

Notice from the Executive Officer Professional Allowance Reporting

This is a reminder that **Professional Allowance Reports** for the period of July 1, 2009 through December 31, 2009 are **due February 28, 2010**.

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_20100125.xls

Manufacturers

http://www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/da_manufacturer_template_20100125.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 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.