**Compass MED D - Primary Grievance Reason: Order Placement**

[Process](#_Toc165827178)

[Related Documents](#_Toc165827179)

**Description:** Describes the process for submitting a Grievance in Compass when the **Primary Grievance Reason** selected is Order Placement.

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| Process |

Complete the following steps:

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| **Step** | **Action** | |
| **1** | Verify that you are starting from the Order Placement Grievance – Related Claims/Drugs screen.   * If you are at a different stage of the Grievance process, refer to the following work instruction for assistance: [Compass MED D - How to File a Grievance in Compass (066742)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a1bfd5ce-4c26-4dbb-a851-188f548bdf81). | |
| **2** | Click the checkbox next to each **Rx Number** that is associated with the grievance, then click **Next**.  **Note:** Use the **Additional Drug Name(s)** text field to add additional drugs.    **Result:** The Order Placement Grievance Processing screen displays. | |
| **3** | Verify if the medication requires a Coverage Determination/Prior Authorization. | |
| **If…** | **Then…** |
|  | Yes | * Select the **Yes** radio button.      * Verify if the PA/Coverage has been approved.   + If approved, select the **Yes** radio button.   + If not approved, select the **No** radio button. * Proceed to the next step. |
|  | No | Select the **No** radio button and proceed to the next step. |
| **4** | Verify how many days supply the member has remaining.  How many days of medication do you have on hand?  Select the applicable radio button: | |
| **If you select…** | **Then…** |
| **6+ Days (or Not Applicable)** | Proceed to Step 15 of [Compass MED D - How to File a Grievance in Compass (066742)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a1bfd5ce-4c26-4dbb-a851-188f548bdf81) to continue the process of submitting the grievance. |
| **1-5 Days** | Does the member have enough medication to last until the issue is resolved?   * If **Yes** is selected, proceed to the next step. * If **No** is selected, select the appropriate radio button for the **Bridge Supply Outcome**: * Bridge Supply Not Allowed * Bridge Supply Not Offered * Bridge Supply Offered and Accepted * Bridge Supply Offered but Not Accepted   Proceed to Step 15 of [Compass MED D - How to File a Grievance in Compass (066742)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a1bfd5ce-4c26-4dbb-a851-188f548bdf81) to continue the process of submitting the grievance. |
|  | **Member is out of medication** | Select the appropriate radio button for the **Bridge Supply Outcome**:   * Bridge Supply Not Allowed * Bridge Supply Not Offered * Bridge Supply Offered and Accepted * Bridge Supply Offered but Not Accepted   Proceed to Step 15 of [Compass MED D - How to File a Grievance in Compass (066742)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a1bfd5ce-4c26-4dbb-a851-188f548bdf81) to continue the process of submitting the grievance. |

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| Related Documents |

**Parent Document: CALL-0048,**[Medicare Part D Customer Care Call Center Requirements-CVS Caremark Part D Services, L.L.C.](https://policy.corp.cvscaremark.com/pnp/faces/DocRenderer?documentId=CALL-0048)

**Abbreviations/Definitions:**[Customer Care Abbreviations, Definitions, and Terms Index (017428)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=c1f1028b-e42c-4b4f-a4cf-cc0b42c91606)

* [Compass MED D - How to File a Grievance in Compass (066742)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=a1bfd5ce-4c26-4dbb-a851-188f548bdf81)
* [Compass MED D - When to File a Grievances in Compass (066741)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=8895dffc-cf45-44d4-b795-c4d95f7bd555)
* [Med D - Compass Grievances: CCR - First Call Resolution Documentation Templates (Health Plans) (066744)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=0e126cf2-ca19-4e62-b84f-72733e77b8b9)
* [Med D - Compass Grievances: CCR - First Call Resolution Documentation Templates (NEJE) (066745)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=cb56c2af-d1ed-4e8a-a309-d0db70d8c751)
* [Med D - Compass Grievances: CCR - First Call Resolution Documentation Templates (SSI PDP, SSI EGWP, Aetna EGWP) (068896)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=b7f5a139-be8a-493a-8155-3932709e086e)

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