
DAA Program – 1 February 2018 Claiming and Reporting Requirements

From 1 February 2018, community pharmacies participating in the 6CPA DAA program will be required to lodge information and data in order to complete their claim, including:

1. **Claim Lodgement Information** to substantiate the claim for every eligible DAA patient for which the pharmacy is claiming.
2. **Health Outcome Information** to collect information to assist with the assessment of the effectiveness of the program.

It is likely that pharmacies will be seeking support from their DAA software provider to streamline the process as much as possible. The information below is to inform DAA software vendors about the 6CPA DAA Program Claiming and Reporting requirements to assist in implementing any changes to your systems to support your clientele.

Pharmacy Registration

Pharmacy details are provided when a pharmacy registers to participate in the 6CPA DAA Program including the Section 90 Approval Number and the Pharmacy Accreditation ID. Any changes are updated when a pharmacy logs into the 6CPA Registration and Claiming Portal. This information does not need to be re-submitted with every claim.

Patient Eligibility and Patient Consent

Patient eligibility criteria is listed under section 3.2 of the 6CPA DAA Program Rules available at www.6cpa.com.au. Pharmacists must also collect appropriate written consent using the forms available, and they will be required to indicate that consent has been obtained when they submit a claim for both provision of DAA services and collection of Health Outcome Evaluation Data.

Pharmacies must be able to readily identify the patients for which they are claiming and/or submitting data, and to check the patients meet the requirements under section 7.5 (Supporting Documentation) of the Program Rules. DAA software vendors may consider inclusion of an indication within their system for a pharmacy to confirm (a) a patient's participation in the 6CPA DAA program, (b) how the patient meets the eligibility criteria as listed in the Program Rules and (c) that the pharmacy has obtained patient consent for the provision of the DAA service and the collection and use of Health Outcome information.

Service Caps

Community pharmacies participating in the 6CPA DAA Program are allocated individual caps based on their previous DAA service volumes recorded and claimed under the Pharmacy Practice Incentive Program. Participating pharmacies are able to view their cap once they log on to the 6CPA Registration and Claiming Portal.

DAA Data Requirements

1. Claim Lodgement Information – for every eligible patient for which a claim is lodged

From 1 February 2018, the following information must be provided to the 6CPA Administrator for **every eligible patient** for which a claim is lodged for payment under the Program for provision of a weekly DAA service:

- a. **Section 90 Approval Number** – collected as part of the pharmacy’s registration to participate in the 6CPA DAA Program. Does not need to be included in the claim submission.
- b. **Pharmacy Accreditation ID**– collected as part of the pharmacy’s registration to participate in the 6CPA DAA Program. Does not need to be included in the claim submission.
- a. **Patient Medicare/DVA Card Number** – the DVA card number or full patient Medicare card number, inclusive of the patient reference number – up to 12 digits; no spaces, hyphens or slashes.
- c. **Date(s) of provision of the DAA service** - this refers to the date the patient starts using the DAA (the start date) to allow claiming for a weekly DAA service. Note that a weekly service is inclusive of changes during the week to a patient’s DAA pack/s and as such, claims for a weekly DAA service ideally should not have DAA start dates less than 7 days apart. The use of the DAA start date recognises that more than one week of DAAs may be packed for patient collection at one time. Pharmacies will be required to submit the start dates of all weekly packs they are claiming across the period. The date must be in a simple DD/MM/YYYY format.
Example – a pharmacy packs DAA on Wednesdays for patients to start using the DAA on the Monday. A pharmacy packs two weeks’ DAA for an eligible patient on Wednesday 7th Feb with a start date for one pack being Monday 12th February and the start date for the second pack being Monday 19th February. The patient collects both packs on Saturday 10th February. For the pharmacy to claim DAA services for two weeks, they must enter the two different start dates for the DAA that are 7 days apart – 12 Feb and 19 Feb. If an urgent change to the patient’s medicine regimen was made on the 20th February and the second DAA was repacked for a start date on 20 Feb, a claim would not be made with the next claim being for a start date of 26 Feb.
- d. **Pharmacy Declaration of Patient Eligibility** – collected as part of the pharmacy’s claims submission page for all patients for which a claim is being made. Not required to be in the claim submission form.

Claims are submitted monthly via the 6CPA Registration and Claiming Portal and must be received by the end of the next calendar month (e.g. claims for February services must be received by 31 March).

Pharmacies must retain supporting records and documentation for 7 years.

2. Health Outcome Information – for 5 eligible DAA patients

From 1 February 2018, participating pharmacies will collect and provide to the 6CPA Administrator health outcomes information **for 5 patients only**, noting that if a pharmacy claims for less than 5 patients per week they will collect information for all patients they provide this service for. The health outcomes information will be collected for the same patient at initial patient registration from 1 February 2018 and then at six monthly intervals, subject to patient consent.

A smart form is being built into the 6CPA Registration and Claiming Portal to streamline the collection and reporting of Health Outcome Information. This smart form will be separate to the claim form for the provision of a DAA service.

Vendors may wish to capture information to assist pharmacists with their reporting. In particular, a medication profile is required for the patient as part of both the Patient Registration Data and the 6 month Follow up. Pharmacists will likely wish to make use of a medication profile function within their DAA system that can be uploaded when submitting Health Outcome Information.

For the 6CPA DAA Program, where a medication profile is required, it must contain as a minimum the following criteria for all medicines the patient is routinely using, both packed and non-packed, prescription and non-prescription medicines, and inclusive of long-term ‘as needed’ medicines:

Patient's Medicare/DVA number – numerical value of up to 12 digits (inclusive of the patient reference number on a Medicare card) – as per Claim Lodgement Information. No spaces, hyphens or slashes.

Brand Name – The name given to the medicine by the manufacturer.

Generic Name – The name of the active ingredient/s.

Form – A term for the physical characteristics of a medicine, e.g. tablet or capsule.

Strength – The amount of active ingredient/s in each dosage unit.

Dose – The individual prescribed quantity of medicine to be administered at one time.

Dosing Regimen – The schedule of doses of a therapeutic agent per unit of time, e.g. every second day, t.i.d., weekly, etc.

These fields should all be free text due to the wide variety of possible answers. Please note that all free text fields should include no more than 100 characters.

The Medication Profile can be submitted as an attachment as an .xls, .xlsx or .csv format.

More Information

The 6CPA DAA Program Rules are available online from www.6cpa.com.au.

Technical enquiries about the program can be directed to support@6cpa.com.au.