



Pharmacy Programs
Administrator

PORTAL USER GUIDE – MEDSCHECK AND DIABETES MEDSCHECK

February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – MEDSCHECK AND DIABETES MEDSCHECK

INTRODUCTION.....	1
MEDSCHECK – PROGRAM REGISTRATION.....	2
MEDSCHECK – MAKE A CLAIM.....	4
MEDSCHECK - CREATE AN INITIAL MEDSCHECK CLAIM	5
MEDSCHECK - CREATE A DIABETES MEDSCHECK CLAIM	6
MEDSCHECK - CREATE A PATIENT REGISTRATION	7
MEDSCHECK - 6 MONTH FOLLOW-UP	8

INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the MedsCheck and Diabetes MedsCheck Programs. It describes the following processes:

- Program Registration
- Make a Claim
- Create an Initial MedsCheck Claim
- Create an Initial Diabetes MedsCheck Claim
- Create an Initial MedsCheck Claim
- Create a Patient Registration
- Create 6 Month Follow Up Claim.

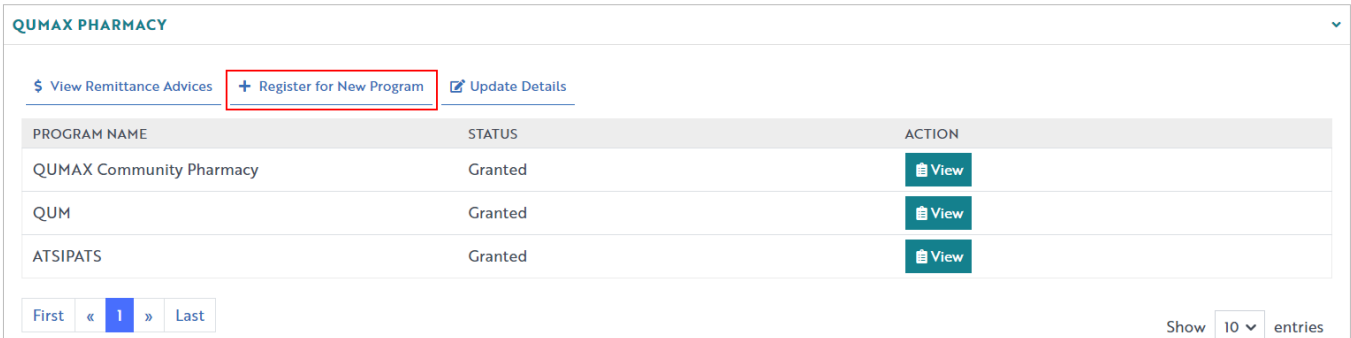
For best performance, we recommend the most recent version of the following browsers; **Chrome, Firefox and Safari**. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

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

MEDSCHECK – PROGRAM REGISTRATION

This guide will provide an overview of how to register for the MedsCheck program.

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



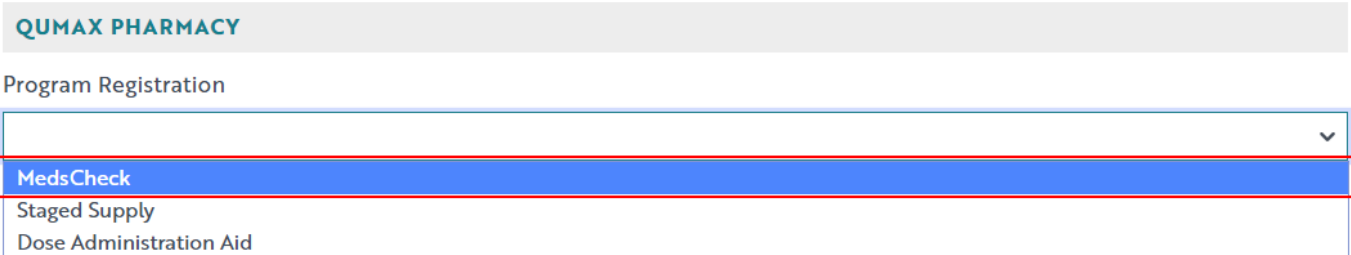
QUMAX PHARMACY

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

PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Granted	View
QUM	Granted	View
ATSIPATS	Granted	View

