



# **PROJECT ACCESS SAN DIEGO**

## **Physician Volunteer Policy Manual**

Project Access San Diego  
San Diego County Medical Society Foundation  
5575 Ruffin Road, Suite 250  
San Diego, CA 92123  
Phone (858) 565-7930  
Fax (858) 560-0179  
[www.SDCMSF.org](http://www.SDCMSF.org)

## **Purpose**

Project Access San Diego (PASD) increases access to health care for the medically underserved by linking low-income, uninsured adult San Diegans with physician volunteers who see these patients on a volunteer basis. Project Access coordinates every aspect of the program so that there is no extra work for the physician volunteer or office staff.

## **Physician Participation**

Physicians participate in Project Access by accepting referrals from community clinics through Project Access. Each physician specifies how many referrals he or she is willing to volunteer to see each year. Ideally, specialists are asked to see 1 patient per month and primary care physicians are asked to see 2 patients per year. If you are not already participating, you may sign up by completing the Physician Volunteer Commitment Form **(please see Appendix A)**.

## **Ancillary and Hospital Services**

To request ancillary and hospital services, please fax a standard order form to Project Access at (858) 560-0179. Project Access will coordinate all aspects of this type of care.

## **Durable Medical Equipment**

To request durable medical equipment, please fax a standard order form to Project Access at (858) 560-0179. Project Access will coordinate all aspects of this type of care.

## **Pharmacy Benefit**

Project Access will have a tiered procedure for participating patients to obtain needed medications:

1. If the prescription is part of the \$4.00 Prescription Formulary **(please see Appendix B)**, please ask the patient to fill the prescription at one of these pharmacies (list in not all-inclusive). Prescriptions at Walmart, Target, and C&A are \$4 for a 30-day supply or \$10 for a 90-day supply. Prescriptions at Walgreens are \$12 for a 90-day supply. Please visit our website at [www.sdcmf.org](http://www.sdcmf.org) for the most updated formulary.
2. If the prescription is not available on the \$4.00 Prescription Formulary or the patient is unable to afford it, please fax the prescription to Project Access at (858) 560-0179. Our case managers will then determine if the prescription is available through Prescription Assistance Programs. In certain cases, Project Access may purchase the prescription for the patient (limit TBD).

Please note: Project Access will only cover prescriptions prescribed by the PASD physician, and will not cover other prescriptions obtained before or after participating in this program. Please note that due to limited resources, Project Access is not intended to serve as a payer or provider of medications in general, especially medications for chronic conditions, cancer, immunomodulators, drugs for Multiple Sclerosis, experimental treatments, or injectable medications.

## **Project Access Eligibility**

A patient is eligible for PASD if he/she meets the following criteria:

- Uninsured (Does not have private health insurance and is not eligible for any public health insurance program)
- Adult resident of San Diego County
- Under 350% of the Federal Poverty Level

## **Project Access Enrollment Procedures**

Project Access only accepts patients who have a medical home at a community clinic. If it is determined that a patient is eligible for Project Access, he/she is mailed a Project Access ID card (**please see Appendix C**) and the patient's information is entered into our enrollment database. This database also enables us to track the number of patients each physician pledges to see and tracks each referral the physician accepts. The physician who has fulfilled his/her volunteer commitment will not be contacted again until the following year. After a patient is accepted, our case managers will contact your office directly to schedule the initial appointment. Project Access patients will never contact your office for the initial appointment.

We regret that we are not able to accept referrals for Project Access directly from private physicians at this point, but hope to in the future. Patients that are found to be ineligible for PASD will be referred to other community resources.

## **The Referral**

Specialty Care: Project Access is meant for patients with a limited scope and duration of specialty need that is definable so that the services or procedures related to the specialty need can be provided in a time-limited way. Each referral is reviewed for appropriateness by our Chief Medical Officer before patient enrollment begins in Project Access.

Primary Care: Project Access accepts patients who do not currently have a medical home and are currently using the ER for non-emergent reasons.

