

**MEMBERS WHO LIVE IN FOREIGN COUNTRIES  
AND USE THE PLAN'S HOME DELIVERY PHARMACY  
PLEASE REVIEW**

The **FOREIGN SERVICE BENEFIT PLAN** and ESI (the Plan's Pharmacy Benefit Manager) recognize the unique needs of Plan members residing or traveling in foreign countries by offering the ability to obtain up to a year's supply of medication. Please follow the guidelines below to obtain up to a year's supply of medication:

1. The doctor must be licensed in the United States.
2. The doctor's license number, NPI number, office address, phone number and fax number must appear on all prescriptions.
3. The doctor's DEA number must appear on all prescriptions for controlled substances. Controlled substances are limited to a 6-month maximum. Medications for ADD must be written as 2 prescriptions, each for a 90-day supply.
4. The medication name, strength, quantity, and directions should be indicated clearly on the prescription. If your doctor does not write "Dispense as Written" (DAW) on the prescription, ESI will substitute a generic if one is available.
5. Before ordering:
  - Make sure the doctor has written the prescription for the appropriate quantity with no refills. *For example, if you take one pill a day the doctor should write 365 pills with 0 refills.*
  - Include the appropriate co-payment. *For example, if you order a year's supply you should include four times the 90-day co-payment.*
6. The prescription must be signed by your doctor. ESI cannot fill prescriptions with stamped or cosigned prescriber signatures.
7. If possible, include your doctor's current phone number (or fax number) and address in case clarification of the prescription is necessary.
8. Include your phone number and APO/FPO/DPO or Pouch Mail address. ESI will mail prescriptions internationally only to an APO/FPO/DPO/Pouch Mail address.
9. Include an email address that is checked regularly in the event ESI needs to contact you while overseas for a problem with your order.
10. Mail your prescription to Express Scripts, Home Delivery, PO Box 747000, Cincinnati, OH 45274-7000.

**Please note: Contact the Plan at 202-833-4910 if you need to purchase up to a year's supply while you are in the United States and/or will be using a U.S. address, but will be returning overseas. We will need to authorize the purchase. Another option is to have the physician write on the prescription "Patient resides overseas."**

**The Member Services Department at ESI can handle all inquiries:**

- Contact the Express Scripts' Expatriate Team directly via phone at 1-877-846-3630 or via email at [ExpatriateProcessingGEN@express-scripts.com](mailto:ExpatriateProcessingGEN@express-scripts.com).
- Call ESI to reach the pharmacy without cost to you.
  - If you are in the United States, call toll-free, 1-800-818-6717.
  - If you are living or traveling abroad, use the special international toll-free number, 1-800-497-4641 (available in over 140 countries).
  - If you cannot use this 800 number, call ESI collect at 724-765-3077 or 724-765-3074. You must call this number collect from a foreign country.