



Pharmacy Programs
Administrator

PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES

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PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES (IIARP)

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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 (IIARP) Program. It describes the following processes:

- IIARP Program Registration
- IIARP New Application
- IIARP Mid Placement Claim
- IIARP 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.

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES PROGRAM REGISTRATION

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

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

EXAMPLE PHARMACY ▼

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

PROGRAM NAME	STATUS	ACTION
DAA	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**.

EXAMPLE PHARMACY

Program Registration

▼

Meds Check

Staged Supply

Clinical Interventions

Home Medicines Review Rural Loading Allowance

Intern Incentive Allowance for Rural Pharmacies

Intern Incentive Allowance for Rural Pharmacies – Extension Program

Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme

Quality Use Of Medicines Maximised For Aboriginal & Torres Strait Islander People Community Pharmacy

4. The Intern Incentive Allowance for Rural Pharmacies program registration information will be displayed as below (please note only part of the registration is shown)

EXAMPLE PHARMACY

Program Registration

Intern Incentive Allowance for Rural Pharmacies ▼

Type of Service Provider

Community Pharmacy

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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES APPLICATION

To be able to apply for and make a claim for the IIARP 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 programs the service provider is registered for
2. Click on the **View** button to make a claim against a program under the relevant service provider

EXAMPLE PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
DAA	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

Application
Mid Placement Claim
End Placement Claim

Show All
New Record

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

Application
Mid Placement Claim
End Placement Claim

Show All
New Record

New Application for Intern Incentive Allowance Program

INTERN 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.

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES MID PLACEMENT REPORT

To be able to make a claim for the IIARP 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 a program under the relevant service provider.

EXAMPLE PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
DAA	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

Application Mid Placement Claim End Placement Claim

Show All New Record

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

Application Mid Placement Claim End Placement Claim

Show All New Record

Type of Service Provider

Community Pharmacy
 Approved Hospital Authority
 Multi-Purpose Service

SERVICE PROVIDER CONTACT

ID of the Intern Incentive Allowance Application

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.

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES END PLACEMENT REPORT

To be able to make a claim for the IIARP 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 a program under the relevant service provider.

EXAMPLE PHARMACY		
View Remittance Advices + Register for New Program Update Details		
PROGRAM NAME	STATUS	ACTION
DAA	Granted	View
Intern Incentive Allowancefor Rural Pharmacies	Granted	View

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

[Application](#) [Mid Placement Claim](#) [End Placement Claim](#)

[Show All](#) [New Record](#)

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

INTERN INCENTIVE ALLOWANCE - KATIE'S PHARMACY

[Application](#) [Mid Placement Claim](#) [End Placement Claim](#)

[Show All](#) [New Record](#)

Type of Service Provider

Community Pharmacy
 Approved Hospital Authority
 Multi-Purpose Service

SERVICE PROVIDER CONTACT

ID of the Intern Incentive Allowance Application

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.