



**Pharmacy Programs  
Administrator**

# PORTAL USER GUIDE – HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE

1 February 2019



# **PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – HOME MEDICINES REVIEW (HMR) RURAL LOADING ALLOWANCE**

<b>INTRODUCTION.....</b>	<b>1</b>
<b>HMR RURAL LOADING ALLOWANCE PROGRAM REGISTRATION .....</b>	<b>2</b>
<b>HMR RURAL LOADING ALLOWANCE CLAIM.....</b>	<b>4</b>

## INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Service Providers wishing to claim for the Home Medicines Review (HMR) Rural Loading Allowance. It describes the following processes:

- HMR Rural Loading Allowance Program Registration
- HMR Rural Loading Allowance Claim.

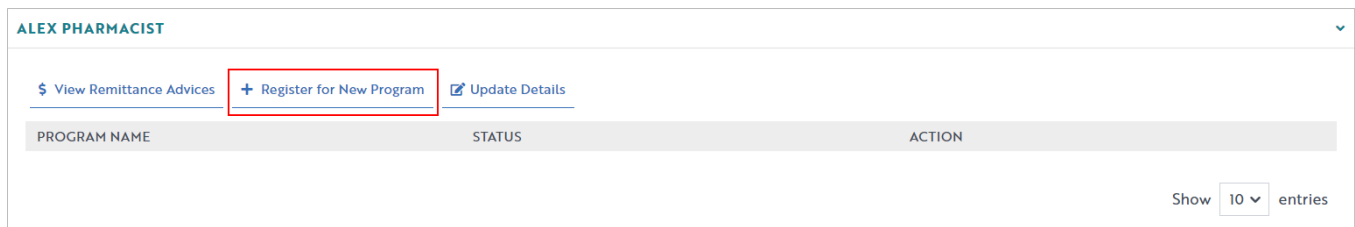
For best performance, we recommend the most recent version of the following browsers; **Chrome, Firefox and Safari**. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre.

## HMR RURAL LOADING ALLOWANCE PROGRAM REGISTRATION

This section details how to register for the HMR Rural Loading Allowance Program through the Pharmacy Programs Administrator Portal.

- 1) Open the **Home** page to display a list of your approved Service Provider(s)
- 2) To Register for a new Program, click the **Register for New Program** link

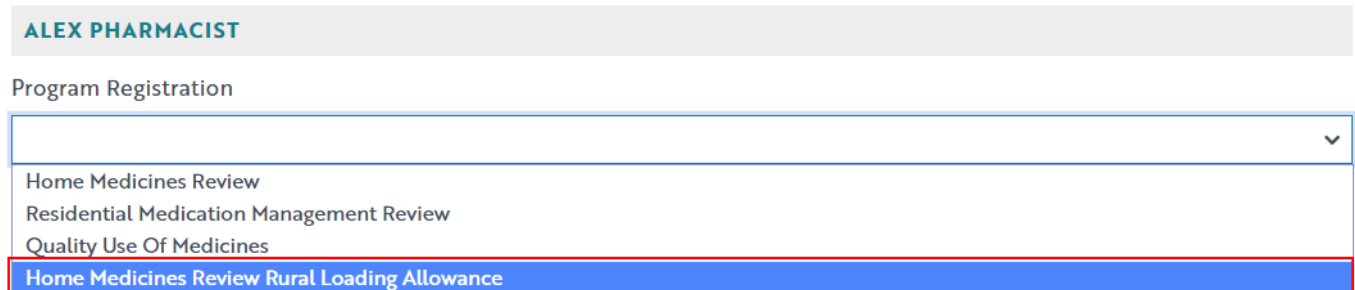


ALEX PHARMACIST

[View Remittance Advices](#)
[+ Register for New Program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
Show 10 entries		

- 3) The Program Registration screen will display a list of all Programs a Service Provider may register for. Use the drop-down list to select **Home Medicines Review Rural Loading Allowance**

