

Information for Pharmacists

**Claims Submission Procedure –
Manitoba HIV Medication Program – Post-Exposure Prophylaxis (PEP)**

Effective July 26, 2021

**Please include this Procedure in your Drug Programs Information
Network (DPIN) Manual under Section 4: Claims Submission.**

- This Claims Submission Procedure (CSP) applies to community pharmacy dispensation of medications listed on the Manitoba HIV Medication Program Drug List to eligible Manitoba residents:
 - with active Manitoba Health coverage; AND
 - a completed HIV PEP Prescription Form – available here for reference: https://www.gov.mb.ca/health/publichealth/cdc/protocol/hiv_prescription.pdf; prescribing one or more PEP drugs listed on the Manitoba HIV Medication Program Drug List, available here: <https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html>. The prescriber may also attach separate prescriptions for PEP drug(s) not shown on the HIV PEP Prescription Form.
 - Where a patient presents with a completed HIV PEP Prescription Form (and separate attached prescriptions for PEP, if applicable) and the prescriber has confirmed “**Client eligible for coverage under Manitoba HIV Medication Program**” on the form, the patient should not be charged any out-of-pocket costs.
 - This CSP must be followed for reimbursement of the allowable ingredient cost plus the pharmacy’s usual & customary professional fee:
 - For drugs prescribed for PEP, ensure the prescriber has confirmed “**Client eligible for coverage under Manitoba HIV Medication Program**” on the HIV PEP Prescription Form.
 - EACH time a drug is intended to be dispensed under this program, contact the DPIN Helpdesk to confirm:
 1. that the patient has active Manitoba Health coverage; AND
 2. whether the pharmacy should submit the claim under DU only OR for fiscal adjudication.
- If the DPIN Helpdesk advises to submit the claim to DPIN as Drug Utilization (DU) only:
- Do not provide prescription receipts to clients for medications submitted to the Manitoba HIV Medication Program.
 - AFTER the medication has been dispensed to the patient at no charge, submit a Reversal/Adjustment Form for reimbursement to the pharmacy as follows:
 1. Use one DPIN Reversal-Adjustment Form per prescription (available here: https://www.gov.mb.ca/health/pharmacare/profdocs/ra_form.pdf)
 - For clarity, if more than one drug is prescribed within one HIV PEP Prescription Form, the pharmacy must submit one Reversal-Adjustment Form for each drug dispensed.
 2. Write “Meets MB HIV Medication Program Eligibility” clearly on the top of the Reversal/Adjustment Form.
 3. Enter a professional fee equal to the pharmacy’s usual & customary professional fee, and an ingredient cost of the drug as per the Manitoba Drug Interchangeability Formulary (ICF); or as per the Manitoba HIV Medication Program Drug List, for drugs not listed on the ICF.

4. Fax the completed Reversal/Adjustment Form to DPIN Helpdesk with a cover letter, the HIV PEP Prescription Form, and a copy of the attached separate prescription (if applicable) to the attention of "Manitoba HIV Medication Program" via 204-786-6634.

Reversal/Adjustment Forms cannot be submitted to DPIN Helpdesk until AFTER the medication has been dispensed to patient.

- Pharmacy operators will be reimbursed an amount equal to the ingredient cost of the drug (as per the ICF; or as per the Manitoba HIV Medication Program Drug List, for drugs not listed on the ICF) in DPIN plus the usual & customary professional fee identified in Schedule A/B of the Pharmacy Agreement.
- Subsequent to processing by DPIN Helpdesk, claims will appear on the pharmacy statement and be reimbursed via electronic fund transfer.
- Failure to submit the claim according to the procedure above will result in no reimbursement to the pharmacy for the allowable ingredient cost nor the pharmacy's usual & customary professional fee.

If your questions are not answered by reviewing the Claims Submission Procedures and FAQs posted at:
<https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html>

Please send an e-mail to PDPIInfoAudit@gov.mb.ca.