

## Questions? Contact Us

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## Formulary List and Forms

- TJ Intranet
- Scan down the left column on the homepage to "Libraries"
- Click on "Formulary"
- Forms
- *Formulary Addition Request*
- *Non-formulary Medication Request*
- Newsletters
- Legend and non-legend drug list (anticipated January 2017)

## Criteria for Selecting Medications

- Need
- Effectiveness
- Safety
- Cost

## Formulary Additions/Deletions

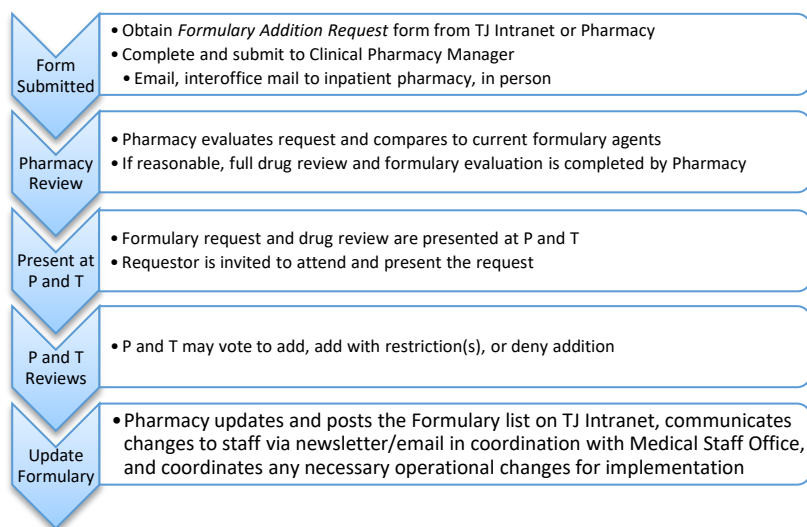
- May be proposed by medical or pharmacy staff
- Reviewed by P and T Committee
- P and T submits recommendation to Medical Executive Committee
- Addition requests
  - Submit a *Formulary Addition Request*
- Need a medication that's not on formulary?
  - Submit a *Non-formulary Medication Request*

## Health System Drug Formulary

TJ Regional Health will maintain a formulary list of legend and non-legend medications. The formulary includes medications that are accepted for use by the medical staff and are available for prescribing and ordering. Pharmacy will strive to maintain these items in stock and available for immediate use, barring supply chain shortages. Medications which are not accepted as formulary agents or formulary agents being utilized for non-approved indications are designated non-formulary. Non-formulary medications may or may not be readily available for dispensing. Prescribers may contact a pharmacist to discuss formulary alternatives and procurement time.

## Formulary Addition Request

Time line: at least 1 to 2 months



## Non-formulary Medication Request

Time line: Determined on a case by case basis

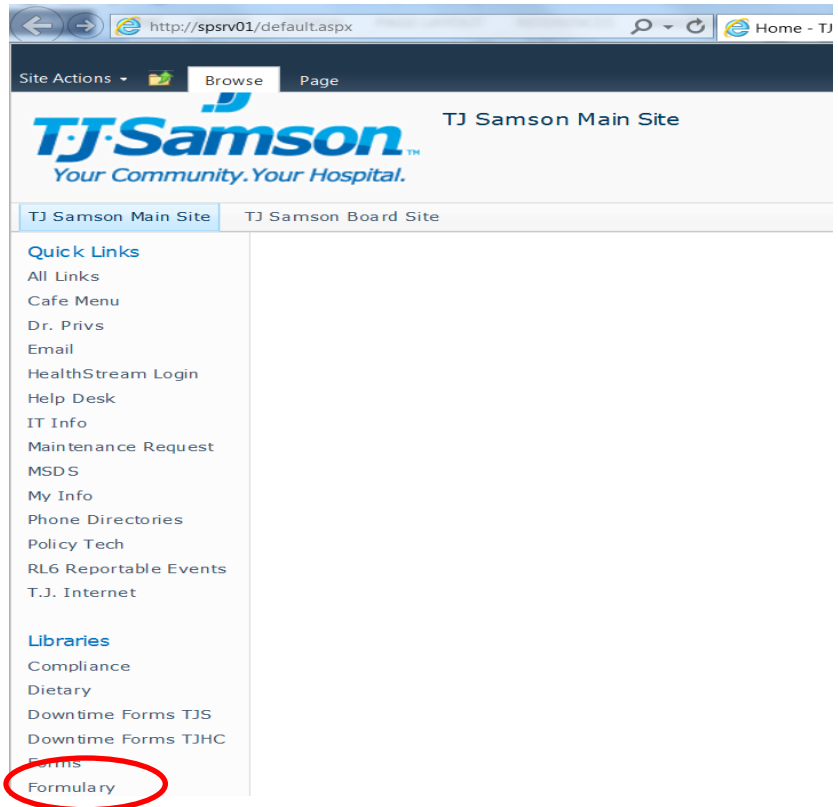
- May be requested if a prescriber determines that a formulary medication is not appropriate
  - Submit a *Non formulary Medication Request Form* to pharmacy
  - Pharmacist will evaluate the request and may contact the prescriber to discuss formulary alternatives
    - If the prescriber and pharmacist agree upon a formulary alternative, the new order shall be documented
    - If there is not an appropriate formulary option, the prescriber requests authorization to use a non-formulary agent
      - Non formulary requests may be reviewed expeditiously
      - Authorization may be granted by the Chief of respective Medical Staff Department, Chair of P and T Committee, Director of Pharmacy, or their designee
      - If approved, pharmacy shall obtain the medication
      - If the prescriber anticipates the need for routine use, he or she should also submit a *Formulary Addition Request* form to the Clinical Pharmacy Manager

