Saskatchewan **Saskatchewan** **Ministry of Health** **Drug Plan and Extended Benefits Branch**	**Section:** *Pharmacy Professional Services*	**Reference:** DP-PPS-15 **Date of Issue:** April 28, 2021 **Revised:** September 29, 2026

COVID-19 IMMUNIZATION PROGRAM (CIP)
POLICY and PROCEDURES

POLICY

- Drug Plan and Extended Benefits Branch (DPEBB) will pay a COVID-19 Immunization Fee (CIF) to community pharmacies according to **Appendix I: COVID-19 Immunization Billing Threshold/Limitations** under the COVID-19 Immunization Program, when publicly funded COVID-19 vaccine is administered:
    1. By an authorized immunizer according to the *Regulatory Bylaws of the Saskatchewan College of Pharmacy Professionals (SCPP)* or other identified immunizer(s) authorized by the Minister of Health or Designate;
    2. As part of the Saskatchewan Ministry of Health Provincial Fall Immunization Program or COVID-19 spring immunization campaign and in accordance with the dates of the program communicated to pharmacies by the Ministry of Health;
    3. Within the physical space of a licensed pharmacy, or outside of a pharmacy as defined in **Appendix II: Definition of Alternate Location, Mass immunization Clinic, Congregate Living Setting, Licensed Personal Care Home (PCH) and Home Visit for Publicly Funded Vaccine;**
    4. To an eligible patient; and,
    5. By injection.
- Pharmacies are not permitted to administer COVID-19 vaccinations to eligible patients or submit claims until authorized by the Drug Plan and Extended Benefits Branch (DPEBB).
- The CIF amount is listed in Schedule "B" of the current Pharmacy Proprietor Agreement. The DPEBB pays 100% of the CIF for eligible patients.
- The CIF payment remunerates the pharmacy for all activities and expenses related to provision of the service (e.g., patient assessment, ancillary vaccination supplies, personal protective equipment, administration of the COVID-19 vaccine, monitoring the patient, medications and supplies used to manage adverse events following immunization, required record-keeping etc.).
- The Ministry pays the costs of the publicly funded COVID-19 vaccine and its distribution.
- Failure to comply with the requirements of the CIP may result in the pharmacy's participation in the CIP being cancelled.
- **No incentives shall be provided** by the Proprietor or an agent on behalf of the Proprietor to any other person in relation to the provision of publicly funded COVID-19 vaccine immunization.

    "incentives" *means any money, gifts, donations to a charity, rebates, refunds, customer loyalty programs, points, coupons, discounts, goods, dividends and/or rewards which can be redeemed for a gift or other benefit.*

PURPOSE

- To increase access for Saskatchewan residents to COVID-19 immunizations within the Provincial Fall Immunization Program.

LEGISLATIVE AUTHORITY

- *The Disease Control (COVID-19) Amendment Regulations, 2021*
- *The Health Administration Act, (Saskatchewan)*
- *The Pharmacy and Pharmacy Disciplines Act, 2015*
- *The Prescription Drugs Act (Saskatchewan)*
- *The Public Health Act, 1994*

ELIGIBILITY

- An eligible patient under the CIP is a resident of Saskatchewan aged five (5) years and older with a valid Saskatchewan Health Services card.
- *Exclusions: Residents of a Special-care Home are not eligible under the COVID-19 Immunization Program.

  A Special-care Home, formerly referred to as a Long-term Care Facility, is defined as a designated facility that provides personal or nursing care to individuals who reside in the home on a temporary or permanent basis. The home may provide any of the following types of care: convalescent care; rehabilitation services; palliative care; respite care; and day programming. Special-care homes are operated by the Saskatchewan Health Authority or by a provider that has a contract with the Saskatchewan Health Authority.

PROCEDURES

The Authorized Immunizer will:

- Adhere to the *Regulatory Bylaws of the Saskatchewan College of Pharmacy Professionals* or their professional College's Legislation and Regulatory Bylaws when administering COVID-19 vaccine.
- Confirm pharmacist has completed the patient assessment for eligibility as outlined below and obtained informed consent prior to administration of COVID-19 vaccine.
- Adhere to the requirements for the Ministry's Provincial Fall Immunization Program listed in the annual *Provincial Fall Immunization Policy (PFIP)*.
- Adhere to management of biological products procedures and guidelines as stated in the Saskatchewan Immunization Manual, Chapter 9: Management of Biological Products.
- Make available the Ministry of Health COVID-19 Vaccine Fact Sheet to each patient to whom a COVID-19 vaccine is administered.

