INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the MedsCheck Program. It describes the following processes:
• MedsCheck Program Registration
• MedsCheck and Diabetes MedsCheck Service Claim
• MedsCheck Patient Registration Claim
• MedsCheck 6 Month Follow Up Claim.

Please refer to the (separate) Service History Checker user guide for information concerning this functionality.

For best performance, we recommend the most recent version of the Chrome browser is used. 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 on 1800 951 285 or email support@ppaonline.com.au.
MEDSCHECK – PROGRAM REGISTRATION

This section details how to submit a MedsCheck Program Registration through the Pharmacy Programs Administrator Portal.

1) Open the Home page to display a list of approved programs for a Service Provider

2) To register for the MedsCheck program, firstly click the Register for New Program link. Please note only the Main Authorised Person for the Service Provider can register for a new program

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

4) The MedsCheck program registration information will be displayed (part of form shown below)

5) The user must click on the Submit Registration button after reading the declaration, in order to be approved for Program registration

6) The Program registration will be automatically approved.
MEDSCHECK – MAKE A CLAIM

This section provides 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.

3) The home screen for claims will display a list of previous claims for all claims types:
   - Regular Medscheck
   - Diabetes MedsCheck
   - Patient Registration
   - 6 Month Follow Up
MEDSCHECK - CREATE A REGULAR MEDSCHECK CLAIM

1) To create a Regular MedsCheck claim, click “Regular MedsCheck” from the claims home screen

2) Once all fields have been completed, the user can click “Save” or “Submit Regular MedsCheck”

3) If the “Save” 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 Regular MedsCheck” is selected, the claim is submitted.
MEDSCHECK - CREATE A DIABETES MEDSCHECK CLAIM

1) To create a Diabetes MedsCheck claim, click “Diabetes MedsCheck” from the claims home screen.

2) Once all fields have been completed, the user can click “Save” or “Submit Diabetes MedsCheck”.

3) If the “Save” button is selected, the record will be saved and can be accessed from the claims home screen another time.

4) If the “Submit Diabetes MedsCheck” is selected, the claim is submitted.