Pharmacy Programs Administrator

PORTAL USER GUIDE – ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINING SCHEME

February 2022

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINING SCHEME

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Aboriginal and Torres Strait Islander Pharmacy Assistant Training Scheme (ATSIPATS) Program. It describes the following processes:

- ATSIPATS Program Registration
- ATSIPATS Application
- ATSIPATS Mid Term training report
- ATSIPATS End training report.

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.

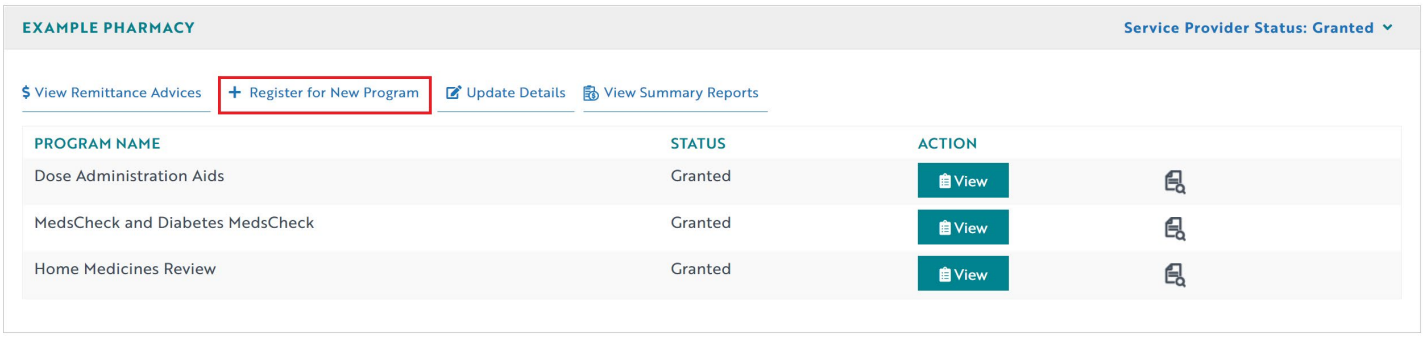
If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre on 1800 951 285 or email support@ppaonline.com.au.

ATSIPATS PROGRAM REGISTRATION

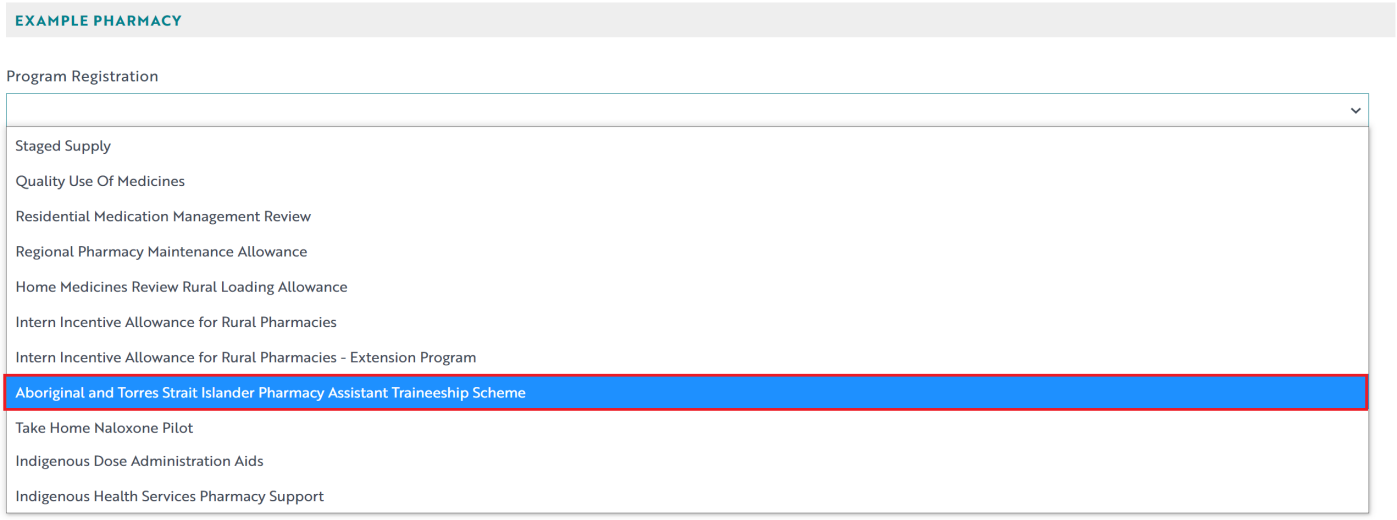
This section details how to submit an ATSIPATS Program Registration through the Pharmacy Programs Administrator (PPA) Portal.