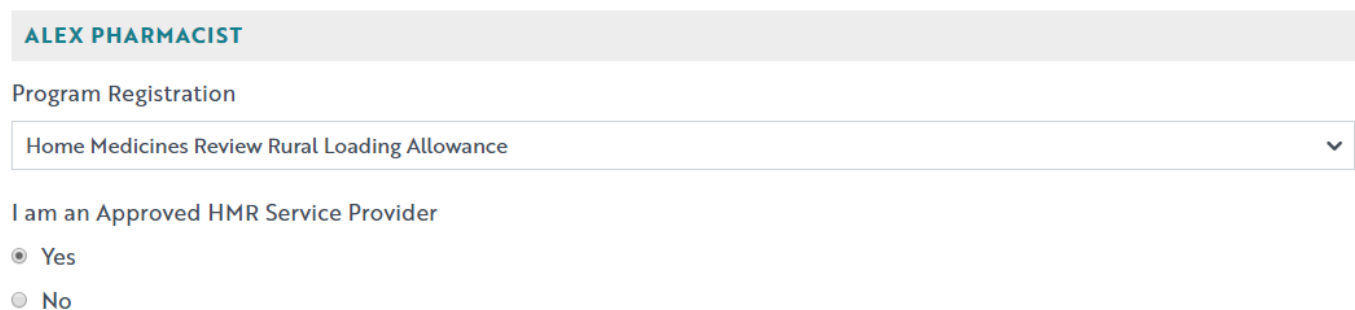


ALEX PHARMACIST

Program Registration

Home Medicines Review  
 Residential Medication Management Review  
 Quality Use Of Medicines  
**Home Medicines Review Rural Loading Allowance**

- 4) The HMR Rural Loading Allowance registration page will be displayed (part of form shown below)



ALEX PHARMACIST

Program Registration

Home Medicines Review Rural Loading Allowance

I am an Approved HMR Service Provider

Yes  
 No

- 5) Once the form has been completed, to agree to the declaration associated with the Program and complete registration click **Submit Registration**

## Pharmacy Programs Administrator Portal User Guide – HMR Rural Loading Allowance

By clicking Submit Registration you confirm that you are authorised to bind the pharmacy/business to abide by the terms and conditions detailed above. Providing false or misleading information is a serious offence and auditing of claims made under the Program may occur. All records should therefore be maintained in accordance with the Program Rules.

[Submit Registration](#)

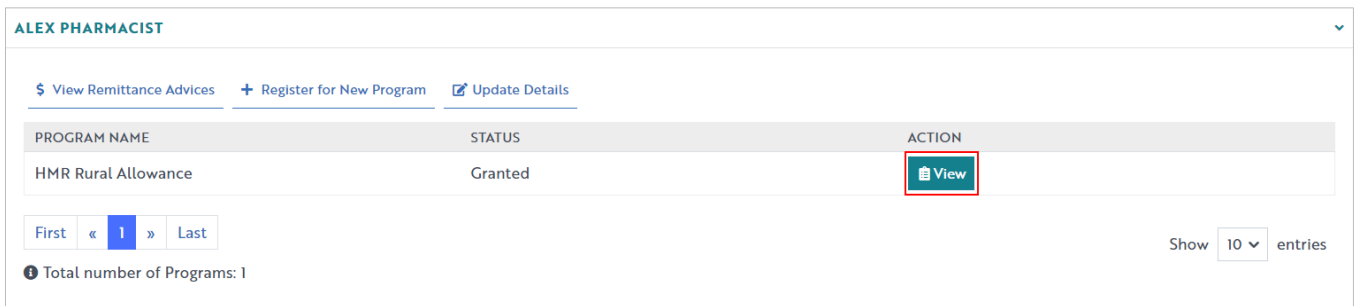
- 6) The HMR Rural Loading Allowance registration will be set to pending and may take up to 24 hours to be approved. Once approved, the '**Pending**' status shown below will update to '**Granted**'. You will now be ready to claim for the HMR Rural Loading Allowance.

