such as deductibles, copays and coinsurance.
- We will submit prescriptions to your health insurance carrier and, if your claim needs a prior authorization, we will work together with your physician's office to submit the requested information
- We will notify you if we are an out of network pharmacy and will provide you with the cash price of the medication upon request.
- You have the right to be informed of changes in your payment information as soon as possible, but no later than 30 days after we become aware of the change.
- If you are eligible for Medicare or Medicaid, you have the right to be informed when Medicare/Medicaid assignment is or is not accepted.
- Our team has access to financial assistance programs to address financial barriers to starting your medication. These programs include discount coupons from drug manufacturers and assistance from various disease management foundations. We will assist you with enrollment into such programs, when available.

- **Filling a Prescription, including Refills**

- Your physician can send us your prescription, or you can provide it to us in person
- You will be contacted by a team member a few days prior to your refill date. We can contact you via SMS texting or you can use our app. Ask someone in the pharmacy for details about our MediLink app. If you would like to contact us for a refill, you can call us and speak to a pharmacy team member to process your refill request.
- We can deliver your medication to your home, workplace, or another location as per your request.

- **Prescription Transfers**

- If our pharmacy can no longer service your medication, a pharmacist will transfer your prescription to another pharmacy. We will inform you of this transfer of care.
- Please call us if you would like to receive your medications from another pharmacy. We will assist you in transferring your prescription to the appropriate pharmacy of your choice.

- **Proper Disposal of Unused Medications**

- For instructions on how to properly dispose of unused medications, check with your local waste collection service. You can also check the following websites for additional information:
<http://www.fda.gov/forconsumers/consumerupdates/ucm101653.htm>
<http://www.fda.gov/drugs/resourcesforyou/consumers/buyingusingmedicinesafely/ensuringSAFEUSEOFMEDICINE/safedisposalofmedicines/ucm186187.htm>
RXdrugdropbox.org

- **Drug Recalls**

- If your medication is recalled, we will contact you with further instructions as directed by the FDA or drug manufacturer.

- **Accessing Medications During an Emergency or Disaster**

- In the event of an emergency and/or disaster in your area, please contact our pharmacy to instruct us on how to deliver your medication.
- If the pharmacy may be impacted by an emergency or disaster, you will be contacted to discuss an earlier/ later refill of your medication.

- **Medication**

- If children are in the home, store medications and poisons in childproof containers and out of reach.
- Keep all hazardous materials and liquids out of the reach of children
- Contact a Pharmacist directly if you would like instructions how to properly dispose of a hazardous material/medication
- Know your local poison control number or dial 1-800-222-1222
- All medication should be labeled clearly and left in original containers.
- Do not give or take medication that were prescribed for other people.
- When taking or giving medication, read the label and measure doses carefully. Know the side effects of the medication you are taking.
- If you have outdated medications, use a medication takeback program via MediLink. If a medication takeback program is not available, and the medication is not on the FDA list of medications recommended for disposal by flushing (which can be found here: <https://www.fda.gov/drugs/disposal-unused-medicines-what-you-should-know/drug-disposal-fdas-flush-list-certain-medicines#FlushList>), you can dispose of the outdated medications by following these steps:
 1. Remove the drugs from their original containers and mix them with something undesirable, such as used coffee grounds, dirt, or cat litter. This makes the medicine less appealing to children and pets and unrecognizable to someone who might intentionally go through the trash looking for drugs.
 2. Put the mixture in something you can close (a re-sealable zipper storage bag, empty can, or other container) to prevent the drug from leaking or spilling out.
 3. Throw the container in the garbage.
 4. Scratch out all your personal information on the empty medicine packaging to protect your identity and privacy. Throw the packaging away.