1) Open the PPA Portal **Home** page to display a list of your approved Service Provider(s)

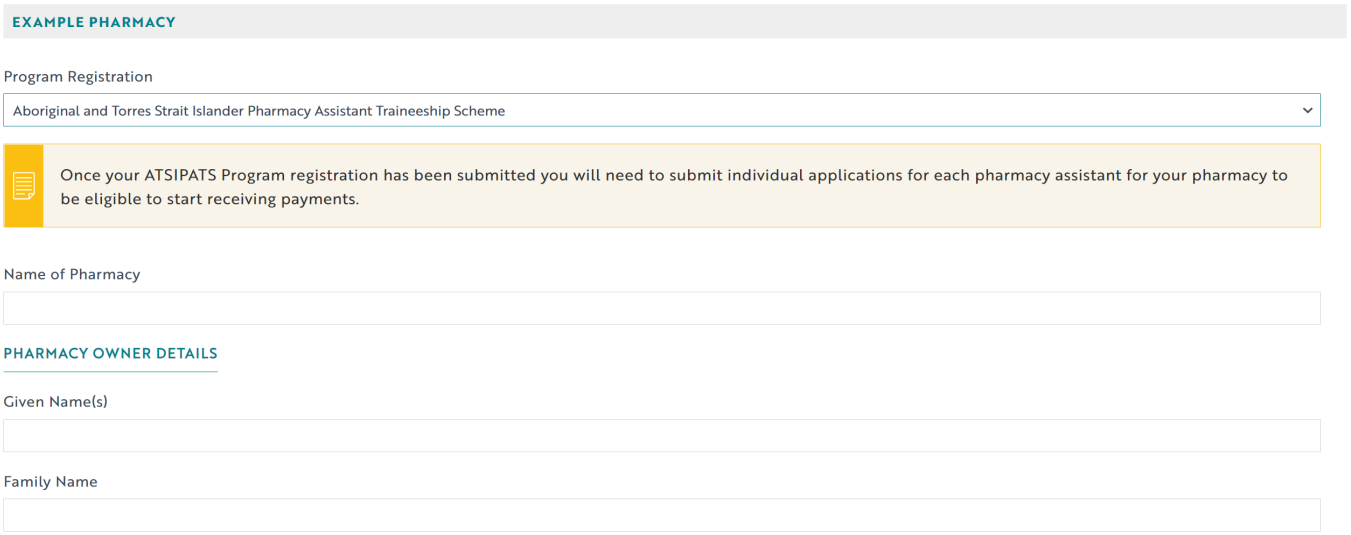
2) To register for the ATSIPATS program, click the **Register for New Program** link underneath the name of the Service Provider you are trying to register for the Program. *Please note* only the Main Authorised Person for the Service Provider can register for a new program



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 **Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme**



4) The ATSIPATS program registration information will be displayed, as below. A reminder notice will appear to inform pharmacies that once an ATSIPATS program registration has been submitted, you will still need to submit individual applications for each eligible pharmacy assistant, before payments can be made.



