

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

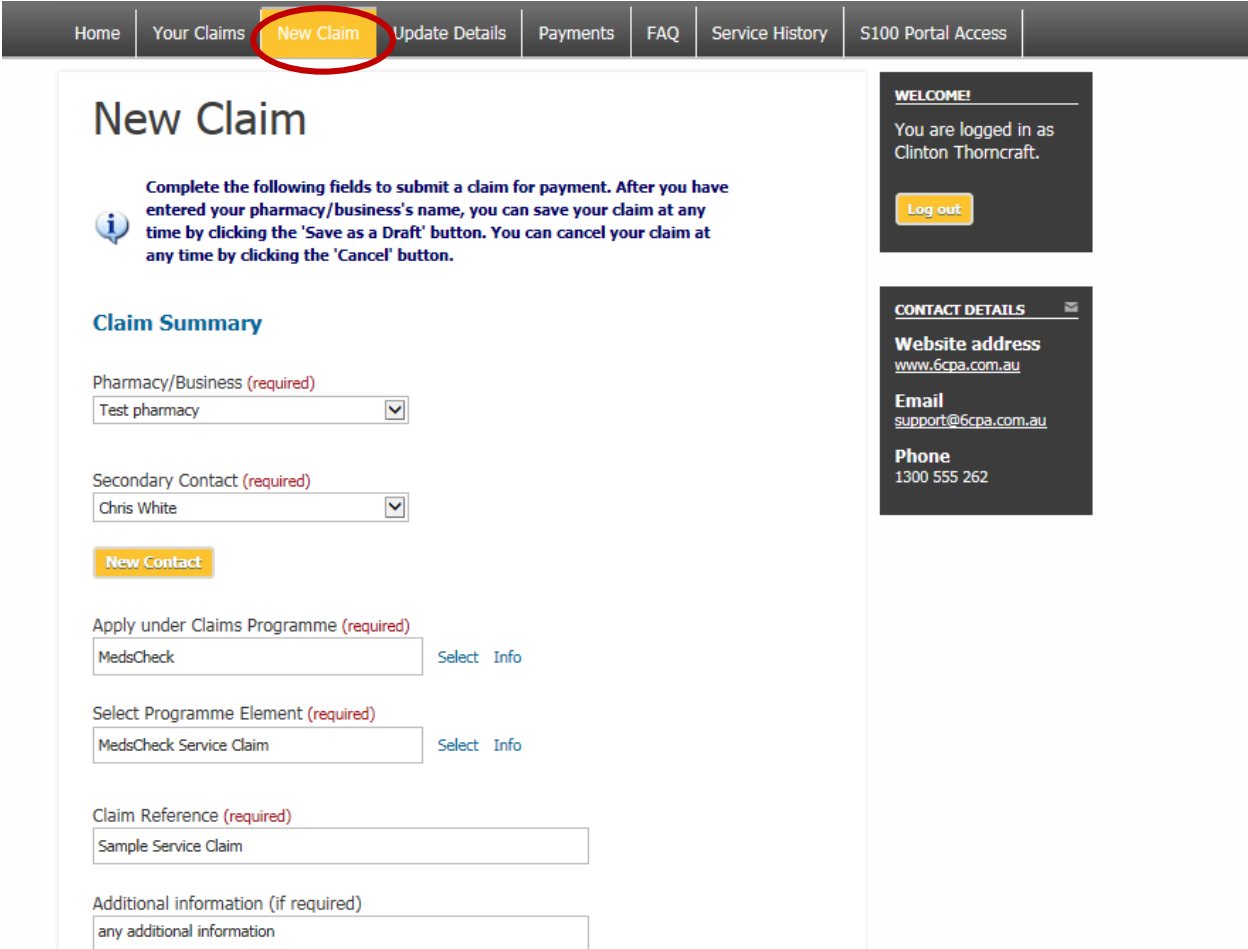
Screen One:

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)



Home | Your Claims | **New Claim** | Update Details | Payments | FAQ | Service History | S100 Portal Access

New Claim

Complete the following fields to submit a claim for payment. After you have entered your pharmacy/business's name, you can save your claim at any time by clicking the 'Save as a Draft' button. You can cancel your claim at any time by clicking the 'Cancel' button.

Claim Summary

Pharmacy/Business (required)
Test pharmacy

Secondary Contact (required)
Chris White

[New Contact](#)

Apply under Claims Programme (required)
MedsCheck [Select](#) [Info](#)

Select Programme Element (required)
MedsCheck Service Claim [Select](#) [Info](#)

Claim Reference (required)
Sample Service Claim

Additional information (if required)
any additional information

WELCOME!
You are logged in as Clinton Thomcraft.
[Log out](#)

CONTACT DETAILS
Website address
www.6cpa.com.au
Email
support@6cpa.com.au
Phone
1300 555 262

Screen One continued:

Enter:

- any **'Additional Information'** (if required)

Click:

- **'Next Step'** (circled in red below)

Apply under Claims Programme (required)

MedsCheck [Select](#) [Info](#)

Select Programme Element (required)

MedsCheck Service Claim [Select](#) [Info](#)

Claim Reference (required)

Sample Service Claim

Additional information (if required)


any additional information

Next Step [Save as Draft](#) [Cancel](#) [Back To Your Claims](#)

Screen Two:

Read the Declaration and ensure you understand and agree. Then click 'Next' (circled in red below)

New Claim - Declaration



By clicking on the 'Next' button below:

You acknowledge and agree that:

- the pharmacy / business you represent has previously registered with the 6CPA Administrator (being The Pharmacy Guild of Australia), relating to the participation in certain programs or the delivery of the certain services described in Program Directives / Program Rules available at www.6cpa.com.au
- by registering with the 6CPA Administrator, the pharmacy / business has entered into an Agreement with the 6CPA Administrator (which includes the 6CPA General Terms and Conditions and relevant Program Directives / Program Rules), and that the Agreement sets out the basis upon which the pharmacy / business is to deliver the relevant services from time to time, including the obligations of the pharmacy / business to provide information to the 6CPA Administrator and the Australian Government
- by submitting a claim or claims on behalf of the pharmacy / business, the pharmacy / business is bound (or continues to be bound) by the terms of the Agreement applicable as at the date of the services.

