

## CLAIMING FACTSHEET

Eligible Community Pharmacies can submit a claim for DAAs and/or Clinical Interventions via the 6CPA Registration and Claiming Portal at [www.6cpa.com.au](http://www.6cpa.com.au)

If you are eligible to receive incentive payments for DAAs and/or Clinical Interventions for any of the Eligible Claiming Periods you MUST submit a claim by the relevant due date.

**Your pharmacy details must be maintained and updated on the portal as required (PBS approval number changes, PPI selections, etc) as this may affect your PPI eligibility and payments. Contact the 6CPA Support Team to update your pharmacy registration details.**

### ELIGIBLE CLAIMING PERIODS

Claims are due within the two weeks after the end of each Eligible Claiming Period as outlined in the following table:

Eligible Claiming Period	Claim Due Date
1 January to 31 March (approx. 13 weeks)	14 April
1 April to 31 May (approx. 9 weeks)	14 June
1 June to 30 September (approx. 17 weeks)	14 October
1 October to 31 December (approx. 13 weeks)	14 January

### TIPS FOR COMPLETING A CLAIM

#### Clinical Interventions

- Clinical Interventions must be recorded using the D.O.C.U.M.E.N.T. classification system. When calculating your claim, the Clinical Interventions performed and recorded under the M.E.N. components of the classification system or under any other classification system CANNOT be claimed.
- All pharmacists performing and recording Clinical Interventions on behalf of the claiming pharmacy should abide by the definition of a Clinical Intervention as detailed in the *PSA Standard and guidelines for pharmacists performing clinical interventions* available at [www.6cpa.com.au](http://www.6cpa.com.au) or [www.psa.org.au](http://www.psa.org.au)

#### Dose Administration Aids (DAAs)

- When claiming the number of eligible patients provided with *weekly* DAAs during an Eligible Claiming Period you must only claim the following:
  - Patients (living in the community) receiving a *weekly* DAA service in your pharmacy for each week of the claiming period. Patients that live in a government funded Residential Aged Care Facility (RACF) and/or correctional facility CANNOT be claimed.
  - Patients where your pharmacy dispenses the prescription and packs the DAA/s in accordance with the quality Standard in the pharmacy; or
  - Patients where your pharmacy dispenses the prescription and the DAA/s is packed at another site (DAA packing warehouse, another pharmacy, etc) in accordance with the quality Standard.
- For assistance when calculating your DAA claim access the [Calculating your PPI Claim for DAAs](#) worksheet available at [www.6cpa.com.au](http://www.6cpa.com.au)

#### Examples to consider when claiming DAA patients

- If a patient receives multiple DAA packs for one week this patient would be counted as 1 for the week.
- If a patient requests multiple *weekly* DAAs to be packed to take on holiday you would count them as 1 patient for each week you have packed the *weekly* DAAs, e.g. patient going on 6 week holiday, you have packed 6 weekly DAAs for them to take with them, this patient would be counted as 1 patient per week for 6 weeks (1 x 6 = 6).
- If a patient is supplied a monthly or fortnightly DAA (packed in a single DAA) this patient is counted as 1 patient during the week the patient was supplied the monthly or fortnightly DAA.

It is important to keep records of all DAAs and Clinical Interventions that you are claiming. These records will be required to validate your claims for auditing purposes.

For general enquiries contact: [support@6cpa.com.au](mailto:support@6cpa.com.au) or phone: 1300 555 262  
For further information visit: [www.6cpa.com.au](http://www.6cpa.com.au)