## How do I view the formulary list and forms?

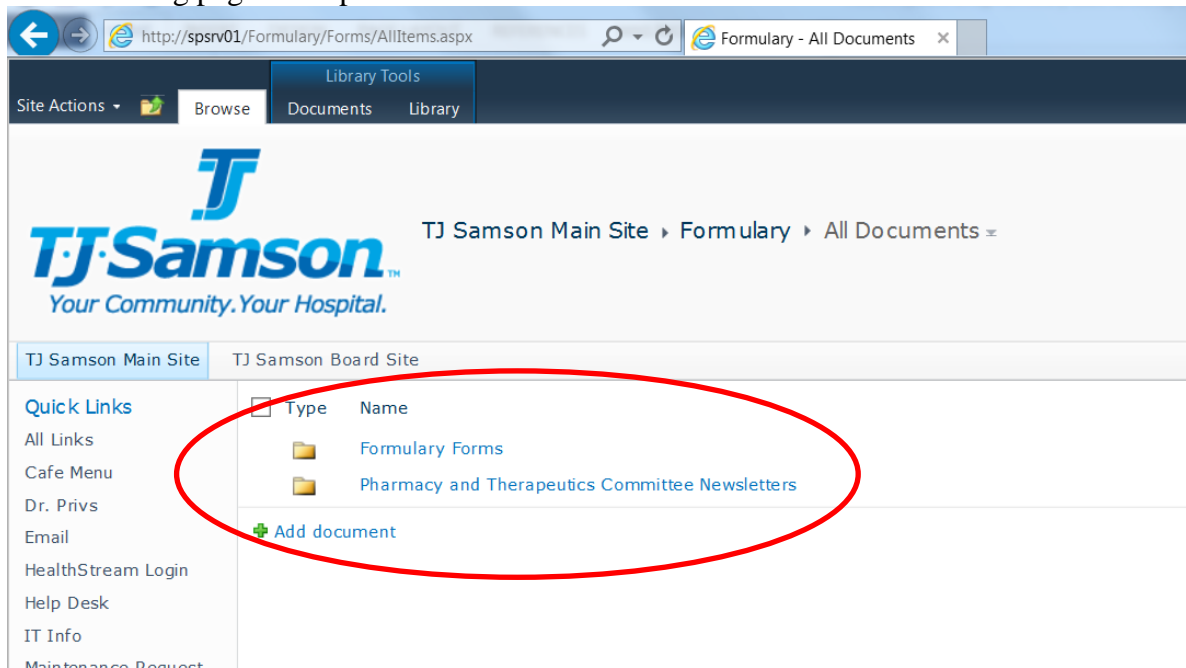
1. Log on to a TJ Samson computer
2. Double click on the TJ Intranet icon



3. Click on Formulary



4. The following page will open.



5. Click on Formulary Forms to download the Formulary Addition Request or Non-formulary Medication Request Form
6. Click on Pharmacy and Therapeutics Committee Newsletter to review past newsletters
7. Approximately January 2017, a new link will be added to this page and titled "Formulary". It will house a Microsoft Excel file with an up to date listing of the health systems formulary.