

LEXICOMP PROCESS FOR MTF FORMULARY CREATION PROCESS

Formulary creation (approx. 6-8 weeks)

Each MTF will submit a current NDC list in .csv or Excel format to Cora Dowey (cora.dowey@wolterskluwer.com) at Wolters Kluwer.

- Each MTF will be assigned and notified of its Lexicomp Project Manager
- Project Manager will create tentative schedule for processing and communicate with MTF

Each MTF should supply, to its assigned Project Manager, specific formulary data pertaining to:

- Inpatient/Outpatient dosage forms
- Quantity limits
- Restricted medication information (e.g., Restricted to Oncology)
- General comments

Lexicomp Project Manager will create the database and generate a formulary proof. The formulary proof will be sent to the MTF contact for review.

Formulary review by MTF (approx. 2-4 weeks)

MTF contact will:

- Review formulary proof and edit as necessary
- Return edited copy to Lexicomp

Formulary updating/online and mobile creation by Lexicomp (approx. 2-4 weeks)

Upon receipt of the edited formulary proof, the Project Manager will:

- Make requested updates to formulary and verify with MTF contact
- Ensure online and mobile products are created and set up

Updates to formulary [post P&T, etc.] (approx. 2 weeks)

MTF will submit Lexicomp Editing Spreadsheet to Project Manager for updating to the custom formulary. Edits may include:

- Basic Core Formulary items added/deleted
- Dosage form additions/deletions
- Brand name additions/deletions
- Addition of comments, restrictions, quantity limits
- Changes specific to inpatient or outpatient availability (i.e., changing a formulary med to a non-formulary med)

Points of contact for Lexicomp (you can also reach any of the below people at 1-800-837-5394)

Formulary Project Managers:

Cora Dowey (cora.dowey@wolterskluwer.com)

Sales:

Mark Dachille (mark.dachille@wolterskluwer.com)

MTF FORMULARY FEATURES

Lexicomp maintains a standardized format for both inpatient and outpatient MTF formularies. Features of the formulary include:

- Inclusion of all Lexicomp drug monographs
- Formulary monographs tagged as [Formulary]
- Non-formulary monographs tagged as [Non-formulary]
- Basic Core Formulary items tagged [BCF] within the Dosage Forms field
- Inpatient only dosage forms tagged as [INPT]
- Inclusion of clinical data fields into Inpatient formulary (e.g., Use, Dosing, Adverse Reactions, etc.)
- Online, mobile, and print availability of both formularies
- Quantity limit noted
- Restricted medications noted
- Direct links to TRICARE Medical Necessity Criteria, Medical Necessity Forms, Prior Authorization Criteria, and Prior Authorization Request Forms on the TRICARE website
- Customized splash page for each MTF including links to:
 - [TRICARE Mail Order Pharmacy \(TMOP\)](#)
 - TRICARE Retail Network Pharmacy
 - [Global RPh](#)
 - [ClinicalTrials.gov](#)
 - [Institute for Safe Medication Practices](#)
 - [TRICARE Formulary Qty Limits & Criteria](#)
 - Brand Over Generic Prior Authorization Request Form
 - Print version of outpatient formulary (by therapeutic category or dosage forms)

The **inpatient formulary** will include the following data fields and will be available to all clinicians on base:

Name	Use
Internal Code	Dosing
Medical Necessity	Alert: U.S. Boxed Warning
Prior Authorization	Special Alerts
Comments	Medication Safety Issues
Formulary Restrictions	Adverse Reactions
Controlled Substance	Contraindications
Quantity Limits	Medication Guide
Related Information	Warnings/Precautions
Formulary Dosage Forms	Common Brand Names
Therapeutic Category	Index Terms

The **outpatient formulary** will include the following data fields and will be available to outpatient clinicians, patients, and beneficiaries:

Name	Medical Necessity
Outpatient Formulary Brands Available	Prior Authorization
Outpatient Dosage Forms	Common Brand Names
Therapeutic Category	Index Terms
Controlled Substance	Comments
Formulary Restrictions	Quantity Limits

Our Lexicomp team is looking forward to working with you to create the MTF custom formulary.