## **Liability**

All Project Access patients are asked to sign a Patient Rights and Responsibilities form stating that they will not pursue litigation in the event of an unfavorable outcome for care received through Project Access. In most cases, physician volunteers have liability insurance with full practice coverage. Please contact your insurance provider for details.

## **Transportation and Translation**

On occasion, Project Access patients will need transportation or translation services for their physician appointment. If necessary, Project Access will arrange these services prior to the appointment at no cost to the patient or physician volunteer.

## **Invoices and Billing**

Please do **not** bill Project Access patients for medical services. The physician volunteer has agreed to see these patients free of charge. However, so that we may keep track of the value of these generous services, please mail or fax a completed HCFA 1500 form with ICD and CPT codes to: Lauren Radano, Healthcare Access Manager, San Diego County Medical Society Foundation, 5575 Ruffin Road, Suite 250, San Diego, CA 92123. The Project Access fax number is (858) 560-0179.



## Thank You for Joining Project Access!

Your participation as a Physician Volunteer makes a difference in the lives of indigent patients every day. We are delighted to include you in our network!

<b>Last Name</b>	<b>First Name</b>	<b>Suffix (i.e., M.D.)</b>	<b>Specialty/Practice Area</b>
<b>Practice/Group Name</b>	<b>Address</b>	<b>City, Zip Code</b>	
<b>Phone Number</b>	<b>Fax Number</b>	<b>Physician Email</b>	
<b>I prefer to be contacted by:</b>  Phone    Fax    Email	<b>Office Manager Name</b>	<b>Office Manager Email</b>	
<b>Hospital Affiliation(s)</b>			
<b>Are you a member of the San Diego County Medical Society? (please circle)</b>  Yes                      No    (membership <u>not</u> required to participate)			
<b>If not a member, please provide your California Medical Board License #:</b>			
<b>Please provide your DEA # and Exp. Date (needed for Prescription Assistance Programs):</b>			
<b>DEA #:</b>		<b>Exp. Date:</b>	
<b>Primary Care Physicians: How many "medical homes" are you willing to provide per year? (ideal is 2 per year)</b>			
<b>Specialists: How many patients are you willing to see per year? (ideal is 1 per month)</b>			

Project Access San Diego will contact you soon to discuss your participation. Project Access San Diego (PASD), coordinated by the San Diego Medical Society Foundation, is a program that connects eligible, low-income, uninsured patients with physicians who volunteer to provide free care in their office.

**Please Return to:**  
 Lauren Radano, Healthcare Access Manager  
 San Diego County Medical Society Foundation  
 5575 Ruffin Road, Suite 250  
 San Diego, CA 92123  
 858-565-7930 (Phone)  
 858-569-1334 (Fax)  
 lradano@sdcms.org (Email)

# \$4.00 PRESCRIPTION FORMULARY

## FOR REFERENCE USE ONLY

Project Access encourages all patients to purchase discounted prescriptions at one of the pharmacies listed below. Please note that due to limited resources, Project Access is **not** intended to serve as a payer or provider of medications in general, especially medications for chronic conditions, cancer, immunomodulators, drugs for Multiple Sclerosis, experimental treatments, or injectable medications.

The following prescriptions can be found at Walmart, Target, C&A (Escondido) or Walgreens. Prescriptions at Walmart, Target, and C&A are \$4 for a 30-day supply or \$10 for a 90-day supply unless otherwise noted. Prescriptions at Walgreens are \$12 for a 90-day supply and require a membership fee (\$20 for an individual or \$35 for a family per year).

	Walmart	Target	C&A	Walgreens
<b>Allergies &amp; Cold and Flu</b>				
Benzonatate	x	x	x	x
Brometane DX				x
Ceron DM	x	x	x	
C-Phen	x	x	x	x
Cyproheptadine				x
Dex PC	x		x	
Loratadine	x	x	x	
Promethazine				x
Promethazine DM	x	x	x	
<b>Antibiotic Treatments</b>				
Amoxicillin	x	x	x	x
Cephalexin	x	x	x	x
Ciprofloxacin	x	x	x	x
Doxycycline Hyclate	x	x	x	x
Erythromycin	x	x	x	x
Metronidazole	x	x	x	x
Penicillin	x	x	x	x
SMZ-TMP	x	x	x	x
Tetracycline	x	x	x	x
<b>Arthritis &amp; Pain</b>				
A/B Otic				x
Allopurinol	x	x	x	x
Baclofen	x	x	x	x
Chlorzoxazone				x
Colchicine	x	x	x	x
Cyclobenzaprine	x	x	x	x
Dexamethasone	x	x	x	x
Diclofenac	x	x	x	x
Etodolac ER				x
Ibuprofen	x	x	x	x
Indomethacin	x	x	x	x
Meloxicam	x	x	x	x
Naproxen	x	x	x	x

