

Staged Supply Services and Initial Patient Registration Guide for Pharmacists

The following is a guide to providing Staged Supply Services and Initial Patient Registration Data for Staged Supply claims.

Complete this information in the claiming template found at: <http://6cpa.com.au/files/claim-template-staged-supply/>

Data Required	Claim Accepted	Claim Declined	Comments
Service Claim Section			
Details of the Patient			
A. Patient Medicare/DVA number	11 digit Medicare number or a DVA number	If numbers entered are not a valid Medicare or DVA number	Medicare number must include all 10 digits plus the patient reference number (the number next to their name on the card).
B. Patient First Name	Free text field	If Blank	
C. Patient Family Name	Free text field	If Blank	
D. Patient Date of Birth	Patient Date of Birth in DD/MM/YYYY format	Anything other than DD/MM/YYYY format or left blank	
E. Does the patient have a government issued concession card?	If "Yes" is selected	If "No" is selected or no selection is made	Only concessional or DVA patients who hold a Gold or Orange card are eligible for a 6CPA subsidised service. Section 3.2 Patient Eligibility Criteria of the Staged Supply Program Rules, the patient MUST have a Government issued concession card to be eligible for payments.
Details of the Service			
F. PBS code of the Medication	Four (4)/five (5) numbers followed by a letter	Anything other than required format or left blank	Again, as per Section 3.2 in the Program Rules a PBS code is required for a patient to be eligible for payments ("private" or blank will not be paid). Please note- the five numbers is new and most still have four numbers, but they in theory now have a '0' at the front.
G. Dose	Free text field	If Blank	Dose is 'strength' for example 20mg – what the patient actually takes (i.e. 2x 10mg tabs would be '20mg' in this field).

H. Dosing Regimen	Free text field	If Blank	Dosing Regimen is frequency of supply/collection for example, daily, every second day or once a week.
Details of Service			
I. Date first of contact after 1 July 2017	Date first of contact after 1 July 2017 in DD/MM/YYYY format	Anything other than DD/MM/YYYY format or left blank	“Date first of contact after 1 July 2017” should be the first date the patient physically came into the pharmacy after 1 July and the pharmacist confirms the patient meets the new eligibility criteria and has the patient sign the consent form. This date does not change from month to month.
J. Date commenced Staged Supply Service	Date patient first commenced Staged Supply in DD/MM/YYYY format	Anything other than DD/MM/YYYY format or left blank	Date commenced should not be AFTER the “Date first of contact after 1 July 2017”. It may be the same or before, based on when the patient first enrolled in this program at the pharmacy. This date should not change based on new scripts or medications.
K. Claimed calendar month	Select correct month name from drop-down menu	If blank or claim not submitted within required timeframe	
L. Claimed calendar year	Select correct year from drop-down menu	If blank or claim not submitted within required timeframe	
M. How many dosing batches were dispensed to the patient during the period?	Number, not more than maximum days in claimed month(e.g. 28 in Feb)	If blank	Note that claims with more batches than days in months will be adjusted to maximum number of days.
N. Date of patient’s final dosing batch	Blank or date of last dispense to patient in format DD/MM/YYYY	If date invalid	Can be left blank.
Patient Consent Details			
O. Written patient consent for service provision	If “Yes” is selected	If “No” is selected or no selection is made	
P. Written patient consent for provision of data	If “Yes” is selected	If “No” is selected or no selection is made	For Initial Patient Registration only- service claims can still be paid if this field is ‘no’.

Initial Patient Registration Section

Details of Patient

Q. Patient home postcode	Four digit numerical value	Anything not a four digit numerical value	Note that NT postcodes start with a '0'.
R. Patient Gender	One of the fixed options selected from drop down box including: <ul style="list-style-type: none"> - Male - Female - Intersex or indeterminate - Not stated/inadequately discribed 	If fixed options is not selected	
S. Is English the primary language spoken at home	One of the fixed options is selected: <ul style="list-style-type: none"> - Yes - No 	If a fixed option is not selected	
T. Does the patient identify as Aboriginal or Torres Strait Islander?	One of the fixed options is selected: <ul style="list-style-type: none"> - Yes - No 	If a fixed option is not selected	
U. What health condition is the consumer taking medications for?	One of the fixed options selected from drop down box including: <ul style="list-style-type: none"> - CVD (including anticoagulants) - Diabetes - Osteoporosis - Arthritis - Pain - Mental Health Issue - Epilepsy - Parkinson's - Dementia - Respiratory disorders - Alimentary tract - Other 	If a fixed option is not selected	

Details of Medication

V. Brand Name	Free text field	If Blank	
W. Generic Name	Free text field	If Blank	Please note the Department of Health is actually asking for the 'active ingredient' when asking for 'Generic Name' not the off-brand version of the drug.

X. Form	Free text field	If Blank	Form might be “tablet” or “capsule” etc.
Y. Strength	Free text field	If Blank	Strength is how the tablet comes (i.e. If the dose is 2x 10mg tabs, you would put ‘10mg’ in this field).
Z. In the last six months, did the patient go to the GP or hospital because of problems with the medicine?	One of the fixed options is selected: - Yes - No	If a fixed option is not selected	‘Unknown’ has been removed from the most recent version of the template.
A. What is the average MedsIndex Score of the medications the patient is taking?	A numeric value from 0 to 100.	Anything other than a numeric value between 0 and 100	Numeric value between 0 and 100 based on the dosage of a person’s medicine and the frequency a person has the relevant prescription dispensed. For people on multiple medicines, the score should be based on all routine prescribed medicines used or intended for long-term use (i.e. not ‘PRN medicines’ or short-term antibiotics). A manual MedsIndex template is available from http://6cpa.com.au/resources/user-guides/
B. Has the client had any problems over the past month with their medications?	One of the fixed options is selected: - Not yet - new medicine - Had trouble following doctor's instructions - Had difficulty collecting medicine from pharmacy - Had to go to the doctor of hospital because of problems with medication - No	If Blank	
Services Outcomes			
C. Actions undertaken by pharmacist as a result of the staged supply service?	One of the fixed options is selected: - Staged Supply service agreement developed and executed by both pharmacist and consumer - Staged supply plan/record developed and provided to consumer	If Blank	

	<ul style="list-style-type: none"> - Staged supply plan/record developed and provided to GP - Staged supply record of communications with prescriber, other healthcare professions and/or the consumer - Other 		
D. On a scale 1 to 10 (low to high), how helpful does the patient think the staged supply service will be in managing the medicines?	A numeric value from 1 to 10.	If Blank	
E. On a scale of 1 to 10 (low to high), how does the patient feel that participating in the staged supply service will have an impact on preventing a medicine related problem?	A numeric value from 1 to 10.	If Blank	
Details of Service			
F. GP Prescriber Number	A numeric value followed by a letter	If Blank	GP prescriber number is required as per the Patient eligibility criteria.
G. Reasons for Staged Supply	<p>One of the fixed options is selected:</p> <ul style="list-style-type: none"> - Cognitive or physical impairment - Disoriented or confused - History or risk of deliberate self-harm or harm to others - History or risk of intentional misuse - History or risk of medicine diversion - History or risk of poor adherence - Other 	If Blank	