



**Pharmacy Programs
Administrator**

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

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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 **Google 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 through the Pharmacy Programs Administrator (PPA) Portal.

- 1) Open the **Home** page to display a list of your approved Service Provider(s)
- 2) To register for the program, click the **Register for New Program** link underneath the name of the Service Provider you are trying to register for the Program. *Please note* only the Main Authorised Person for the Service Provider can register for a new program

EXAMPLE PHARMACY
Service Provider Status: **Granted** ▼

View Remittance Advices
+ Register for New Program
Update Details
View Summary Reports

PROGRAM NAME	STATUS	ACTION
Dose Administration Aids	Granted	View
MedsCheck and Diabetes MedsCheck	Granted	View
Home Medicines Review	Granted	View

- 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**

EXAMPLE PHARMACY

Program Registration

Staged Supply

Quality Use Of Medicines

Residential Medication Management Review

Regional Pharmacy Maintenance Allowance

Home Medicines Review Rural Loading Allowance

Intern Incentive Allowance for Rural Pharmacies

Intern Incentive Allowance for Rural Pharmacies - Extension Program

- 4) The IIARP-EP program registration information will be displayed, as below. A reminder notice will appear to inform pharmacies that once an IIARP-EP program registration has been submitted, you will still need to submit individual applications for each eligible Newly Registered Pharmacist, before any payments can be made.

Program Registration
Intern Incentive Allowance for Rural Pharmacies - Extension Program ▼

Once your IIARP-EP Program registration has been submitted you will need to submit individual applications for each newly registered pharmacist for your pharmacy to be eligible to start receiving payments.

Name of Pharmacy

Name of Pharmacy Owner

- 5) Ensure you carefully read through the IIARP-EP Program Declaration, then click the **Submit Registration** button at the bottom of the page to continue
- 6) Once submitted 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.

IIARP-EP APPLICATION

This section details how to submit an application for the IIARP-EP Program through the PPA Portal. *Please note* in order to make an application for the IIARP-EP Program you must be registered for the program.

- 1) Once logged into the PPA portal, click on the **Home** icon to access a list of approved program registrations against one or more Service Providers
- 2) Click on the **View** button to begin the IIARP-EP application under the relevant Service Provider

EXAMPLE PHARMACY		Service Provider Status: Granted ▾	
View Remittance Advices + Register for New Program Update Details View Summary Reports			
PROGRAM NAME	STATUS	ACTION	
Dose Administration Aids	Granted	View	
MedsCheck and Diabetes MedsCheck	Granted	View	
Home Medicines Review	Granted	View	
Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme	Granted	View	
Intern Incentive Allowance for Rural Pharmacies	Granted	View	
Intern Incentive Allowance for Rural Pharmacies - Extension Program	Granted	View	

- 3) The following screen will then display. Ensure the **Application** tab is selected, and select **New Record**

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application

Mid Placement Report

End Placement Report

Show All

New Record

NEWLY REGISTERED PHARMACIST DETAILS

Given Name(s)

- 4) Complete all the relevant fields. This includes attaching documents where required, such as a certified copy of proof of Australian Citizenship or permanent residency. More information can be found on the [PPA website](#).
- 5) Once you have completed all the relevant fields, select the **Submit** button at the bottom of the page to submit the application.
- 6) If you need to return to the application at another time, click the **Save** button instead. Saved claims will save with a *Pre-Submission* status.


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- 7) To see a list of all submitted and/or saved applications, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved applications. Only submitted applications will be reviewed by an Operator. If applications are not submitted they cannot be approved

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application Mid Placement Report End Placement Report

Show All New Record

ENTRIES 

ID	DATE SUBMITTED	APPROVAL STATUS	ACTION
87318	-	PreSubmission	Continue Submission 

First « 1 » Last

Show 10 entries

Total number of entries: 1

- 8) 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. Approved applications will receive their reporting dates via this email and should ensure they note the dates down.







If you have any queries, do not hesitate to contact the PPA Support Centre on 1800 951 285 or via email at support@ppaonline.com.au

IIARP-EP MID PLACEMENT REPORT

This section details how to submit a Mid Placement claim for the IIARP-EP Program through the PPA Portal.

Please Note: in order to submit a Mid Placement claim, you must first submit a Program Registration and application as per the steps in the above sections.

- 1) Once logged into the PPA Portal, click on the **Home** button to access a list of approved program registrations against one or more Service Providers
- 2) Click on the **View** button to begin the IIARP-EP claim under the relevant Service Provider.