First « 1 » Last
 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 **MedsCheck**



QUMAX PHARMACY

Program Registration

MedsCheck
 Staged Supply
 Dose Administration Aid

- 4) The Meds check program registration information will be displayed (part of form shown below)

To confirm your eligibility for the program you will need to enter a Pharmacy Accreditation ID or upload a Pharmacy Accreditation Certificate or Exemption Notice

Pharmacy Accreditation ID

Upload Document (Pharmacy Accreditation Certificate / Exemption Notice)

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.

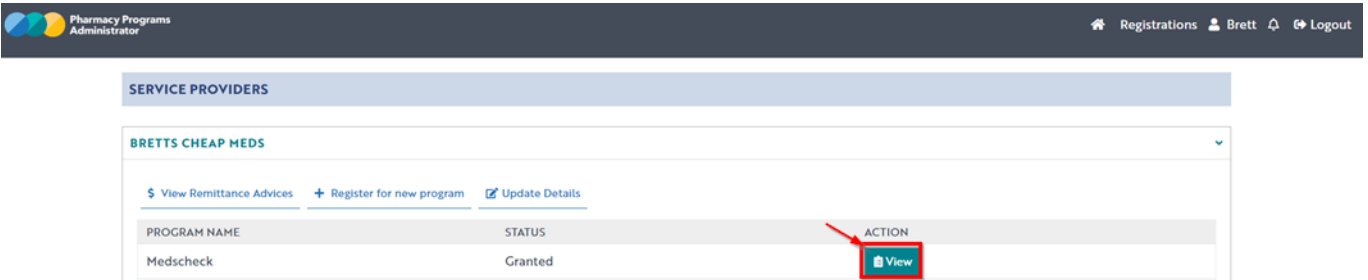
- 5) The user must enter a Pharmacy Accreditation ID or upload a Pharmacy Accreditation Certificate / Exemption Notice

- 6) If a Pharmacy Accreditation ID is entered, the user can click **“submit registration”**
 - If a valid Pharmacy Accreditation ID is entered, the system will automatically approve the registration
- 7) If a Pharmacy Accreditation Certificate / Exemption Notice must be provided, the user can click the **“Browse”** button and then choose a file to be uploaded.
 - Once a file is chosen the user must click **“upload file”**
 - The uploaded file can be viewed by clicking **“download document”** or removed by clicking **“x”**
 - If a file is uploaded, the registration will need to be checked by an operator before it can be approved.
- 8) The User can then click **“submit registration”** to continue
- 9) The User can click **“Cancel”** to back out of the current program registration.

MEDSCHECK – MAKE A CLAIM

This guide will provide an overview of how make a claim for the MedsCheck program

- 1) Open the **Home** page to display a list of approved programs for a Service Provider
- 2) To make a claim, click the **View** button next to the MedsCheck program



