PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

1 February 2019
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 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.
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) On your homepage you will see a My Programs Heading. 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 you may register for. Use the drop-down list to select Rural Continuing Professional Education Allowance

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

5) Complete all details and click on the Submit Registration button

6) One 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 your My Programs tab and click the View button next to the Rural CPE Allowance Program.

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

Program: Rural CPE Allowance

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

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.

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