

Information for Pharmacists

**Claims Submission Procedure –
Manitoba HIV Medication Program – Anti-Retroviral Therapies (ART)**

Effective July 12, 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 Medication Program Eligibility Form: Anti-Retroviral Therapy (ART) – available here for reference: <https://www.gov.mb.ca/health/publichealth/diseases/hiv.html> – issued by the prescriber; AND
 - a prescription for a drug listed on the Manitoba HIV Medication Program Drug List, available here: <https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html>.
 - Where a patient presents with a completed HIV Medication Program Eligibility Form: ART and the prescriber has confirmed “**Client meets eligibility criteria for Manitoba HIV Medication Program**” on the form, the patient should not be charged any out-of-pocket costs.
 - For ART drugs listed under Part 3, pre-approval is not required under this program. However, the prescriber must have written “MEETS EDS” on the prescription.
 - Pharmacists may provide a maximum of one month (to a maximum of 35 day supply) for each drug dispensed under the Manitoba HIV Medication Program.
 - This CSP must be followed for reimbursement of the allowable ingredient cost plus the pharmacy’s usual & customary professional fee:
 - Ensure the prescriber has confirmed “**Client meets eligibility criteria for Manitoba HIV Medication Program**” on the HIV Medication Program Eligibility Form: ART.
 - For ART drugs listed under Part 3, ensure the prescriber has written “MEETS EDS” on the prescription.
 - 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)
 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, a copy of the prescription, and the HIV Medication Program Eligibility Form: ART 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.