



PPA Claiming Checklist and Documentation Requirements for 6CPA programs

From the 1 February 2020, the Pharmacy Programs Administrator (PPA) has announced that they will commence active monitoring and compliance activities. PPA and the Department of Health will be ensuring pharmacies receiving funds for providing 6CPA services are abiding by the Program Rules and comply with the PPA General Terms and Conditions.

The following is a brief checklist to ensure your pharmacy is compliant:

- Obtain patient consent prior to providing the service
 - Are you using the updated patient consent forms. These are available from the [PPA website](#)
 - Has the patient provided consent (ticked both boxes) to receive both the Service and data collection for program monitoring

Consent

- I consent to receive the MedsCheck Service and in doing so I consent to the collection of my personal information by the Pharmacy Programs Administrator and the Australian Government Department of Health to enable the Pharmacy to claim a payment for delivery of that service.
- I consent to the collection of my personal information by the Pharmacy Programs Administrator and the Australian Government Department of Health for program monitoring and evaluation purposes.

Signature		Date	
Print name			

- Are the services conducted:
 - Face-to-face
 - In an area physically separated from the retail trading floor:
 - Be appropriately furnished with facilities to allow the Patient and the Pharmacist to sit down together
 - Be of sufficient size and appropriate layout to accommodate efficient workflow, including adequate room for the Patient, their carer and the Pharmacist as well as all the consumables, equipment and documentation required for the service
 - Allow the Patient and the Pharmacist to talk at normal speaking volumes without being overheard by any other person (including pharmacy staff)
 - Be clearly sign-posted as a private consultation area
 - Note: Script in and out counters (including those with privacy screens) do not meet the consultation area requirements.

Pharmacy Guild Australia WA Branch

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- Ensure the pharmacist conducting the service is not responsible for dispensing or undertaking other professional duties at the time of consultation
- The service is provided to the patient at no cost
- Specific patient information and outcomes regarding the service is documented in a form that can be retrieved if requested. Using software such as GuildCare can assist in ensuring these requirements are met.

For MedsChecks, the following information for each service must be retained for 7 years.

- Section 90 number at the time of the provision of the service
- Pharmacy Accreditation ID at the time of the provision of the service
- Copy of the Patient consent form, where relevant
- Patient's name and address
- Patient's Medicare/DVA Card number
- How the Patient has satisfied all Eligibility Criteria
- List of all prescription and non-prescription medicines the Patient is taking at the time the MedsCheck, Diabetes MedsCheck or Follow Up service is provided
- Date of Patient consultation for either a MedsCheck, Diabetes MedsCheck or Follow Up service
- A copy of the Action Plan developed as a result of the service.

If claiming payment for the recording of Health Outcomes data the following additional information must be retained for 7 years:

- Date of MedsCheck Services
- Patient's Medicare Number
- Patients Department of Veterans' Affairs file number
- Reason for MedsCheck Service
- Where is the Patient currently living? (i.e. residential status)
- Total number of prescription medicines
- Total number of non-prescription medicines
- *Date of birth*
- Patient's postcode of residence
- Patient's gender
- Is English the Patient's primary language at home?
- Does the Patient identify as Aboriginal and/or Torres Strait Islander?
- *What health conditions/co-morbidities is the Patient taking medications for?*
- *Outcome of the MedsCheck Service*
- *Actions taken by Pharmacists as a result of the MedsCheck*

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- *In the last six months, did the Patient go to the GP, or hospital, because of problems with his/her medicine?*
- Does the Patient have support with managing medicines?
- *What is the Patient's average MedsIndex score?*

If a follow-up service is claimed for:

- Date of follow-up service
- Outcome of the MedsCheck Follow-Up Review
- Actions taken by Pharmacists as a result of the MedsCheck follow-up
- In the last six months, did the Patient go to the GP, or hospital, because of problems with his/her medicine?
- What is the Patient's MedsIndex score?

DAA Checklist:

- Be approved to dispense pharmaceutical benefits as part of the Pharmaceutical Benefits Scheme (PBS)
- Be accredited by an approved Pharmacy Accreditation Program. I.e QCPP accreditation
- Publicly displaying and complying with [Community Pharmacy Service Charter](#)
- Publicly displaying a Customer Service Statement. For a [sample copy](#) and a [template](#) click here
- Obtain patient consent prior to providing the service. A consent form is available [here](#)
- Date used when claiming for DAA is the start date of the pack

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