

## PHO SERVICES AGREEMENT

### DAILY RECORD, LABORATORY TESTS, DIAGNOSTIC IMAGING SERVICES AND PHARMACEUTICAL REQUIREMENTS REFERENCED DOCUMENT

#### 1 Daily record

- (1) The PHO must ensure that each Practitioner who provides First Level Services or General Medical Services for which payment is Claimed keeps a comprehensive and readily accessible daily record in respect of each consultation provided to a Service User that includes the following:
  - (a) the name and the usual place of residence of the Service User;
  - (b) the place where the Services were provided (if different from the Usual Place of Practice of the Practitioner);
  - (c) the date on which the Services were provided;
  - (d) subject to subclause (2), how the Services were provided (by face to face consultation, telephone, or using e-technologies);
  - (e) a record of the clinical history of the Service User and of the treatment given or services provided, including:
    - (i) the pharmaceuticals prescribed (if any); and
    - (ii) whether the Service User was referred to a Referred Service provider, and the details of the referral (if any).
- (2) The PHO is not required to provide the information specified in subclause (1)(d) until 1 July 2016.

#### 2 Laboratory tests and diagnostic imaging services

- (1) The PHO must ensure that each referral for a laboratory test or a diagnostic imaging service issued by a Health Practitioner, whether electronic or hard copy, includes the following details:
  - (a) the Practitioner Identification Number of the issuing Practitioner;
  - (b) Health Practitioner type;
  - (c) Health Practitioner name;
  - (d) Health Practitioner health practitioner index number;
  - (e) date of referral;
  - (f) patient name and address;
  - (g) patient NHI number;
  - (h) patient date of birth;

- (i) patient gender;
- (j) name of test or test code;
- (k) the purchaser, if it is not the DHB; and
- (l) Health Practitioner's signature (or electronic equivalent).

### **3 Supplying pharmaceuticals**

- (1) The PHO and its Contracted Providers will comply with the terms of the Pharmaceutical Schedule issued by PHARMAC that sets out the terms and conditions under which pharmaceuticals are supplied to, administered by, and prescribed by Health Practitioners.

### **4 Prescriptions for pharmaceuticals**

- (1) The PHO must ensure that each prescription for a pharmaceutical issued by a Practitioner, whether electronic or hard copy, includes the following details:
  - (a) the Practitioner Identification Number of the issuing Health Practitioner;
  - (b) Health Practitioner type;
  - (c) Health Practitioner name;
  - (d) Health Practitioner health practitioner index number;
  - (e) date prescribed;
  - (f) patient name and address;
  - (g) patient NHI number;
  - (h) patient date of birth ;
  - (i) patient gender;
  - (j) patient category;
  - (k) Community Services Card status (yes or no);
  - (l) High Use Health Card status (yes or no);
  - (m) name of pharmaceutical;
  - (n) dosage;
  - (o) frequency of dosage;
  - (p) quantity or total day's supply;
  - (q) special instructions (if applicable);
  - (r) Health Practitioner's signature (or electronic equivalent);

- (s) the funder, if it is not the DHB;
  - (t) endorsement requirements (if required); and
  - (u) recommending specialist and date of recommendation (if required).
- (2) If more than one pharmaceutical is prescribed for a Service User at the same time and the subsidy for one or more of the pharmaceuticals will be paid by a different funder the pharmaceuticals may not be set out on one prescription form, and a separate prescription form must be filled out for each funder.