



PORTAL USER GUIDE

Indigenous Health Services Pharmacy Support (IHSPS) Program – Service Providers

August 2021

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INTRODUCTION

This Portal User Guide provides step-by-step instruction to eligible Service Providers participating in the Indigenous Health Services Pharmacy Support (IHSPS) Program. The Portal User Guide describes the following processes:

- IHSPS Program Registration
- Uploading an IHSPS Work Plan and Service Agreement
- Submitting IHSPS Progress Reports

For best performance, we recommend the most recent version of **Google Chrome** 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 (PPA) portal, please do not hesitate to contact the PPA Support Centre on 1800 951 285 or email support@ppaonline.com.au.



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au

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PROGRAM REGISTRATION

This section describes how to register for the IHSPS Program through the PPA Portal.

- 1) Login into the Portal, the **Home** page will display a list of your approved Services Providers
- 2) Under the desired Service Provider, select '**Register for New Program**'.
*Please note, only the **Main Authorised Person** for the Service Provider can register for a new program*

PPA PHARMACY

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

- 3) The Program Registration screen will appear and programs a Service Provider may register for can be accessed via the drop-down list
- 4) Select the drop-down list to display programs and select '**Indigenous Health Services Pharmacy Support**'

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Program Registration

Intern Incentive Allowance for Rural Pharmacies - Extension Program

COVID-19 Vaccination in Community Pharmacy

Indigenous Health Services Pharmacy Support

- 5) A declaration will appear, please take the time to read the declaration carefully
- 6) Once you are ready to agree to the declaration and submit your registration, select '**Submit Registration**'

d. Agree to allow the issue of Recipient Created Tax Invoices as outlined in GSTR 2000/10

e. Acknowledge that it is registered for GST and that it will notify the recipient (the PPA) if it ceases to b

By clicking Submit Registration you confirm that you are authorised to bind the pharmacy/business to abide offence and auditing of claims made under the Program may occur. All records should therefore be mainta

Submit Registration

- 7) The IHSPS Program Registration is automatically granted. You can now upload IHSPS deliverables to the Portal.

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UPLOADING A WORK PLAN & SERVICE AGREEMENT

This section describes how to upload an approved Work Plan and Service Agreement through the PPA Portal.

- 1) Login to the Portal, the **Home** page will display your approved Service Providers and registered programs
- 2) Locate 'Indigenous Health Services Pharmacy Support' and select '**View**' to access the IHSPS program home page

COVID-19 Home Medicines Service	Granted	View
Indigenous Dose Administration Aids	Granted	View
Indigenous Health Services Pharmacy Support	Granted	View

- 3) From the IHSPS program home page, select the '**New Record**' tab to begin a submission
- 4) Begin by entering the 'Financial Year' associated with the documents you are uploading
- 5) Then, select '**Annual Service Agreement or Declaration Form and Annual Work Plan**' by clicking on the radio button. This will reveal two upload boxes
- 6) To upload your *Service Agreement*, click on the upload box (1), select the document from your computer and then select '**Upload File**' (2)

Financial Year

YYYY/YY

Enter the financial year in the format YYYY/YY e.g. 2021/22.

Select the type of deliverable to be submitted

Annual Service Agreement or Declaration Form and Annual Work Plan – due by 15 October each year

1st Progress Report – due by 31 January each year

2nd Progress Report – due by 31 July each year

Please upload either your Annual Service Agreement or Annual Declaration Form

Please select a file... 1 2

Please upload your Annual Work Plan

Please select a file... 3 4

If you are providing services for an IHS, upload your Service Agreement with the IHS in this field.

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- 7) To upload your *Approved Work Plan*, click on the upload box (3), select the document from your computer and then select '**Upload File**' (4)
- 8) If you are not yet ready to submit your documents, you can save your progress and return to this submission by selecting '**Save**'
- 9) When you are ready to submit your documents, read the declaration carefully and select '**Submit Registration**'

Declaration

By clicking Submit you acknowledge and agree that:

- a. You are authorised to submit this information on behalf of the Indigenous Health Services
- b. All information provided is complete and correct
- c. Documentation is available for audit by the Pharmacy Programs Administrator.

