

Dear 4C Contracted Practices,

- Is anyone at your practice tired of not knowing which medications are covered by Medicaid resulting in valuable time spent completing Prior Authorizations?
- Does anyone at your practice get a Prior Authorization request and wonder what therapeutic alternatives are covered by Medicaid but find it difficult to navigate the Preferred Drug List?
- If the provider deems the Prior Authorization necessary, does anyone at your practice find it difficult to find the correct form to fill out?

If you answered ‘yes’ to any of those questions, we highly recommend that you **add the Preferred Drug List and NCTracks Prior Authorization websites to your computer’s desktop** so you can easily access them whenever you to (see instructions below for how to do this in Internet Explorer and Google Chrome). Once you have accessed the Preferred Drug List, make sure that you hold down on the **Ctrl key and the F key** on your keyboard at the same time to search for any medication in order to determine what alternatives are covered without a PA in the same class.

Websites:

Preferred Drug List: <http://dma.ncdhhs.gov/preferred-drug-list>

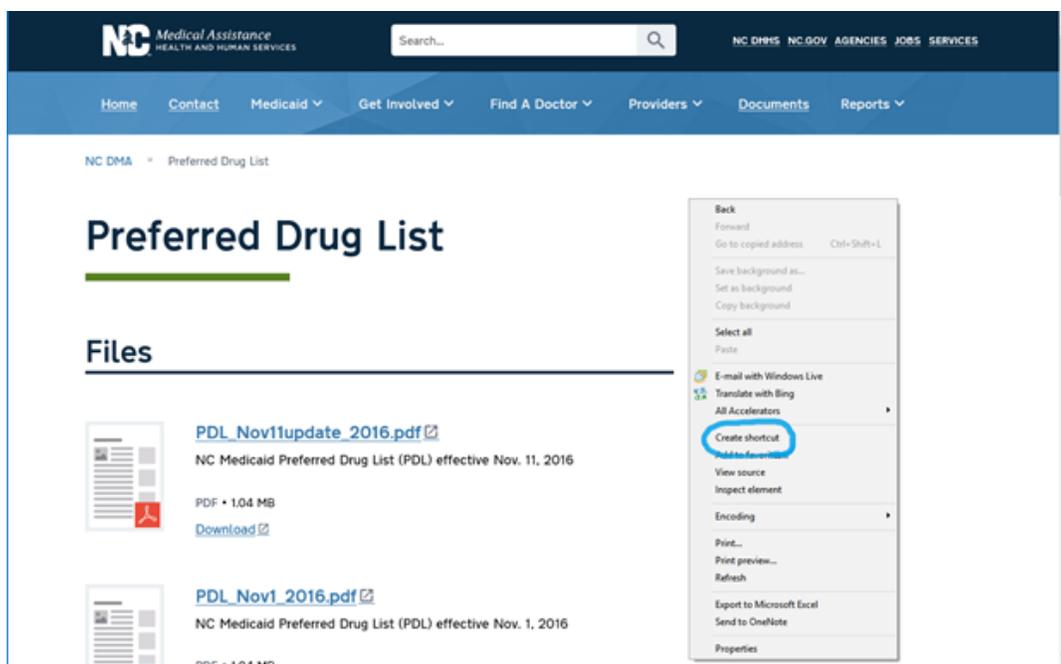
NCTracks Prior Authorization Forms:

<https://www.nctracks.nc.gov/content/public/providers/pharmacy/forms.html>

Community Pharmacy Enhanced Services Locator: <https://www.cpesn.com/locator>

To add any of these websites to your Desktop in **Internet Explorer:**

- Go to the website
- Right-Click with your mouse on the site where there is an empty space without text or images
- Click “Create Shortcut” from the menu
- Click “Yes” in the pop-up window to confirm that you want to put the shortcut on your desktop



