



Medication Management Review programs service provider application form

Business user guide

1. Program details

The *MMR programs service provider application form* lets applicants apply for one, two or all of the MMR programs. It is a requirement that you read the terms and conditions of the MMR programs before you fill out the form.

2. Pharmacy details

You do not represent a pharmacy approved under Section 90 of the *National Health Act 1953*, so you must select **No** and continue to question 3.

3–5. Business details (non Section 90 Pharmacy)

You must enter a business name. This is the name you want registered as the service provider.

6–7. Authorised contact

The authorised contact details are the details of the person Medicare will use for future communication. The authorised contact may sign claim forms on your behalf.

8. Bank details

Your bank details let Medicare make payments for MMR services. Payments cannot be made to credit card, loan or mortgage accounts.

9. Pharmacist registration/accreditation details

You must submit the details, including the Australian Health Practitioner Regulation Agency number, of all pharmacists who will conduct MMR services on behalf of your business.

All pharmacists conducting Residential Medication Management Review (RMMR) and/or Home medicines review (HMR) services must be accredited to provide Medication Reviews by an approved accreditation body, such as the Australian Association of Consultant Pharmacy or the Society of Hospital Pharmacists Australia.

In order to have an accredited pharmacist registered with your business you must provide:

- their accreditation number, and
- start and end date of accreditation.

This information can be found on the pharmacist's accreditation certificate.

You must attach a copy of each pharmacist's accreditation certificate with the application.

Important

- Applicants must have at least one associated accredited pharmacist to be approved as an HMR service provider.
- An accredited pharmacist may only conduct RMMR and HMR services during the period they are accredited for. Every year you must submit an *MMR change of details* form updating each accredited pharmacist's accreditation. The form will be available on the Medicare website from 1 October 2011.
- An accredited pharmacist cannot conduct a claimable RMMR or HMR service before you have notified Medicare they are conducting services on your behalf and received approval.
- After you have been approved as an MMR service provider, you can register a new pharmacist or update an existing pharmacist's details by completing an *MMR change of details* form. The form will be available on the Medicare website from 1 October 2011.

10–14. RMMR services aged care facility details

To be approved as an RMMR service provider, you must include details of the aged care facility with which you have a Service Agreement. This includes the aged care facility's service identification, name and the start and end dates of the Service Agreement.

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Important

- You must attach a copy of the relevant Service Agreement to be approved as an RMMR service provider.
- You must complete a new *MMR programs service provider application* form for each Service Agreement you hold.

15–20. QUM services aged care facility details

To be approved as a QUM service provider, you must include details of the Australian Government funded residential aged care facility you have a Service Agreement with. This includes the aged care facility's service identification, name and the start and end dates of the Service Agreement.

You must include the number of eligible aged care places at the aged care facility. This number will be recorded in the Medicare system and verified against the number you provide on your *QUM payment application* form when you claim for services. If this number changes between the time you apply and the time you claim, you must notify Medicare by submitting an *MMR change of details* form. The form will be available on the Medicare website from 1 October 2011.

Note: no adjustments to payments will be made where the number of eligible aged care places changes during the claim period

If the number of places at the aged care facility recorded in the Medicare system is different to the number on the *QUM payment application* form, the lower of the two numbers will be paid.

Important

- You must attach a copy of the relevant Service Agreement to be approved as a QUM service provider.
- You must complete a new *MMR programs service provider application* form for each Service Agreement you hold.
- If the number of Australian Government funded residential aged care places changes between the time you apply and the time you claim, you must submit an *MMR change of details* form to Medicare indicating the new number.

21. Declaration

Select the program(s) you are applying for. You may select one, two or all of the options.

All owners of a business must sign the *MMR programs service provider application* form.

Lodgement

Send the completed form to:

**Community Pharmacy Agreement Officer
Pharmaceutical Benefits Branch
Medicare
GPO Box 9826
ADELAIDE SA 5001**

or fax to: **08 8274 9373***

More information

Call **08 8274 9641*** for help completing the MMR programs service provider application form.

* Call charges apply.