**Pharmacy Programs Administrator**

# PORTAL USER GUIDE – S100 PHARMACY SUPPORT ALLOWANCE

July 2020

# PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – S100 PHARMACY SUPPORT ALLOWANCE

# INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for community pharmacies claiming for the S100 Pharmacy Support Allowance Program.  It describes the following processes:

- S100 Pharmacy Support Allowance Program Registration
- S100 Pharmacy Support Allowance Application
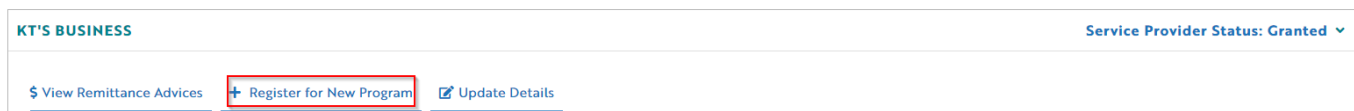- S100 Pharmacy Support Allowance Claim.

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.

# S100 PHARMACY SUPPORT ALLOWANCE PROGRAM REGISTRATION

This section details how to complete a S100 Pharmacy Support Allowance Program Registration through the Pharmacy Programs Administrator Portal.
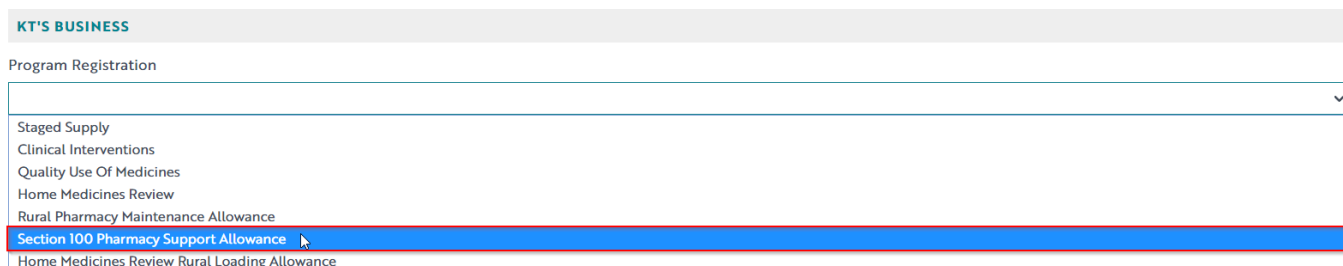
1) Open the **Home** page to display a list of your approved Service Providers

2) To register for a new Program, click the **Register for new program** link. 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

4) Use the drop-down list to select **Section 100 Pharmacy Support Allowance**



5) The S100 Pharmacy Support Allowance registration page will display. The User is required to select whether they are a Community Pharmacy or an Approved Hospital Authority.



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 S100 Pharmacy Support Allowance 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 apply for and claim against the S100 Pharmacy Support Allowance Program.

**KT'S BUSINESS**                                                                                    **Service Provider Status: Granted** ⌄

$ View Remittance Advices        + Register for New Program        ☑ Update Details

| PROGRAM NAME | STATUS | ACTION | |
|---|---|---|---|
| MedsCheck and Diabetes MedsCheck | Granted | 🗏 View | 🔍 |
| Dose Administration Aids | Granted | 🗏 View | 🔍 |
| Residential Medication Management Review | Granted | 🗏 View | 🔍 |
| Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme | Granted | 🗏 View | 🔍 |
| Section 100 | Pending | 🗏 View | 🔍 |

# S100 PHARMACY SUPPORT ALLOWANCE APPLICATION

This section details how to apply for the S100 Pharmacy Support Allowance 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 S100 Pharmacy Support Allowance options.



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

4) An upload box will display allowing you to select your Application Form (Form A) and Agreed Work Plan from your computer (1), upload these forms (2) and submit these forms for review (3).



5) Once submitted the following message will appear, and your application status will be set to **pending**. Once approved, you will be emailed by the S100 Pharmacy Support Allowance team confirming your application, reporting requirements and initial annual allowance payment.



6) To see a list of all S100 Pharmacy Support Allowance Applications your pharmacy has uploaded, click on the **Show All** button.

# S100 PHARMACY SUPPORT ALLOWANCE CLAIM

This section details how to submit your S100 Pharmacy Support Allowance reports, as described in the S100 Pharmacy Support Allowance Program Rules.

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 S100 Pharmacy Support Allowance options.

| KT'S BUSINESS | | | Service Provider Status: Granted ⌄ |
|---|---|---|---|
| $ View Remittance Advices + Register for New Program ✎ Update Details | | | |
| **PROGRAM NAME** | **STATUS** | **ACTION** | |
| MedsCheck and Diabetes MedsCheck | Granted | 🗎 View | 🔍 |
| Dose Administration Aids | Granted | 🗎 View | 🔍 |
| Residential Medication Management Review | Granted | 🗎 View | 🔍 |
| Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme | Granted | 🗎 View | 🔍 |
| Section 100 | Granted | 🗎 View | 🔍 |

3) Once you have clicked on **View**, the following will display. Click on the **Form B** tab.

| SECTION 100 - KT'S BUSINESS |
|---|

| Form A | **Form B** |
|---|---|

Form A Applications or Renewals are due by 15 August each year

| Show All | New Record |
|---|---|

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

| SECTION 100 - KT'S BUSINESS |
|---|

| **Form A** | Form B |
|---|---|

Form B and Progress Reports are due by 15 February (Form B/Progress Report #1) and 15 August (Form B/Progress Report #2) each year

| Show All | New Record |
|---|---|

5) An upload box will display allowing you to select your Certification of Continued Support Form (Form B) and Progress Report from your computer (1), upload these forms (2) and submit these forms for review (3)

**SECTION 100 - KT'S BUSINESS**

| Form A | Form B |

Form B and Progress Reports are due by 15 February (Form B/Progress Report #1) and 15 August (Form B/Progress Report #2) each year

| Show All | New Record |

To submit required deliverables for the s100 Pharmacy Support Allowance Program, please upload your Certification of Continued Support Form (Form B) and Progress Report against the Approved Work Plan

Certification of Continued Support Form (Form B)

Please select a file...                          Browse        ⬆ Upload File

Progress Report

Please select a file...                          Browse        ⬆ Upload File

⬆ Submit    💾 Save

6) Once you have uploaded your documentation, select the **Submit** button.

7) A confirmation message will display, and your S100 Pharmacy Support Allowance Claim will be set to **Pending** status.

**SECTION 100 - KT'S BUSINESS**

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.

✓ File Successfully Uploaded.

| Form A | Form B |

Form B and Progress Reports are due by 15 February (Form B/Progress Report #1) and 15 August (Form B/Progress Report #2) each year

| Show All | New Record |

**ENTRIES**

| ID | DATE SUBMITTED | APPROVAL STATUS | ACTION |
|----|----------------|-----------------|--------|
| 8424 | 02/01/2020 | Pending | - |

8) Once your documentation has been approved, its status will change to **Granted** and it will be added to the payment queue. If you wish to view the payment information for a particular S100 Pharmacy Support Allowance Claim, click the **Payment** button for the associated Claim.

**SECTION 100 - KT'S BUSINESS**

Form A    Form B

Form A Applications or Renewals are due by 15 August each year

Show All    New Record

**ENTRIES**                                            Search [    ] 🔍

| ID | DATE SUBMITTED | APPROVAL STATUS | ACTION | |
|----|----------------|-----------------|--------|----|
| 8423 | 02/01/2020 | Granted | - | 📄  👁 Payment |