

# PROGRAM RULES

## COVID-19 Rapid Test Concessional Access (CRTCA) Program

January 2022



## **TABLE OF CONTENTS**

<b>1</b>	<b>INTRODUCTION</b> .....	<b>1</b>
<b>2</b>	<b>DURATION</b> .....	<b>1</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>1</b>
<b>4</b>	<b>PARTICIPATION REQUIREMENTS</b> .....	<b>2</b>
	4.1 Pharmacy Eligibility.....	2
	4.2 Patient Eligibility.....	3
<b>5</b>	<b>REGISTRATION</b> .....	<b>3</b>
	5.1 CRTCA Program Registration.....	3
	5.2 PPA Registration.....	3
	5.3 ProjectCOVID Access.....	4
	5.4 Change of Circumstances.....	4
<b>6</b>	<b>CLAIMING</b> .....	<b>4</b>
	6.1 Claim Adjustments and Cancellations.....	4
<b>7</b>	<b>SYSTEM ACCESS ISSUES</b> .....	<b>4</b>
<b>8</b>	<b>PAYMENTS</b> .....	<b>5</b>
<b>9</b>	<b>CONTACTS</b> .....	<b>6</b>
	<b>ATTACHMENT A</b> .....	<b>7</b>

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

### 1 INTRODUCTION

This document outlines the Program Rules governing the COVID-19 Rapid Test Concessional Access (CRTCA) Program. This document must be read in conjunction with:

- *The Pharmacy Programs Administrator General Terms and Conditions (General Terms)*

Definitions in the General Terms apply in these Program Rules.

The CRTCA Program is a temporary program to provide eligible concession card holders access to free rapid antigen testing products (RATs), supplied through Participating Community Pharmacies.

Under the CRTCA Program, eligible concession card holders will be able to access up to ten (10) RATs over a three month period, with no more than five (5) RATs in any given month.

### 2 DURATION

The CRTCA Program will operate from Monday 24 January to Saturday 30 April 2022.

For the purposes of the CRTCA Program, the months will be phased as follows:

- Month 1: 24 January 2022 to 28 February 2022
- Month 2: 1 March 2022 to 31 March 2022, and
- Month 3: 1 April 2022 to 30 April 2022.

### 3 DEFINITIONS

**Any given month** means a period within any of the months as phased in Section 2.

**CRTCA Program** means the COVID-19 Rapid Test Concessional Access Program.

**Eligible concession card means** a valid Pensioner Concession Card, Commonwealth Senior Health Care Card, Health Care Card (including Low Income Health Care Card), Department of Veterans' Affairs Gold, White or Orange Cards.

**Participating Community Pharmacy** means a pharmacy approved to dispense pharmaceutical benefits as part of the PBS as defined in Section 90 of the National Health Act 1953 and which satisfies the eligibility criteria in 4.1 below.

**PPA Service Provider ID** means the unique identification number assigned to a Section 90 pharmacy following registration with the Pharmacy Programs Administrator.

**ProjectCOVID** means the GuildCare ProjectCOVID software module accessible at weblink <https://www.guildcareng.com.au/> in which supply of RAT and concession card details will only be recorded.

**Rapid Antigen Test (RAT)** means a Rapid Antigen Test that has been approved for use in Australia by the Australian Therapeutic Goods Administration. Also referred to as a Rapid Antigen Self-Test, or a Home Rapid Antigen Test. A reference list can be found at <https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia>.

**Three-month period** means a period within the dates as phased in Section 2.

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

### 4 PARTICIPATION REQUIREMENTS

#### 4.1 Pharmacy Eligibility

To be eligible to become a Participating Community Pharmacy under this temporary CRTCA Program a Community Pharmacy must:

- Be approved to dispense pharmaceutical benefits as part of the PBS defined in Section 90 of the *National Health Act 1953 (Cwlth)* (Section 90 Community Pharmacy)
- Be accredited by an approved Pharmacy Accreditation Program, or in the process of attaining accreditation within one month of lodging the application to become registered to participate in the CRTCA Program. The Commonwealth, via the Pharmacy Programs Administrator, may waive the requirement to hold or be seeking accreditation to ensure eligible concession card holders can access the CRTCA Program
- Subscribe to the GuildCare platform and have the ProjectCOVID module enabled
- Have its own stock of TGA-approved Rapid Antigen Tests
- Have an existing Account, or register an Account with the Pharmacy Programs Administrator via the PPA Portal
- Agree to deliver CRTCA Program Services in accordance with the General Terms and the CRTCA Program Rules, and
- Continue to meet the above eligibility criteria while participating in the CRTCA Program.