Pharmacy Programs Administrator | Registrations | Brett | Logout

SERVICE PROVIDERS

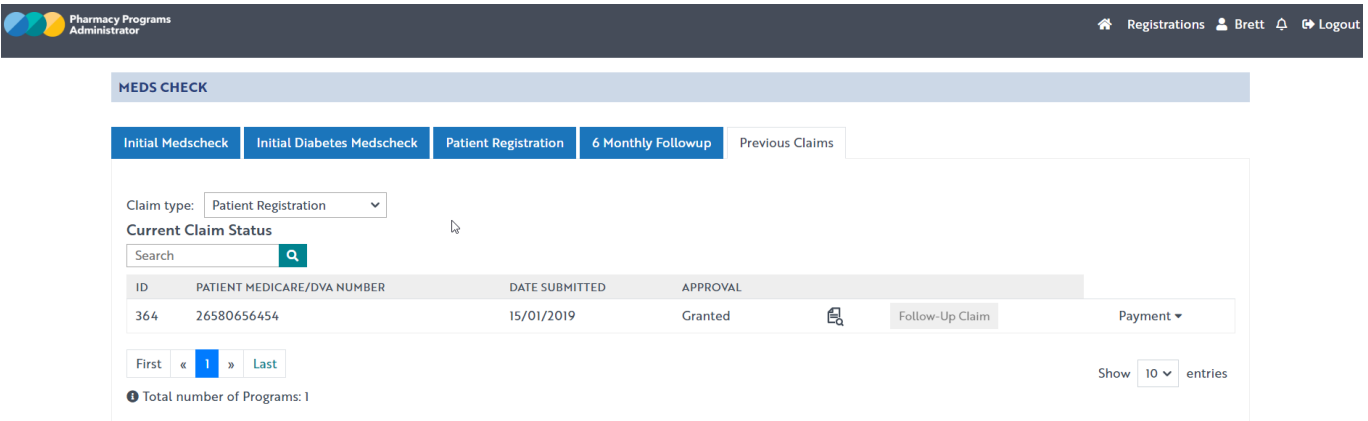
BRETT'S CHEAP MEDS

[View Remittance Advices](#)
[+ Register for new program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
Medscheck	Granted	View

3) The home screen for claims will display a list of previous claims for all claims types:

- Initial Medscheck
- Initial Diabetes Medscheck
- Patient registration
- 6 Month Follow-up



Pharmacy Programs Administrator | Registrations | Brett | Logout

MEDS CHECK

[Initial Medscheck](#)
[Initial Diabetes Medscheck](#)
[Patient Registration](#)
[6 Monthly Followup](#)
[Previous Claims](#)

Claim type: Patient Registration

Current Claim Status

Search

ID	PATIENT MEDICARE/DVA NUMBER	DATE SUBMITTED	APPROVAL			
364	26580656454	15/01/2019	Granted		Follow-Up Claim	Payment

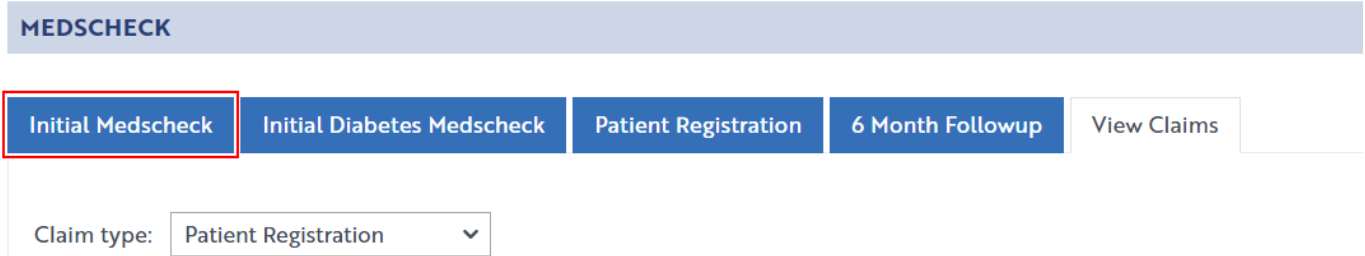
[First](#)
[« 1 »](#)
[Last](#)

Show 10 entries

Total number of Programs: 1

MEDSCHECK - CREATE AN INITIAL MEDSCHECK CLAIM

- 1) To create an Initial MedsCheck claim, click "**Initial Medscheck**" from the claims home screen



The screenshot shows a header bar labeled "MEDSCHECK". Below it is a navigation menu with five buttons: "Initial Medscheck", "Initial Diabetes Medscheck", "Patient Registration", "6 Month Followup", and "View Claims". The "Initial Medscheck" button is highlighted with a red border. Below the navigation menu is a "Claim type:" label followed by a dropdown menu currently set to "Patient Registration".