The Pharmacist will:

- Confirm patient eligibility for the CIP and the COVID-19 vaccine to be administered.
- Refer all patients who do not have a valid Saskatchewan health services card, children under the age of five (5) years or those who have a contraindication to a mRNA vaccine or who

request a non-mRNA vaccine to a local Saskatchewan Health Authority (SHA) public health office for COVID-19 vaccination.
- Obtain and document informed written or verbal consent to receive this service from the patient or patient's representative.
- All documentation for verbal consent **MUST** clearly indicate that the consent was obtained verbally.
- Prior to administering the COVID-19 vaccine, discuss vaccination with the patient (or representative), review the patient's Pharmaceutical Information Program (PIP) profile and the immunization record in the Electronic Health Record (EHR) Viewer to confirm vaccination status.
- Document the patient interaction following the SCPP Administration of Drugs by Injection and Other Routes Guidelines and Saskatchewan Immunization Manual (SIM) record-keeping requirements.
- Pharmacists must advise patients to contact the pharmacy in the event of a suspected Adverse Event Following Immunization (AEFI).
- Submit **immediately** to local public health (**NOT** the Ministry of Health) the Adverse Events Following Immunization (AEFIs) reporting form for publicly funded COVID-19 vaccine as per requirements set out in Chapter 11 of the *Saskatchewan Immunization Manual*.

The Pharmacy will:

- Complete all required program registration and requirements as set out by DPEBB.
- Ensure all authorized immunizers have their Advanced Method Certification (AMC), Advanced Method Technician Certification (AMTC) or Advanced Method Student Certification (AMSC) up to date with SCPP.
- Order the publicly funded seasonal COVID-19 vaccine from a participating Saskatchewan wholesaler.
- Adhere to all requirements within the Community Pharmacy Vaccine Storage and Handling Checklist.
- Adhere to the cold chain and wastage management work standards available in the PFIP and the Saskatchewan Immunization Manual – Chapter 9.
- Report not administered, damaged, defective, expired, or otherwise wasted publicly funded vaccine through the community pharmacy Vaccine Wastage Online Form. Reports must be submitted as soon as possible after the wastage occurs, and no later than one week after the date the vaccine became unusable or was designated for disposal.
- Report and manage all cold chain break (CCB) incidents for publicly funded vaccine **immediately** upon discovery to the Ministry of Health as per requirements set out in the annual PFIP using the Cold Chain Break Report Form. If the Ministry deems the product not viable (designated for disposal), only then must the pharmacy complete the Vaccine Wastage Online Form.
- Prior to transfer of COVID-19 vaccine to another pharmacy, the sending pharmacy must complete the community pharmacy Vaccine Transfer Online Form.
- Submit a **single** transaction for the record of the COVID-19 vaccine product, **and** the claim for the CIF electronically for adjudication to DPEBB **on the date of the immunization service** as per Table 1. The COVID-19 vaccine product DINs are listed in Appendix I.
- Submit the claim using the pharmacist with AMC who administered or supervised the administration of the injection as the provider in the CIF claim.
- Adjudicate benefit service as a one (1) day supply.
- **Paper claims will not be accepted.**

- Ensure the COVID-19 vaccine product record is submitted to the Pharmaceutical Information Program (PIP). PIP CeRx integrated pharmacies must ensure the COVID-19 vaccine product record is successfully transmitted to the PIP. COVID-19 vaccine product records from non-integrated pharmacies will be transmitted to the PIP via the DPEBB claims adjudication system.
- Retain all documents as per the SCPP Reference Manual - Record Retention and Destruction guidelines.
- Provide documentation upon DPEBB's request as part of its review of adherence to the CIP within 2 business days.

The Drug Plan and Extended Benefits Branch will:

- Provide all required registration documents.
- Provide authorized immunizers with the annual PFIP and CIP.
- Provide authorized immunizers with vaccine ordering and distribution information.
- Update Table 1, Table 2, and Appendix I of the CIP Policy annually and distribute to pharmacies.
- Remunerate pharmacies the CIF upon receipt of the electronic claim.
- Establish additional record-keeping requirements for the CIP as required.
- Request and review all documentation to confirm that authorized immunizers, pharmacists and pharmacies have adhered to the CIP Policy and Procedures.
- Recover the CIF if the DPEBB determines, based on its review, there was inappropriate submission for this fee.

