

Notice from the Executive Officer Professional Allowance Reporting

This is a reminder that **Professional Allowance Reports** for the period of January 1, 2010 through June 30, 2010 are **due August 31, 2010**.

Please note that manufacturers and pharmacies are required to report all professional allowances (PA) received before July 1, 2010 in respect of both ODB and non-ODB sales. This biannual PA reporting requirement will cease to apply to pharmacies after the Jan. 1- Jun 30/10 reporting period, unless a pharmacy operator is specifically directed by the Executive Officer to provide information. After July 1, 2010, the biannual PA reporting requirement will continue to apply to manufacturers in respect of PAs paid on non-ODB sales under the *Drug Interchangeability and Dispensing Fee Act (DIDFA)*.

With the exception of the elimination of pharmacies' regular PA reporting requirements, all other aspects of the Code of Conduct will continue to apply to PAs provided and received in respect of non-ODB sales until the PA exemption to the rebate prohibition is completely eliminated under the DIDFA on April 1, 2013. Effective July 1, 2010, no PAs can be provided or accepted in respect of listed drug products that are supplied to ODB recipients under the *Ontario Drug Benefit Act (ODBA)*.

Please be reminded that the maximum PA that may be paid in respect of a manufacturer's products (for the current reporting period: 20% under the ODBA; for the next reporting period: 50% under the DIDFA) is based on the number of units that are *dispensed* by a pharmacy at each product's price. PA calculations are not based on the amount of product that is purchased by a pharmacy, but rather on the number of units that are actually dispensed to patients. Accordingly, manufacturers and pharmacies should reconcile pharmacy purchases against actual sales on a regular basis in order to remain in compliance with the regulations.

In accordance with section 13.1 of the ODBA, the Executive Officer may require manufacturers, pharmacies and wholesalers to provide information for the purposes of determining compliance with the ODBA, the DIDFA and their respective regulations.

Reports are to be submitted electronically to PARR.MOH@ontario.ca . When submitting a report, the following subject line should be used.

- i) Individual pharmacies should include Pharmacy ON number
Subject: PARR Submission – ON#####
- ii) Chain/Head Office submitting on behalf of a group of pharmacies should include the Chain ID as well as each individual ON# in Appendix A
Subject: PARR Submission – Chain ID
- iii) Manufacturers should include the manufacturer ID as noted in the monthly reports
Subject: PARR Submission – Manufacturer ID

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Report templates are available at the following links:

[Pharmacies](#)

[Manufacturers](#)

Completing a Professional Allowances report for the Current Period:

1. Type all information into fields and send report via email. This will ensure that both the Ministry and the pharmacy have a secure record of the report.
2. Ensure the complete pharmacy ON number is clearly identified.
3. Ensure all fields are completed and legible. Reports with missing information or illegible information will be returned for resubmission.
4. Non-applicable fields should be denoted with “N/A”. **Do not leave any fields blank.**
5. If no professional allowances were received or spent, a zero must be placed in the appropriate field. Blank/empty fields requiring monetary values will not be assumed to be zero dollar amounts.
6. Ensure the signature (name) and title is clearly provided. The report must be signed (full name is acceptable – see representation section of report) by one who has senior level authority (e.g. manager, owner, treasurer, etc.)
7. Please refer to BBS 8021 (Revised) posted on March 6, 2008 for information on calculating costs, and BBS 8061 posted July 18, 2008 for frequently asked questions and answers.

Questions may be emailed to PARR.MOH@ontario.ca. Please be sure to include your pharmacy ON number with your question.