

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE

Effective from 1 July 2015

Programme Specific Guidelines are currently available in draft form and will shortly be updated to comply with the Commonwealth Grants Rules and Guidelines. Updates to these programme guidelines will not change the intent of this programme, but will provide additional clarity for participants. This programme will continue to operate under these draft guidelines until updated programme guidelines are published.

PROGRAMME SPECIFIC GUIDELINES

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PROGRAMME SPECIFIC GUIDELINES

1. INTRODUCTION

This document outlines the Programme Specific Guidelines governing the Home Medicines Review (HMR) Rural Loading Allowance. This document must be read in conjunction with the 6CPA General Terms and Conditions. Definitions in the 6CPA General Terms and Conditions apply in these Programme Specific Guidelines.

HMR Rural Loading is an initiative of the HMR Programme. The HMR Programme is designed to improve access for patients residing in rural and remote areas to the HMR service.

HMR is part of the suite of Medication Management Programmes funded under the Sixth Community Pharmacy Agreement to support quality use of medicines services that are designed to reduce adverse events and associated hospital admissions or medical presentations.

2. BACKGROUND

The allowance is an initiative of the HMR Programme, established to provide financial support to pharmacists to enable patients living in rural and remote areas to access the HMR Service.

3. HMR RURAL LOADING ALLOWANCE

The aim of the allowance is to improve access for patients residing in rural and remote areas to the HMR Service by funding up to \$125 (ex GST) to contribute towards the travel costs incurred by the pharmacist to conduct the interview at the patient's home. It is designed to contribute towards the costs incurred, not necessarily cover all costs. The allowance is based on the location of the patient receiving the HMR Service.

4. PARTICIPATION REQUIREMENTS

4.1 Applicant Eligibility

The applicant must:

- Be a Community Pharmacy or an Accredited Pharmacist approved to provide the HMR Service
- Have received the signed HMR referral directly from the general practitioner
- Have provided the HMR interview/s at the patient/s home, unless exceptional circumstances require the service to be provided at a different location and prior approval has been granted

- Provide evidence that a round trip to the patient's home and return to the original starting address has been undertaken to provide one or more HMR interviews
- Provide evidence that the round trip identified above is of greater than 200km
- Consent to the disclosure of personal information for the purpose of evaluating, monitoring, and managing the Allowance.

4.2 Rural and Remote location

For the purpose of the Allowance, a patient must be located in a rural or remote location, which is defined as:

Categories 2 – 6 as defined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA). The PhARIA index can be accessed at:

<http://gisca.adelaide.edu.au/projects/pharia.html>

The current PhARIA data will be applied to determine eligibility.

5. APPLICATION PROCESS

Applicants who meet the eligibility criteria must submit the HMR Rural Loading application via the 6CPA website at www.6cpa.com.au.

Applications must be accompanied by supporting documentation which includes, but is not limited to, a completed log book for car travel or official tax invoices for other modes of transport for each claim.

Please note: a HMR Rural Loading Allowance log book template is available at www.6cpa.com.au

Only one claim can be made for any day in which HMR services have been provided. Applications will only be accepted after the HMR interview has been undertaken. Applications must be received by the Guild within 60 days from the date of the HMR interview.

Formal notice of payment of the allowance will be provided to the applicant via email if the application has been approved.

The Guild may at any time request evidence from the applicant in receipt of the allowance to substantiate the HMR Service and application.

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6. FUNDING ALLOCATION AND PAYMENT

There is no limit on the number of times an applicant may access the allowance, subject to the provision of adequate documentation and the availability of funds, with exception of only one claim for any one day.

Funding will not be considered for:

- Accommodation
- Travel to and from accommodation venue
- Meals
- Vehicle hire
- Maintenance
- Taxi fares
- Air travel less than 350 kilometres
- Locum wage or associated costs
- Communication (i.e. phone calls to patient).

All payments will be deposited into the applicant's bank account by Electronic FundsTransfer (EFT).

The applicant must agree to have a Recipient Created Tax Invoice (RCTI) or Recipient Created Invoice (RCI) issued by the Guild.

The Guild reserves the right to seek the repayment of portions of the allowance which has been overpaid.

7. EXCEPTIONAL CIRCUMSTANCES

The HMR Rural Loading Allowance may be claimed where exceptional circumstances apply and where prior approval from the Guild has been obtained. The Guild will consult with the Department of Health before making a decision. Approval will not be granted retrospectively for the HMR Rural Loading Allowance.

To seek approval from the Guild for exceptional circumstances, a submission must be provided which includes:

- Accredited pharmacist/Community Pharmacy name
- Proposed number of HMRs to be conducted
- Proposed date/s of travel
- Postcode and town name of where the HMRs are to be conducted
- Approximate distance to be travelled
- Information detailing the exceptional circumstances necessitating the travel.

Submissions should be made to claim.queries@6cpa.com.au. When a determination has been made, the Guild will advise the HMR Service Provider via email.

8. IMPORTANT INFORMATION

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an allowance. Consequently, applicants satisfying the eligibility criteria will not necessarily receive payment of an allowance.

The Guild may provide the Australian Government with information about the assessment and allocation of the allowance and on any issues that may arise in relation to a particular application.

9. RESOURCES

HMR Rural Loading Allowance resources are available for download at www.6cpa.com.au

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CONTACT

6CPA Support Team
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