

 <p>Saskatchewan Ministry of Health Drug Plan and Extended Benefits Branch Policy</p>	<p>Section:</p> <p><i>Pharmacy Professional Services</i></p>	<p>Reference: DP-PPS-16</p>
		<p>Date of Issue: April 28, 2021</p>
		<p>Revised: June 3, 2021 November 23, 2021 October 3, 2023</p>

**COVID-19 IMMUNIZATION PROGRAM (CIP)
POLICY and PROCEDURES**

POLICY

- Effective April 26, 2021, the Drug Plan and Extended Benefits Branch (DPEBB) will pay a COVID-19 Immunization Fee (CIF) to pharmacies according to **Appendix I: COVID-19 Immunization Billing Threshold/Limitations** 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 COVID-19 Immunization Program (CIP);
 3. At the discretion of the Chief Medical Health Officer;
 4. Within the physical space of a licensed pharmacy, or outside of a pharmacy as defined in **Appendix II: Definition of Alternate Location, Congregate Living Setting, Licensed Personal Care Home (PCH) and Home Visit for Publicly Funded Vaccine**
 5. To an eligible patient; and
 6. By injection.
- The DPEBB pays 100% of the COVID-19 Immunization Fee (CIF) for eligible patients.
- The CIF payment remunerates the pharmacy for all activities/expenses related to provision of the service (e.g., patient assessment, administration of the COVID-19 vaccine, monitoring the patient, ancillary vaccination supplies once federally funded supplies are depleted, drugs and supplies used to manage adverse events following immunization and required record-keeping).
- The federal government pays the costs of the publicly funded COVID-19 vaccine.
- The DPEBB pays the cost of distribution of the vaccine to pharmacies participating in the CIP.
- Ancillary supplies will be provided at no cost until the federal supply has been depleted, at which time the cost of these supplies will be assumed by the pharmacy.
- 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 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 Province's COVID-19 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)*

ELIGIBLE PATIENTS

- An eligible patient under the CIP is a resident of Saskatchewan aged five (5) years and older with a valid Saskatchewan Health Services card that meets the current provincial eligibility criteria as per the Chief Medical Health Officer.

PROCEDURES

The Authorized Immunizer will:

- Adhere to the Regulatory Bylaws of the SCPP or appropriate regulatory body.
- Adhere to management of biological products procedures and guidelines as stated in the Saskatchewan Immunization Manual, Chapter 9: Management of Biological Products.
<https://www.ehealthsask.ca/services/Manuals/Documents/Ch.%209%20Management%20of%20Bio%20Prods.Aug%202018.pdf>
- Adhere to the cold chain and wastage management work standards available in the COVID-19 Immunization Manual.
<https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>
- Report all cold chain break incidents for publicly funded COVID-19 vaccine immediately upon discovery as per requirements set out in the COVID-19 Immunization Manual.
<https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>
- Report all COVID-19 vaccine wastage for publicly funded COVID-19 vaccine as per requirements set out in the COVID-19 Immunization Manual.
<https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>
- Adhere to the privacy obligations associated with the Panorama public health information system.
<https://www.saskatchewan.ca/residents/health/accessing-health-care-services/immunization-services/immunization-forms-and-fact-sheets>
- Prior to administering the COVID-19 vaccine, discuss vaccination with the patient, review the patient's Pharmaceutical Information Program (PIP) profile and the immunization record in the Electronic Health Record (EHR) Viewer to confirm vaccination status.
- Make available the Ministry of Health COVID-19 vaccine-specific Fact Sheet and After Care Sheet to each patient to whom a COVID-19 vaccine is administered.
<https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>

The Pharmacist will:

- Confirm patient eligibility.
- Refer all patients who do not have a valid Saskatchewan Health Services card, are under the age of five, and out-of-province individuals to their local Saskatchewan Health Authority (SHA) public health office for COVID-19 vaccine.
<https://formulary.drugplan.ehealthsask.ca/PDFs/Appendix%209%20SHA%20AHA%20FNJ%20Public%20Health%20Office%20Contact%20Information.pdf>
- Document the patient interaction using the SPP and Saskatchewan Immunization Manual record-keeping requirements.
https://www.saskpharm.ca/document/5233/REF_Record_Keeping_Requirements_20190919.pdf and <https://www.ehealthsask.ca/services/manuals/Documents/sim-chapter4.pdf>
- Obtain and document informed written or verbal consent to receive this service from the patient or patient's representative, and if applicable, obtain written consent to share the information gathered therein with a patient representative or health care practitioner within their circle of care. All documentation for verbal consent **MUST** clearly indicate that the consent was obtained verbally.
- 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.
- Report **immediately** to local public health (**NOT** the Ministry of Health) Adverse Events Following Immunization (AEFIs), and Adverse Events of Special Interest (AESI) using the AEFI reporting form for publicly funded COVID-19 vaccine as per requirements set out in Chapter 11 of the *Saskatchewan Immunization Manual*.
<https://www.canada.ca/content/dam/phac-aspc/documents/services/immunization/ae-fi-form-july23-2020-eng.pdf>

The Pharmacy will:

