

## ***Information for Pharmacists***

# **Claims Submission Procedure – Special Authority Compounding**

***Effective August 18, 2017***

**Please include this Procedure in your Drug Programs Information Network (DPIN) Manual under Section 4: Claims Submission.**

The following DPIN claims submission procedure applies to an extemporaneous product (compound) where 1) the number of minutes required to compound the product exceeds forty-five (45) minutes; or 2) Special Approval is required for coverage of non-benefit compound prescriptions.

### **Procedure:**

- All conditions and procedures delineated within the Claims Submission Procedure – Extemporaneous Products (Compounding) or Claims Submission Procedure – Third Party Extemporaneous Products (Compounding) which are found at <https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html> apply except where explicitly stated within this Claim Submission Procedure.
- Manitoba recognizes that there may be exceptional circumstances for clients requiring specialty compounds. This procedure outlines a procedure to obtain Special Authority approval.
- Special Authority Compounding requests are reviewed on a case-by-case basis. Manitoba may approve full, partial or no coverage for a Special Authority Compounding request.
- Pharmacies are required to submit a Compound Costing Worksheet for compounds that require Special Authority approval. The Compound Costing Worksheet can be found at: <https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html>.
- Once the form has been completed, the pharmacy must fax it to Manitoba at 204-946-5070. Responses will be faxed directly to the pharmacy Monday to Friday only. Responses (“approved”, “incomplete form”, “rejected”) will be faxed directly to the pharmacy, usually within two (2) business days.
- A copy of the approved Compound Costing Worksheet must be retained on file with the original prescription.
- For products that have a cold chain requirement, the pharmacy vendor can include the cost of ice packs in the “Equipment and Supplies” field on the Compound Costing Worksheet.

- If Special Authority coverage for a compound is approved, Manitoba will provide the pharmacy with a specific PIN and maximum reimbursement amount. This PIN is specific to the client and to the compound. Manitoba has the authority to audit and recover funds for extemporaneous product claims submitted that are inconsistent with these or any other reimbursement procedures.

If your questions are not answered by reviewing the Claims Submission Procedures and FAQs posted at:

<https://www.gov.mb.ca/health/pharmacare/healthprofessionals.html>

Please send an e-mail to [PDPIInfoAudit@gov.mb.ca](mailto:PDPIInfoAudit@gov.mb.ca).