

Meningococcal Post Exposure Prophylaxis Invoicing Process

Manitoba Health
 Communicable Disease Control Branch
 Standard Operating Procedure

This document outlines the process for regions to obtain reimbursement of costs associated with the dispensing of medications for meningococcal post exposure prophylaxis (PEP).

Manitoba Health provides PEP at no charge to meningococcal case contacts only as per the Manitoba Health *Meningococcal Invasive Disease Protocol*.

Health Regions are to provide chemoprophylaxis to meningococcal case contacts by using regional pharmaceutical stock in a manner that meets their needs operationally and logistically. The Health Regions can then invoice Manitoba Health for the cost of the medications and dispensing fees.

The following steps are to be taken to invoice Manitoba Health:

1. Treat meningococcal case contacts according to the Manitoba Health *Meningococcal Invasive Disease Protocol*.
2. Complete the *Manitoba Health Meningococcal PEP Invoice* below:
 - a. Enter the date invoice is being created.
 - b. Complete the *Send Payment To* area.
 - c. Enter the cost/unit (enter the combined purchase cost of Ceftriaxone and Lidocaine, if used).
 - d. Enter the total number of units used for each product.
 - e. Multiply the cost/unit by the number of units used for each product and enter the value in the Total Cost/Item column.
 - f. Add up all the values in the Total Cost/Item Column and enter the total into the Total Product Cost box (A).
 - g. Enter in the applicable dispensing and compounding fees and the number of contacts treated for each.
 - h. Multiply each of the fees with the number of contacts and enter the values into the Total Fees Column.
 - i. Add the values in the Total Fees Column and enter the value in the Total Dispensing Fee Cost (B) Box.
 - j. Add the Total Cost of Medications (A) and the Total Dispensing Fee Cost (B) and enter the value into the Total Invoiced box.
3. Once the invoice is completed fax it to Manitoba Health at (204) 948-2040.
4. It is requested that all invoices be sent to Manitoba Health before the end of the fiscal year (March 31st of every year).

Manitoba Health Meningococcal PEP Invoice

Date:

<p>Issued to: Manitoba Health Communicable Disease Control Branch C/O Inventory Administrative Officer 4th Floor-300 Carlton St. Winnipeg, Manitoba R3B 3M9 Ph. (204)788-6734 Fax. (204) 948-2040</p>	<p>Send Payment to: C/O Address: Ph: Payable To:</p>
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Product	cost/unit	Number of Units Used	Total Cost/Item
Ciprofloxacin 500mg Tablets	\$		\$
Rifampin 150mg Capsules	\$		\$
Rifampin 300mg Capsules	\$		\$
Ceftriaxone 250mg IM/1% Lidocaine	\$		\$
	Total Product Cost (A)		\$
	Dispensing Fee	Number of case Contacts Treated	Total Fees
Dispensing Fees	\$		\$
Compounding Fees (if applicable)	\$		\$
	Total Dispensing Fee Cost (B)		\$
	Total Invoiced (A+B)		\$

- Product costs billed to Manitoba Health should be no greater than the pharmacy's purchase cost.
- *Dispensing and compounding fees are to be based on The Prescription Drugs Payment of Benefits Regulation, under the Prescription Drugs Cost Assistance Act which states, "a professional fee equal to the amount regularly charged by a pharmacist to persons who are responsible for paying the fee without reimbursement."*

Fax the completed invoice to Manitoba Health at (204) 948-2040.