



Pharmacy Programs
Administrator

PORTAL USER GUIDE – QUALITY USE OF MEDICINE MAXIMISED FOR ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE: COMMUNITY PHARMACY

1 February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – QUMAX – COMMUNITY PHARMACY

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Community Pharmacies claiming for the QUMAX Program. It describes the following processes:

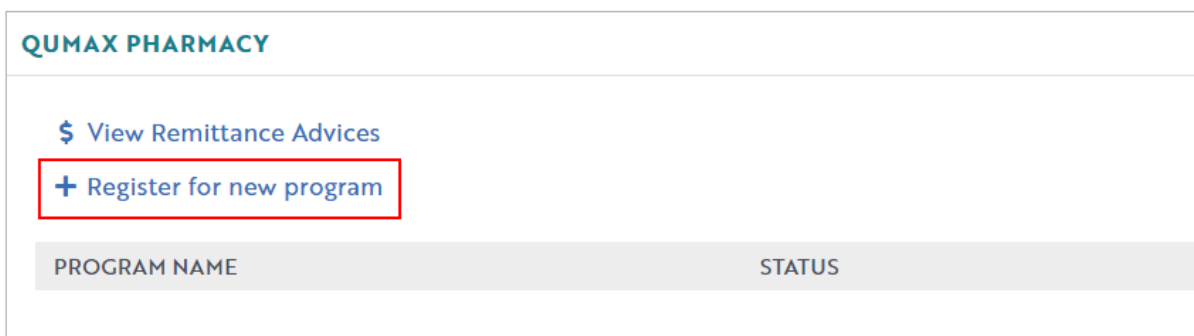
- QUMAX Program Registration
- Uploading your QUMAX DAA Agreement
- Submitting a QUMAX DAA Report.

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

QUMAX PROGRAM REGISTRATION

This section details how to complete a QUMAX Program Registration through the Pharmacy Programs Administrator Portal.

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



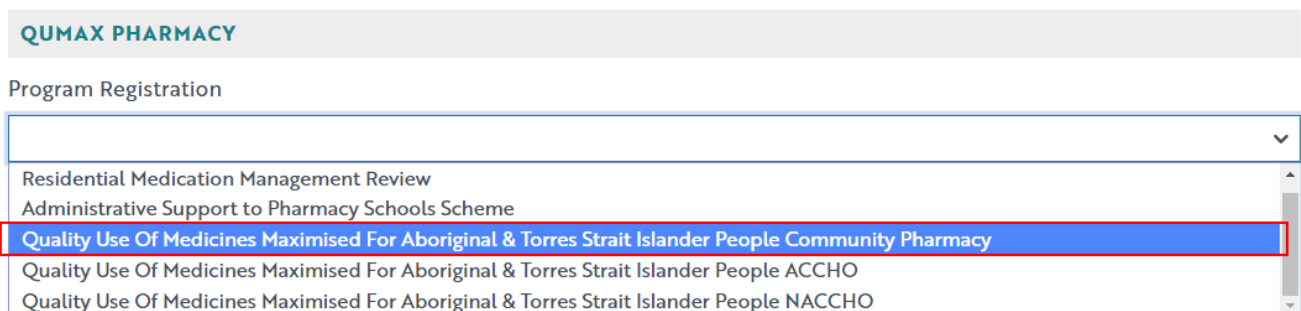
QUMAX PHARMACY

[\\$ View Remittance Advices](#)

[+ Register for new program](#)

PROGRAM NAME	STATUS
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- 3) The Program Registration screen will display a list of all programs a service provider may register for
- 4) Use the drop-down list to select **Quality Use of Medicines Maximised for Aboriginal and Torres Strait Islander People Community Pharmacy**



QUMAX PHARMACY

Program Registration

Residential Medication Management Review

Administrative Support to Pharmacy Schools Scheme

Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People Community Pharmacy

Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People ACCHO

Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People NACCHO

- 5) The QUMAX Program Registration information will be displayed as below

Pharmacy Programs Administrator Portal User Guide – QUMAX – Community Pharmacy

QUMAX PHARMACY

Program Registration

Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People Community Pharmacy

Declaration

By registering I confirm that

I agree to allow the issue of Recipient Created Tax Invoices to receive payments in relation to my QUMAX DAA Agreement

The supplier acknowledges that it is registered for GST and that it will notify the recipient if it ceases to be registered.

