



**Pharmacy Programs
Administrator**

PORTAL USER GUIDE – RURAL PHARMACY MAINTENANCE ALLOWANCE

1 February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL PHARMACY MAINTENANCE ALLOWANCE

INTRODUCTION.....	1
RPMA PROGRAM REGISTRATION.....	2
RPMA APPLICATION.....	3
RPMA RENEWAL APPLICATION.....	4

INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Rural Pharmacy Maintenance Allowance (RPMA) Program. It describes the following processes:

- RPMA Program Registration
- RPMA Application
- RPMA Renewal Application.

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.

RPMA PROGRAM REGISTRATION

This section details how to submit a RPMA Program Registration 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

QUMAX PHARMACY		
View Remittance Advices	+ Register for New Program	Update Details
PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Granted	View
QUM	Granted	View

- 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 Rural Pharmacy Maintenance Allowance

QUMAX PHARMACY
Program Registration
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ▼ </div> <div style="padding: 5px;"> <p>Dose Administration Aid</p> <p>Clinical Interventions</p> <p>Residential Medication Management Review</p> <p>Home Medicines Review</p> <p style="background-color: #007bff; color: white; padding: 2px;">Rural Pharmacy Maintenance Allowance</p> <p>Section 100 Pharmacy Support Allowance</p> </div> </div>

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

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](#)

- 5) Read the declaration, then click **Submit Registration** to continue
- 6) Once you have clicked **Submit Registration** the program registration will be automatically approved.

RPMA APPLICATION

This section details how to submit an RPMA Application through the Pharmacy Programs Administrator Portal.

- 1) In order to submit a new application for RPMA you must first register for the program
- 2) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** icon to access a list of approved program registrations against one or more service providers
- 3) Click on the **View** button next to the RPMA program under the relevant service provider

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
Medscheck	Granted	View
Staged Supply	Granted	View
RPMA	Granted	View

- 4) Once you have clicked on **View**, the following screen will display. Select the **Application** tab

View Applications **Application**

- 5) The RPMA Application form will display (part of form shown below)

RURAL PHARMACY MAINTENANCE ALLOWANCE

View Applications Application

Locality

Allowance Information

Have any of the applicants previously received an RPMA for this Service Provider?

Yes

No

- 6) Complete the fields in the RPMA Application form. If you need to return to the application at another time, scroll down and click the **Save** button. You can then continue the saved application by clicking the **View Applications** tab and then the **Continue Submission** button
- 7) Once you have completed all fields, read the declaration and then click on the **Submit** button to submit the application. An approval message will then appear
- 8) To see the details of your application, click on the **View Applications** tab.

RPMA RENEWAL APPLICATION

This section details how to submit an RPMA Renewal Application through the Pharmacy Programs Administrator Portal.

- 1) In order to submit a Renewal Application for RPMA you must have submitted an RPMA application previously
- 2) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** icon to access a list of approved program registrations against one or more service providers
- 3) Click on the **View** button next to the RPMA program under the relevant service provider

QUMAX PHARMACY		
PROGRAM NAME	STATUS	ACTION
QUMAX Community Pharmacy	Granted	View
QUM	Granted	View
ATSIPATS	Granted	View
Medscheck	Granted	View
Staged Supply	Granted	View
RPMA	Granted	View

- 4) Once you have clicked on **View**, the following screen will display. Select the **Renewal** tab

[View Applications](#)
[Renewal](#)

- 5) The Renewal Application form will display (part of form shown below)

[View Applications](#)
[Renewal](#)

Locality

Allowance Information

Have any of the applicants previously received an RPMA for this Service Provider?

Yes
 No

- 6) Complete the fields in the RPMA Renewal Application form. If you need to return to the application at another time, scroll down and click the **Save** button. You can then continue the saved application by clicking the **View Applications** tab and then the **Continue Submission** button

Pharmacy Programs Administrator Portal User Guide – RPMA

- 7) Once you have completed all fields, read the declaration and then click on the **Submit** button to submit the application. An approval message will then appear
- 8) To see the details of your renewal application, click on the **View Applications** tab.



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au