



**Pharmacy Programs
Administrator**

PORTAL USER GUIDE – REGIONAL PHARMACY TRANSITION ALLOWANCE

October 2023

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – REGIONAL PHARMACY TRANSITION ALLOWANCE

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Regional Pharmacy Transition Allowance (RPTA) Program. It describes the following processes:

- RPTA Program Registration
- RPTA Application

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.

RPTA PROGRAM REGISTRATION

This section details how to submit a RPTA Program Registration through the Pharmacy Programs Administrator Portal.

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

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	
MedsCheck and Diabetes MedsCheck	Granted	View	
Home Medicines Review	Granted	View	
Intern Incentive Allowance for Rural Pharmacies	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 **Regional Pharmacy Transition Allowance**

EXAMPLE PHARMACY

Program Registration

Staged Supply

Intern Incentive Allowance for Rural Pharmacies - Extension Program

Opioid Dependence Treatment (ODT) Community Pharmacy


Regional Pharmacy Transition Allowance

- 4) The RPTA program registration information will be displayed (part of form shown below). A reminder notice will appear to inform pharmacies that once a RPTA program registration has been submitted, you will still need to submit an application before any payments can be made

EXAMPLE PHARMACY

Program Registration

Regional Pharmacy Transition Allowance

 Once your RPTA Program registration has been submitted you will also need to submit an RPTA application for your pharmacy to be eligible to start receiving the allowance.

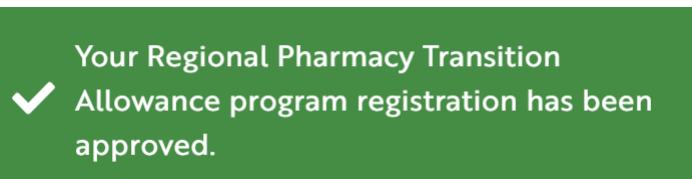
Pharmacy Programs Administrator Portal User Guide – RPTA

- 5) Please carefully read the RPTA program declaration, then click **Submit Registration** 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 Program Rules.

A rectangular button with a teal background and white text that reads "Submit Registration". The button is highlighted with a red rectangular border.

- 6) Once you have clicked **Submit Registration** 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 proceed to submitting an application for the RPTA Program.

A green rectangular message box with white text and a white checkmark icon. The text reads: "Your Regional Pharmacy Transition Allowance program registration has been approved." Your Regional Pharmacy Transition
✓ Allowance program registration has been
approved.

If you have any queries, please don't hesitate to contact the Support Centre on 1800 951 285 or via support@ppaonline.com.au for assistance.

RPTA APPLICATION

This section details how to submit an RPTA Application through the Pharmacy Programs Administrator Portal.

Please note in order to submit a new application for RPTA you must first register for the program using the steps in the previous section.

- 1) Once logged into the Pharmacy Programs Administrator 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 next to the RPTA program under the relevant Service Provider

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 📄
Intern Incentive Allowance for Rural Pharmacies	Granted	📄 View 📄
Take Home Naloxone	Granted	📄 View 📄
Regional Pharmacy Transition Allowance	Granted	📄 View 📄

- 3) Once you have clicked on **View**, the following screen will display. Select the **New Application** tab

REGIONAL PHARMACY TRANSITION ALLOWANCE - EXAMPLE PHARMACY

View Applications
New Application

CURRENT AND PAST APPLICATIONS

🔍

No entries found

- 4) The RPTA Application form will display (part of form shown below)

Pharmacy Programs Administrator Portal User Guide – RPTA

REGIONAL PHARMACY TRANSITION ALLOWANCE - EXAMPLE PHARMACY

[View Applications](#)

[New Application](#)

ALLOWANCE INFORMATION

Has this Service Provider received RPTA funding under a different pharmacy approval number?

Yes

No

Do you intend to keep the pharmacy premises open with a registered pharmacist in attendance for a minimum of 20 hours over 4 days per week for 48 weeks per year?

Yes

No

- 5) Complete all the relevant fields in the RPTA Application form
- 6) If there are issues with any of the information entered into the application form, an error message will appear (see below). Correct any entries where necessary

Do you intend to keep the pharmacy premises open with a registered pharmacist in attendance for a minimum of 20 hours over 4 days per week for 48 weeks per year?

Yes

No

At least how many hours per week?

The number of hours per week is required.


- 7) If you need to return to the application at another time, click the **Save** button. Saved claims will save with a *Pre-Submission* status
- 8) To see a list of all submitted and/or saved applications, click on the **View Applications** tab. Click on the **Continue Submission** button to complete any previously saved applications. Only submitted applications will be reviewed by a PPA Operator. If applications are not submitted, they cannot be paid

REGIONAL PHARMACY TRANSITION ALLOWANCE - EXAMPLE PHARMACY

[View Applications](#)

CURRENT AND PAST APPLICATIONS

Search

ID	PERIOD STARTING	PERIOD ENDING	SUBMITTED	TYPE	APPROVAL	
8516	01/09/2023	30/06/2027	-	RPTA Application	PreSubmission	Continue Submission 

First « 1 » Last

Show 10 entries

Total number of entries: 1

- 9) If the pharmacy was previously receiving the RPTA allowance under a different Section 90 Approval number please indicate this in the claim form

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- 10) Once you have completed all fields, carefully read the declaration and then click on the **Submit** button to submit the application. A successful submission message will then appear advising that your application will now be reviewed by a PPA Operator

Declaration

By clicking **Submit** you acknowledge and agree that:

- a. The information provided within this application is true and correct
- b. The pharmacy will notify the Pharmacy Program Administrator immediately of any change in the operation of the pharmacy that may affect the payment of this allowance, including a change of opening hours, ownership or PBS approval number.

By submitting your application for the RPTA Program you confirm that you are authorised to bind the pharmacy/business to abide by the terms and conditions detailed above. Providing false and misleading information is a serious offence and auditing of applications made under the RPTA Program may occur.



- 11) To see the details of your application, click on the **View Applications** tab. Your application will show with a 'Pending' approval status until the PPA has assessed your pharmacy's eligibility
- 12) Once assessed, the Main Authorised Person for the pharmacy will receive an outcome email to the email address they provided at the time they registered the pharmacy's Service Provider account.

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.