

Meningococcal and *Haemophilus influenzae* Post Exposure Prophylaxis Invoicing Process
Population and Public Health, Communicable Disease Control

This document outlines the process for regions to obtain reimbursement of costs associated with the dispensing of medications for meningococcal or *Haemophilus influenzae* post exposure prophylaxis (PEP). Manitoba Health, Seniors and Long Term Care provides PEP at no charge to contacts of a meningococcal or *Haemophilus influenzae* case as per the Invasive Meningococcal Disease protocol or the Invasive *Haemophilus Influenzae* Disease protocol, respectively. Visit manitoba.ca/health/publichealth/cdc/protocol/index.html#I to view the MHS LTC communicable disease management protocols.

Health Regions are to provide chemoprophylaxis by using regional pharmaceutical stock in a manner that meets their needs operationally and logistically. The Health Regions can then invoice MHS LTC for the cost of the medications and dispensing fees.

The following steps are to be taken to invoice MHS LTC:

1. Treat contacts according to the applicable protocol
2. Complete the *PEP Invoice* below:
 - a. Enter the date invoice is being created.
 - b. Complete the *Send Payment To* area.
 - c. Enter the cost/unit (enter the combined purchase cost of Ceftriaxone and Lidocaine, if used).
 - d. Enter the total number of units used for each product.
 - e. Enter the number of individuals treated for each drug.
 - f. Multiply the cost/unit by the number of units used for each product and enter the value in the Total Cost/Item column.
 - g. Add up all the values in the Total Cost/Item Column and enter the total into the Total Product Cost box (A).
 - h. Enter in the applicable dispensing and compounding fees and the total number of contacts treated for each.
 - i. Multiply each of the fees with the number of contacts and enter the values into the Total Fees Column.
 - j. Add the values in the Total Fees Column and enter the value in the Total Dispensing Fee Cost (B) Box.
 - k. Add the Total Cost of Medications (A) and the Total Dispensing Fee Cost (B) and enter the value into the Total Invoiced box.
3. Once the invoice is completed fax it to MHS LTC at (204) 948-2190 It is requested that all invoices be sent to MHS LTC before the end of the fiscal year (March 31st of every year).

Meningococcal and Haemophilus influenzae PEP Invoice

Date:

Issued to: Manitoba Health, Seniors and Long-Term Care Communicable Disease Control Unit 4th Floor-300 Carlton St. Winnipeg, Manitoba R3B 3M9 Ph. (204)788-6737 Fax. (204)948-2190		Send Payment to: C/O Address: Ph: Payable To:		
Product	cost/unit	Number of Units Used	Number of contacts treated	Total Cost/Item
Ciprofloxacin 500mg Tablets	\$			\$
Ceftriaxone 250mg IM/1% Lidocaine	\$			\$
Rifampin 300mg Capsules	\$			\$
Rifampin 150mg Capsules	\$			\$
Syrup used for compounding suspension	\$			\$
Total Product Cost (A)				\$
	Dispensing Fee	Number of individuals treated		Total Fees
Dispensing Fees	\$			\$
Compounding Fees (if applicable)	\$			\$
Total Dispensing Fee Cost (B)				\$
Total Invoiced (A+B)				\$

- Product costs billed to MHSLTC should be no greater than the pharmacy's purchase cost.
- *Dispensing and compounding fees are to be based on The Prescription Drugs Payment of Benefits Regulation, under the Prescription Drugs Cost Assistance Act which states, "a professional fee equal to the amount regularly charged by a pharmacist to persons who are responsible for paying the fee without reimbursement."*

Fax the completed invoice to MHSLTC at (204) 948-2190