5) Ensure you carefully read through the ATSIPATS Program Declaration, then click the **Submit Registration** button at the bottom of the page to continue

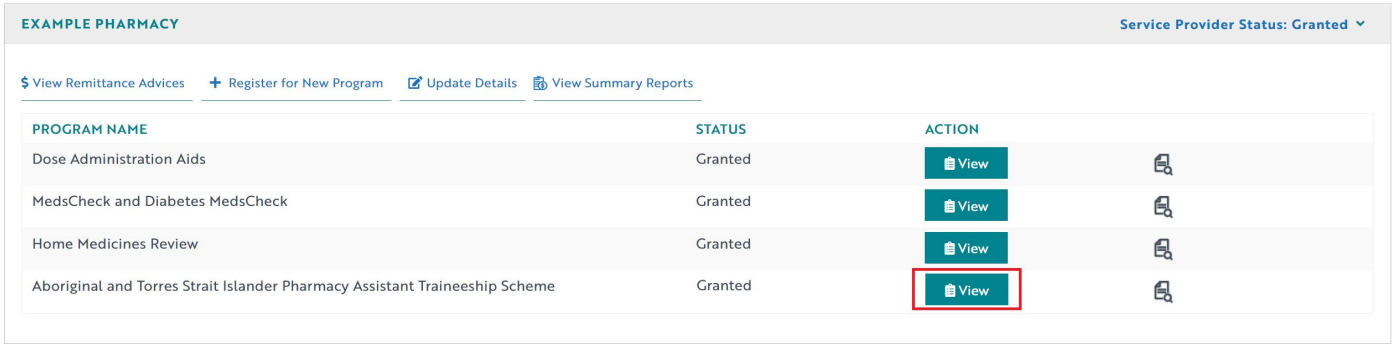
6) Once submitted please allow up to 24 hours for the program registration to be reviewed and approved by an Operator. You will be notified via email once your program registration has been approved.

ATSIPATS APPLICATION

This section details how to submit an application for the ATSIPATS Program through the Pharmacy Programs Administrator Portal.
Please note in order to make an application for the ATSIPATS Program you must first be registered for the program.

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 to begin the ATSIPATS application under the relevant Service Provider



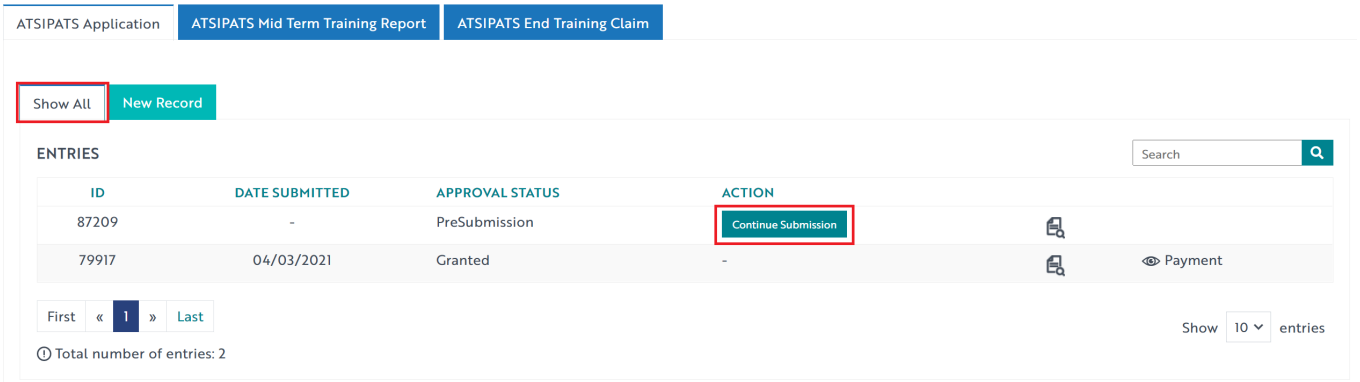
3) The following screen will then appear. Ensure the **ATSIPATS Application** tab is selected, and select **New Record**

4) Complete all the relevant fields. This includes attaching documents where required, such as proof of enrolment for the Nationally Accredited Pharmacy Assistant Training Course that the Pharmacy assistant is enrolled in. More information can be found on the PPA website.