A Participating Community Pharmacy must notify the PPA immediately when it becomes aware of any circumstance, event or fact that may affect the Participating Community Pharmacy's eligibility to participate in the CRTCA Program.

When supplying RATs under the CRTCA Program, a Participating Community Pharmacy must:

- Sight, or have previously sighted, and record an eligible person's Commonwealth concession card and confirm that verbal positive consent to record these details into the ProjectCOVID module is provided
- Display, in a location prominent to where the free RATs will be accessed, the Privacy and Consent Notice for verbal positive consent to be obtained
- Confirm that the eligible concession card holder has not already been supplied either:
  - Five RATs in the current month (note: 24 – 31 Jan is included as month of Feb) or
  - The full allocation of ten RATs for the three-month period.

**No discretionary supply will be permitted under the CRTCA Program.**

- Where the concession card holder has not exceeded their allocation for the three-month period or their monthly allocation, provide the individual(s) with a supply of RATs (minimum quantity of two RATs per eligible concession card number) and record the supply details in ProjectCOVID
- The pharmacy must ensure that any supply under the CRTCA Program will be at **no charge** to the concession card holder. Where a patient has already received their allocation under the program, a pharmacy may provide additional tests outside of the Program at retail price to the patient.

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

### 4.2 Patient Eligibility

Holders of the following eligible concession cards will be eligible for RATs under the CRTCA Program:

- Pensioner Concession Card;
- Commonwealth Senior Health Care Card;
- Health Care Card (including Low Income Health Care Card); or
- Department of Veterans' Affairs Gold, White or Orange Cards.

To access their allocation of RATs under the CRTCA Program, eligible concession card holders must provide their eligible concession card number to a Participating Community Pharmacy either in person, through their carer, or via their pre-existing home delivery service with the Participating Community Pharmacy.

Eligible concession card holders must also provide verbal positive consent either in person, through their carer, or via their pre-existing home delivery service with the Participating Community Pharmacy for the Participating Community Pharmacy to record relevant eligible concession card details into ProjectCOVID for supply, compliance, and Community Pharmacy reimbursement purposes.

Residential Aged Care Facilities (RACF) have access to testing under applicable State and Territory arrangements. If an eligible concession card holder residing in an RACF, or their carer/family, presents to a Participating Community Pharmacy and meets the criteria to access RATs outlined in these program rules, supply may occur if able.

However, RACFs or their representatives cannot collect on-behalf of residents. A supply must not occur unless the resident, or their carer/family, who is an eligible concession card holder presents themselves to the Participating Community Pharmacy.

## 5 REGISTRATION

### 5.1 CRTCA Program Registration

To register as a Participating Community Pharmacy under the CRTCA Program, a Community Pharmacy must:

1. Have a current PPA Service Provider ID. See 5.2 below for further information.
2. Have a registered account with GuildCare and access to the ProjectCOVID module enabled. See 5.3 below for further information.
3. Agree to the Program Rules as set out in this document.

### 5.2 PPA Registration

To participate in the CRTCA Program, a Community Pharmacy must have a registered Service Provider account with the Pharmacy Programs Administrator and maintain a PPA Service Provider ID.

Further details on how to register a service provider account are available at:

<https://www.ppaonline.com.au/wp-content/uploads/2109/01/Portal-User-Guide-Initial-Registration.pdf>.

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

Details on obtaining a PPA Service Provider ID are available at: <https://www.ppaonline.com.au/wp-content/uploads/2022/01/Portal-User-Guide-Locating-your-PPA-Service-Provider-ID.pdf>.

### 5.3 ProjectCOVID Access

To participate in the CRTCA Program, a Participating Community Pharmacy must have a registered GuildCare account to access the ProjectCOVID Module.

Further details on how to obtain access to the ProjectCOVID Module are in the ProjectCOVID User Guide, available at <https://ng.guildcare.com.au/projectcovid>.

