

**Division of Health Care Financing and Policy**

1100 East William Street, Suite 101

Carson City, Nevada 89701

(775) 684-3600

**Recipient Request Pharmacy Lock-In Change**

Recipient Name (Please Print) \_\_\_\_\_ Medicaid ID: \_\_\_\_\_

Current Locked-In Pharmacy

Recipient's Choice

Pharmacy Assigned by Medicaid

Current Locked-in Pharmacy \_\_\_\_\_

Pharmacy Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**District Office Staff Only** (Complete entire form before faxing)

Current Pharmacy Phone Number: \_\_\_\_\_ Current Pharmacy Fax Number \_\_\_\_\_

Date Faxed to Current Pharmacy \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

(Maintain Fax confirmation receipt)

New Locked-in Pharmacy

New Locked-in Pharmacy \_\_\_\_\_

Pharmacy Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Recipient Signature \_\_\_\_\_ Date \_\_\_\_\_

**District Office Staff Only** (Complete entire form before faxing)

Change Initiated by Recipient

Change Initiated by Pharmacy

New Pharmacy Phone Number: \_\_\_\_\_ New Pharmacy Fax Number \_\_\_\_\_

Date Faxed to New Pharmacy \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

(Maintain FAX confirmation receipt)

Medicaid D.O. Staff Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Date Faxed to SUR \_\_\_\_\_

(Maintain FAX confirmation receipt)

**Please return form to the District Office Health Care Coordinators for submittal**

Carson City District Office  
1100 E. William Street, Suite 102  
Carson City, NV 89701  
Telephone: (775) 684-3651  
Fax: (775) 684-3663

Las Vegas District Office  
1210 S. Valley View, Suite 104  
Las Vegas, NV 89102  
Telephone: (702) 668-4200  
Fax: (702) 668-4280

Elko District Office  
1010 Ruby Vista Drive, Suite 103  
Elko, NV 89801  
Telephone: (775) 753-1191  
Fax: (775) 753-1101

Reno District Office  
745 W. Moana Lane, Suite 200  
Reno, NV 89509  
Telephone: (775) 687-1900  
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Distribution of Copies to: OptumRx., Medicaid District Office, Program Services Pharmacy Specialist, Surveillance and Utilization Review, Medicaid Hearings Unit, Pharmacy, Physician(s)