Pharmacy Programs Administrator

PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

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PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – RURAL CONTINUING PROFESSIONAL EDUCATION ALLOWANCE

INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for Pharmacists and Professional Educators claiming for the Rural Continuing Professional Education (CPE) Allowance Program. It describes the following processes:

- Portal Registration and Role Registration
- Rural CPE Allowance Program Registration
- Rural CPE Allowance Claim.

For best performance, we recommend the most recent version of the **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.

PORTAL REGISTRATION AND ROLE REGISTRATION

If you would like to start claiming for the Rural Continuing Professional Education Allowance, you will need to first create a user account and register as a Registered Pharmacist or Accredited Pharmacist on the Pharmacy Programs Administrator Portal. All claims submitted under the Rural CPE Allowance must be via an individual pharmacist's account (sole trader). The Rural CPE Allowance **cannot** be claimed by business entities such as community pharmacies.

The following steps describe what you will need to do to get started on the Portal.

Set up your user account for the Portal

1) Navigate to the Portal via the website https://app.ppaonline.com.au. The Pharmacy Programs Administrator Portal Login page will display. Click on the **Register as a New User** link

2) The New User Registration Form will display

3) Complete the fields as required and click Register. A confirmation email will be sent to your email address for verification.

4) Once you have verified your email, you will be able to log in.

Register a Registered Pharmacist or Accredited Pharmacist Role

1) Navigate to the Portal via the website https://app.ppaonline.com.au. The login page will display. Enter your account details and click on the **Log In** button.

2) The following will display. Click on the **register for a role** link.

3) You will be prompted to select a role type. For the purposes of this User Guide, select the applicable role type Registered or Accredited Pharmacist (Pharmacy Owner role types cannot register for the CPE program).

NEW ROLE REGISTRATIONS

If the role you require is not approved or pending in link to a current Service Provider or register a new or

Select a role type to register for
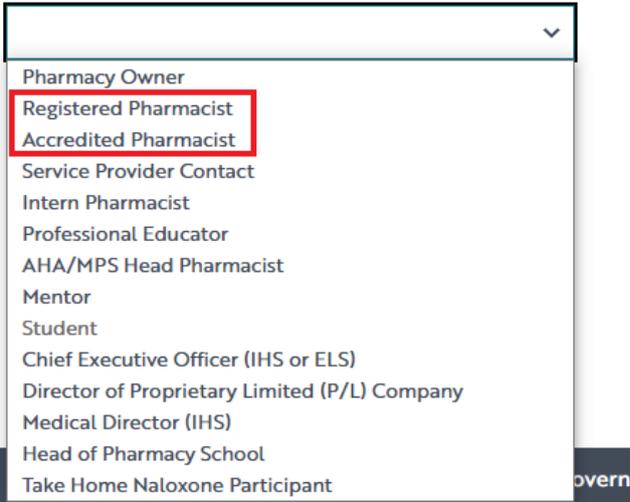
Pharmacy Owner
Registered Pharmacist
Accredited Pharmacist
Service Provider Contact
Intern Pharmacist
Professional Educator
AHA/MPS Head Pharmacist
Mentor
Student
Chief Executive Officer (IHS or ELS)
Director of Proprietary Limited (P/L) Company
Medical Director (IHS)
Head of Pharmacy School
Take Home Naloxone Participant

4) You will be asked to provide your AHPRA number if you select Registered Pharmacist role.

Select a role type to register for
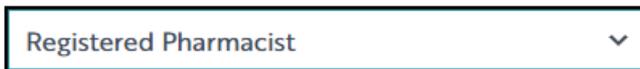
Registered Pharmacist

AHPRA Number

Submit

You will be asked to provide your Accreditation Number and upload your Accreditation Certificate. To do this click the **Browse** button. Once you have selected a file click the **Upload File** button.
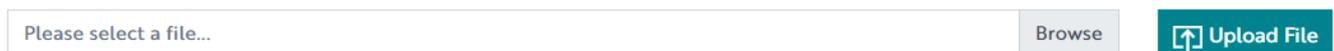
Select a role type to register for

Accredited Pharmacist

Medication Review Number (MRN) or SHPA Accreditation Number

Accreditation Certificate

Please select a file...   Browse   Upload File

5) Once fields are complete click the Submit button. A confirmation message will appear. It may take up to 24 hours for your registration to be reviewed and approved or rejected by an Operator.

6) Once your Role Registration has been submitted, the Portal will show the Business Registration Details page. Select **Can't find your Service Provider? Register a New One.**

7) Scroll down to select Sole Trader (Accredited Pharmacist/Registered Pharmacist) as Type of Pharmacy/Business. Complete all business details and Submit your Sole Trader registration. This registration will be reviewed and approved or rejected by an Operator.

RURAL CPE ALLOWANCE PROGRAM REGISTRATION

This section details how to complete a Rural CPE Allowance Program Registration through the Pharmacy Programs Administrator Portal.

1) Click on the **Home** page button

2) To register for the Rural CPE Allowance Program, click the **Register for New Program** link

$ View Remittance Advices	+ Register for New Program	☑ Update Details	🗟 View Summary Reports
PROGRAM NAME		**STATUS**	**ACTION**

3) The Program Registration screen will display a list of all programs you may register for. Use the drop-down list to select **Rural Continuing Professional Education Allowance**

Program Registration

⌄
Rural Continuing Professional Education Allowance
Rural Intern Training Allowance

4) The Rural CPE Allowance Program Registration details will display (part of screen shown below)

Program Registration

Rural Continuing Professional Education Allowance	⌄

Are you an Australian Citizen or Permanent Resident?

○ Yes

○ No

Please upload proof of Australian Citizenship or Permanent Residency

Please select a file...	Browse	⬆ Upload File

[Certified documents demonstrating proof of Australian Citizenship or Permanent Residency]

5) Complete all details and click on **Submit Registration**. Please note, you must provide **certified** documents to demonstrate proof of Australian Citizenship or Permanent Residency

6) Once submitted a confirmation message will appear. 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.

RURAL CPE ALLOWANCE CLAIM

This section details how to submit a Rural CPE Allowance Claim through the Pharmacy Programs Administrator Portal.

1) In order to submit a Rural CPE Allowance Claim you must first register for the program and be approved

2) Once logged into the Pharmacy Programs Administrator portal, navigate to the appropriate Service Provider and click the **View** button next to the Rural CPE Allowance Program

3) Once you have clicked on **View**, the following screen will display. Click on the **New Record** tab

4) A Rural CPE Allowance Claim form will display (part of form shown below)

5) Complete the fields in the Rural CPE Allowance Claim. If you need to return to the claim at another time, scroll down and click the **Save** button. You can then continue the saved claim by clicking the **Show All** tab and then the **Continue Submission** button

6) Once finished, click the **Submit** button to submit the Rural CPE Allowance Claim. The claim will be sent to the PPA for review, and if approved, payment will be made to your registered bank account

7) To see a list of all submitted and/or saved claims, click on the **Show All** tab.