- **Medication Issues and Concerns**

- Information shared with our pharmacy will always remain private and confidential
- Please contact MediLink as soon as possible to report suspected medication issues including (but not limited to): counterfeit medication, errors, adverse drug events, etc
- We want you to be completely satisfied with the care we provide. If you or your caregiver have concerns, please contact us by phone, email or in writing to discuss your concerns. If you wish to seek further review of concern, you may contact:
 - ACHC
 - Website: <http://achc.org/contact/complaint-policy-process>
 - Telephone: (855) 937-2242 or (919) 785-1214 (request Complaints Dept.)
 - New Jersey Board of Pharmacy
 - Website: <https://www.njconsumeraffairs.gov/phar>
 - Telephone (973) 504-6200

PATIENT RIGHTS AND RESPONSIBILITIES

As a patient of MediLink RxCare, you have the RIGHT to:

- Be informed of any copays or deductibles expected from third parties and any charges for which you will be responsible
- Be able to identify visiting personnel members, such as drivers, through proper identification
- Voice grievances/complaints regarding treatment or care or lack of respect of property, or recommend changes in policy, personnel, or care/service without restraint, interference, coercion, discrimination, or reprisal
- Confidentiality and privacy of all information contained in the patient record and of Protected Health Information (PHI)
- Be advised on the agency's policies and procedures regarding the disclosure of clinical records
- Receive appropriate care without discrimination in accordance with physician's orders, if applicable
- Be informed of any financial benefits when referred to an organization
- Be fully informed of one's responsibilities
- Have personal health information shared with the patient management program only in accordance with state and federal law
- Identify the program's staff members, including their job title, and to speak with a staff member's supervisor if requested
- Speak to a health professional
- Receive information about the patient management program
- Decline participation, or disenroll, at any point in time
- Choose a healthcare provider, including an attending physician (or other licensed practitioner with prescribing authority), if applicable

As a patient of MediLink RxCare you have the RESPONSIBILITY to:

- Notify the organization of any concerns about the care or services provided.
- Submit forms that are necessary to receive services
- Provide accurate medical and contact information and any changes
- Notify the treating provider of participation in the services provided by the organization
- **ADDITIONAL INFORMATION REGARDING YOUR MEDICATION, CONDITION/DIAGNOSIS AND COMMUNITY AND FINANCIAL RESOURCES CAN BE FOUND ON THE FOLLOWING WEBSITES**

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|----------------------|---|
| Hepatitis | http://www.liverfoundation.org http://www.hepatitis-central.com http://www.hepb.org/resources/printable_information.htm |
| HIV | https://www.hiv.gov https://www.cdc.gov/hiv/basics/livingwithhiv/resources |
| Immunodeficiency | https://www.primaryimmune.org |
| Lupus | https://www.lupus.org https://www.cdc.gov/lupus/index.htm |
| Multiple Sclerosis | https://www.nationalmssociety.org |
| Rheumatoid Arthritis | https://www.cdc.gov/arthritis/basics/rheumatoid-arthritis.html |

Emergency/Disaster Preparedness Plan

MediLink RxCare has a comprehensive emergency preparedness plan to help ensure continued treatment during an emergency or disaster such as severe storms, hurricanes, tornadoes, earthquakes, fire and flooding. Our primary goal is to continue to service your prescription needs. When there is a threat of disaster, we will ensure you have enough medication to sustain you.

1. The pharmacy will call you 3-5 days before an anticipated local weather emergency utilizing the weather updates as point of reference.
 - a. If you are not in the pharmacy local area but reside in a location that will experience a weather disaster you are responsible for calling the pharmacy 3-5 days before the occurrence to discuss your medication needs.
2. The pharmacy will send your medication via courier or FedEx next day delivery during any suspected weather emergencies.
3. If the pharmacy cannot get your medication to you before a weather emergency occurrence the pharmacy will transfer your medication to a local specialty pharmacy, so you do not go without medication.
4. If a local disaster occurs and the pharmacy cannot reach you or you cannot reach the pharmacy, please listen to your local news and rescue centers for advice on obtaining medication or visit your local hospital immediately.

Infection Control

According to the Centers for Disease Control (CDC), the most important step to prevent the spread of germs and infections is hand washing. You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

Follow these five steps every time you wash your hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

***Version 1**

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