

# How to Claim for PPI on the 6CPA Portal

## STEP ONE

After logging in to the 6CPA Registration and Claiming Portal using your unique username and password click on the **NEW CLAIM** tab (in yellow below) to begin submitting a claim.

### Screen One:

Select:

- the Pharmacy that is related to the Claim
- the secondary contact applicable to the selected pharmacy
- programme the claim is for e.g. PPI – CI & DAA

Create:

- a Claim Reference for the pharmacy records (to track and identify each claim)

Home Your Claims **New Claim** Update Details FAQ

## 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)  
Joe Blogs Pharmacy

Secondary Contact (required)  
Joe Blog

[New Contact](#)

Apply under Claims Programme (required)  
PPI - CI & DAA [Select](#) [Info](#)

Claim Reference (required)  
PPI Claim 1

Additional Information (if required)

**WELCOME!**  
You are logged in as Kathleen Moorby.  
[Log out](#)

**CONTACT DETAILS**  
**Website address**  
[www.5cpa.com.au](http://www.5cpa.com.au)  
**Email**  
[support@5cpa.com.au](mailto:support@5cpa.com.au)  
**Phone**  
1300 555 262

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**Screen One continued:**

Enter:

- Total number of Clinical Interventions performed and recorded during claiming period
- Total number of DAA patients that received a DAA service during claiming period

The screenshot shows a web browser window with the URL <https://preprod5cpaportal5cpa.com.au/NewApplicationStep1/NewApplicationStep1>. The browser's address bar and tabs are visible at the top. The main content area contains a form with the following sections:

- Additional information (if required):** A large empty text input field.
- Clinical Interventions:** A section with the text "The total number of Clinical Interventions performed and recorded under D.O.C.U.T. during the current Claiming Period" and a text input field containing the value "100".
- DAA:** A section with the text "The total number of eligible DAA patients that received a DAA service during each week of the current Claiming Period (Calculate the total by adding the weekly totals together for the Period)" and a text input field containing the value "55".

At the bottom of the form, there are four buttons: "Next Step" (circled in red), "Save as Draft", "Cancel", and "Back To Your Claims".


The footer of the page contains a navigation menu with links: [Home](#), [Your Claims](#), [New Claim](#), [Update Details](#), [Payments](#), [FAQ](#), [Service History](#), [Privacy Policy](#), and [Disclaimer](#). The version number "Version: 1.1.0.0" is displayed in the bottom right corner of the footer area.

**Screen Two:**

Read the Declaration and ensure you understand and agree. Then click 'NEXT'

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

## New Claim - Declaration



By clicking on the 'Next' button below:

**I agree to:**

- Having any information pertaining to the service(s), including any prior approval request(s) forwarded to the Australian Government

**I declare that:**

- I am authorised to submit this claim on behalf of the Pharmacy/Business
- the service(s) in the claim were conducted in accordance with the SCPA General Terms and Conditions and the relevant Programme Specific Guidelines
- documentation in support of the claim(s) is available for audit
- I have permission to pass on the details of any pharmacists(s) included in the claim(s) to the Pharmacy Guild of Australia and the Australian Government
- the information provided in the claim(s) is complete and correct

**I 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, RMMR and QUM are located at [www.5cpa.com.au](http://www.5cpa.com.au) and in the 'FAQ' tab above. If you are claiming for *PPI – Clinical Interventions and DAA* you do not need to Upload Documents.

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

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

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**Screen Three:**

**NO** documents are required to be uploaded for PPI claiming. Click 'Submit'

Home | Your Claims | New Claim | Update Details | FAQ

### Upload Application Documents

**In order to complete your Application online, you need to upload the following documents:**  
Optionally, you can upload other supporting documents.

Document type  
Other Document

Description (optional)

Click "Browse" to select the file to upload and then click "Add to List".

Document to add  
Browse...

Add to List

Type	File Name	Description	Action
No documents have been selected or uploaded yet.			

You have added all required documents.

Submit | Save as Draft | Cancel

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Log out

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**Screen Four:**

Your claim has 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 moments.

**Please note the text in red on this screen.**

The screenshot shows a web application interface for managing claims. At the top, there is a navigation bar with links for Home, Your Claims (highlighted), New Claim, Update Details, and FAQ. The main content area is titled 'Your Claims' and includes an information icon and a paragraph explaining that the table below shows all claims where the user has an active role. A red warning message states: '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.' Below this, there are two filter dropdowns: 'Filter By Pharmacy/Business' (set to 'All Organisations') and 'Filter By Year of Approval' (set to 'All Years'). A table lists three claims with columns for Claim No, Primary Contact, Claim Reference, Status, Amount Approved, Approval Date, and Actions. The first claim (355) has a status of 'Submitted, Pending Documents' and an 'Upload Documents' action. The other two claims (334 and 333) have a status of 'Pending Processing Stage 2' and a 'View' action. On the right side, there is a sidebar with a 'WELCOME!' message, a 'Log out' button, and contact details for the website (www.5cpa.co), email (support@5cpa.co), and phone (1300 555 262).

Home **Your Claims** New Claim Update Details FAQ

## 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 Approval: All Years

Claim No	Primary Contact	Claim Reference	Status	Amount Approved	Approval Date	Actions
355	Kathleen Moorby	PPI Claim 1	Submitted, Pending Documents			Upload Documents
334	Kathleen Moorby	Guild1	Pending Processing Stage 2			View
333	Kathleen Moorby	Guild	Pending Processing Stage 2			View

Home **Your Claims** New Claim Update Details FAQ

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[Log out](#)

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**Email** [support@5cpa.co](mailto:support@5cpa.co)  
**Phone** 1300 555 262

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**Screen Five:**

Your claim is now complete and is ready to view if required.

The screenshot shows a web application interface for managing claims. At the top, there is a navigation bar with links for Home, Your Claims (highlighted), New Claim, Update Details, and FAQ. The main content area is titled 'Your Claims' and contains an information icon, a paragraph of instructions, and a red warning message. Below this are two filter dropdowns: 'Filter By Pharmacy/Business' (set to 'All Organisations') and 'Filter By Year of Approval' (set to 'All Years'). A table lists three claims with columns for Claim No, Primary Contact, Claim Reference, Status, Amount Approved, Approval Date, and Actions. The right sidebar includes a 'WELCOME!' message with a 'Log out' button and 'CONTACT DE' information including website, email, and phone details. The browser's address bar and zoom level (100%) are visible at the bottom.

**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 Approval: All Years

Claim No	Primary Contact	Claim Reference	Status	Amount Approved	Approval Date	Actions
355	Kathleen Moorby	PPI Claim 1	Pending Processing Stage 2			<a href="#">View</a>
334	Kathleen Moorby	Guild1	Pending Processing Stage 2			<a href="#">View</a>
333	Kathleen Moorby	Guild	Pending Processing Stage 2			<a href="#">View</a>

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