



Pharmacy Programs
Administrator

PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

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PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Pharmacists and Professional Educators claiming for the Rural Continuing Professional Education (CPE) Allowance Program. It describes the following processes:

- Rural CPE Allowance Program Registration
- Rural CPE 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.

RURAL CPE ALLOWANCE PROGRAM REGISTRATION

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

- 1) Click on the **Home** page button
- 2) To register for the Rural CPE Allowance Program, click the **Register for New Program** link

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

PROGRAM NAME	STATUS	ACTION
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- 3) The Program Registration screen will display a list of all programs you may register for. Use the drop-down list to select **Rural Continuing Professional Education Allowance**

Program Registration

Rural Continuing Professional Education Allowance

Rural Intern Training Allowance

- 4) The Rural CPE Allowance Program Registration details will display (part of screen shown below)

Program Registration

Rural Continuing Professional Education Allowance

Are you an Australian Citizen or Permanent Resident?

- Yes
 No

Please upload proof of Australian Citizenship or Permanent Residency

[Certified documents demonstrating proof of Australian Citizenship or Permanent Residency]

- 5) Complete all details and click on the **Submit Registration** button. Please note, you must provide **certified** documents to demonstrate proof of Australian Citizenship or Permanent Residency
- 6) Once submitted a confirmation message will appear. Please allow up to 24 hours for the program registration to be reviewed and approved by an Operator. You will be notified via email once your program registration has been approved.

RURAL CPE ALLOWANCE CLAIM

This section details how to submit a Rural CPE Allowance Claim through the Pharmacy Programs Administrator Portal.

- 1) In order to submit a Rural CPE Allowance Claim you must first register for the program and be approved
- 2) Once logged into the Pharmacy Programs Administrator portal, navigate to the appropriate Service Provider and click the **View** button next to the Rural CPE Allowance Program

KATIE'S SOLE TRADER Service Provider Status: **Granted** ▼

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

PROGRAM NAME	STATUS	ACTION
Rural Continuing Professional Education Allowance	Granted	View

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

RURAL CPE ALLOWANCE - KATIE'S SOLE TRADER

Show All

New Record

- 4) A Rural CPE Allowance Claim form will display (part of form shown below)

RURAL CPE ALLOWANCE - KATIE'S SOLE TRADER

Show All

New Record

Please tick the appropriate box below

- I am applying as a pharmacist (intern, registered or accredited) who attended a CPD event
 I am applying as, or on behalf of, a professional educator who delivered a CPD event

PHARMACIST DETAILS (IF PRACTICING)

Work Address

- 5) Complete the fields in the Rural CPE Allowance Claim. If you need to return to the claim at another time, scroll down and click the **Save** button. You can then continue the saved claim by clicking the **Show All** button and then the **Continue Submission** button
- 6) Once finished, click the **Submit** button to submit the Rural CPE Allowance Claim. The claim will be sent to the PPA for review, and if approved, payment will be made to your registered bank account
- 7) To see a list of all submitted and/or saved claims, click on the **Show All** button.