The recipient acknowledges that it is registered for GST and that it will notify the supplier if it ceases to be registered.

Both parties to this supply agree that they are parties to an RCTI agreement as outlined in GSTR 2000/10.

The supplier agrees to notify the recipient if the supplier does not wish to accept the proposed agreement within 21 days of receiving this document.

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) If the User agrees to the declaration and receipt of Recipient Created Tax invoices, the User can click **Submit Registration** to continue
- 7) The QUMAX program 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 upload your QUMAX DAA Agreement and/or submit QUMAX DAA Reports through the Portal.

SERVICE PROVIDERS

QUMAX PHARMACY

\$ View Remittance Advices

[Update Details](#)

+ Register for new program

PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Pending	

UPLOADING YOUR QUMAX DAA AGREEMENT

This section details how to upload your QUMAX DAA Agreement(s) through the Pharmacy Programs Administrator Portal.

- 1) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** button to access a list of approved program registrations against one or more of your service providers.
- 2) Click on the **View** button to access your QUMAX Community Pharmacy options.

SERVICE PROVIDERS

QUMAX PHARMACY

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

PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Granted	View

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

Program: QUMAX Community Pharmacy

QUMAX Community Pharmacy DAA Agreement **QUMAX Community Pharmacy Claim**

QUMAX Community Pharmacy DAA Agreement

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

- 4) An upload box will display allowing you to select your signed QUMAX DAA Agreement form from your computer (1), upload this form (2) and submit the form for review (3).

Program: QUMAX Community Pharmacy

QUMAX Community Pharmacy DAA Agreement **QUMAX Community Pharmacy Claim**

QUMAX Community Pharmacy DAA Agreement

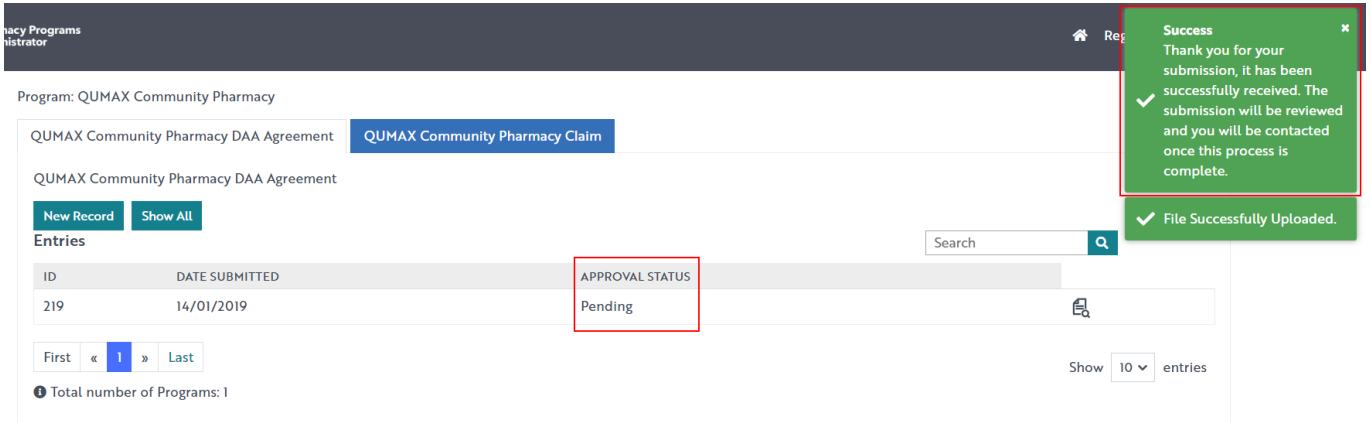
[New Record](#) [Show All](#)

① Please upload a Signed DAA Agreement (Form A)
 [Browse](#) ② [Upload File](#)

③ [Submit](#) [Save](#)

Pharmacy Programs Administrator Portal User Guide – QUMAX – Community Pharmacy

- 5) Click on the **Submit** button to submit the QUMAX DAA Agreement. The following message will appear, and your QUMAX DAA Agreement will be set to **Pending**. The initial QUMAX payment will be approved once the contract between the associated ACCHO and the PPA is executed.