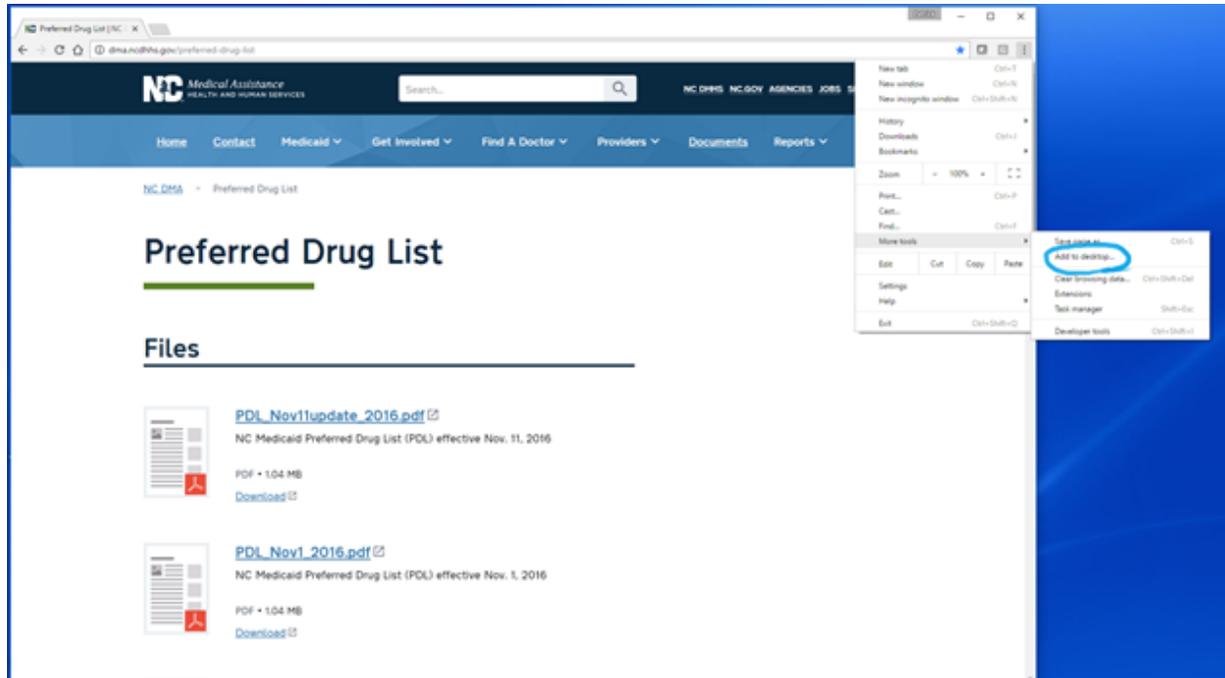
The screenshot shows the 'Preferred Drug List' page on the NC Medical Assistance website. The page has a blue header with navigation links and a search bar. Below the header, there are two PDF files listed under the heading 'Files':

- PDL_Nov1update_2016.pdf**: NC Medicaid Preferred Drug List (PDL) effective Nov. 11, 2016. PDF • 1.04 MB. Download icon.
- PDL_Nov1_2016.pdf**: NC Medicaid Preferred Drug List (PDL) effective Nov. 1, 2016. PDF • 1.04 MB.

A right-click context menu is open over the 'Create shortcut' option, which is circled in blue. The menu includes options like Back, Forward, Go to copied address, Save background as..., Select all, Paste, E-mail with Windows Live, Translate with Bing, All Accelerators, Create shortcut (circled), View source, Inspect element, Encoding, Print..., Print preview..., Refresh, Export to Microsoft Excel, Send to OneNote, and Properties.

To add any of these websites to your Desktop in **Google Chrome**:

- Go to the website
- Click on the three vertical dots in the upper right corner just below the “X”
- Hover over “More Tools” in the dropdown menu
- Click on “Add to Desktop...” in the dropdown menu
- Click “Add” in the pop-up window to confirm that you want to put the shortcut on your desktop



Please let us know if you have any questions about this process or information.

Thank you!

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