

CENTRAL PENNSYLVANIA TEAMSTERS HEALTH & WELFARE FUND

Procedure to Use When Filing for a Mail Order Prescription

1. The participant/dependent must obtain a new prescription from their physician for up to a 90 day supply. Keep in mind that controlled substances cannot be mail ordered.
2. Call the Prescription Department at the Central Pennsylvania Teamsters Health and Welfare Fund (1-610-320-5500; Toll-free in PA: 1-800-422-8330; Toll-free in USA 1-800-331-0420) to request a prescription order form. The prescription order form must be completed by the participant/dependent. The group name to use is Central PA Teamsters. The group number to use is on your GPP Prescription Drug card.
3. The Negative Formulary List that is enclosed with the prescription order form contains the co-pay information applicable for various prescriptions. If you are confused as to whether your drug is generic or brand, please call the Prescription Department for assistance.
4. Once the form is completed, payment for the applicable co-pay may be made by check, money order or credit card. Checks are made payable to **Pharmaceutical Prescription Service, Inc.**, as indicated on the order form referred to in Step 2. Mail the form, along with your form of payment and your prescription in the postage paid, self-addressed envelope attached to the bottom of the order form.
5. Once you get your prescription, be sure to look in the box for the order form for your next prescription. Do not forget to detach the refill slip in the bottom left hand corner of the prescription drug information letter. When sending in for your refill and paying by check or money order, it is only necessary to put the refill slip in the postage-paid self-addressed envelope with your payment. If you are using your credit card, it is not necessary to return the refill slip. You may call the Pharmaceutical Prescription Service, Inc. at 1-800-314-2234 and give them the prescription number from your refill slip.

If you have any questions, please call the Prescription Department at the Health & Welfare Fund.

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