5) Once you have completed all the relevant fields, select the **Submit** button at the bottom of the page to submit the application.

6) If you need to return to the application at another time, click the **Save** button instead. Saved claims will save with a *Pre-Submission* status .

7) To see a list of all submitted and/or saved applications, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved applications. Only submitted applications will be reviewed by an Operator. If applications are not submitted they cannot be approved



8) Once submitted, a confirmation message will display, and the claim will be set to a *Pending* status. An Operator will review your submission and you will be notified via email once your application has been approved or rejected. Approved applications will receive their reporting dates via this email and should ensure they note the dates down.

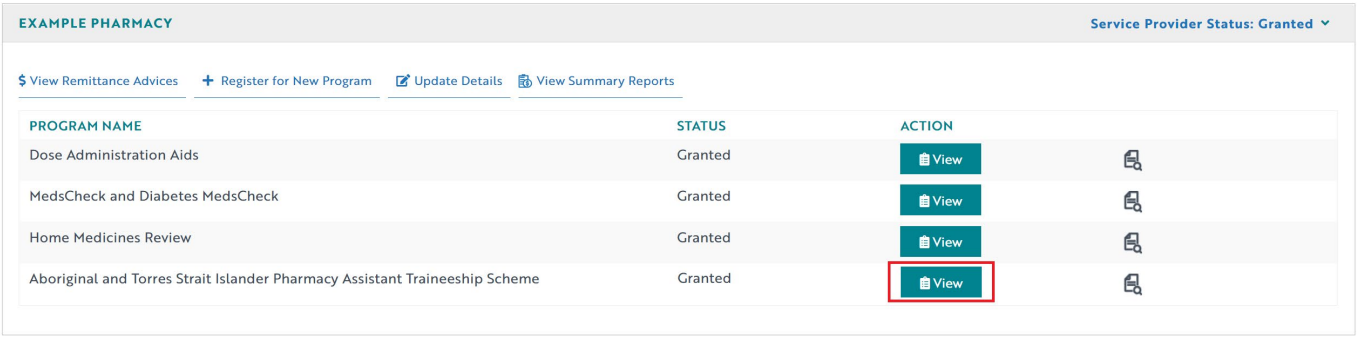
If you have any queries, do not hesitate to contact the PPA Support Centre on 1800 951 285 or via email at support@ppaonline.com.au

