



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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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 a new 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. Complete the fields as described in the following table.
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 (red box in screen shot below) 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

Program: Intern Incentive Allowance

Application
Mid Placement Claim
End Placement Claim

Application

New Record
Show All

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

Program: Intern Incentive Allowance

Application
Mid Placement Claim
End Placement Claim

Application

New Record
Show All

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.

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 (red box in screen shot below) 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

Program: Intern Incentive Allowance

Application
Mid Placement Claim
End Placement Claim

Mid Placement Claim

New Record
Show All

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

Application
Mid Placement Claim
End Placement Claim

Mid Placement Claim

New Record
Show All

Type of Service Provider

Community Pharmacy

5. Once all fields have been completed select:
 - **Submit** button to continue
 - **Save** button to save and continue at a later time.



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 (red box in screen shot below) 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	
Intern Incentive Allowancefor Rural Pharmacies	Granted	

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

Program: Intern Incentive Allowance

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

End Placement Claim

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

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

Program: Intern Incentive Allowance

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

End Placement Claim

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

Type of Service Provider

Community Pharmacy

5. Once all fields have been completed select:
 - **Submit** button to continue
 - **Save** button to save and continue at a later time.