

Notice from the Executive Officer
Reminder – Professional Allowance Reporting

This is a reminder that **Professional Allowance Reports** for the period of January 1, 2008 through June 30, 2008 are **due August 31, 2008**.

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

Report templates are available at the following links:

Pharmacies

http://www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/da_pharma_template_20080306.xls

Manufacturers

http://www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/da_manufacturer_template_20080306.xls

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 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.

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Professional Allowances Reports not submitted for Previous Reporting Periods

Reminder letters have been sent to pharmacies who have not submitted Professional Allowances Reports for previous reporting periods.

- ❖ Missing first reporting period (July 1, 2007 to September 30, 2007)
- ❖ Missing second reporting period (October 1, 2007 to December 31, 2007)
- ❖ Missing both reporting periods

Please complete the templates enclosed with the letters and submit completed reports:

- ❖ Via fax at 416-325-6647
- ❖ Via email to PARR.MOH@ontario.ca
- ❖ Via mail to Ministry of Health & Long-Term Care
Ontario Public Drug Programs
80 Grosvenor St.
Hepburn Block, 9th Floor
Toronto ON M7A 1R3

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