

DOSE ADMINISTRATION AIDS

8.3 Supporting Documentation

The following information must be retained by the Approved DAA Service Provider for seven years to support any Claim for payment made under these Program Rules:

- a. Section 90 number at the time of the provision of the DAA service
- b. Pharmacy Accreditation ID at the time of the provision of the DAA service
- c. Registered Pharmacist Identifier (e.g. AHPRA registration number)
- d. Copy of the Patient consent form, where relevant
- e. Patient's name and address
- f. Patient's Medicare/DVA Card number
- g. Patient's concession card number
- h. How the Patient has satisfied the other Eligibility Criteria
- i. List of all prescription and non-prescription medicines the Patient is taking at the time the DAA service is provided
- j. List of all prescription and non-prescription medicines stocked in the DAA
- k. Date(s) of provision of the DAA.

Either an electronic or paper-based system may be used to record the Supporting Documentation.

9 AUDIT REQUIREMENTS

DAA Service Providers must retain all records for seven years to demonstrate that they have complied with the General Terms and these Program Rules when providing and claiming for a DAA Service.

DAA Service Providers may be subject to audits by the Pharmacy Programs Administrator to ensure DAA Services are provided in accordance with the General Terms and these Program Rules. DAA Service Providers that do not provide DAA Services in accordance with the General Terms and these Program Rules may no longer be able to participate in the DAA Program or be eligible to receive DAA Program payments, and a payment may be required. Under section 137.1 of the *Criminal Code Act 1995*, giving false and misleading information is a serious offence.

If an audit is conducted, DAA Service Providers will be required to produce documentation within a specified time frame.

10 RESOURCES

DAA Program resources are available for download from the [PPA website](#).



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