

February 4, 2009

Notice from the Executive Officer

Reminder – Professional Allowance Reporting: July 1, 2008 to December 31, 2008

This is a reminder that **Professional Allowance Reports** for the period of July 1, 2008 to December 31, 2008 must be submitted no later than **February 28, 2009**.

All reports must be submitted using the excel templates provided on the ministry's website:

Professional Allowances Reporting Template for Pharmacies

www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/da_pharma_template_20090204.xls

Professional Allowances Reporting Template for Drug Manufacturers

www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/da_manufacturer_template_20090204.xls

Reports must be submitted electronically in excel format to the ministry's Professional Allowance Reporting and Reconciliation (PARR) mailbox at:

PARR.MOH@ontario.ca

Please use the following subject line when submitting PARR reports:

- (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 name as noted in the monthly reports
Subject: PARR Submission – Manufacturer Name

We request that before submitting the report, kindly review the following information below:

1. Type all information into fields and send report via email in the excel format. 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. Reports with missing information or illegible information will be returned for resubmission.
6. Ensure the signature (name) and title is clearly typed in the template that is submitted to the ministry. The original signed copy of the report must be kept on file for two (2) years so that it may be submitted to the ministry on request. 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 be advised that pharmacy operators are required to report the use of the professional allowance monies received for products dispensed under the Ontario Drug Benefit program, in addition to reporting the total amount of professional allowances. 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.

If you have any questions about the Professional Allowance Reports, please send e-mail to: PARR.MOH@ontario.ca. Please be sure to include your pharmacy ON number with your question.

Executive Officer
Ontario Public Drug Programs