

## Pharmaceutical product specifications – the change process

*Pharmacists rely on the information provided by the Pharmacy Guild's 'Premiums Guide', and PHARMAC's 'Pharmaceutical Schedule' and 'Monthly Update'. This is why information for these publications must be accurate and received within the given timeframes.*

**For New Listings** on the Pharmaceutical Schedule, the supplier must notify PHARMAC, the Pharmacy Guild and the market by 4.30 pm on the 12<sup>th</sup> of the month prior to listing. When notifying, the supplier must have stock available for supply

**Once a supplier decides to change the price or other details** of a subsidised pharmaceutical product, the supplier must notify the marketplace, the Pharmacy Guild and PHARMAC by **4.30 pm on the 12<sup>th</sup> of the month**. After this deadline, all stock sold by the supplier must reflect the changed price of the product.

**The Guild and PHARMAC** will then make these changes in their databases. **The Guild and PHARMAC communicate** and verify subsidy information. Then the Guild recalculates the differential between the manufacturer's price and the Pharmaceutical Schedule subsidy. (This is termed the premium.)

**The Guild will notify** the supplier regarding the premiums pertaining to their individual products.

**The Guild will make changes** in its monthly publication – the *Premiums Guide*, which provides a list of the differentials between current manufacturers' prices and Pharmaceutical Schedule subsidy. This requires time to typeset, print and distribute to pharmacists and other subscribers.

**Changes to the pharmaceutical product's premium** will also be forwarded to the software vendors for inclusion in the computer dispensary programme. This enables current premiums to be available on the pharmacist's computer, for reimbursement claiming purposes and price calculations.

**If the deadline is not respected**, the pharmacist could be unaware of the new premium, and therefore be financially disadvantaged in the event of a price increase, or patients could be disadvantaged in the case of a price decrease.

**Upon receipt of the changes**, PHARMAC will notify the appropriate Therapeutic Group Managers and review the changes with the current *Pharmaceutical Schedule*.

**PHARMAC will confirm** these details with the supplier, Pharmacy Guild, and HealthPac – the government's organisation that processes the subsidy payments to pharmacists.

**Once the changes are processed**, the Schedule's *Monthly Update* is produced and then distributed for use by the first of the month. PHARMAC makes every endeavour to distribute by about the 23<sup>rd</sup> of the month to give pharmacies time to adjust stock and pricing.

### Please note

*Price increases do not automatically trigger a review of the product's subsidy. To make an official request to re-examine the subsidy, please send a letter stating the request and provide any evidence on sales and expected cost to DHBs. Please allow six weeks for consideration as this will involve formal approval by the PHARMAC Board. For further information you may consult the Operating Policy and Procedure manual of the Pharmaceutical Management Agency .*

### How to use this form

- Use one form per pharmaceutical product, regardless of the number of changes made to that one product.
- Please complete all lines that are applicable, using clearly legible handwriting.
- Tick those boxes that are applicable to the changes you are making.
- Fax this form to both PHARMAC and the Pharmacy Guild as soon as possible, but **no later than 4.30 pm on the 12<sup>th</sup> of the month (or 4.30 pm on the last working day preceding the 12<sup>th</sup> when the 12<sup>th</sup> falls on a weekend or public holiday)**, in order for these changes to be reflected in the following month's publication.
- Keep the original form for your files. If mailing the notification instead of faxing, please make copies of your completed form and send to both PHARMAC and the Pharmacy Guild.

The Pharmacy Guild of New Zealand Inc  
PO Box 27 139 Wellington  
Phone (04) 802 8200, Fax (04) 384 4040

PHARMAC  
PO Box 10 254 Wellington  
Phone (04) 460 4990, Fax (04) 460 4995

# Notification of Product Changes

PHARMACY GUILD OF NEW ZEALAND (INC)



PHARMAC

Pharmaceutical Management Agency

## Supplier Details

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## Notification

Today's Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Please send this form to **both**:  
PHARMAC Fax: (04) 460 4995  
Email: Schedule@pharmac.govt.nz  
Pharmacy Guild Fax: (04) 384 4040  
Email: j.freemantle@pgnz.org.nz

**Important:** Price changes must be effective no later than 4:30pm on the 12<sup>th</sup> of the month to be published the following month in the Pharmaceutical Schedule Monthly Update and the Premiums Guide.

Form Sent By:

Fax Post Email

signature  
\_\_\_\_\_

## Current Details

Brand Name: \_\_\_\_\_

Generic Name: \_\_\_\_\_

Form: \_\_\_\_\_

Pack Size: \_\_\_\_\_

Old price ex supplier (excl GST): \$ \_\_\_\_\_

Pharmacode (if known): \_\_\_\_\_

Changes:

Price Increase

Price Decrease

Pack size change

Discontinuation

New Product

Other change (please comment)

**Please note:** Subsidy is not automatically reviewed with a price change. Do not use this form if the change is contingent upon a subsidy review.

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## New Details

Please use **one form per product**, regardless of the number of changes for that one product.