ATSIPATS MID TERM TRAINING REPORT

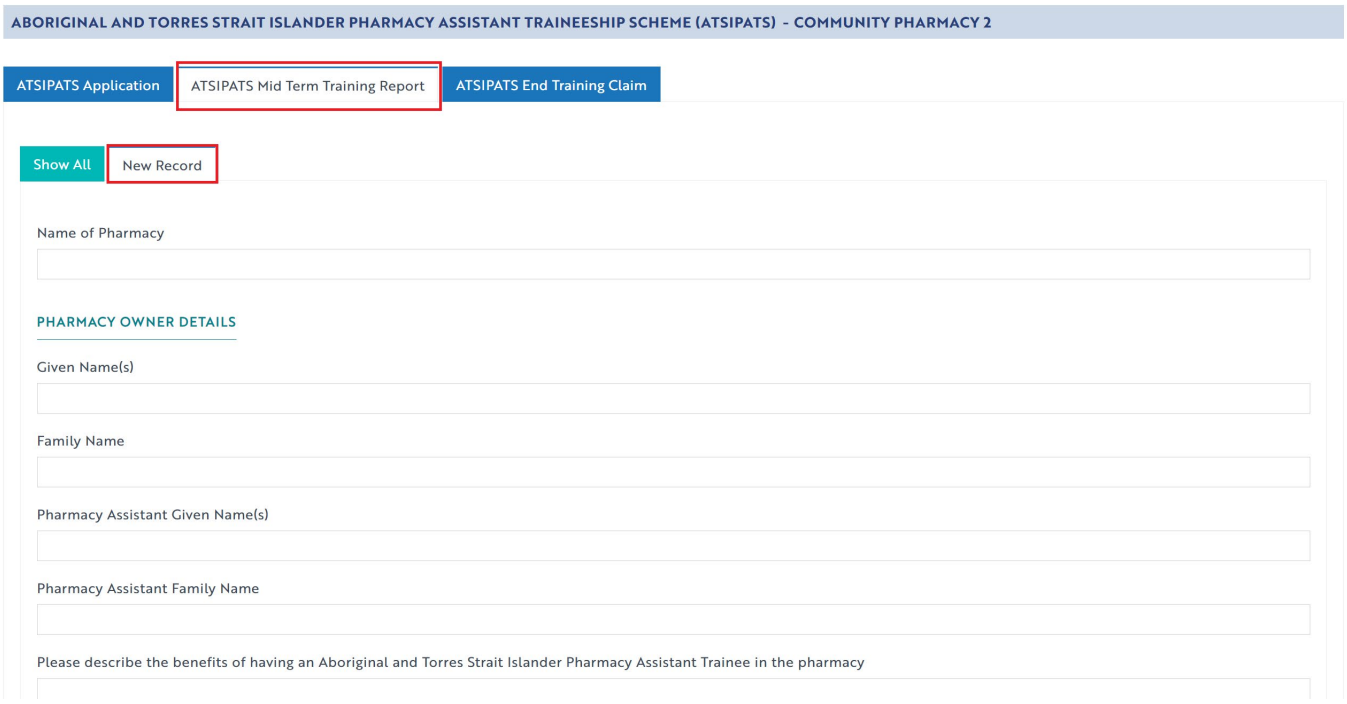
This section details how to submit a Mid Term Training report claim for the ATSIPATS Program through the Pharmacy Programs Administrator Portal.
Please Note: In order to submit an ATSIPATS Mid Term Training Report claim, you must first submit a Program Registration and application as per the steps in the above sections.

1) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** button to access a list of approved program registrations against one or more Service Providers

2) Click on the **View** button to begin the ATSIPATS claim under the relevant Service Provider



3) The following screen will then appear. Ensure the **ATSIPATS Mid Term Training Report** tab is selected and then select **New Record**



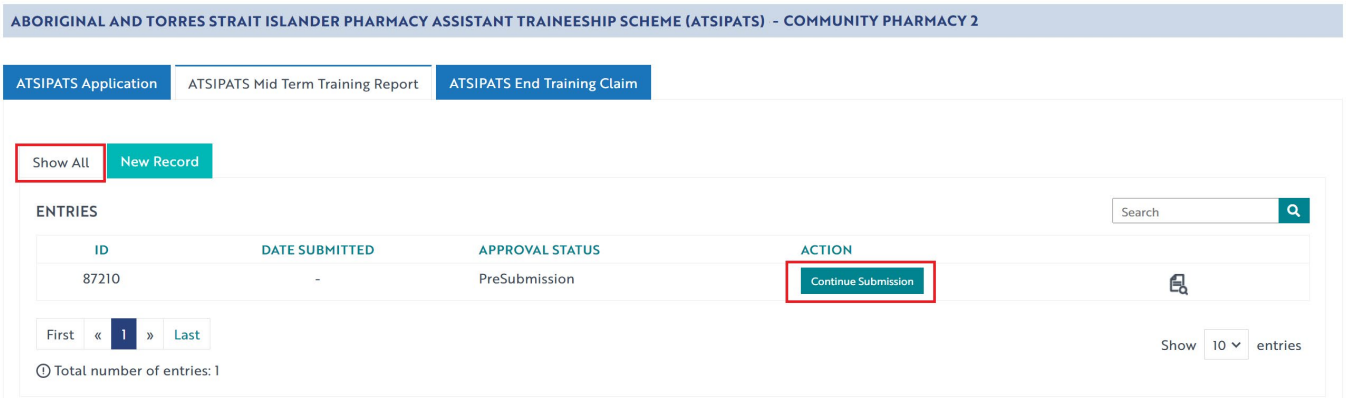
4) Complete all the relevant fields. These fields must be completed by the Service Provider at the half-way stage of the Nationally Accredited Pharmacy Assistant Training Course, regarding the

benefits of having an Aboriginal and Torres Strait Islander Pharmacy Assistant Trainee in the pharmacy. Failure to provide the Mid Term Training Report will result in the Pharmacy being withdrawn from the Program for this Pharmacy Assistant. More information can be found on the PPA website.

