



On behalf of MMCAP, I would like to welcome you to the role of the Pharmacy State Contact. Below are some tools & information for you to use in your position. We also recommend that you take some time to review the information on our web site ([www.mmcap.org](http://www.mmcap.org)) that includes our communications policy, new member information, eligibility requirements & benefits, advisory board information along with much more useful information.

- **EXPECTATIONS OF A STATE PHARMACY CONTACT** ~ Please work with your state Purchasing Contact to divide any roles necessary. The expectations we have for state contacts are:
  - Serving as an expert on state-specific issues.
  - Resolving facility eligibility issues with manufacturers.
  - Alerting MMCAP to pricing issues, wholesaler problems and vendor issues.
  - Informing MMCAP of any changes to your contact information or any known facility changes (name, address, DEA, HIN, eligibility, contacts, etc.).
  - Assisting with awarding pharmaceutical contracts (primarily the pharmacy contacts).
  - Attending the annual National Member Conference: **Date:** March 19 - March 22, 2018 **Location:** Intercontinental Saint Paul Riverfront Hotel, St. Paul, MN.
  - Proactively notifying MMCAP of upcoming RFP/RFI/ RFB's in your state that directly align with the services MMCAP provides.
  - Actively soliciting and communicating time-critical information/problems/feedback from your facilities to MMCAP for resolution.
  - Proactively notifying MMCAP of any change in scope of service needs for your state (e.g. HIV products...)
  - Attend State Contact meetings (conference call) on the third Wednesday of each month. For call-in information, please contact MMCAP at 651.201.2420.
  
- **MEMBERSHIP APPLICATION** ~ When you have a facility that wants to join MMCAP, please instruct them to our web site to print a copy of the current membership application. The MMCAP membership application can be found at [www.mmcap.org](http://www.mmcap.org), click on "What is MMCAP & Membership" then click on "New Member Info" then follow the link at the bottom of the screen. Since this page will always contain the most current version of the forms, please use them every time you have a new member request. The facility should complete the forms and return them to you for review and approval/signature. Once you approve the facility as eligible and sign the form, please send it to **MMCAP Membership, Email: [mmcap.membership@state.mn.us](mailto:mmcap.membership@state.mn.us) fax**

**(651.297.3996)** or mail (*MN Multistate Contracting Alliance for Pharmacy (MMCAP) 50 Sherburne Avenue, Suite 112, St. Paul, MN 55155*).

- **NEW MEMBER E-MAIL** ~ Once we receive the application, we will process it by adding it to our system, getting the necessary MMCAP signatures and applying for a health industry number (HIN) if needed. Once the MMCAP process is completed, we will send the facility an e-mail that will include their MMCAP ID number, HIN number (or information that it is pending), effective date, information on the approved wholesaler for your state along with information on other MMCAP services; you will be copied on this e-mail.
- **USER ID/PASSWORDS**
  - To log onto the MMCAP website, [www.mmcap.org](http://www.mmcap.org), click on Log In in the upper right of the screen. As a State Contact, your user name is your email name and your initial password is password1. Help with your log on is available from Sylvia Strong ([sylvia.strong@state.mn.us](mailto:sylvia.strong@state.mn.us) or 651.201.3046). From here you will be able to access the contracts by selecting Contracts from the top banner.
  - To access influenza information, click on Member News, then on Influenza Pre-Booking and Pricing Information.
  - To access the MMCAP Contracted Products Catalog on the web site, click on Catalog then log in. Since catalog pricing is more sensitive information a separate log in process is required. You will need to obtain a user id and password from Sylvia Strong (651.201.3046 or [sylvia.strong@state.mn.us](mailto:sylvia.strong@state.mn.us)).
- **MEMBERSHIP UPDATES** ~ As a state contact we will expand your website access so that you will be able to go to the MMCAP website to see which facilities are current members with MMCAP, by clicking Vendors & RFPs then Participating Facilities by State. This information is updated monthly. You will receive an e-mail when the update is available.

Please feel free to call me if you have any questions.

### ***Welcome to MMCAP!***

#### **Membership Coordinators**

**Minnesota Multistate Contracting Alliance for Pharmacy**

**State of Minnesota, Department of Administration**

**[MMCAP.membership@state.mn.us](mailto:MMCAP.membership@state.mn.us)**

**(651) 201-2420**

**Connect with us on social media**



**[www.mmcap.org](http://www.mmcap.org)**