



DH CIRCULAR No. 375/2013
DH 3847/2013

12th December 2013

Attention All: CEOs/Heads of Entities

Re: Issuing of Government Staff Members Entitlement to Free Medicines

As part of the integration of pharmaceutical entitlement, control cards for free medicines for members of staff (Grey Cards) will be issued from the Medicines Entitlement Unit (MEU) within the Directorate Pharmaceutical Affairs (DPA) on authorisation of the applicant's Administrative Director/Head.

New application forms have been prepared in order to provide conformity in application. It is recommended that the manual application (Appendix 1), is sent directly by post to MEU

In order to facilitate the system, a pdf Entitlement form (Appendix 2) has been created which can be filled by the Administrative Director/Head. The form contains a virtual button directing the user automatically to the Schedule V generic email either through the Microsoft Outlook or manually through the internet government email. The email needs to be sent using the government email [mail.gov.mt]. The email address will be used as official signature in endorsing the request.

The Administrative Director/Head may also choose a delegate/s within his entity to fill in the request manually or via emails. In this case, the list of delegate/s should be communicated to DPA through an official email.

Staff eligibility for medicines entitlement remains as per circulars issued till date. Staff Grey Cards will be valid for a maximum of one year and renewable after presentation of the relevant documentation.

Medicines dispensed through the Grey Card will consist of formulary pink positive items used for the treatment of work-related illness or injury. These may be collected from the pharmacy within the employee's respective place of work or from the nearest health centre if a pharmacy is not available.

DIPARTIMENT TAS-SAHHHA



DEPARTMENT OF HEALTH

L-Uffiċċju tal-Uffiċjal Mediku Ewlieni

Office of the Chief Medical Officer

Employees suffering from a chronic condition as listed under the Fifth Schedule of the Social Security Act will need to apply for the Schedule V entitlement card (Yellow Card) as per normal procedure. These Schedule V medicines are collected through POYC pharmacies.

Dr Neville Calleja
A/Chief Medical Officer

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Version 03

Nov 11

Application for Free Medicines Control Card for Entitled Government Employees

1. Employee Information

| | | |
|---|-------------------|-----------------|
| Employee ID number: () | Employee Name: | Contact Number: |
| Date of birth: D D M M Y Y Y Y | Employee Address: | |

2. Eligibility Criteria

New Request

Renewal (attach previous card)

| | |
|-------------|--|
| Grade: | |
| Department: | |

I confirm that the above details are correct and that in signing this form I understand I am responsible for affirming eligibility of mentioned employee as per previously issued circulars.

.....
Administrative Director/Head Signature & Stamp (mandatory)

| | |
|---|--|
| <p>Address to:</p> <p>Medicines Entitlement Unit St. Luke's Hospital, G'Mangia</p> | <p>Email: schedulev.mhec@gov.mt</p> <p>Phone: 21 232424</p> |
|---|--|

Data Protection Statement

All personal data is required to provide health care services as necessary, and is processed in accordance with the Data Protection Act, and as permitted by law. Any further information will be obtained on request.



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 Administrative Director/Head Name

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