



Pharmacy Programs
Administrator

COMMUNITY PHARMACY PORTAL USER GUIDE – TAKE HOME NALOXONE PROGRAM

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PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – TAKE HOME NALOXONE PROGRAM

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step-by-step process for registering and claiming for the Take Home Naloxone (THN) Program. It describes the following processes:

- THN Program Registration
- THN New Individual Supply 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.

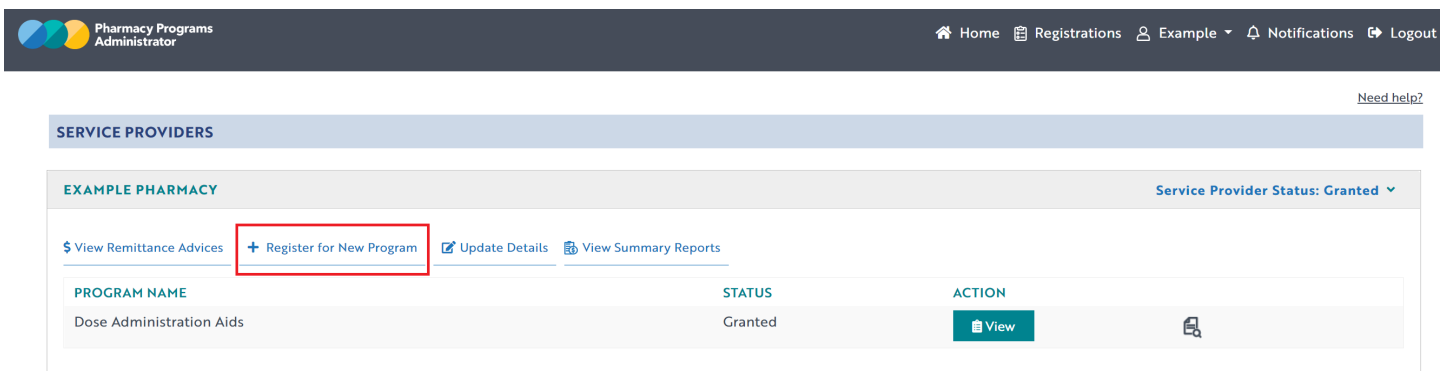


CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au

TAKE HOME NALOXONE PROGRAM REGISTRATION

This section details how to submit a THN Program Registration through the Pharmacy Programs Administrator (PPA) Portal.

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



Pharmacy Programs Administrator | Home | Registrations | Example | Notifications | Logout

Need help?

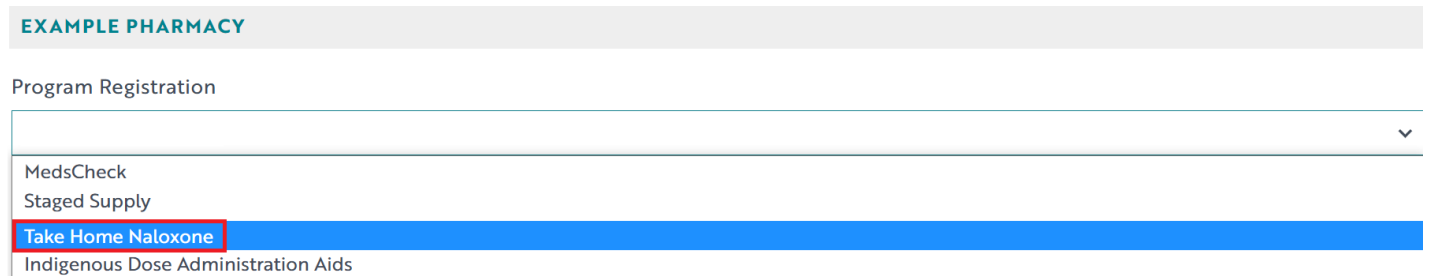
SERVICE PROVIDERS

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

- 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 **Take Home Naloxone**



EXAMPLE PHARMACY

Program Registration

MedsCheck
Staged Supply
Take Home Naloxone
Indigenous Dose Administration Aids

- 4) The THN Program registration information will be displayed. This is simply a declaration outlining the conditions you must abide by in order to be eligible to participate in the THN Program
- 5) Ensure you carefully read through the THN Program Declaration, then click the **Submit Registration** button at the bottom of the page to continue

By clicking Submit Registration you confirm that you are authorised to bind the pharmacy/business to abide by the terms and conditions detailed above. Providing false or misleading information is a serious offence and auditing of claims made under the Program may occur. All records should therefore be maintained in accordance with the Take Home Naloxone Program Rules.

Submit Registration

- 6) Once submitted, the Program Registration will be automatically approved. A green message box will appear in the top right-hand corner of the screen. You can now start claiming under the THN Program

✓ Your Take Home Naloxone program registration has been approved.



If you have trouble, contact the Support Centre on 1800 951 285 or via support@ppaonline.com.au for assistance.

TAKE HOME NALOXONE NEW INDIVIDUAL SUPPLY CLAIM


This section details how to submit a **THN Individual Supply Claim** through the Pharmacy Programs Administrator (PPA) Portal.

In order to submit a THN Individual Supply Claim you must first submit a Program Registration as per the steps in the above section.

- 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 make a claim against the THN Program 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	
Take Home Naloxone	Granted	View	

- 3) Once you have clicked on **View**, the following screen will display. Click on the **New Individual Supply Claim** tab



[Home](#)
 [Registrations](#)
 [Example](#) ▾
 [Notifications](#)
 [Logout](#)

TAKE HOME NALOXONE - EXAMPLE PHARMACY

Claims

New Individual Supply Claim

ENTRIES

🔍

No entries found

Pharmacy Programs Administrator Portal User Guide – Take Home Naloxone Program

- 4) The **THN Individual Supply Claim** screen will display. Please complete all the required fields. Note that this claim form is to be used both for initial supply claims and any refill supply claims

TAKE HOME NALOXONE - EXAMPLE PHARMACY

Claims

New Individual Supply Claim

DETAILS

Date of Supply

Staff Designation (e.g. Pharmacist, Social Worker)

INITIAL SUPPLY OR REFILL

Patient Consent

Patient consent is required to collect the following information. A guide to obtaining verbal consent is [available here](#).

Patient does not consent

Patient provided verbal consent

- 5) If there are issues with any of the information entered into the claim form, an error message will appear (see below). Correct any entries where necessary

TAKE HOME NALOXONE - EXAMPLE PHARMACY

Claims

New Individual Supply Claim

DETAILS

Date of Supply

Date of Supply is required.

Staff Designation (e.g. Pharmacist, Social Worker)

Please note that a maximum of two products supplied for an individual can be claimed in a single claim. An individual may however return and receive naloxone on multiple occasions





- 6) Once you have completed the form and read and agreed to the declaration, click on the **Submit** button to submit the claim. If all fields have been correctly entered, an approval message will appear
- 7) 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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- 8) To see a list of all submitted and/or saved claims, click on the **Claims** tab. Click on the **Continue Submission** button to complete any saved claims. Only submitted claims will be paid. If claims are not submitted, they cannot be paid.

TAKE HOME NALOXONE - EXAMPLE PHARMACY

Claims	New Individual Supply Claim
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ENTRIES						Search 
ID	DATE SUBMITTED	DATE OF SUPPLY	CLAIM TYPE	APPROVAL STATUS	ACTIONS	
90785	-	22/06/2022	Naloxone Individual Supply Claim	PreSubmission	Continue Submission 	
90784	22/06/2022	22/06/2022	Naloxone Individual Supply Claim	Granted	  Payment	

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