EXAMPLE PHARMACY		Service Provider Status: Granted ▾	
\$ View Remittance Advices + Register for New Program 🔗 Update Details 📄 View Summary Reports			
PROGRAM NAME	STATUS	ACTION	
Dose Administration Aids	Granted	View	
MedsCheck and Diabetes MedsCheck	Granted	View	
Home Medicines Review	Granted	View	
Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme	Granted	View	
Intern Incentive Allowance for Rural Pharmacies	Granted	View	
Intern Incentive Allowance for Rural Pharmacies - Extension Program	Granted	View	

- 3) The following screen will then display. Ensure the **Mid Placement Report** tab is selected and select **New Record**

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application: Mid Placement Report | End Placement Report

Show All | New Record

Name of Pharmacy

SERVICE PROVIDER CONTACT

Given Name(s)

- 4) Complete all the relevant fields. These fields must be completed by the Service Provider at the half-way stage of the placement, regarding how the Intern Incentive Allowance has assisted in employing a Newly Registered Pharmacist

Please note the Mid Placement Report is due no later than 30 days after the first 6-month period of the placement. Failure to provide the Mid Placement Report will result in the Pharmacy being withdrawn from the Program for this Newly Registered Pharmacist. More information can be found on the [PPA website](#).

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- 5) Once you have completed all the relevant fields, select the **Submit** button at the bottom of the page to submit the form.
- 6) If you need to return to the claim at another time, click the **Save** button instead. Saved claims will save with a *Pre-Submission* status.
- 7) To see a list of all submitted and/or saved claims, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved claims. Only submitted claims will be reviewed by an Operator. If claims are not submitted, they cannot be paid

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application
Mid Placement Report
End Placement Report

Show All
New Record

ENTRIES Search

ID	DATE SUBMITTED	APPROVAL STATUS	ACTION
87319	-	PreSubmission	Continue Submission

First « 1 » Last
Show 10 entries

Total number of entries: 1

- 8) Once submitted a confirmation message will display, and your claim will be set to *Pending* status. An Operator will review your submission and you will be notified via email once your claim has been approved or rejected.







Please note the Pharmacy will be expected to provide a Mid Placement report for each eligible Newly Registered Pharmacist. Due dates for these reports will be outlined via email when the application is approved. Failure to provide these reports will result in funding associated with the provision of these reports being withheld.

If you have any queries, do not hesitate to contact the PPA Support Centre on 1800 951 285 or via email at support@ppaonline.com.au

IIARP-EP END PLACEMENT REPORT

This section details how to submit an End Placement claim for the IIARP-EP Program through the PPA Portal. *Please Note* in order to submit an End Placement claim, you must first submit a Program Registration, and meet reporting requirements as per the steps in the above sections.

- 1) Once logged into the PPA Portal, click on the **Home** button to access a list of approved program registrations against one or more Service Providers
- 2) Click on the **View** button to make an IIARP-EP claim under the relevant Service Provider

EXAMPLE PHARMACY		Service Provider Status: Granted ▾
View Remittance Advices + Register for New Program Update Details View Summary Reports		
PROGRAM NAME	STATUS	ACTION
Dose Administration Aids	Granted	View 
MedsCheck and Diabetes MedsCheck	Granted	View 
Home Medicines Review	Granted	View 
Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme	Granted	View 
Intern Incentive Allowance for Rural Pharmacies	Granted	View 
Intern Incentive Allowance for Rural Pharmacies - Extension Program	Granted	View 

- 3) The following screen will display. Ensure the **End Placement Report** tab is selected and select **New Record**

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application Mid Placement Report End Placement Report

Show All New Record

Name of Pharmacy

- 4) Complete all the relevant fields. These fields must be completed by the Service Provider at the end of the placement. The End Placement Report is due no later than 30 days after the end of the placement period. More information can be found on the [PPA website](#).

Please note in order to receive the final payment, Service Providers must provide the **Newly Registered Pharmacist End Placement Feedback Report** at the successful completion of the placement. This report will be completed by the Newly Registered Pharmacist and uploaded by the Service Provider to the PPA Portal. A template can be located on the [PPA website](#).

- 5) Once you have completed all the relevant fields, select the **Submit** button at the bottom of the page to submit the form
- 6) If you need to return to the claim at another time, click the **Save** button instead. Saved claims will save with a *Pre-Submission* status


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- 7) To see a list of all submitted and/or saved claims, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved claims. Only submitted claims will be reviewed by an Operator. If claims are not submitted, they cannot be paid

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES EXTENSION - EXAMPLE PHARMACY

Application | Mid Placement Report | End Placement Report

Show All | New Record

ENTRIES Search 

ID	DATE SUBMITTED	APPROVAL STATUS	ACTION
87320	-	PreSubmission	Continue Submission 

First « 1 » Last Show 10 entries

Total number of entries: 1

- 8) Once submitted a confirmation message will display, and your claim will be set to *Pending* status. An Operator will review your submission and you will be notified via email once your claim has been approved or rejected.

Please note the Pharmacy will be expected to provide an End Placement report for each eligible Newly Registered Pharmacist. Due dates for these reports will be outlined via email when the application is approved. Failure to provide these reports will result in funding associated with the provision of these reports being withheld.

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