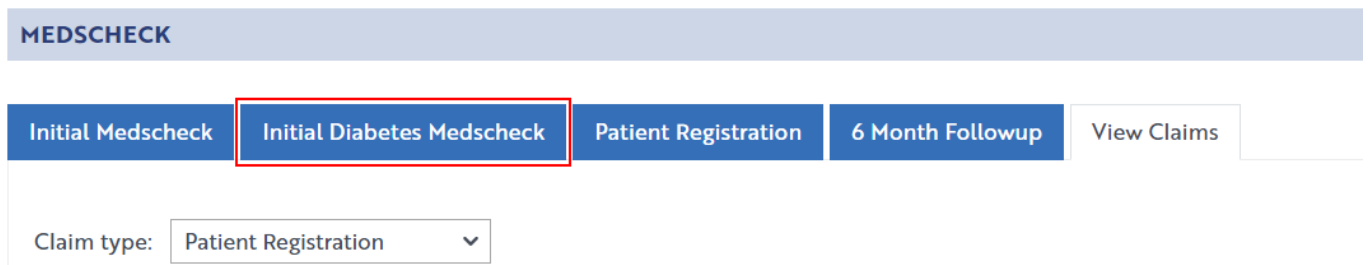
- 2) Once all fields have been completed, the user can click "**Save Claim**" or "**Submit Claim**"



- 3) If the "**Save Claim**" button is selected, the record will be saved and can be accessed from the claims home screen at a later time
- 4) If the "**Submit Claim**" is selected, the claim is submitted.

MEDSCHECK - CREATE A DIABETES MEDSCHECK CLAIM

- 1) To create a Diabetes MedsCheck claim, click **"Initial Diabetes Medscheck"** from the claims home screen



The screenshot shows a navigation bar with the title "MEDSCHECK". Below the title is a row of buttons: "Initial Medscheck", "Initial Diabetes Medscheck" (highlighted with a red border), "Patient Registration", "6 Month Followup", and "View Claims". Below the buttons is a "Claim type:" dropdown menu with "Patient Registration" selected.

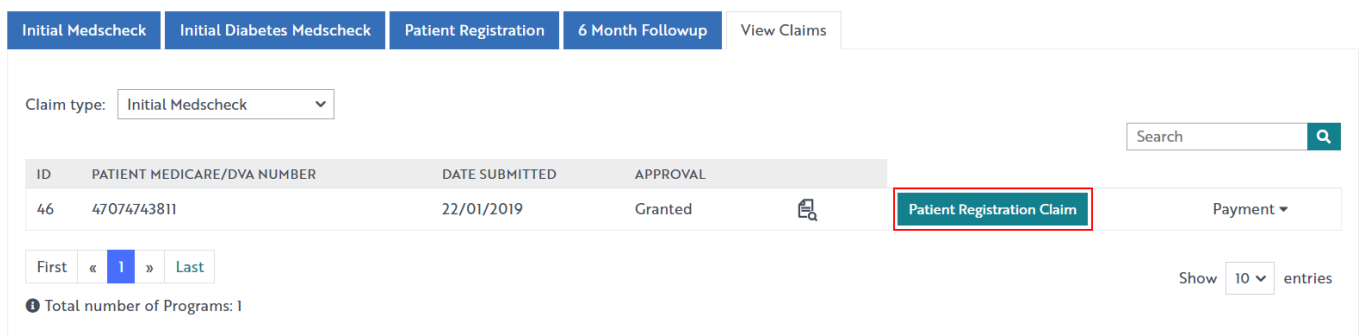
- 2) Once all fields have been completed, the user can click **"Save Claim"** or **"Submit Claim"**



- 3) If the **"Save Claim"** button is selected, the record will be saved and can be accessed from the claims home screen another time
- 4) If the **"Submit Claim"** is selected, the claim is submitted.