You declare that:

- you are authorised to bind the pharmacy / business and submit this claim or claims on behalf of the pharmacy / business
- the service(s) described in the claim(s) were conducted in accordance with the Agreement, including the latest approved version of the Program Directives / Program Rules applicable as at the date of service
- documentation in support of the claim(s) is available for audit
- you have permission to pass on the details of any pharmacists(s) and service recipients included in the claim(s) to the 6CPA Administrator and the Australian Government, as required under the Agreement (including the Program Directives / Program Rules)
- the information provided in the claim(s) is complete and correct.

You understand that:

- giving false or misleading information is a serious offence.

If you are claiming for a *medication management service* you will need to attach a completed 'claim template' after you click the 'Next' button.

Claim templates for HMR, MedsCheck and Diabetes MedsCheck, and RMMR are located at www.6cpa.com.au and at the 'FAQ' tab above.

If you are claiming for a *medication adherence service* you will need to attached a completed 'claim template' after you click the 'Next' button.

Claim templates for the Dose Administration Aid and Staged Supply programs are located at www.6cpa.com.au and at the 'FAQ' tab above.

If you are claiming for *QUM or PPI – Clinical Interventions* you do not need to Upload Documents.

If you are claiming for *s100 Patient Specific Medicines Supply Fee* you will need to attach a copy of the DHS form '*AHS pharmaceutical supplies request form (PB042) for s100 Supply Arrangements*' that contains the Patient Specific medicines (not the bulk supply).

Next **Save as Draft** **Cancel** **Back To Your Claims**

WELCOME!

You are logged in as Clinton Thorncraft.

Log out

CONTACT DETAILS

Website address
www.6cpa.com.au

Email
support@6cpa.com.au

Phone
1300 555 262

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.

The screenshot shows the 'Upload Application Documents' page on the SCPA website. The page has a navigation bar at the top with links: Home, Your Claims, New Claim, Update Details, Payments, FAQ, and Service History. The main content area is titled 'Upload Application Documents' and contains the following elements:

- An information icon (i) and text: 'In order to complete your Application online, you need to upload the following documents: - Claim Details for HMR. Optionally, you can upload other supporting documents.'
- A 'Document type' dropdown menu with 'Claim Details for HMR' selected. An arrow labeled (1) points to this dropdown.
- A 'Description (optional)' text input field.
- An information icon (i) and text: 'Click "Browse" to select the file to upload and then click "Add to List".' An arrow labeled (2) points to the 'Browse...' button.
- A 'Document to add' section with a 'Browse...' button and an 'Add to List' button circled in red. An arrow labeled (3) points to the 'Add to List' button.
- A table with columns: Type, File Name, Description, and Action. Below the table, it says 'No documents have been selected or uploaded yet.'
- A red error message: 'You have not yet added all required documents.'
- Buttons: 'Submit', 'Save as Draft', and 'Cancel'.

On the right side of the page, there are two dark grey boxes:

- WELCOME!** You are logged in as Chris White for demo. [Logout]
- CONTACT DETAILS** Website address: www.6cpa.com.au, Email: support@6cpa.com.au, Phone: 1300 555 262.

The footer contains links: Home, Your Claims, New Claim, Update Details, Payments, FAQ, Service History, Privacy Policy, Disclaimer.

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

The screenshot displays the 'Upload Application Documents' page on the SCFA website. The page includes a navigation menu at the top with options like 'Home', 'Your Claims', 'New Claim', 'Update Details', 'Payments', 'FAQ', and 'Service History'. The main content area features a form for uploading documents, including a dropdown for 'Document type' (set to 'Claim Details for HMR'), a text field for 'Description (optional)', and a 'Document to add' section with a 'Browse...' button. Below the form is a table with the following data:

Type	File Name	Description	Action
Claim Details for HMR	Sample HMR claim.xlsx	Sample claim template	Remove

Below the table, a green message states: "You have added all required documents." At the bottom of the form, there are three buttons: "Submit" (circled in red), "Save as Draft", and "Cancel". On the right side of the page, there are two sidebars: "WELCOME!" with a "Logout" button, and "CONTACT DETAILS" with information for website address, email, and phone.

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.

Home **Your Claims** New Claim Update Details Payments FAQ Service History

Your Claims

The table below shows all claims where you are recorded as having an active role in the pharmacy/business. If you are listed as the pharmacy/business's 'Primary Contact', you can edit any 'Draft' application by clicking 'Edit' in the Actions column. You may also upload support documents by clicking 'Upload Documents' in the Actions column.

It may take about a minute for a claim to show in correct status after clicking Submit button. Please do not immediately click on Actions against a claim you have just submitted.

Filter By Pharmacy/Business: All Organisations
Filter By Year of Completion: All Years

Claim No	Primary Contact	Claim Reference	Status	Amount Approved	Completion Date	Actions
94483	Chris White for demo	Sample HMR claim	Pending Processing Stage 1			View
94481	Chris White for demo	Ben Test	Pending Processing Stage 1			View

Page 1 of 1

Home Your Claims New Claim Update Details Payments FAQ Service History Privacy Policy Disclaimer