



**Pharmacy Programs
Administrator**

PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

February 2020

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Intern Incentive Allowance for Rural Pharmacies - Extension Program (IIARP-EP) Program. It describes the following processes:

- IIARP-EP Program Registration
- IIARP-EP New Application
- IIARP-EP Mid Placement Claim
- IIARP-EP End Placement Claim

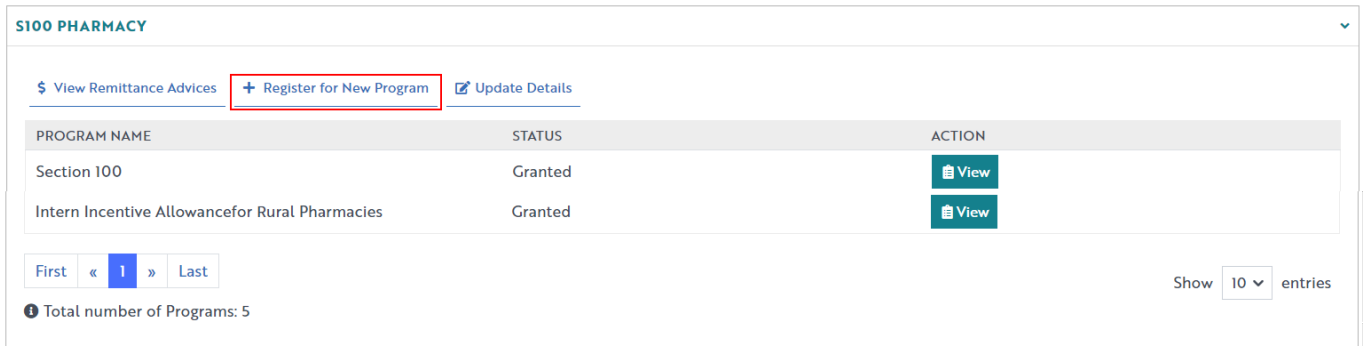
For best performance, we recommend the most recent version of the **Chrome** browser is used. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

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.

IIARP-EP PROGRAM REGISTRATION

This guide will provide an overview of how to register for the IIARP – EP program.

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



S100 PHARMACY

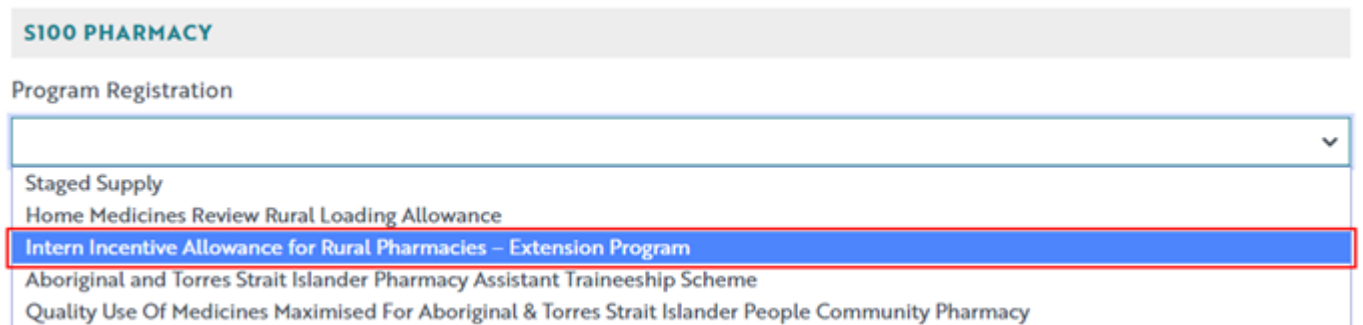
[View Remittance Advices](#)
[+ Register for New Program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
Section 100	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View

First « 1 » Last
 Show 10 entries

Total number of Programs: 5

3. The Program registration screen will display a list of all programs a service provider may register for. Use the drop-down list to select **Intern Incentive Allowance for Rural Pharmacies – Extension Program**