	Walmart	Target	C&A	Walgreens
Piroxicam	X	X	X	X
Salsalate	X	X	X	X
Tizanidine				X
<b>Asthma</b>				
Albuterol liquid	X	X	X	X
Ipratropium	X	X	X	X
<b>Cholesterol</b>				
Lovastatin	X	X	X	X
Pravastatin	X	X	X	X
<b>Diabetes</b>				
Chlorpropamide	X	X	X	
Glimepiride	X	X	X	X
Glipizide	X	X	X	X
Glyburide	X	X	X	X
Metformin	X	X	X	X
<b>Ear Health</b>				
Antipyrine/Benzocaine otic	X	X	X	
<b>Fungal Infections</b>				
Fluconazole	X	X	X	X
Nystatin/Triamcin	X		X	X
Nystatin	X		X	X
Terbinafine	X	X	X	X
<b>Gastrointestinal Health</b>				
Belladonna Alkaloid/PB	X	X	X	X
Cimetidine	X	X	X	X
Cytra2	X	X	X	X
Dicyclomine	X	X	X	X
Enulose Syrup				X
Famotidine	X	X	X	X
Hyoscyamine Sulfate				X
Lactulose	X	X	X	
Metoclopramide	X	X	X	X
Prochlorperazine	X	X	X	X
Promethazine	X	X	X	X
Promethegan				X
Ranitidine	X	X	X	X
<b>Glaucoma &amp; Eye Care</b>				
Atropine Sulfate	X	X	X	
Bacitracin	X	X	X	X
Erythromycin ung	X	X	X	X
Gentamicin gtt	X	X	X	X
Levobunolol	X	X	X	X
Neo/Polymx/Dexamethasone	X	X	X	X

	Walmart	Target	C&A	Walgreens
Pilocarpine	X	X	X	X
Polymyxin Sulfate/TMP	X	X	X	X
Sulfacet Sodium	X	X	X	
Sulfacetamide				X
Timolol Maleate	X	X	X	X
Tobramycin	X	X	X	X
<b>Heart Health &amp; Blood Pressure</b>				
Amiloride-HCTZ	X	X	X	X
Atenolol-Chlorthalidone	X	X	X	X
Atenolol	X	X	X	X
Benazepril	X	X	X	X
Bisoprolol Fumarate				X
Bisoprolol-HCTZ	X	X	X	X
Bumetanide	X	X	X	X
Captopril	X	X	X	
Captopril-HCTZ				X
Carvedilol	X	X	X	X
Chlorthalidone	X	X	X	X
Clonidine	X	X	X	X
Digoxin	X	X	X	X
Diltiazem	X	X	X	X
Doxazosin	X	X	X	X
Enalapril-HCTZ	X	X	X	X
Enalapril	X	X	X	X
Fosinopril				X
Furosemide	X	X	X	X
Guanfacine	X	X	X	X
Hydralazine	X	X	X	X
Hydrochlorothiazide(HCTZ)	X	X	X	X
Indapamide	X	X	X	X
Isosorbide Dinitrate				X
Isosorbide Mononitrate	X	X	X	X
Labetalol				X
Lisinopril-HCTZ	X	X	X	X
Lisinopril	X	X	X	X
Megestrol	X	X	X	X
Methyldopa	X	X	X	
Metolazone				X
Metoprolol Tartrate	X	X	X	X
Nadolol	X	X	X	X
Nitroglycerin				X
Nitroquick				X
Pindolol	X	X	X	X
Prazosin				X
Prazosin HCL	X	X	X	
Propranolol	X	X	X	X
Quinapril				X
Sotalol HCL	X	X	X	
Spironolactone	X	X	X	X
Terazosin	X	X	X	X

