

Formulary Exceptions (FE) Checklist



For assistance
call us at:

1-888-BLUPRNT (1-888-258-7768)
Monday-Friday, 8 am-8 pm Eastern Time (ET)
Fax 1-866-370-3082

Formulary Exceptions Forms and Documentation

Some insurers may have insurer specific FE forms that can be obtained through the insurer's website or by contacting the insurer's customer service. YourBlueprint® will contact the insurer and provide you with an FE form, if applicable.

- ☐ Complete any plan specific appeal forms or required documents
- ☐ Provide prior authorization (PA) denial case identification number
- ☐ Provide a copy of Letter of Medical Necessity submitted with PA

Patient's Information

Patient's First Name and Last Name
Patient's Date of Birth
Patient's Gender
Patient's Address
Plan Identification Number

Prescriber's Information

Prescriber's First Name and Last Name
Prescriber's Specialty
Prescriber's NPI
Prescriber's office address
Prescriber's phone and fax

Additional Information for Formulary Exceptions Letter

- ☐ **Rationale for treatment**
 - ☐ Insert a clear summary statement for the reason(s) for medication
 - ☐ Include medication NDC, strength, frequency, quantity, days of supply, route of administration, and duration of treatment
 - ☐ Include trial data supporting the FDA approval of the requested treatment, as well as the medication's dosing and administration information (USPI)
- ☐ **Summary of the patient's diagnosis**
 - ☐ Diagnosis (ICD-10-CM) and date of diagnosis
 - ☐ Patient medical records
 - ☐ Diagnostic test results and imaging results
 - ☐ Current severity of the patient's condition, including any comorbidities or intolerance to other therapies
- ☐ **Summary of the patient's history**
 - ☐ Previously administered treatment(s)/procedure(s) and dates
 - ☐ Response to the intervention(s)
 - ☐ Recent symptoms and condition
 - ☐ Physician opinion of patient prognosis or disease progression
- ☐ **Relevant information regarding the treatment decision**
 - ☐ Expert practice guidelines (eg, ASCO, NCCN)
 - ☐ Peer-reviewed journal articles

Sample Letter of Formulary Exception provided via fax or [download here](#) 

