



Pharmacy Programs
Administrator

PORTAL USER GUIDE – S100 PHARMACY SUPPORT ALLOWANCE

1 | February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – S100 PHARMACY SUPPORT ALLOWANCE

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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:

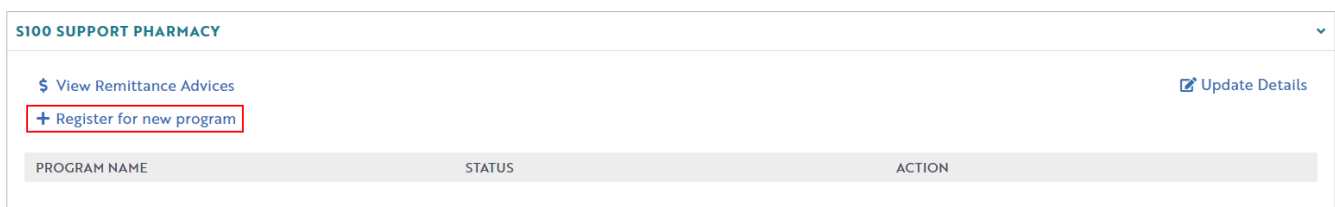
- S100 Pharmacy Support Allowance Program Registration
- S100 Pharmacy Support Allowance Application
- S100 Pharmacy Support Allowance Claim.

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

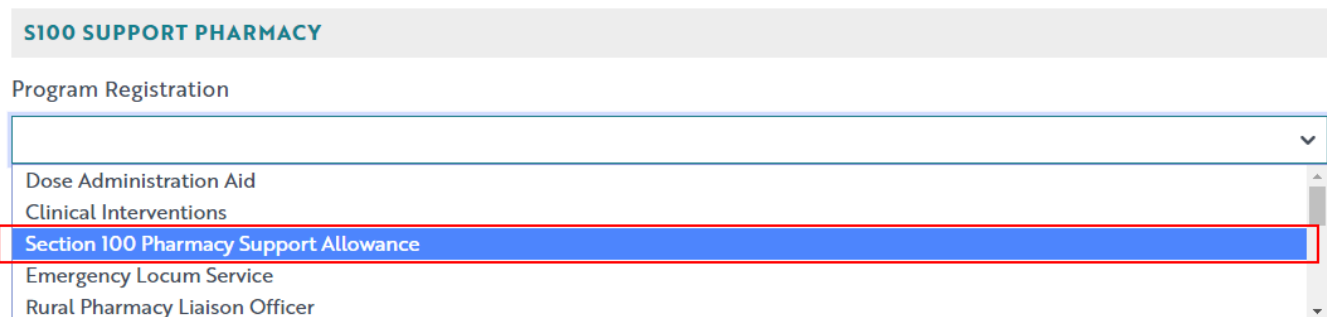
S100 PHARMACY SUPPORT ALLOWANCE PROGRAM REGISTRATION

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



- 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.

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 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

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update to **Granted**. You will now be ready to Apply for and claim against the S100 Pharmacy Support Allowance Program.

S100 SUPPORT PHARMACY		
\$ View Remittance Advices		Update Details
+ Register for new program		
PROGRAM NAME	STATUS	ACTION
Section 100	Pending	

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.

S100 SUPPORT PHARMACY		
\$ View Remittance Advices		Update Details
+ Register for new program		
PROGRAM NAME	STATUS	ACTION
Section 100	Granted	<div style="border: 1px solid red; padding: 2px;">View</div>