The screenshot shows the Pharmacy Programs Administrator Portal interface. At the top, there is a navigation bar with the text "Pharmacy Programs Administrator" and a "Reg" button. Below the navigation bar, the page title is "Program: QUMAX Community Pharmacy". There are two tabs: "QUMAX Community Pharmacy DAA Agreement" (selected) and "QUMAX Community Pharmacy Claim". Below the tabs, there is a section for "QUMAX Community Pharmacy DAA Agreement" with buttons for "New Record" and "Show All". A table of entries is displayed with the following data:

ID	DATE SUBMITTED	APPROVAL STATUS
219	14/01/2019	Pending

Below the table, there are navigation controls: "First", "« 1 »", and "Last". A search bar is located to the right of the table. At the bottom left, it says "Total number of Programs: 1". At the bottom right, there is a "Show 10 entries" dropdown menu. Two green success messages are overlaid on the screenshot: one in the top right corner stating "Success Thank you for your submission, it has been successfully received. The submission will be reviewed and you will be contacted once this process is complete." and another below it stating "File Successfully Uploaded.".

- 6) To see a list of all QUMAX DAA Agreement's your pharmacy has uploaded, click on the **Show All** button.

SUBMITTING A QUMAX DAA REPORT

This section details how to submit your QUMAX DAA Reports.

- 1) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** button to access a list of approved program registrations against one or more of your service providers
- 2) Click on the **View** button to access your QUMAX Community Pharmacy options.

SERVICE PROVIDERS

QUMAX PHARMACY

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

PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Granted	View

- 3) Once you have clicked on **View**, the following will display. Click on the **QUMAX Community Pharmacy Claim** button.

Program: QUMAX Community Pharmacy

[QUMAX Community Pharmacy DAA Agreement](#) **QUMAX Community Pharmacy Claim**

[QUMAX Community Pharmacy DAA Agreement](#)

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

- 4) Select the **New Record** button.

Program: QUMAX Community Pharmacy

QUMAX Community Pharmacy DAA Agreement [QUMAX Community Pharmacy Claim](#)

[QUMAX Community Pharmacy Claim](#)

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

Pharmacy Programs Administrator Portal User Guide – QUMAX – Community Pharmacy

- 5) The QUMAX DAA Report form will be displayed. You will be required to enter the following details:
- The Community Pharmacy name
 - Pharmacy approval number
 - Name of the associated ACCHO
 - The reporting period in which this QUMAX DAA Report is for
 - Total number of QUMAX Patients receiving a weekly DAA service for this reporting period
 - Total number of QUMAX DAA packs provided for the reporting period.
- 6) Once you have completed the form, select the **Submit** button. If you would like to save the form and return to complete it later, select the **Save** button.

Total number of QUMAX patients receiving a weekly DAA service for this reporting period

Total number of QUMAX DAA packs provided for reporting period

Declaration

I declare that the information given by me in this application is true and correct

Submit

Save

- 7) Once you submit the QUMAX DAA Report, a confirmation message will display, and your QUMAX DAA Report will be set to **Pending** status.

Pharmacy Programs Administrator
Home Register

Program: QUMAX Community Pharmacy

QUMAX Community Pharmacy DAA Agreement
QUMAX Community Pharmacy Claim

QUMAX Community Pharmacy Claim

New Record
Show All

Entries Search

ID	DATE SUBMITTED	APPROVAL STATUS	
221	14/01/2019	Pending	
220	14/01/2019	Pending	

First « 1 » Last
Show entries

Total number of Programs: 2

Success ✕

Thank you for your submission, it has been successfully received. The submission will be reviewed and you will be contacted once this process is complete.

Pharmacy Programs Administrator Portal User Guide – QUMAX – Community Pharmacy


- 8) Once your QUMAX DAA Report has been approved, it's status will change to **Granted** and will be added to the payment queue. If you wish to view the payment information for a QUMAX DAA Report, click the **Payment** button.



Program: QUMAX Community Pharmacy

QUMAX Community Pharmacy DAA Agreement | QUMAX Community Pharmacy Claim

QUMAX Community Pharmacy Claim

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

Entries 

ID	DATE SUBMITTED	APPROVAL STATUS		
221	14/01/2019	Granted		Payment
220	14/01/2019	Pending		

First « 1 » Last

Show 10 entries

Total number of Programs: 2