By clicking Submit you confirm that you are authorised to bind the business to abide by the terms and conditions of the Program. All records should therefore be maintained for the duration of the Program.

 Save

Submit

- 10) Once submitted, the approval status of your submission will now be '**Pending**' until the submission has been reviewed and processed by the PPA
- 11) If you have saved your progress, you may resume your submission by selecting '**Continue Submission**' from the IHSPS program home page

INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT - PPA PHARMACY			
Show All	New Record		
ENTRIES			
ID	DATE SUBMITTED	APPROVAL STATUS	ACTIONS
84767	-	PreSubmission	Continue Submission
First	« 1 »	Last	

- 12) Once your submission has been approved, the approval status will change to '**Granted**' and you will be able to view payment details by selecting the '**Payment**' icon. You will also receive payment advice to your nominated finance email.

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ENTRIES			
ID	DATE SUBMITTED	APPROVAL STATUS ^	ACTIONS
84767	02/09/2021	Granted	-  Payment

UPLOADING A PROGRESS REPORT

This section describes how to upload an approved Work Plan and Service Agreement through the PPA Portal.

- 1) Login to the Portal, the **Home** page will display your approved Service Providers and registered programs
- 2) Locate 'Indigenous Health Services Pharmacy Support' and select '**View**' to access the IHSPS program home page

PPA PHARMACY		
\$ View Remittance Advices + Register for New Program ✎ Update Details 📄 View Summary Reports		
PROGRAM NAME	STATUS	ACTION
Indigenous Health Services Pharmacy Support	Granted	View

- 3) From the IHSPS program home page, select the '**New Record**' tab to begin a submission
- 4) Begin by entering the Financial Year associated with the documents you are uploading
- 5) Then, select '**1st Progress Report**' or '**2nd Progress Report**' by clicking on the radio button. This will reveal an upload box
- 6) To upload your *Progress Report*, click on the upload box select the document from your computer and then select '**Upload File**'

Select the type of deliverable to be submitted

Annual Service Agreement or Declaration Form and Annual Work Plan – due by 15 October each year
 1st Progress Report – due by 31 January each year
 2nd Progress Report – due by 31 July each year

1st Progress Report

- 7) If you are not yet ready to submit your documents, you can save your progress and return to this submission by selecting '**Save**'

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- 8) When you are ready to submit your documents, read the declaration carefully and select **'Submit'**

Declaration

By clicking Submit you acknowledge and agree that:

- You are authorised to submit this information on behalf of the Indigenous Health Services
- All information provided is complete and correct
- Documentation is available for audit by the Pharmacy Programs Administrator.

By clicking Submit you confirm that you are authorised to bind the business to abide by the terms and conditions of the Program and that any claims made under the Program may occur. All records should therefore be maintained for a period of 7 years.

- 9) Once submitted, the approval status of your submission will now be **'Pending'** until the submission has been reviewed and processed by the PPA
- 10) If you have saved your progress, you may resume your submission by selecting **'Continue Submission'** from the IHSPS program home page

INDIGENOUS HEALTH SERVICES PHARMACY SUPPORT - PPA PHARMACY			
Show All	<input type="button" value="New Record"/>		
ENTRIES			
ID	DATE SUBMITTED	APPROVAL STATUS	ACTIONS
84767	-	PreSubmission	<input type="button" value="Continue Submission"/>
First	« 1 »	Last	

- 11) Once your submission has been approved, the approval status will change to **'Granted'** and you will be able to view payment details by selecting the **'Payment'** icon

ENTRIES			
ID	DATE SUBMITTED	APPROVAL STATUS ^	ACTIONS
84767	02/09/2021	Granted	-  <input type="button" value="Payment"/>