Table 1. BILLING PROCEDURE

1. Administer the vaccination and submit the record of the COVID-19 vaccine product using the product DIN listed in Appendix I under the pharmacist with Advanced Method Certification who administered or supervised the administration of the injection as the provider in the CIF claim.

2. The record of the COVID-19 vaccine product administered, which is part of the CIF claim, must be **submitted for adjudication** to DPEBB as **a single transaction** on the **same day** as the COVID-19 vaccine administration.

- The DPEBB pays 100% of the CIF to the pharmacy.
- Ensure the following fields are completed as follows:

▪ **PATIENT IDENTIFIER**	= nine-digit Health Services Number (HSN)
▪ **DISPENSING DATE**	= date of the vaccination (i.e., October 13, 2026)
▪ **RX NUMBER**	= enter the sequential RX#
▪ **HEALTH PROVIDER ORGANIZATION ID**	= SKCP
▪ **HEALTH PROVIDER ID**	= Pharmacist ID number (e.g., D1234)
▪ **PHARMACIST ORGANIZATION ID**	= SK
▪ **PHARMACIST ID**	= Pharmacist ID number (e.g., D1234)
▪ **DIN**	= enter the DIN (from Table 2)
▪ **COMPOUNDING FEE (CF)**	= $0.00
▪ **COMPOUND NAME**	= blank
▪ **QUANTITY (QTY)**	= 1
▪ **DAYS SUPPLY**	= 1
▪ **ACQUISITION COST (AC)**	= $18.00
▪ **DISPENSING FEE (DF)**	= $0.00
▪ **MARKUP**	= 00 / 00 / 00
▪ **TOTAL RX COST**	= $18.00
▪ **PATIENT PAID**	= $0.00
▪ **ADJUDICATION FLAG**	= Y
▪ **SIG FIELD**	= LOT number exactly as provided on the vial (e.g. D05836A) do NOT add "LOT" or "#" or any other information into the SIG field

➢ If you are unable to submit either the record of the COVID-19 vaccine administered through your Practice Management System, please use the secure DPEBB web page by logging on to https://www.drugplan.health.gov.sk.ca.

➢ If you are not sure how to install the WEB certificate, please contact your software vendor.

Table 2: COVID-19 Vaccine Information for Saskatchewan Pharmacists 2026-27

<table>
<tr><td>Eligibility</td><td colspan="3">Saskatchewan residents five (5) years of age and older with a valid Saskatchewan Health Services card.

Refer to the PFIP Section 16.5 for Covid-19 Additional Vaccine Dose Eligibility for the Spring Immunization Campaign.</td></tr>
<tr><td>COVID-19 Immunization Season</td><td colspan="3">October 13, 2026 – March 31, 2027

The COVID-19 Spring Immunization Campaign will run from April 1, 2027 to June 11, 2027, for individuals recommended to receive one additional COVID-19 vaccine dose.</td></tr>
<tr><td>COVID Vaccine Product(s)</td><td colspan="3">Ages 5-11: Moderna Spikevax MDV DIN 02541270 mRNA multi-dose vial
Ages 12+: Moderna Spikevax PFS DIN 02557770 mRNA prefilled syringe</td></tr>
<tr><td rowspan="4">Weekly Ordering Limits</td><td></td><td>Multi-dose Vial</td><td>Prefilled Syringe</td></tr>
<tr><td>Order Minimum</td><td>1 unit = ten 5-dose vials (50 doses)</td><td>1 unit = 10 pre-filled syringes</td></tr>
<tr><td>Order Maximum</td><td>1 unit (50 doses)</td><td>10 units (100 doses)</td></tr>
<tr><td colspan="3">**Order limits may change throughout the season depending on vaccine supply</td></tr>
<tr><td rowspan="2">Billing Requirements</td><td colspan="3">Submit the claim with the pharmacist with Advanced Method Certification who administered or supervised the administration of the injection as the provider in the CIF claim.</td></tr>
<tr><td colspan="3">The record of the COVID-19 vaccine product administered, which is part of the CIF claim, must be <u>submitted for adjudication</u> to DPEBB as a single transaction on the same day as the COVID-19 vaccine administration.</td></tr>
<tr><td rowspan="2">Reporting Requirements</td><td>Adverse Events Following Immunization (AEFIs)</td><td colspan="2">Report PHAC Report of Adverse Event Following Immunization form immediately to local SHA public health (NOT the Ministry of Health) as set out in the 2026-2027 Provincial Fall Immunization Policy, Appendix 1.

