

Employee Communication Toolkit: ScriptSourcing Launch

How to Use this Toolkit

- 1 Copy and paste each email into your email platform
- 2 Customize sender name and company details
- 3 Send Announcement first
- 4 Send Reminder 3–5 days later

Email 1: Announcement

Purpose: Introduce ScriptSourcing

Recommended Timing: Day 1 of rollout

Subject: New ScriptSourcing Prescription Benefit

Hi Team,

Your health plan now includes ScriptSourcing, a prescription benefit that provides **\$0 copays for eligible name-brand and specialty medications.**

To see if you are eligible:

1. Please visit their online [Med-Finder](#)
2. Search your medication to see if it's eligible
3. Call the ScriptSourcing team or schedule a call to enroll

Thank you,

[Your Name]

[Your Position]

[Company Name]

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Email 2: HR Reminder

Purpose: Drive action and enrollment

Recommended Timing: 3–5 days after announcement

Subject: ACTION NOW \$0 Rx Copays

[Team],

Did you get a chance to check if you are eligible for ScriptSourcing?

Just a quick reminder: Our health plan now includes ScriptSourcing, which is a prescription benefit that provides **\$0 copays for eligible name-brand and specialty medications.**

To see if you are eligible:

1. Please visit their online [Med-Finder](#)
2. Search your medication to see if it's eligible
3. Call the ScriptSourcing team or schedule a call to enroll

ScriptSourcing's pharmacy partners can source over 1,000 name-brand maintenance medications, and they ship them directly to you for free!

If you have any questions or need assistance, feel free to reach out to us.

Thank you,

[Your Name]

[Your Position]