
What Is The Prescription Program

The Prescription Program is designed for all eligible personnel to receive their prescriptions for free from Offutt Air Force Base free

*Offutt does not carry all prescriptions but a limited Formulary. If they don't carry what you are taking and your doctor won't change you to what you can receive for free then you will still need to use your TRICARE or TRICARE For Life at a local participating pharmacy

Who's Eligible

The Prescription Pick-Up Program is designed for:

- Active Duty
 - Deployed National Guard and Reserve
(Army, Air Force, Navy, Marines, Army Guard, and Air Guard)
 - Eligible Retiree Personnel
(Army, Air Force, Navy, Marines, Army Guard, and Air Guard).
-

Requirements To Start

****Front and back copy of I.D. Card**

****Sponsor and/or dependent(s) need to fill out and sign an Authorization Form which allows a member of the Nebraska National Guard Personnel to pick-up your prescriptions.**

Also filling out this form allows us to enter you into Offutt's computer system

New Prescriptions

When you go to see your doctor you will want to take a Hospital Abridged Formulary with you (we will provide you with as many copies as needed). In this formulary the doctor will find all the prescriptions that Offutt carries so you can get the medications you need. It is recommended that your doctor writes your prescriptions for 90-day supplies with a years worth of refills.

****Note****The **maximum quantity** that may be dispensed for a controlled substance is a 30-day supply with refills valid (if authorized) for up to a total of 6 months. Also, prescriptions for controlled substances will be honored from 14 days from the original date written by your physician. New prescriptions for all other drugs will be honored for 1 year from the original date written on the prescription.

New prescriptions **MUST BE in our office no later than Friday at noon.** This allows time for a volunteer to get them ready to be taken to Offutt. Those prescriptions that arrived after noon will have to wait until the next week.

The following things must be written on the front or back of your prescriptions:

- Refills are annotated at the bottom.
- The doctor writes that "Generics can be substituted" (Only if this is ok).
- Doctor's name and address.
- Your home address and telephone number.
- The last four digits of the sponsor's social security number.
- The doctor's DEA#. (This can only be written on by the doctor's office).

Once you receive your new prescriptions you can bring them into our office (The Family Program Office) at ~~1300 Military Road, Lincoln, NE 68508.~~ You can also mail your prescriptions to our office; we don't recommend it unless it is necessary because new prescriptions have gotten lost in the mail in the past. (Do NOT mail your prescriptions directly to Offutt)

To Refill A Prescription

To refill your prescriptions you will need to use the Offutt Air Force Base automated service that requires a touch tone telephone. **REFILLS MUST BE CALLED INTO OFFUTT NO LATER THAN TUESDAY, AND THEN THEY MUST BE CALLED INTO THE FAMILY PROGRAM OFFICE TO NOTIFY US OF A PICK-UP NO LATER THAN TUESDAY BY 2:00 PM.**

Before you start to refill your prescription make sure you have refills left; if you do not you will need to contact your doctor and get a new prescription. Here are the steps to refill your prescription using Offutt's automated system:

- Call 1-800-654-1870 to order your refill.
- Press 1 to refill.
- Enter the last 4 of the sponsor's social security number, followed by the # sign.
- Enter the number portion of the prescription (this is a 7-digit number preceded by RXM or RXC) followed by the # sign.
- To refill the prescription press 1. To check the status of your prescription press 2.
- To refill multiple prescriptions continue to enter the next 7-digit refill number, followed by the # sign, and press 1 to refill.
- When you are done you can just hang up the phone.

Next you **MUST** call the Family Program Office at either 402-309-7337 or 1-800-432-6778 (option 4) to leave us a message of the number of refills you need picked-up. In your message you will need to give the following information: who the prescriptions are for, how many refills they have, and the last four digits of the sponsor's social security number. For example you would say, "My name is Janice Smith, I have 2 refills and my husband Ernie has 3, his last four are 4489."

Important Things To Remember

- We are the wheels only
- Once prescriptions are in Lincoln it is up to the individuals to resource getting them
- Still patients responsibility to keep track of all prescriptions and call in refills

**STAFF AND VOLUNTEERS ARE NOT
MEDICAL PERSONNEL!!**

A HUGE THANKS

The Prescription Program is a volunteer ran program we are proud to say that Nebraska is the only state that does this for there Soldiers and Retirees!!

Thanks to our volunteers we are able to keep serving our eligible customers!!

Mary Brehm

Jim Kirk

Al Neeman

Ed Arthur

Larry Henning

Gene Coleman

Offutt Air Force Base