



Pharmacy Programs
Administrator

PORTAL USER GUIDE – ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINING SCHEME

February 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – ABORIGINAL AND TORRES STRAIT ISLAND PHARMACY ASSISTANT TRAINING SCHEME

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ATSIPATS PROGRAM REGISTRATION

This guide will provide an overview of how to register for the ATSIPATS program

1. Open the **Home** page to display a list of approved programs for a Service Provider
2. To Register for a new program, click the **Register for New Program** link

EXAMPLE PHARMACY ▼

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[✎ Update Details](#)

PROGRAM NAME	STATUS	ACTION
DAA	Granted	View

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 **Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme**

Program Registration ▼

- Intern Incentive Allowance
- Intern Incentive Allowance Extension
- Rural Intern Training Allowance
- Rural Pharmacy Scholarship Scheme
- Rural Pharmacy Scholarship Mentor Scheme
- Aboriginal And Torres Strait Islander Pharmacy Assistant Traineeship Scheme
- Aboriginal And Torres Strait Islander Scholarship Scheme
- Emergency Locum Service
- Rural Pharmacy Liaison Officer
- Rural Pharmacy Student Placement Allowance
- 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 ATSIPATS program registration information will be displayed as below

Program Registration

Aboriginal And Torres Strait Islander Pharmacy Assistant Traineeship Scheme ▼

Name of Pharmacy

Pharmacy Owner Details

Given Name(s)

Family Name

6. The user must click on the **Submit Registration Button** after reading the declaration, in order to be approved for program registration.

ATSIPATS APPLICATION

To be able to make an application for the ATSIPATS Program you must first be registered for the program.

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 service providers (Screen shot below)
2. Click on the **View** button (red box in screen shot below) to make a claim against a program under the relevant service provider

ATSIPATS PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
ATSIPATS	Granted	View

3. Once you have clicked on **View**, the following screen will display. Ensure “ATSIPATS Application” tab is selected, and click **“New Record”**.

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

ATSIPATS Application	ATSIPATS Mid Term Training Report	ATSIPATS Final Training Report
ATSIPATS Application		
New Record	Show All	

4. The following screen will display (part of form shown).

ATSIPATS Application	ATSIPATS Mid Term Training Report	ATSIPATS Final Training Report
ATSIPATS Application		
New Record	Show All	
Pharmacy Assistant Trainee Details		
Given Name(s)		
<input type="text"/>		
Family Name		
<input type="text"/>		

5. Complete the fields as required.
6. You can either **Save** (and come back to the form) or you can press **submit**.
7. You will be able to view all records if you click on the “Show All” button

ATSIPATS MID TERM TRAINING REPORT

To be able to claim for the ATSIPATS Program you must first be registered for the program.

- 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 service providers (Screen shot below).
- Click on the **View** button (red box in screen shot below) to make a claim against a program under the relevant service provider.

ATSIPATS PHARMACY		
View Remittance Advices	+ Register for New Program	Update Details
PROGRAM NAME	STATUS	ACTION
ATSIPATS	Granted	View

- Once you have clicked on **View**, the following screen will display. Ensure "ATSIPATS Mid Term Training Report" is selected and click on "**New Record**".

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

ATSIPATS Application

ATSIPATS Mid Term Training Report

ATSIPATS Final Training Report

ATSIPATS Mid Term Training Report

New Record

Show All

- The following screen will display (part of form shown).

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS)

ATSIPATS Application

ATSIPATS Mid Term Training Report

ATSIPATS Final Training Report

ATSIPATS Mid Term Training Report

New Record

Show All

Name of Pharmacy

Pharmacy Owner Details

Given Name(s)

Family Name

Pharmacy Assistant Given Name(s)

- Complete the fields as required
- You can either **Save** (and come back to the form), or you can press **submit**
- You will be able to view all records if you click on the "**Show All**" button.

ATSIPATS FINAL TRAINING REPORT

To be able to claim for the ATSIPATS Program you must first be registered for the program.

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 service providers (Screen shot below).
2. Click on the **View** button (red box in screen shot below) to make a claim against a program under the relevant service provider.

ATSIPATS PHARMACY		
View Remittance Advices	+ Register for New Program	Update Details
PROGRAM NAME	STATUS	ACTION
ATSIPATS	Granted	View

3. Once you have clicked on **View**, the following screen will display. Ensure the "ATSIPATS Final Training Report" tab is selected and then the "**New Record**" button

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

ATSIPATS Application	ATSIPATS Mid Term Training Report	ATSIPATS Final Training Report
ATSIPATS Final Training Report		
New Record	Show All	

4. The following screen will display (part of form shown)

Program: Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS),

ATSIPATS Application	ATSIPATS Mid Term Training Report	ATSIPATS Final Training Report
ATSIPATS Final Training Report		
New Record	Show All	
Name of Pharmacy		
<input type="text"/>		
Pharmacy Owner Details		
Given Name(s)		
<input type="text"/>		
Family Name		
<input type="text"/>		

5. Complete the fields as described in the following table.
6. You can either **Save** (and come back to the form), or you can press **submit**
7. You will be able to view all records if you click on the "**Show All**" button.