Further guidelines can be found in Saskatchewan Adverse Event Following Immunization Report Form User Guide for Publicly Funded Immunizing Agents.</td></tr>
<tr><td>Cold Chain Breaks</td><td colspan="2">Report and manage all cold chain break (CCB) incidents for publicly funded influenza vaccine immediately upon discovery to the Ministry of Health as per requirements set out in the annual PFIP using the Cold Chain Break Report Form.

If the Ministry deems the product not viable (designated for disposal), the pharmacy must also complete the Vaccine</td></tr>
</table>

		Wastage Online Form and select the following reason for wastage: "CCB – not viable"
	COVID-19 Wastage Reporting	Report all not administered, damaged, defective, expired, or otherwise wasted COVID-19 vaccine through the community pharmacy Vaccine Wastage Online Form. Reports must be submitted as soon as possible after the wastage occurs, and no later than one week after the date the vaccine became unusable or was designated for disposal.
	Vaccine Transfer Form	Prior to transfer of COVID-19 vaccine to another pharmacy, the sending pharmacy must complete the community pharmacy Vaccine Transfer Online Form.

APPENDIX I:
COVID-19 Immunization Billing Threshold/Limitations

Vaccine	Age	Dose	Billing Threshold/ Limitation
Moderna Spikevax™ Multi Dose Vial (MDV) **DIN 02541270** ***PFS **cannot** be used for this patient population.	5-11 years of age	*0.25mL (25mcg) IM (Must use MDV. Do not dilute)	Must be submitted as a Quantity of ONE (1).
Moderna Spikevax™ Prefilled Syringe (PFS) **DIN 02557770** Multi Dose Vial (MDV)** **DIN 02541270**	12 years of age and older	0.5mL (50mcg) IM (Do not dilute)	

- ***Moderna Spikevax 0.25mL (25mcg) IM is the dose for individuals age 6 months to 11 years, however, pharmacy professionals are authorized to only administer injections to patients 5 years and older.
- **MDV should be reserved for pediatric populations, however, it may be administered to 12 years and older to prevent wastage.
- Note: Pfizer Comirnaty® and Nuvaxovid® will not be available for administration in pharmacies. There will be a small supply available through public health for patients that clinically require this product.

APPENDIX II:
Definition of Alternate Location, Mass Immunization Clinic, Congregate Living Setting, Licensed Personal Care Home (PCH) and Home Visit for Publicly Funded Vaccine

Alternate Location – Alternate Locations are defined as locations outside of the pharmacy (i.e., a vacant storefront in a shopping centre, an open space outside of the pharmacy within a shopping centre, or a vacant building in another location) when the alternate location is ***not*** in use for other purposes.

Mass Immunization Clinic - Mass immunization is the delivery of immunizations to many people at a single location over a short period of time. Mass immunization clinics may be used in response to communicable disease outbreaks, as part of an ongoing immunization program, or in a setting where large numbers of people can be reached efficiently. These clinics typically require additional staffing and may operate on a drop-in or appointment basis. **All mass clinics must be open to the public and publicly advertised.**

Congregate Living Settings – Congregate Living Settings are defined as for profit or not for profit public or privately owned buildings (i.e., which house residents who may have mobility, accessibility and/or cognitive challenges). They may or may not be licensed by the Government of Saskatchewan. These settings do not receive contracted or ongoing services from public health or other Athabasca Health Authority (AHA), Saskatchewan Health Authority (SHA), or First Nations Jurisdictions (FNJs) health practitioners and have no operational affiliation to the AHA, SHA, or FNJ (i.e., are not an AHA, SHA, FNJ or Affiliate facility). Examples of congregate living settings in Saskatchewan include assisted living/seniors' independent housing and group homes.

Licensed Personal Care Homes (PCH) - Licensed PCHs are defined as privately owned and operated facilities that offer accommodation, meals and supervision or assistance with personal care to people who generally do not need or do not want the level of health services provided in publicly subsidized special-care homes. It is the combination of providing both accommodation and care that makes a facility a PCH. PCH are licensed and monitored by the Ministry of Health.

Home Visits - The intent of off-site home visits by authorized immunizers is to provide enhanced accessibility to those patients at high-risk of respiratory related complications and who may have mobility issues or cognitive deficits.

Note: Pharmacies are **not authorized** to administer publicly funded vaccine at businesses and other non-public access locations. Pharmacies **are authorized** to support socially vulnerable populations (e.g. homeless shelters, foodbanks).