ALEX PHARMACIST		
<a href="#">View Remittance Advices</a> <a href="#">+ Register for New Program</a> <a href="#">Update Details</a>		
PROGRAM NAME	STATUS	ACTION
HMR Rural Allowance	Pending	<a href="#">View</a>
First « 1 » Last		Show 10 entries
Total number of Programs: 1		

## HMR RURAL LOADING ALLOWANCE CLAIM

This section details how to submit your HMR Rural Loading Allowance claims, as described in the HMR Rural Loading Allowance Program Rules.

- 1) Once logged into the Pharmacy Programs Administrator Portal, click on the **Home** button to access a list of your Service Providers and the Programs they have been registered for (screen shot below)
- 2) Click on the **View** button to access your HMR Rural Loading Allowance options under the relevant Service Provider



ALEX PHARMACIST

[View Remittance Advices](#)
[+ Register for New Program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
HMR Rural Allowance	Granted	<a href="#">View</a>

[First](#)
[« 1 »](#)
[Last](#)

Show  entries

Total number of Programs: 1

- 3) Once you have clicked on **View**, the following will display. Click on the **New Record** button

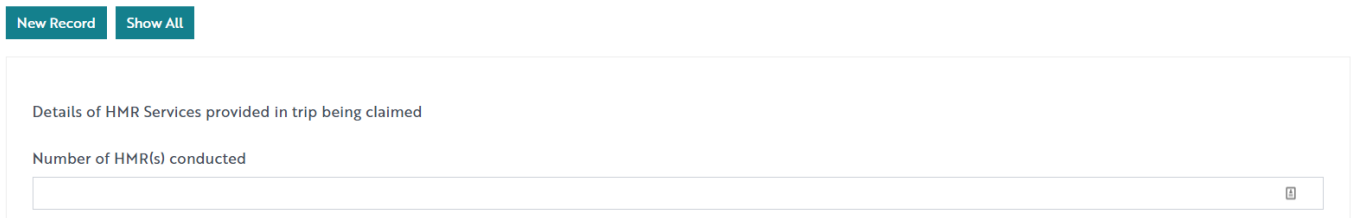
### Program: Home Medicines Review Rural Loading Allowance



[New Record](#) [Show All](#)

No entries found

- 4) The HMR Rural Loading Allowance Claim form will display (part of form shown below)



[New Record](#) [Show All](#)

Details of HMR Services provided in trip being claimed

Number of HMR(s) conducted

- 5) Complete the fields in the HMR Rural Loading Allowance Claim. If you need to return to the claim at another time, scroll down and click the **Save** button
- 6) To return to your saved claim follow Steps 1 and 2 from the HMR Rural Loading Allowance Claim section of this guide. Click on the **Continue Submission** button.

## Pharmacy Programs Administrator Portal User Guide – HMR Rural Loading Allowance

[New Record](#) [Show All](#)

Entries Search

ID	DATE SUBMITTED	APPROVAL STATUS	
39	-	PreSubmission	<a href="#">Continue Submission</a> 

- 7) Once you have completed all required fields and read and agreed to the Declaration, select the **Submit** button to submit your claim.
- 8) A confirmation message will display, and your HMR Rural Loading Allowance Claim will be set to **'Pending'** status.

Program: Home Medicines Review Rural Loading Allowance

[New Record](#) [Show All](#)

Entries

ID	DATE SUBMITTED	APPROVAL STATUS
39	22/01/2019	<a href="#">Pending</a>

First « 1 » Last


- 9) To see a list of all submitted and/or saved claims, click on the **Show All** button

Program: Home Medicines Review Rural Loading Allowance

[New Record](#) [Show All](#)

Entries

- 10) Once your documentation has been approved by the Pharmacy Programs Administrator, your claim status will change to **Granted** and payment will be made to the bank account registered for that Service Provider. If you wish to view the payment information for a particular HMR Rural Loading Allowance Claim, click the **Payment** button for the associated Claim.

ID	DATE SUBMITTED	APPROVAL STATUS	
39	22/01/2019	<a href="#">Granted</a>	 <a href="#">Payment</a> ▼

First « 1 » Last Show 10 entries

