How to Claim for DAA, Staged Supply or MedsCheck/Diabetes Services on the 6CPA Portal

Screen One:

After logging in to the 6CPA Registration and Claiming Portal using your unique username and password, click on the ‘NEW CLAIM’ tab (circled in red below) to begin submitting a claim. Select from the dropdown boxes provided:

- the pharmacy or business that is related to the Claim
- the secondary contact applicable
- the program the claim is related to e.g. DAA, PPI – SS (Staged Supply) or MedsCheck
- the program element the claim is related to e.g. DAA Basic 2018, SS Basic 2018 or MedsCheck Service Claim

Create:

- a ‘Claim Reference’ for your pharmacy or business records (to track and identify each claim)
Screen One continued:

Enter:
- any ‘Additional Information’ (if required)

Click:
- ‘Next Step’ (circled in red below)
Screen Two:

Read the Declaration and ensure you understand and agree. Then click ‘Next’ (circled in red below)
Screen Three:

In order to complete your Application (Claim), you need to complete, save (on your computer) and upload the DAA, Staged Supply or MedsChecks Basic Template (excel spreadsheet) available via the 6CPA website at www.6cpa.com.au

Select:

- Under ‘Document type’ (1) choose the relevant programme from the drop down selection
- Enter a Description (optional)
- Select your completed and saved Claim Template by clicking on the ‘Browse’ (2) button under ‘Document to add’ (3)
- Once you have selected the relevant Claim Template from your computer to upload, click on ‘Add to list’ (circled in red below) to upload the Claim Template with your claim.
Screen Three Continued:

Select:

- After a few moments your Claim Template will appear in the table and ‘You have added all required documents’ will appear (as shown below).
- To complete your Application (Claim) click on the ‘Submit’ button (circled in red below) and wait until it navigates to the ‘Your Claims’ section, this may take a few minutes.

Your claim has not been successfully submitted if you have not clicked the ‘SUBMIT’ button.
Screen Four:

Your claim has now been submitted and will initially appear with an ‘Action’ to ‘Upload Documents’. Nothing further is required and this action will update to ‘View’ after a few minutes.

Please note the text in red on this screen.