MEDSCHECK - CREATE A PATIENT REGISTRATION

- 1) To create a Patient registration, click **"view claims"** from the claims home screen
 - Note: A Patient Registration is created once an Initial Medscheck or Initial Diabetes Medscheck has been completed.
- 2) Select the **"Patient Registration Claim"** button to register the patient associated with the Initial MedsCheck claim



Initial Medscheck | Initial Diabetes Medscheck | **Patient Registration** | 6 Month Followup | View Claims

Claim type: Initial Medscheck

Search

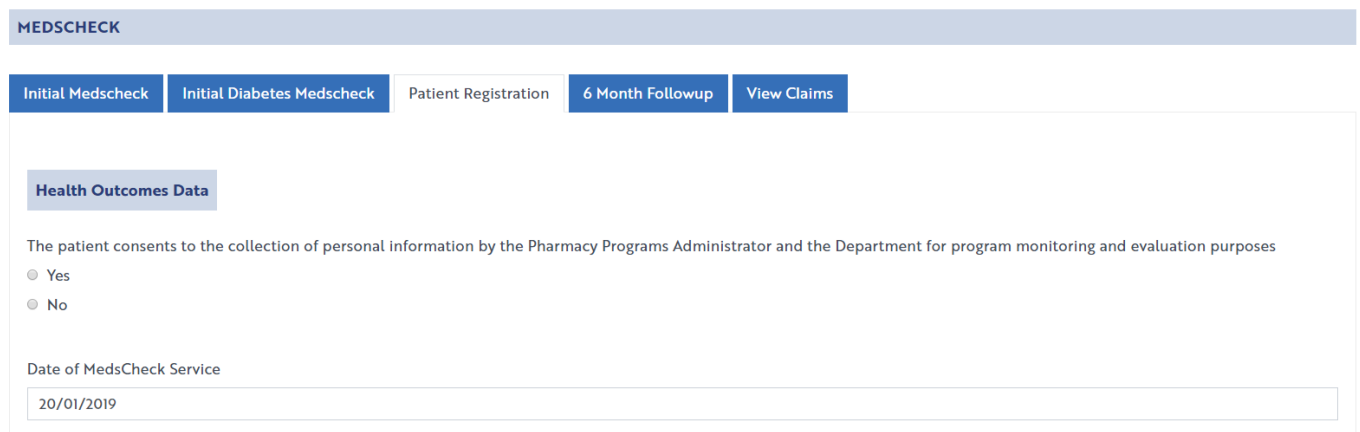
ID	PATIENT MEDICARE/DVA NUMBER	DATE SUBMITTED	APPROVAL			
46	47074743811	22/01/2019	Granted		Patient Registration Claim	Payment ▾

First « 1 » Last

Show 10 entries

Total number of Programs: 1

- 3) The Initial Patient Registration Claim form will display (part of form shown below). Data from the Initial MedsCheck Claim will pre-populate.



MEDSCHECK

Initial Medscheck | Initial Diabetes Medscheck | Patient Registration | **6 Month Followup** | View Claims

Health Outcomes Data

The patient consents to the collection of personal information by the Pharmacy Programs Administrator and the Department for program monitoring and evaluation purposes

Yes

No

Date of MedsCheck Service

20/01/2019

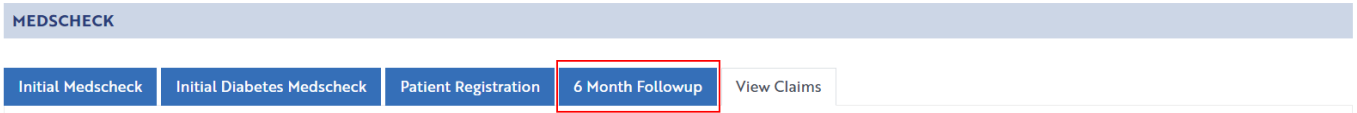
- 4) Once all fields have been completed, the user can click **"Save Claim"** or **"Submit Claim"**



- 5) If the **"Save Claim"** button is selected, the record will be saved and can be accessed from the claims home screen another time
- 6) If the **"Submit Claim"** is selected, the claim is submitted.

MEDSCHECK - 6 MONTH FOLLOW-UP

- 1) To create a 6 month follow up claim, click "**6 Month Follow Up**" tab from the MedsCheck claims home screen



- 2) Once all fields have been completed, the user can click "**Save Claim**" or "**Submit Claim**"



- 3) If the "**Save Claim**" button is selected, the record will be saved and can be accessed from the claims home screen another time
- 4) If the "**Submit Claim**" is selected, the claim is submitted.