5) Once you have completed all the relevant fields, select the **Submit** button at the bottom of the page to submit the form.

6) 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.

7) To see a list of all submitted and/or saved claims, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved claims. Only submitted claims will be reviewed by an Operator. If claims are not submitted, they cannot be paid.



8) Once submitted, a confirmation message will display, and the claim will be set to a *Pending* status. An Operator will review your submission and you will be notified via email once your claim has been approved or rejected.

Please note the Pharmacy will be expected to provide a mid term report for each eligible Pharmacy Assistant. Due dates for these reports will be outlined when the application is approved. Failure to provide these reports will result in funding associated with the provision of these reports being withheld.

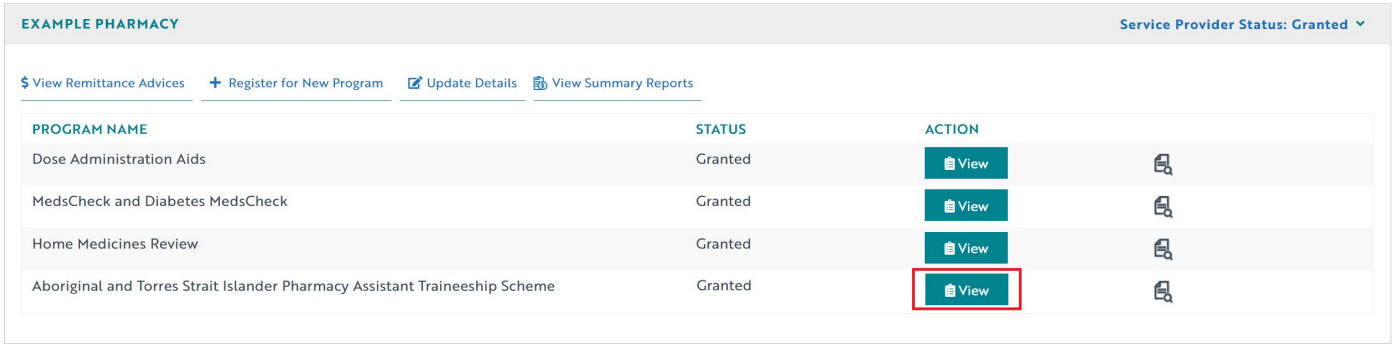
If you have any queries, do not hesitate to contact the PPA Support Centre on 1800 951 285 or via email at support@ppaonline.com.au

