Pharmacy Programs Administrator

PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES

February 2022

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES (IIARP)

INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Intern Incentive Allowance for Rural Pharmacies (IIARP) Program. It describes the following processes:

- IIARP Program Registration
- IIARP New Application
- IIARP Mid Placement Claim
- IIARP End Placement 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.

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES PROGRAM REGISTRATION

This section provides details on how to register for the IIARP Program 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 IIARP 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 **Intern Incentive Allowance for Rural Pharmacies**

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

EXAMPLE PHARMACY

Program Registration

Intern Incentive Allowance for Rural Pharmacies   ⌄

📋 Once your IIARP Program registration has been submitted you will need to submit individual applications for each pharmacy intern for your pharmacy to be eligible to start receiving payments.

Type of Service Provider
○ Community Pharmacy
○ Approved Hospital Authority
○ Multi-Purpose Service

Position/Role
○ Pharmacy owner
○ Pharmacist
○ Head Pharmacist

5) Ensure you carefully read through the IIARP 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.

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES APPLICATION

This section details how to submit an application for the IIARP Program through the PPA Portal.

Please note in order to make an application for the IIARP Program you must first be registered for the program. 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

1) Click on the **View** button to begin the IIARP application 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
MedsCheck and Diabetes MedsCheck	Granted	🗎 View
Home Medicines Review	Granted	🗎 View
Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme	Granted	🗎 View
Intern Incentive Allowance for Rural Pharmacies	Granted	🗎 View
Intern Incentive Allowance for Rural Pharmacies - Extension Program	Granted	🗎 View

2) The following screen will then display. Ensure the **Application** tab is selected, and select **New Record**

INTERN INCENTIVE ALLOWANCE - EXAMPLE PHARMACY

| Application | Mid Placement Claim | End Placement Claim |

| Show All | New Record |

New Application for Intern Incentive Allowance Program

INTERN DETAILS

Given Name(s)

Family Name

3) Complete all the relevant fields. This includes attaching documents where required, such as a certified copy of proof of Australian Citizenship or Permanent Residency. More information can be found on the [PPA website](#).

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

5) 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.

6) 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

INTERN INCENTIVE ALLOWANCE - EXAMPLE PHARMACY

| Application | Mid Placement Claim | End Placement Claim |

Show All   New Record

ENTRIES

Search

ID	DATE SUBMITTED	APPROVAL STATUS	ACTION	
87217	–	PreSubmission	Continue Submission	

First « 1 » Last

Show 10 entries

ⓘ Total number of entries: 1

7) Once submitted a confirmation message will display, and your Application will be set to *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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES MID PLACEMENT REPORT

This section details how to submit a Mid Placement claim for the IIARP Program through the PPA Portal (for placements greater than six months).

Please Note: in order to submit a Mid Placement claim, you must first submit a Program Registration and Application as per the steps in the above sections.

1) Once logged into the PPA 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 IIARP claim under the relevant Service Provider.

3) The following screen will then display. Ensure the **Mid Placement Claim** tab is selected, 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 Intern's placement, regarding how the Intern Incentive Allowance has assisted in employing an Intern Pharmacist.

   Please note the Mid Placement Report is due no later than 30 days after the first 6-month period of the placement. Failure to provide the Mid Placement Report will result in the Pharmacy being withdrawn from the Program for this Intern. 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 Placement report for each eligible Pharmacy Intern. Due dates for these reports will be outlined via email 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

INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES END PLACEMENT REPORT

This section details how to submit an End Placement claim for the IIARP Program through the PPA Portal. *Please Note* in order to submit an End Placement 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 an IIARP claim under the relevant Service Provider

3) The following screen will then display. Ensure the **End Placement Claim** tab is selected, then select **New Record**

4) Complete all the relevant fields. These fields must be completed by the Service Provider at the end of the internship. The End Placement Report is due no later than 30 days after the end of the placement period. More information can be found on the [PPA website](#).

   Please note in order to receive the final payment, Service Providers must provide the ***Pharmacy Intern End Placement Feedback Report*** at the successful completion of the internship. This report will be completed by the Pharmacist Intern and uploaded by the Service Provider to the PPA Portal. A template can be located 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

INTERN INCENTIVE ALLOWANCE – EXAMPLE PHARMACY

| Application | Mid Placement Claim | End Placement Claim |

Show All | New Record

ENTRIES   Search 🔍

ID	DATE SUBMITTED	APPROVAL STATUS	ACTION	
87219	-	PreSubmission	Continue Submission	🖳

First « 1 » Last

Total number of entries: 1   Show 10 ˅ entries

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 Placement report for each eligible Pharmacy Intern. Due dates for these reports will be outlined via email 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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