

## What is the PBS HMC?

The PBS HMC is a standardised medication chart to be used in public and private hospitals for the prescribing, supply, administering and claiming of eligible PBS and Repatriation Pharmaceutical Benefits Scheme (RPBS) medicines.

The PBS HMC streamlines the process for the prescribing and claiming of PBS medicines directly from the chart without the need for a separate prescription.

The PBS HMC has been developed from the National Inpatient Medication Chart (NIMC) and retains the safety elements of this chart while incorporating additional fields for PBS prescribing and supply. It has been trialled in public and private hospitals.

## How will it be implemented?

The PBS HMC is available for implementation in public and private hospitals. Implementation will be supported by a number of resources that are available via the Australian Commission on Safety and Quality in Health Care's (the Commission's) website including:

- High resolution **print-ready files** of the PBS HMC
- An **Implementation Guide** outlining the principles of implementation, an implementation checklist and the requirements for local modifications and printing
- A comprehensive **User Guide**, which forms the basis of local communication and education of clinicians
- A **Fact Sheet** summarising the requirements for claiming from the chart
- An **online learning module** (available through NPS Medicinewise) to provide support to health professionals during implementation
- The Secretary of Health's **Instrument of Approval** giving effect to the use of the PBS HMC in public and private hospitals.

## Who can prescribe and claim medicines on the chart?

Pharmaceutical benefits can only be prescribed by doctors, dentists, optometrists, midwives and nurse practitioners who are approved to prescribe PBS medicines under the *National Health Act 1953* (see **PBS website** for further details).

Approved prescribers must complete their details including contact number and prescriber number on the front cover of the chart.

Approved pharmacists and Approved Hospital Authorities are eligible to supply and make claims for PBS eligible medicines from the PBS HMC. An Approved Medical Practitioner cannot supply medicines from the PBS HMC.

## What medicines can be prescribed and claimed?

Most medicines are eligible to be supplied and claimed from the chart except for Life Saving Drugs Program medicines, and aids and appliances. Authority Required (STREAMLINED) medicines are eligible for supply from the chart. Telephone authorities are also permitted.

If the medicine is not eligible for supply from a medication chart prescription, the order must still be written on the chart and a separate PBS or RPBS prescription provided to the pharmacy for the purposes of supply.

## How should medicines be claimed?

Approved suppliers should supply sufficient quantities of medicine within PBS and RPBS limits to meet a patient's clinical needs during their episode of care. Each medicine order is valid for further original supplies until the period of validity marked on the front of the chart has passed (one, four or 12 months as indicated by the prescriber).

Approved suppliers will be required to submit the usual patient, medicine and authority information to Services Australia to make a claim (the Checklist has a reminder of these details). They will also be required to submit the hospital provider number, the PBS HMC claim type and the chart validity.

Approved suppliers can work from copies of the PBS HMC but should ensure that the original of the chart is viewed as part of good clinical practice.

Annotated copies of the charts must be retained for a period of two years for audit purposes.

Approved suppliers must meet the legal jurisdictional requirements (state and territory legislation) with regard to the supply of medicines from the PBS HMC.

## CHECKLIST – Requirements for a PBS prescription

### Patient identification

- Patient's full name (as it appears on their Medicare card)
- Patient's address
- Patient's Medicare number
- Any number specified on a card issued by the Commonwealth, as an entitlement number for the patient

### Prescriber details

- Name
- PBS prescriber number
- Contact number (mobile / pager)
- Address
- Signature and date

### Period of chart validity

- 'Expiry date' or the 'Chart valid' period (1, 4 or 12 months)

### Medicine details

- PBS, RPBS or private? (strike through those that do not apply)
- Medicine and form
- Dose
- Route
- Frequency
- SAC / AAN (Streamlined Authority Code or Authority Approval Number)
- Brand substitution
- Signature
- (Start date)

### Discharge

- Continue on discharge
- Dispense (Y/N)
- Duration
- Qty
- Signature
- Date

## Need help?

- For information about the implementation of the PBS HMC, including clinical, safety and quality aspects, contact the Commission:  
Email: [medsafety@safetyandquality.gov.au](mailto:medsafety@safetyandquality.gov.au)  
Web: [www.safetyandquality.gov.au](http://www.safetyandquality.gov.au)
- For information about Commonwealth policy or legislation/regulatory requirements relating to the PBS HMC, contact the Department of Health  
Phone: **1800 020 613**  
Email: [pbshmc@health.gov.au](mailto:pbshmc@health.gov.au)
- For information about state or territory regulatory requirements contact your relevant jurisdiction
- For information about operational aspects regarding claiming from the PBS HMC, contact Services Australia:  
Phone: **132 290**  
Email: [pbs@servicesaustralia.gov.au](mailto:pbs@servicesaustralia.gov.au)
- For information regarding functionality in your dispensing software please contact your dispensing software vendor.