

## BLUE CROSS / BLUE SHIELD COMMUNITY PHARMACEUTICAL CARE FUNDING REQUESTS POLICIES AND PROCEDURES

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*Responsible administrator: Associate Dean for Clinical Affairs and Outreach*

*Last updated/reviewed: 5/27/25*

**PURPOSE:** To define the process for requesting reimbursement from the BCBS Community Pharmaceutical Care Fund for use in community care activities as defined in the policy statement.

**POLICY:** Expenses for community pharmaceutical care activities may be reimbursed by the BCBS Community Pharmaceutical Care Fund for purposes such as:

- Transportation for students and faculty to reach underserved citizens
- Purchase of medication for those without the means to purchase essential medical items
- Medical supplies needed for health and wellness activities
- Food in cases where the lack of proper nutrition is part of a program for improving overall well being

Requests for reimbursement are approved through the Clinical Services Advisory Committee (CSAC) during their regularly scheduled meetings. An expedited review for reimbursement may be requested in instances where the reimbursement is needed prior to the next scheduled CSAC meeting or in circumstances where the Committee is unable to consider a request in a timely manner. All requests should be forwarded to the AU Pharmaceutical Care Center (AUPCC) for processing. Funds are intended for one-time assistance in situations where funds can resolve an immediate need. Endowment funds are not intended for recurring expenses over an extended period.

### **PROCEDURES:**

1. Obtain a "BCBS Community Pharmaceutical Care Fund Request for Reimbursement" form from the AUPCC or from the IPPE Coordinator (this form will be posted on the CANVAS course sites for IPPE and APPE courses).
2. Students (or the faculty member) should complete the request form. All information must be reviewed by an IPPE/ APPE faculty member, mentor, or preceptor before it is submitted.
3. Return the completed form to the AUPCC. If an expedited review is requested, inform the AUPCC staff so appropriate, timely action may be taken.
4. The request will be reviewed and considered at the next scheduled CSAC meeting unless the need for an expedited review is noted on the form. Expedited reviews are acted upon by the Chairperson of CSAC and at least two members of the committee. In the absence of the CSAC chairperson, three committee members may consider the request.
5. The requestor is notified of approval or denial of the request within three business days of the meeting or, in the case of an expedited request, within three business days of receipt of the request. Denied requests may be resubmitted after appropriate action is taken to address the reason for denial. The request will be processed through in the manner previously stated.

6. Upon notification of the approved request for reimbursement, the requestor will submit all receipts and/or travel vouchers to the IPPE Coordinator for review prior to processing through the HCOP accounting office and Accounts Payable.
7. Reports of achievement of outcome measures stated on the funds request are to be submitted to the Clinical Services Committee within 30 days of approval of the request. If the outcomes are not measurable within 30 days, a mutually agreed upon timetable for the submission of outcome measures will be established based on input from the IPPE Coordinator.