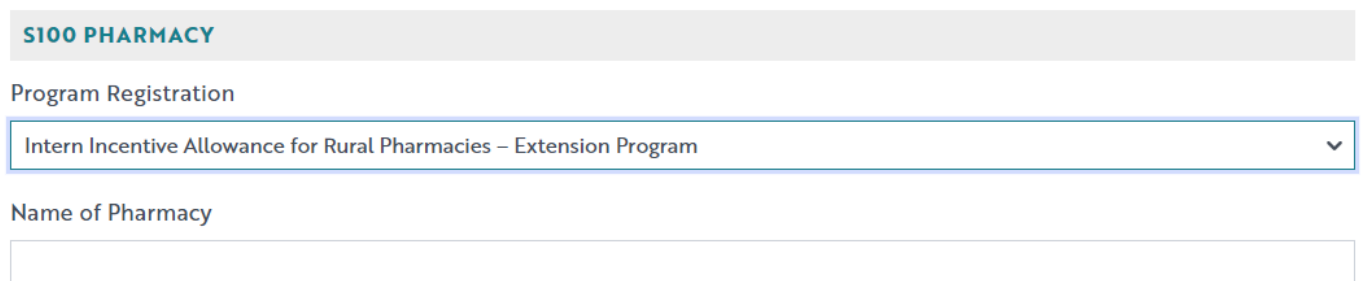


S100 PHARMACY

Program Registration

- Staged Supply
- Home Medicines Review Rural Loading Allowance
- Intern Incentive Allowance for Rural Pharmacies – Extension Program**
- Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme
- Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People Community Pharmacy

4. The Intern Incentive Allowance program registration information will be displayed (part of form shown below)



S100 PHARMACY

Program Registration

Intern Incentive Allowance for Rural Pharmacies – Extension Program

Name of Pharmacy

5. The user must complete all mandatory fields to continue.
6. The User can then click **“Submit Registration”** to complete registration. Please allow up to 24 hours for approval of the Program Registration.

IIARP-EP APPLICATION

To be able to make a claim for the IIARP-EP Program you must be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal the user is presented with a list of approved programs for each service provider.
2. Click on the **View** button to make a claim against the Intern Incentive Allowance for Rural Pharmacies Extension Program

S100 PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
Section 100	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View
Intern Incentive Allowancefor Rural Pharmacies Extension	Granted	View

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application

Mid Placement Report

End Placement Report

Show All

New Record

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application

Mid Placement Report

End Placement Report

Show All

New Record

NEWLY REGISTERED PHARMACIST DETAILS

Given Name(s)

5. Once all fields have been completed select:
 - **Submit** button to continue
 - **Save** button to save and continue at a later time.
6. Once submitted a confirmation message will display, and your Application will be set to **'Pending'** status. An Operator will review your submission and you will be notified via email once your Application has been approved or rejected.

IIARP-EP MID PLACEMENT REPORT

To be able to make a claim for the IIARP-EP Program you must be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal the user is presented with a list of approved service providers
2. Click on the **View** button to make a claim against the Intern Incentive Allowance for Rural Pharmacies Extension Program

S100 PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
Section 100	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View
Intern Incentive Allowancefor Rural Pharmacies Extension	Granted	View

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application **Mid Placement Report** End Placement Report

Show All **New Record**

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application Mid Placement Report **End Placement Report**

Show All **New Record**

Name of Pharmacy

5. Once all fields have been completed select:
 - **Submit** button to continue
 - **Save** button to save and continue at a later time.
6. Once submitted a confirmation message will display, and your Application will be set to **‘Pending’** status. An Operator will review your submission and you will be notified via email once your Application has been approved or rejected.

IIARP-EP END PLACEMENT REPORT

To be able to make a claim for the IIARP-EP Program you must be registered for the program.

1. Once logged into the Pharmacy Programs Administrator portal the user is presented with a list of approved service providers
2. Click on the **View** button to make a claim against the Intern Incentive Allowance for Rural Pharmacies Extension Program

S100 PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
Section 100	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View
Intern Incentive Allowancefor Rural Pharmacies Extension	Granted	View

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application **Mid Placement Report** **End Placement Report**

Show All **New Record**

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - KATIE'S PHARMACY

Application **Mid Placement Report** End Placement Report

Show All New Record

Name of Pharmacy

5. Once all fields have been completed select:
 - **Submit** button to continue
 - **Save** button to save and continue at a later time.
6. Once submitted a confirmation message will display, and your Application will be set to **‘Pending’** status. An Operator will review your submission and you will be notified via email once your Application has been approved or rejected.