ATSIPATS END TRAINING REPORT

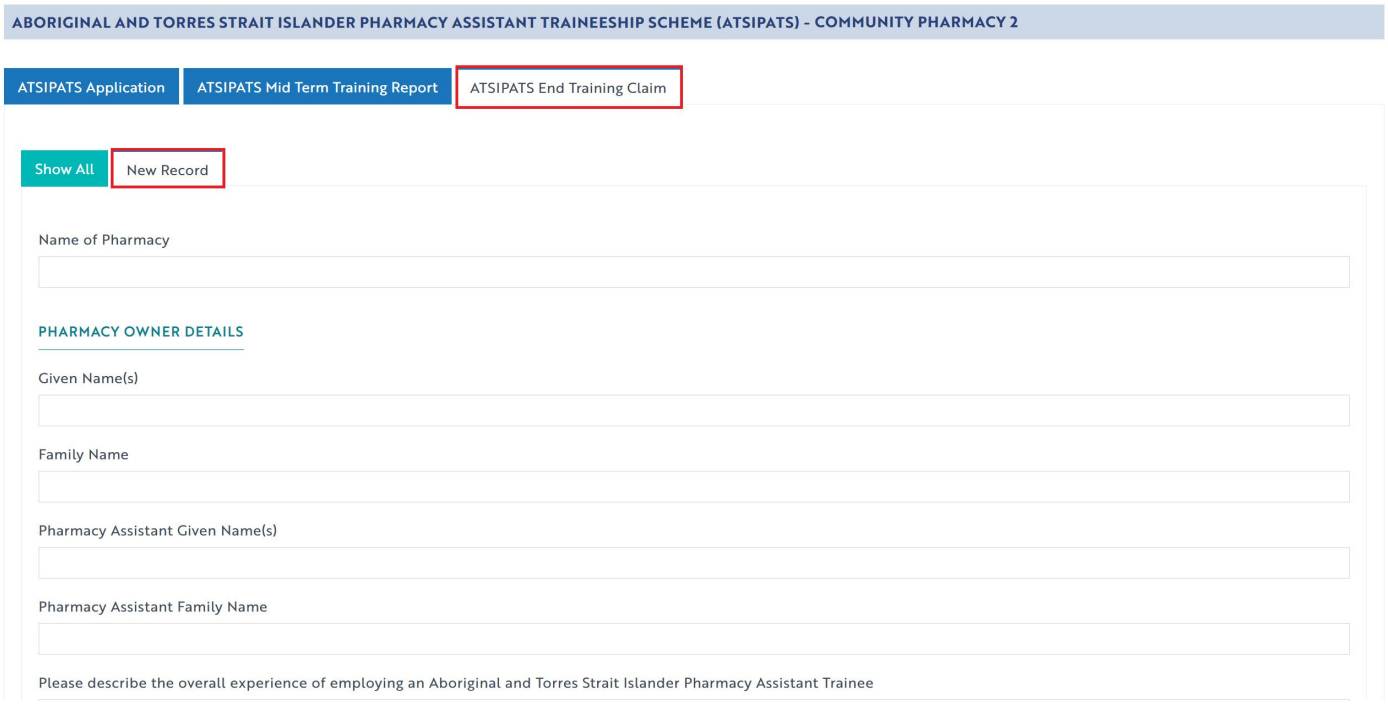
This section details how to submit an End Training report claim for the ATSIPATS Program through the Pharmacy Programs Administrator Portal.
Please Note in order to submit an ATSIPATS End Training Report claim, you must first submit a Program Registration, and meet reporting requirements as per the steps in the above sections.

1) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** button 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 a program under the relevant service provider.



3) The following screen will then appear. Ensure the **ATSIPATS End Training Claim** tab is selected and then select the **New Record** button



4) Complete all the relevant fields. These fields must be completed by the Service Provider at the end of the Nationally Accredited Pharmacy Assistant Training Course. More information can be found on the PPA website.

   Please note in order to receive the final payment, Service Providers must provide the ***Pharmacy Assistant End Training Feedback Report*** at the successful completion of the Nationally Accredited Pharmacy Assistant Training Course. This form will be completed by the Pharmacy Assistant and uploaded by the Pharmacist to the Pharmacy Programs Administrator Portal. A template can be located on the PPA website.

5) Once all the relevant fields are completed, select the **Submit** button at the bottom of the page to submit the claim.

6) If you need to return to the application at another time, click the **Save** button instead. Saved claims will save with a *Pre-Submission* status.

7) To see a list of all submitted and/or saved claims, click on the **Show All** tab. Click on the **Continue Submission** button to complete any saved claims. Only submitted claims will be reviewed by an Operator. If claims are not submitted, they cannot be paid.

8) Once submitted, a confirmation message will display, and the claim will be set to a *Pending* status. An Operator will review your submission and you will be notified via email once your claim has been approved or rejected.

Please note the Pharmacy will be expected to provide an end report for each eligible Pharmacy Assistant. Due dates for these reports will be outlined when the application is approved. Failure to provide these reports will result in funding associated with the provision of these reports being withheld.

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