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)
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
Screen Two:

Read the Declaration and ensure you understand and agree. Then click ‘NEXT’
Screen Three:

NO documents are required to be uploaded for PPI claiming. Click ‘Submit’
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.**
**Screen Five:**

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

<table>
<thead>
<tr>
<th>Claim No</th>
<th>Primary Contact</th>
<th>Claim Reference</th>
<th>Status</th>
<th>Amount Approved</th>
<th>Approval Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>255</td>
<td>Kathleen Moobry</td>
<td>PPI Claim 1</td>
<td>Pending Processing Stage 2</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>334</td>
<td>Kathleen Moobry</td>
<td>Guld1</td>
<td>Pending Processing Stage 2</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>333</td>
<td>Kathleen Moobry</td>
<td>Guld</td>
<td>Pending Processing Stage 2</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

The table above 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.