



Health, Seniors and Long-Term Care  
Insurance Division  
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Winnipeg, Manitoba Canada R3B 3M9

### *Information for Pharmacists*

## **Claims Submission Procedure – Dispensing Frequency**

***UPDATE – Effective April 25, 2025***

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

- Products in the drug categories identified on the [Frequency of Dispensing \(FOD\) List](#) include medications that are filled regularly and are taken on a long-term basis (such as cholesterol-lowering or blood pressure medications) and can be safely dispensed in larger quantities to clients who are stable on these products.
- For products identified on the FOD List, Manitoba covers a maximum of:
  - One professional fee per 30-day period (or 28-day cycle) for medications dispensed and covered under the Manitoba Enhanced Pharmacare Program (MEPP). Note – this does not apply to medications dispensed for HIV post-exposure prophylaxis (PEP).
  - Two professional fees per 30-day period (or 28-day cycle) for products dispensed and covered under the Manitoba Pharmacare Program (MPP).
  - One additional professional fee per drug, per client every six months due to replacement of lost, stolen, misplaced, or broken medications (see Adjudication section below for details regarding requirements for claim submission and documentation by the pharmacy).
- Previously, in exceptional circumstances, Manitoba would cover additional professional fees for drugs on the FOD List.
  - Effective January 27, 2025, requests for exceptional coverage of additional professional fees for more frequent dispensing of products included in the FOD List will no longer be considered.
  - Prior approvals of Frequency of Dispensing Authorization Forms (FDAFs) were withdrawn effective January 27, 2025. (i.e., if a pharmacy had approvals of FDAFs on file for clients, these approvals became invalid).
- For clarity, this Claims Submission Procedure (CSP):
  - **Does not prevent or restrict any pharmacy from dispensing any product,**

**including those listed on the FOD List, at a frequency more often than what is covered by the provincial drug plans (such as daily, weekly, etc.).**

- **This procedure prohibits the pharmacy from charging Manitoba additional fees for drugs on the FOD List dispensed to clients eligible for coverage under MPP and MEPP.**
- **Only applies to products in a drug category identified on the FOD List** (for example, this CSP does not apply to other medications such as mental health drugs, narcotics and other controlled medications).
- Does not apply to clients receiving coverage through the Palliative Care Drug Access Program, the Personal Care Home Program, or Manitoba Families, Employment and Income Assistance drug benefit program.

#### Adjudication:

- Pharmacies submitting additional fees for products on the FOD List, that are covered by MPP or MEPP, are not entitled to receive reimbursement for the additional professional fees. Fee frequency is **not automatically tracked by DPIN and the pharmacy will not receive a DPIN response code if additional fees per 30-day period (or 28-day cycle) are submitted. Manitoba will retain the discretion to audit and recover fees paid in excess of the established limits.**
- Additional professional fees cannot be applied towards the client's eligible MPP expenditures. Pharmacies must process these fees as "off-line" transactions (i.e. these additional fees should not be entered into DPIN).
- If a client's FOD List product has been lost, stolen, misplaced, or broken, Manitoba will cover up to one additional professional fee per drug, per client every six months. In this case, pharmacies must:
  - Use the "MR code" in DPIN when the claim is submitted.
  - Keep a record of why the "MR code" was used.
- Pharmacies often dispense biweekly, resulting in a 28-day schedule rather than a 30-day schedule. In a model with 30 days and two (2) professional fees eligible within those 30 days, the average number of fees per year would be 24.3 (rounded up to 25), calculated as  $2 \times (365/30) = 24.3$ . In a 28-day, biweekly model, the average number of fees per year would be 26.2 (rounded up to 27)  $[365/14 = 26.1]$ . This biweekly pattern will be accepted and the resulting two (2) to four (4) additional professional fees per year that result will not be subject to recovery.

#### Frequency of Dispensing for Clients

- If more frequent dispensing (e.g., weekly or daily) is requested or required, pharmacists may continue to dispense the product on a daily or weekly basis and must split the professional fee into daily or weekly amounts such that no more than the value of:
  - two fees are charged per 30-day period (or 28-day cycle) for FOD List products covered under MPP.
  - one fee is charged per 30-day period (or 28-day cycle) for FOD List products covered under MEPP.
- The following table delineates how pharmacy providers must split and submit professional fees for more frequent dispensing of medication(s) on the FOD List. If we assume the professional fee is \$14.00, the total amount submitted for

reimbursement of an FOD List medication covered under MPP cannot exceed 2 x \$14.00 (\$28.00) per drug per 30-day period (or 28-day cycle). Therefore, pharmacies that wish to dispense more frequently (i.e. daily or weekly) for any drug on the FOD List, can do so as shown in the table below (note – the \$14 professional fee is for demonstrative purposes only; pharmacies must still submit according to the Usual & Customary fees approved by the Department as per their Pharmacy Agreement):

**Table 1**

<b>Dispensing Frequency</b>	<b>Dispensing Fee Per Day</b>	<b>Total Amount per month (28-day cycle)</b>
Daily	\$1.00 per day x 28 days	\$28.00
Weekly	\$7.00 per week x 4 weeks	\$28.00
Bi-weekly	\$14.00 per 14 days x 2	\$28.00

- If the client wants more frequent dispensing, there is no existing legislation that would prohibit a pharmacy from charging an additional fee to the client. We encourage pharmacies to disclose the total price of the drug and professional fee: (a) to a client at the client's request; or (b) to a person responsible to pay for the drug if the person is authorized by law to obtain the information.

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](mailto:PDPIInfoAudit@gov.mb.ca).