
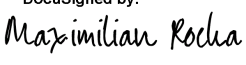


BHS Policies and Procedures

	City and County of San Francisco Department of Public Health San Francisco Health Network BEHAVIORAL HEALTH SERVICES	1380 Howard Street, 5th Floor San Francisco, CA 94103 (415) 255-3400 FAX (415) 255-3567
POLICY/PROCEDURE: BHS Prescription and Laboratory Services		
Issued By: Max Rocha, LCSW Director of Systems of Care Effective Date: May 11, 2022	DocuSigned by:  EB51A346C32641B...	Manual Number: 3.01-3 References:

Technical revision. (Replaces policy 3.01-3 of 5/17/2016)

Equity Statement: The San Francisco Department of Public Health, Behavioral Health Services (BHS) is committed to leading with race and prioritizing Intersectionality, including sex, gender identity, sexual orientation, age, class, nationality, language, and ability. BHS strives to move forward on the continuum of becoming an anti-racist institution through dismantling racism, building solidarity among racial groups, and working towards becoming a Trauma-Informed/Trauma Healing Organization in partnership with staff, clients, communities, and our contractors. We are committed to ensuring that every policy or procedure, developed and implemented, lead with an equity and anti-racist lens in order to provide the highest quality of care for our diverse clients while ensuring that our providers are equipped to provide services that are responsive to our clients' needs and lived experiences.

Purpose: The purpose of this policy is to define eligible criteria for those receiving Behavioral Health Services (BHS) prescription and laboratory services, who are eligible to prescribe such services, and what services are available.

Background: It is the principle of BHS to ensure equal and low barrier access to prescription and laboratory services for all outpatient clients of the Behavioral Health Services, regardless of insurance status. BHS facilitates coverage of eligible clients through the city-run San Francisco County Mental Health Plan.

Scope: This benefit extends to all qualified BHS clients regardless of age. See section III below for specific outpatient benefits provided.

I. CLIENT ELIGIBILITY CRITERIA

- A. Eligible clients must be enrolled in a San Francisco Behavioral Health Service (BHS) ambulatory care program, and do not qualify for any other insurance coverage for prescriptions or laboratory services.
- B. Specific exceptions to this criteria may be authorized only by the BHS Chief Medical Officer or designee, e.g. -- emergency situations, an inability to pay existing plan copays, exceeding plan coverage limits or specific coverage denials.
- C. Common situations where coverage may be approved are below:

SITUATION	COVERAGE
Medi-Cal/Medicare and Medicare covered clients unable to pay copay	Copays for prescribed psychiatric medications up to pre-specified amount for each prescription. See Pharmacy Manual.
Gap coverage when payor source is unknown	30 days with prior authorization by BHS Chief Medical Officer or designee
Medi-Cal clients with uncleared/unmet share of cost	Approved on a month-to-month basis when monthly share of cost cannot be cleared
Medi-Cal / Medi-Cal HMO clients pending Medi-Cal TAR approval	Limited supply and/or duration with prior authorization by BHS Chief Medical Officer or designee, reviewed on a case-by-case basis
Court-ordered clients	Full BHS coverage, but must be a registered BHS client

- D. For clients hospitalized or residing in rehabilitation and long-term care facilities: prescription and laboratory services are provided by the client's own insurance plan or by provisions as stated in the facilities overall contract with BHS.

II. PRESCRIBER ELIGIBILITY CRITERIA

- A. All prescribers affiliated with BHS programs are eligible to prescribe both medications and laboratory services to BHS clients.

III. WHAT MEDICATION AND LABORATORY SERVICES ARE AVAILABLE

- A. Prescription benefits are limited to psychiatric medications listed in the BHS Formulary and must be prescribed and dispensed according to the BHS Formulary guidelines. If a prior authorization request (PAR) is required, it is the prescriber's responsibility to follow the current BHS protocol. See the BHS website for current version BHS Pharmacy Manual and BHS Formulary guidelines.
- B. Laboratory benefits are limited to laboratory tests and procedures listed in the BHS Formulary and must be prescribed according to the BHS Formulary guidelines.

Contact Person: Director of BHS Pharmacy Services, 415-255-3659

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