



**Pharmacy Programs
Administrator**

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

1 February 2019

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

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IIARP-EP PROGRAM REGISTRATION

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

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

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 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**

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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 (red box in screen shot below) 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”**

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application
Mid Placement Report
End Placement Report

Application

New Record
Show All

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

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application
Mid Placement Report
End Placement Report

Application

New Record
Show All

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.

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 (red box in screen shot below) 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”**

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application
Mid Placement Report
End Placement Report

Mid Placement Report

New Record
Show All

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

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application
Mid Placement Report
End Placement Report

Mid Placement Report

New Record
Show All

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.

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 (red box in screen shot below) 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”**

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application	Mid Placement Report	End Placement Report
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End Placement Report

New Record	Show All
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4. The following screen will display (part of form shown).

Program: Intern Incentive Allowance for Rural Pharmacies Extension

Application	Mid Placement Report	End Placement Report
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End Placement Report

New Record	Show All
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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.