

THREE-TIER DRUG PROGRAM REIMBURSEMENT FORM

Complete only in accordance with Article 13.01C of the OCOPE Contract. This states that “If no generic is available within the therapeutic drug class, as determined in accordance with the most current Pharmacy Benefits Manager drug list, the employee co-pay will be generic for the brand.”

Process

1. Log onto myCIGNA.com
2. Under Customer Care, click on Drug List
3. In the box titled “Find a specific drug”, type in your prescription, click Go
4. Next, a box indicating the number of tiers in the drug class will populate with “Three”. If it is, click Go. If not, type in “Three”, then click Go
5. Click on the applicable Drug Class/Type for a list of medications that fall under the three tiers.
6. If a generic is not available within the drug class for a brand prescription, then proceed to complete and submit the form.

Important:

- a) Complete the form in its entirety.
- b) Submit the completed form to Oberlin College, Department of Human Resources, 173 W. Lorain Street, Oberlin, OH 44074. Please make a copy for your records.
- c) Attach the original pharmacy itemized receipt/s.
- d) Sign and date the form. (Submission of this reimbursement form does not guarantee payment for medication.)

Employee Information (Required)

Employee’s Last Name	First Name, M.I.	Social Security/T #

Patient Information (Required)

Patient’s Last Name	First Name, M.I.	Date of Birth	Relationship to Employee <small>(Circle what is applicable)</small>
			<i>Self/Spouse/Child/Other</i>

Request for Reimbursement (Remember to attach the original pharmacy itemized receipt/s.)

Prescription Drug Name	Amount Paid	Amount to be Reimbursed
	\$ _____	\$ _____

Employee’s Signature: _____ Date: _____

HR USE ONLY

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**OBERLIN COLLEGE
THREE-TIER DRUG PROGRAM REIMBURSEMENT FORM
EFFECTIVE 1/1/08**

Definitions

A three-tier drug plan divides medications into three categories or tiers:

1. Generic (First Tier) Drugs

A Generic drug has the same active ingredients, safety, dosage, quality and strength as its brand drug counterpart and is sold under the chemical or scientific name for the drug

2. Preferred Brand (Second Tier) Drugs

Preferred brand drugs are those which generally have no generic equivalent and are either more effective than other drugs in the same class or are equally effective but less costly than the other drugs.

3. Non-Preferred Brand (Third Tier) Drugs

Non-Preferred Brand drugs are those which generally have generic equivalents and/or have one or more Preferred Brand options within the same drug class.

4. Drug Class

This is the main category for each medication, e.g., antimigraine preparations.

**5. Pharmacy Benefits Manager Drug List/
CIGNA Prescription Drug List**

This can be found on myCIGNA.com. The list is intended to help you understand how much you'll pay for prescription medications, and provides the options you need to manage your costs effectively.