- Complete all required program registration as directed by DPEBB.
- Review the Cold Chain Management and Wastage section in the [COVID-19 Immunization Manual](#).
- Record the receipt of all COVID -19 vaccine in the Vaccine Distribution Tracking System (VDTS) and report quantity on hand **weekly** in the VDTS as per the Vaccine Inventory Tracking and Reporting section of the Saskatchewan Immunization Manual (SIM) at <https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>
- Review the Provincial VDTS – User Guide.
<https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx>
- Store all documents for future use in a secure manner for a period of seven (7) years from the date of provision of the service.
- Report vaccine wastage immediately to the Ministry of Health using the [Product Wastage Report Form](#).
- Report any cold chain breaks immediately to the Ministry of Health for determination of vaccine viability using the form available in the [COVID-19 Immunization Manual](#).
- 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**.
- Submit the claim with
- Adjudicate benefit service as a one (1) day supply.
- **Paper claims will not be accepted.**

The Drug Plan and Extended Benefits Branch will:

- Make available all required registration forms.
- Provide pharmacies with vaccine supply distribution information.
- Update Appendix I of the CIP Policy when necessary 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 pharmacists and pharmacies have adhered to the CIP Policy and Procedures. All forms may be requested.
- Recover the CIF if the DPEBB determines, based on its review, there was inappropriate submission for this fee.

BILLING PROCEDURE

1. Provide the vaccination and submit the record of the COVID-19 vaccine product using the product DIN listed in Appendix I under the prescriber who has completed Advanced Method Certification for pharmacists.
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., April 29, 2021)
 - **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)** = \$20.00
 - **DISPENSING FEE (DF)** = \$0.00
 - **MARKUP** = 00 / 00 / 00
 - **TOTAL RX COST** = \$20.00
 - **PATIENT PAID** = \$0.00
 - **ADJUDICATION FLAG** = Y
 - **SIG FIELD** = LOT number exactly as provided on the vial (e.g., EW0193) – do NOT add “LOT” or “#” or any other information into the SIG field

- Please note: the DPEBB will not accept paper claims for the CIF.
- If you are unable to submit either the record of the COVID-19 vaccine administered or the CIF electronically 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 1: COVID-19 Vaccine Information for Saskatchewan Pharmacists

<p>Eligibility and Timing of Vaccine Doses</p>	<p>The Saskatchewan COVID-19 Vaccine Delivery Plan is updated regularly. Current eligibility details at Getting Your COVID-19 Vaccine on the Government of Saskatchewan website.</p> <p>Vaccine product details are available in the COVID-19 Immunization Manual.</p>	
<p>COVID-19 Immunization Start Date</p>	<p>As determined by the Population Health Branch, Ministry of Health.</p>	
<p>COVID Vaccine Product(s)</p>	<p>See Appendix I : COVID-19 Immunization Billing Threshold/Limitations</p>	
<p>Billing Requirements</p>	<p>Provide the COVID-19 vaccination and submit the record of the COVID-19 vaccine product administered as part of the claim for CIF electronically for adjudication to DPEBB as a single transaction on the date of the immunization service.</p>	
<p>Reporting to Government</p>	<p>Provincial Vaccine Distribution Tracking System (VDTS)</p>	<p>Record the receipt of all COVID-19 vaccine product from Saskatchewan pharmacy wholesalers and administration of COVID-19 vaccine into the provincial vaccine distribution tracking system (VDTS) as per the User Guide at https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx</p>
	<p>Adverse Events Following Immunization (AEFIs)</p>	<p>Report immediately to local SHA public health (NOT the Ministry of Health) as set out in Chapter 11 of the <i>Saskatchewan Immunization Manual</i>. https://www.canada.ca/content/dam/phac-aspc/documents/services/immunization/aei-form-july23-2020-eng.pdf</p>
	<p>Cold chain breaks</p>	<p>Report immediately upon discovery to Population Health Branch (PHB), Saskatchewan Ministry of Health as set out in the COVID-19 Immunization Manual. https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx</p>
	<p>COVID-19 vaccine wastage</p>	<p>Report all wasted COVID-19 vaccine doses ASAP to Saskatchewan Ministry of Health as set out in the COVID-19 Immunization Manual. https://www.ehealthsask.ca/services/Manuals/Pages/COVID-19.aspx</p>

Appendix I: COVID-19 Immunization Billing Threshold/Limitations

	Vaccine	Age	Dose	Billing Threshold/Limitation
Monovalent	Moderna Spikevax™ XBB.1.5 (monovalent) Description – Royal blue cap - coral blue label (DIN) <u>02541270</u>	12 years of age and older	0.5mL (50mcg) IM (Do not dilute)	Must be submitted as a Quantity of ONE (1) .
		5-11 years of age	*0.25mL (25mcg) IM (Do not dilute)	
	COVID-19 Pfizer Comirnaty 12+ XBB.1.5 mRNA ® (monovalent) Description - Gray cap/label border (DIN) <u>02541823</u>	12 years of age and older	0.3mL (30mcg) IM (Do not dilute)	
	COVID-19 Pfizer Comirnaty 5y-11y XBB.1.5 mRNA ® (monovalent) Description - Blue cap/label border (DIN) <u>02541858</u>	5-11 years of age	0.3mL (10mcg) IM (Do not dilute)	

*Moderna Spikevax XBB.1.5 0.25mL (25mcg) IM is the dose for individuals age 6 months to 11 years, however, pharmacy professionals are authorized to administer injections to age 5 and over only.

Appendix II: Definition of Alternate Location, 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. Other alternate locations may be considered if approved by the Ministry of Health.

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.

The list of licensed PCH in Saskatchewan is available at

<http://personalcarehomes.saskatchewan.ca/PersonalCareHomes/Table>.

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).