

Dear Payers and Providers,

DHA Pharmacy Services Department would like to announce the following major updates that will be effective with the coming DDC release.

1. Drugs with DHA Source

All DDC drugs listed with Source “DHA” are licensed and intended for use within DHA Government Facilities and therefore remittance, payment and reimbursement for these DDCs must ONLY be made on claims and prescriptions issued by DHA Government Facilities.

Further to this notice, DHA Pharmacy Services Department is allowing a grace period of 3 months for the market to apply the required changes on the utilization of Drugs with DHA source.

Payers are required to adjust their systems to auto reject claims & authorizations with Source “DHA” DDC’s from Non - DHA Government Facilities starting on **1st November 2018**.

2. Drugs with HAAD, Private Hospital and EHL Source

All drugs listed with source “HAAD”, “Private Hospital” and “EHL” will be discontinued on **1st November 2018** for the entire Dubai market.

3. DDC Public List Update

- DDC releases occur every 1st and 15th of every month.
- The next DDC release will include new field to display the “Source” for each drug.

DDC Drug Registration

PRIVATE HOSPITAL REGISTRATION STEPS

To register and drugs that have been deactivated due to the changes listed above, kindly follow the steps below:

1. Private Hospital will download DDC Registration Form for Private Hospital on this [link](#)
2. Private Hospital will fill in the form with all required information. (note: all the fields are mandatory)
3. Private Hospital will send an email to Pharmacy Department, DHA (khIHassan@dha.gov.ae) (mmalssa@dha.gov.ae) including the following details:
 - a. Email Subject: DDC registration (Facility Name)
 - b. Email body should include
 1. Facility Name.
 2. eClaimLink Facility ID.
 3. Contact Person.

4. Contact Email.
5. Contact Phone#.
6. Attachments of:
 - ✓ Filled DDC Registration Form.
 - ✓ Official Declaration form for importation of non- registered item.
 - ✓ Updated invoice showing the cost and selling prices.
4. DHA Pharmacy Department will review the submitted data and documents and:
 - a. Accept the registration request – a new DDC code shall be generated and assigned to the item.
 - b. Reject registration request – a feedback shall be provided for the reasons of rejection.
 - c. Request more information – a clarification of the needed information shall be sent to the facility.
5. DHA Pharmacy Department will send the new release of DDC to DHC twice monthly on 1st and 15th of each month.
6. Update DDC list on the eClaimLink system for providers to download and utilize.

PHARMACEUTICAL COMPANY REGISTRATION STEPS

To register your drug kindly follow the steps below:

1. Pharmaceutical Company will download DDC Registration Form for Pharmaceutical Companies on this [link](#)
2. Pharmaceutical Company will fill in the form with all required information. (note: all the fields are mandatory)
3. Private Hospital will send an email to Pharmacy Department, DHA (khIHassan@dha.gov.ae) (mmallssa@dha.gov.ae) including the following details:
 - a. Email Subject: DDC registration (Company Name)
 - b. Email body should include
 1. Company Name
 2. Contact Person
 3. Contact Email
 4. Contact Phone#
 5. Attachments of:
 - ✓ Filled DDC Registration Form
 - ✓ MOH product registration certificate for MOH registered item
 - ✓ Updated invoice showing the cost and selling prices.
 - ✓ MOH Receipt of the registration file for non- registered items (items under MOH registration process)
4. DHA Pharmacy Department will review the submitted data and documents and:
 - a. Accept the registration request – a new DDC code shall be generated and assigned to the item.
 - b. Reject registration request – a feedback shall be provided for the reasons of rejection.
 - c. Request more information – a clarification of the needed information shall be sent to the company.
 - d. DHA Pharmacy Department will send the new release of DDC to DHC twice monthly on 1st and 15th of each month.
 - e. Update DDC list on the eClaimLink system for providers to download and utilize.