	Walmart	Target	C&A	Walgreens
Torsemide				X
Trandolapril				X
Triamterene-HCTZ	X	X	X	X
Verapamil	X	X	X	X
Warfarin	X	X	X	X
<b>Mental Health</b>				
Amitriptyline	X	X	X	X
Benzotropine	X	X	X	X
Bupropion				X
Buspirone	X	X	X	X
Carbamazepine	X	X	X	X
Citalopram	X	X	X	X
Clomipramine				X
Doxepin HCL	X	X	X	X
Fluoxetine	X	X	X	X
Fluphenazine	X	X	X	X
Gabapentin				X
Haloperidol	X	X	X	X
Imipramine				X
Lithium Carbonate	X	X	X	X
Mirtazapine				X
Nortriptyline	X	X	X	X
Paroxetine	X	X	X	X
Primidone				X
Prochlorperazine	X	X	X	X
Sertraline				X
Thioridazine	X	X	X	X
Thiothixene	X	X	X	X
Trazodone	X	X	X	X
Trifluoperazine				X
Trihexyphenidyl	X	X	X	X
<b>Skin Conditions</b>				
Benzoyl Peroxide	X	X	X	
Betamethasone Dipropionate	X	X	X	X
Betamethasone Valerate	X	X	X	X
Fluocinolone Acet.	X	X	X	X
Fluocinonide	X	X	X	X
Gentamicin	X	X	X	X
Hydrocortisone	X	X	X	X
Selenium Sulfide	X	X	X	X
Silver Sulfadiazine	X	X	X	
Triamcinolone	X	X	X	X
<b>Thyroid Conditions</b>				
Levothyroxine	X	X	X	X
Methimazole				X
Propylthiouracil				X

	Walmart	Target	C&A	Walgreens
<b>Viruses</b>				
Acyclovir	x	x	x	x
<b>Vitamins &amp; Nutritional Health</b>				
Folbee				x
Folbic				x
Folic Acid	x	x	x	
Klorcon	x		x	x
Mag 64	x	x	x	
Magnesium Oxide	x	x	x	
Multi-Vita-F				x
Multi-Vits w/fl				x
Natalcare GT				x
Natalcare Plus				x
Polyvit w/flor				x
Prenatal Plus	x		x	
Potassium Chloride	x	x	x	
Potassium Chloride CR		x		
Rena-Vite Rx				x
Sodium Fluoride	x	x	x	
Tri-Vita/FE FL				x
Vitamin D				x
<b>Women's Health</b>				
Alendronate SOD	x	x*	x	
Clomiphene	x	x*	x	x
EST Estrogen/Methyl Testost DS	x	x*	x	
EST Estrogen/Methyl Testost HS	x	x*	x	
Estradiol		x		x
Estropipate		x		x
Medroxyprogesterone		x		x
Sprintec	x	x*	x	
Tri-Sprintec	x	x*	x	
Tamoxifen	x	x*	x	
<b>Other Medical Conditions</b>				
Anucort-HC				x
Chlorhexidine				x
Chlorhexidine Gluconate	x	x	x	
Hydrocortisone AC	x	x	x	
Hyoscyamine		x		
Isoniazid	x	x	x	
Lidocaine	x	x	x	x
Megestrol	x	x	x	x
Methylpred	x	x	x	x
Oxybutynin	x		x	x
Phenazopyridine	x	x	x	
Prednisolone				x
Prednisone	x	x	x	x

\*May be priced higher than \$4 at Target.

# PROJECT ACCESS ID CARD



## Project Access San Diego



Frida Kahlo

PATIENT NAME

01/01/2009

DATE OF BIRTH

1

PATIENT NUMBER

01/01/09 - 12/31/09

MEMBERSHIP DATES

QUESTIONS? Contact us at (858) 565-8888

Please note: Color of ID card is bright yellow.