

Medication Assistance Agreement
Patient/Provider Contract

***Both parties involved reserve the right to withdraw due to failure to comply with the following contract:**

Patient Responsibilities:

- A \$30.00 quarterly fee is required for processing, mailings, faxes and phone calls. This fee is NON-REFUNDABLE even if you are turned down by the pharmaceutical company for any reason.
- Must supply Medication Assistance Specialist with the following
 - ❖ Completed Community Action Intake form (attached to initial application)
 - ❖ List of current medications and doctor(s) names
 - ❖ Copy of any insurances cards you may have
 - ❖ Verification of all HOUSEHOLD income such as but not limited to; first 2 pages of most current tax return, social security benefits page or pay stubs
- Any changes in any of the above MUST be reported immediately!**
- Appointments are required if you want to meet to the Medication Assistance Specialist. Call during business hours of 8-5 (closed from 12-1 for lunch) at 701-227-0131. No phone calls will be taken at home.
- Refills are NOT automatic, they are your responsibility. You must notify the Medication Assistance Specialist of refills needed when you have a month and a half of medication left.

Patients may be dis-enrolled for not completing any of the above steps. If a patient chooses to dis-enroll or is dis-enrolled from the program by the Medication Assistance Specialist for

not complying with the above rules, there will be a three (3) month waiting period to re-enroll.

Medication Assistance Specialist Responsibilities:

- Timely processing of applications related to medication assistance workload.
- Phone calls will be returned in a timely manner.
- Notification of ineligibility and/or rejection from the pharmaceutical companies.
- Confirming patients reported medications with their doctor and obtaining doctor's signatures on applications and prescriptions.

By signing this contract, I hereby state I will fulfill patient responsibilities as listed above.

Patient Signature

Date

***Note: All medications will be delivered to the patient's doctor's office or the patient's home depending on the policies of the pharmaceutical company.**