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

Program: Section 100

Section 100 Application
Section 100 Claim

Section 100 Application

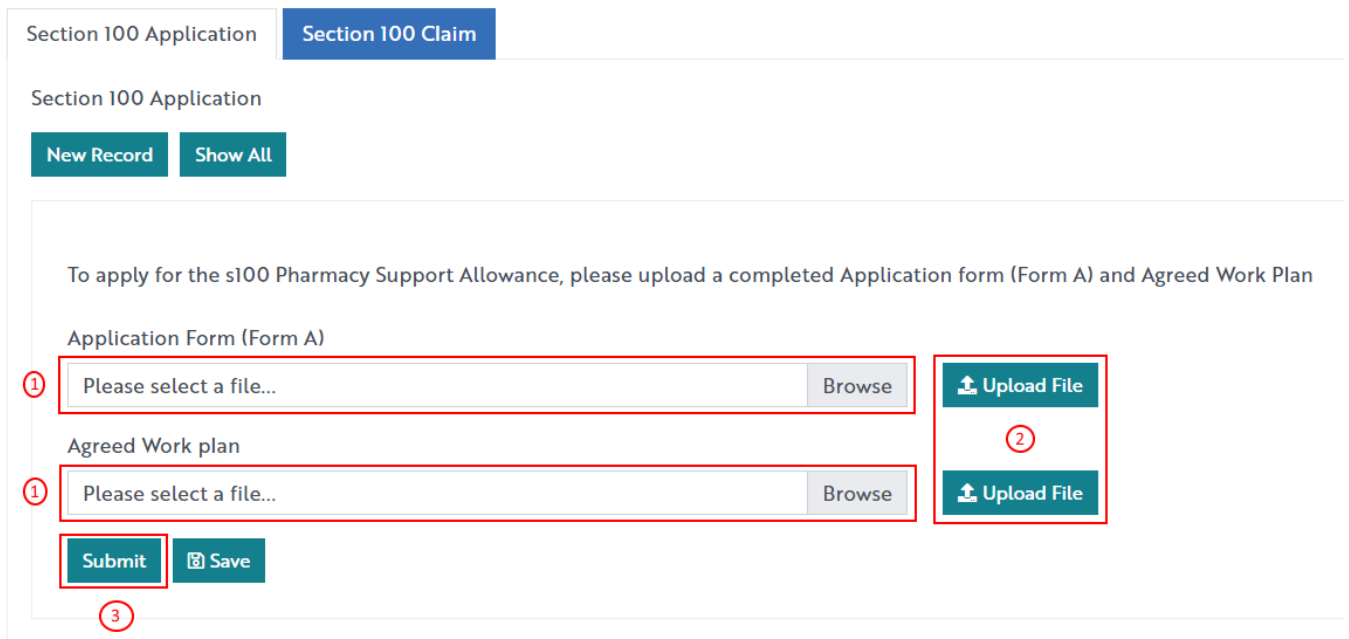
New Record

Show All

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- 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).

Program: Section 100



Section 100 Application **Section 100 Claim**

Section 100 Application

New Record **Show All**

To apply for the s100 Pharmacy Support Allowance, please upload a completed Application form (Form A) and Agreed Work Plan

Application Form (Form A)

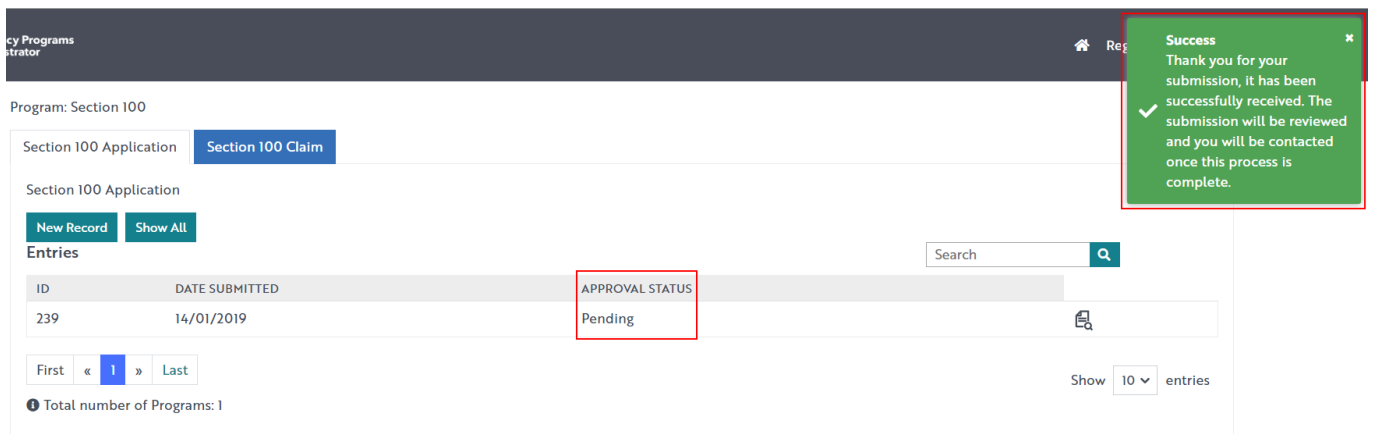
1 Please select a file... Browse **2** Upload File

Agreed Work plan

1 Please select a file... Browse **2** Upload File

3 Submit Save

- 5) Click on the **Submit** button to submit the Application forms. 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.



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Program: Section 100

Section 100 Application **Section 100 Claim**

Section 100 Application

New Record **Show All**

Entries

ID	DATE SUBMITTED	APPROVAL STATUS
239	14/01/2019	Pending

First « 1 » Last

Total number of Programs: 1

Show 10 entries

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.

- 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.

S100 SUPPORT PHARMACY		
\$ View Remittance Advices		Update Details
+ Register for new program		
PROGRAM NAME	STATUS	ACTION
Section 100	Granted	View

- 3) Once you have clicked on **View**, the following will display. Click on the **Section 100 Claim** tab.