### 5.4 Change of Circumstances

It is the responsibility of the Main Authorised Person of the Participating Community Pharmacy to ensure that the Participating Community Pharmacy's registration is always up to date. Participating Community Pharmacies must notify the Pharmacy Programs Administrator within 14 days of the following changes:

1. Change of ownership
2. Change of Section 90 approval number under the *National Health Act 1953 (Cwlth)*.

Where a pharmacy has had a full ownership change and created a new Service Provider account in the PPA Portal they must also ensure they have entered the pharmacy's new PPA Service Provider ID into ProjectCOVID.

## 6 CLAIMING

With each supply transaction, the Participating Community Pharmacy must record the required details of each supply into ProjectCOVID to enable reimbursement.

The minimum required details to be recorded of each supply transaction in order to receive payment are:

- Concession Card Number
- Number of individual RATs supplied (RAT Quantity)
- Date of supply (Transaction Date)

Recording of transaction details must occur at time of supply to an eligible patient (subject to Section 7).

### 6.1 Claim Adjustments and Cancellations

ProjectCOVID will not have the ability to amend or cancel claims in the initial stages of the CRTCA Program. If this changes, the Program Rules will be updated and relevant communications will be made to all Participating Community Pharmacies.

## 7 SYSTEM ACCESS ISSUES

In the instance of system access issues, such as the ProjectCOVID module being unavailable, or local internet outages, supply of RATs to eligible concession card holders may continue. To facilitate

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

supply in these circumstances, participating Community Pharmacies should complete the 'Offline Supply Log' at Attachment A of the Program Rules.

At the soonest opportunity, the information contained within the supply log must be entered into the ProjectCOVID module in order to facilitate recording of the transaction, and payment for supply.

Once details have been entered into the system, the completed paper document should be disposed of in a secure manner.

The above processes should also be followed in the event of a home delivery in order to ensure accurate recording at time of supply.

## 8 PAYMENTS

A Participating Community Pharmacy will receive the following reimbursement for each RAT supplied under the CRTCA Program from 24 January 2022 (CRTCA Program commencement date):

- Community Pharmacies will be reimbursed a set amount for the unit cost of the Rapid Antigen Tests (which will be \$10 plus GST per test initially, with ongoing review of unit prices). For each supply transaction processed for an eligible person under this program (either two tests or five tests per transaction), an Administration Handling and Infrastructure (AHI) fee of \$4.30 per transaction will be reimbursed to the Community Pharmacy.
- Only one handling and administration fee will be payable per transaction regardless of whether two or five Rapid Antigen Tests were provided. Only one transaction will be permitted in one day at the same Participating Community Pharmacy.

Examples of how payments will be calculated are below:

Number of RATs Supplied	RAT Payment (Incl GST)	AHI Payment	Total Payment
2	\$22.00	\$4.30	\$26.30
5	\$55.00	\$4.30	\$59.30

The first payment for the CRTCA Program will be made into the Participating Pharmacy's registered bank account before the end of February 2022. Following commencement of the CRTCA Program, and subject to an acceptable data file being agreed by the PPA, all involved will work to best endeavours to move to a fortnightly payment cycle.

Pharmacies may be requested by the Department of Health, or the PPA, to provide information in respect of its RAT purchase price (e.g. invoice or monthly statement) from the relevant wholesaler or supplier to inform appropriate adjustments to reimbursement calculations during the term of the CRTCA Program. This will assist in supporting the Australian Government's efforts to monitor market dynamics. If this information is requested, it must be provided within two weeks of the date of request unless disclosure of purchase price to third parties is prohibited under the commercial terms of purchase.

## COVID-19 RAPID TEST CONCESSIONAL ACCESS (CRTCA) PROGRAM

### 9 CONTACTS

For questions about **PPA portal registration, program rules and payments** please contact the Pharmacy Programs Administrator, via **Email:** [support@ppaonline.com.au](mailto:support@ppaonline.com.au) or **Phone:** 1800 951 285 (9 am to 8 pm AET) Monday to Friday.

For assistance with using the **ProjectCOVID module**, please contact GuildCare via **Email:** [support@guildcare.com.au](mailto:support@guildcare.com.au).

Not in Use



