

# ALASKA UNITED FOOD AND COMMERCIAL WORKERS HEALTH AND WELFARE TRUST

## INSTRUCTIONS FOR THE EXCEPTION REQUEST FORM

1. If you receive a notice from Avia Partners that you are using a non-Preferred medication and a recommendation to move to a Preferred medicine, you should meet with your provider to discuss switching from a non-preferred drug to the preferred drug. The medical provider can determine if an exception is clinically appropriate in order to remain on the non-preferred drug.

If switching to the preferred drugs is not appropriate, then the member and Physician must complete the Avia/RxTE Exception Request Form and submit it to Avia Partners, either by fax to (208) 395-4173 or email to [operations.aviapartners@aviapartners.com](mailto:operations.aviapartners@aviapartners.com).

2. Avia Partners will review and if approved, will notify the Trust Administration/WPAS who will note the exception so that all prescriptions can be processed through the Local pharmacy. If the exception is denied by Avia Partners, members and dependents may appeal that decision to the Board of Trustees. Please see page 78 of the Summary Plan Description for information on how to file an appeal.