Program: Section 100

Section 100 Application
Section 100 Claim

Section 100 Application

New Record
Show All

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

Program: Section 100

Section 100 Application
Section 100 Claim

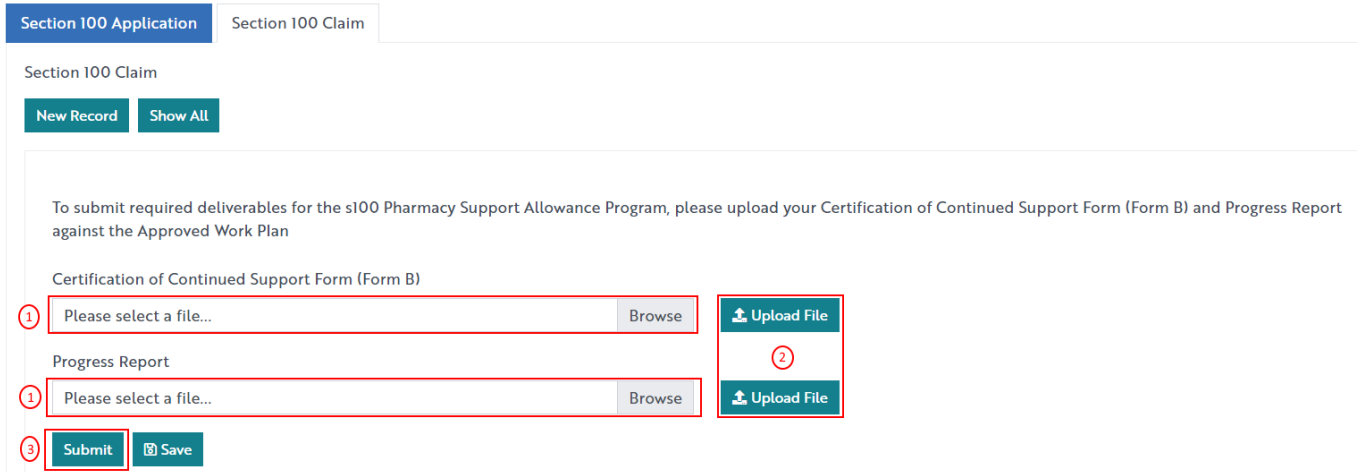
Section 100 Claim

New Record
Show All

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- 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)

Program: Section 100



Section 100 Application | Section 100 Claim

Section 100 Claim

New Record | Show All

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)

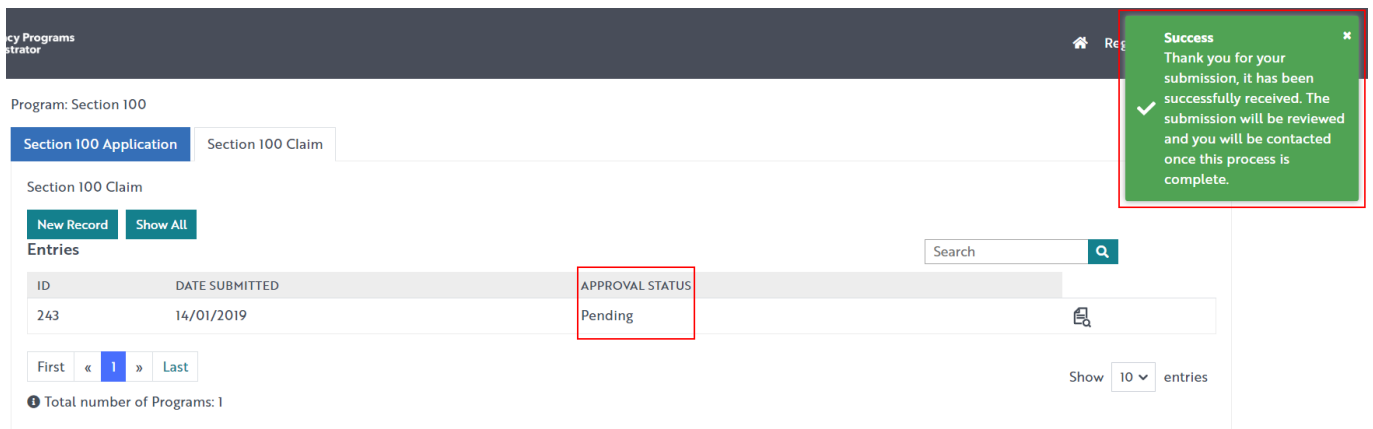
1 Please select a file... Browse | 2 Upload File

Progress Report

1 Please select a file... Browse | 2 Upload File

3 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.



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Program: Section 100

Section 100 Application | Section 100 Claim

Section 100 Claim

New Record | Show All

Entries

Search

ID	DATE SUBMITTED	APPROVAL STATUS
243	14/01/2019	Pending

First « 1 » Last

Show 10 entries

Total number of Programs: 1

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.

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- 8) Once your documentation has been approved, its status will change to **Granted** and 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.

Program: Section 100

Section 100 Application

Section 100 Claim

Section 100 Claim

New Record

Show All

Q

ID	DATE SUBMITTED	APPROVAL STATUS	Payment
243	14/01/2019	Granted	Payment ▾

First
«
1
»
Last

Show
10 ▾
entries

Total number of Programs: 1