Background

From 1 January 2017, the Government has agreed that appropriate remuneration will be provided to eligible pharmacies for the dispensing of patient specific medicines under a rural and remote script (or equivalent). This will effectively bring the total payments for this work to the equivalent of the standard PBS dispensing fee. The s100 Patient Specific Medicines Supply fee will cover all medicines on the PBS that are currently covered under the s100 RAAHS Program when dispensing occurs at or from an approved pharmacy or approved hospital authority.

SCREEN ONE:

After logging in to the 6CPA Registration and Claiming Portal using your unique username and password, click on the ‘NEW CLAIM’ tab 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 s100 PSSF program

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), and
- Count of Patient Specific Medicines Supplied (dispensed).

Please note that the count should simply be a number of dispensing events for the period you are claiming, and not include any s100 products that are bulk supplied.

Click:

- ‘Next Step’
SCREEN TWO:

Read the Declaration and ensure you understand and agree. Then click ‘Next’.

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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 relevant General Terms and Conditions and Programme Specific Guidelines, as applicable at the date of service:
  - 6CPA General Terms and Conditions and the relevant 6CPA Programme Specific Guidelines (1 July 2010 to 30 June 2015); or
  - 6CPA General Terms and Conditions and the relevant 6CPA Programme Specific Guidelines (From 1 July 2015)
- 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, and RMRR are located at www.6cpa.com.au and in the ‘FAQ’ tab above.

If you are claiming for QUM or PPT – Clinical Interventions and DAA 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 (P8042) for s100 Supply Arrangements” that contains the Patient Specific medicines (not the bulk supply).
SCREEN THREE:

In order to complete your Application (Claim), you need to attach the ‘AHS pharmaceutical supplies request form (PB042) for s100 Supply Arrangements’ that relates to the patient specific dispensing events (not the one that includes bulk supply).

Then:

- Enter a Description (optional)
- Select your completed and saved ‘AHS pharmaceutical supplies request form (PB042) for s100 Supply Arrangements’ form by clicking on the ‘Browse’ button under ‘Document to add’
- Once you have selected the relevant ‘AHS pharmaceutical supplies request form (PB042) for s100 Supply Arrangements’ form from your computer to upload, click on ‘Add to list’ to upload the Claim Template with your claim.

![Upload Application Documents]

In order to complete your Application online, you need to upload the following documents:
- AHS pharmaceutical supplies request form (PB042) for s-100 Supply Arrangements

Optionally, you can upload other supporting documents.

**Document type**

AHS pharmaceutical supplies request form

**Description (optional)**

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

**Document to add**

Browse...

Add to List

<table>
<thead>
<tr>
<th>Type</th>
<th>File Name</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No documents have been selected or uploaded yet.

You have not yet added all required documents.
SCREEN THREE continued:

Select:

- After a few moments your form 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 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.

In order to complete your Application online, you need to upload the following documents:

- AHS pharmaceutical supplies request form (PB042) for s-100 Supply Arrangements
  Optionally, you can upload other supporting documents.

Document type
AHS pharmaceutical supplies request form

Description (optional)

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

Document to add

![Upload Application Documents](image_url)

You have added all required documents.

<table>
<thead>
<tr>
<th>Type</th>
<th>File Name</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS pharmaceutical supplies request form</td>
<td>Current claim form.pdf</td>
<td>s100 claim for January 2017</td>
<td>Remove</td>
</tr>
<tr>
<td>(PB042) for s-100 Supply Arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit  Save as Draft  Cancel
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.

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.

<table>
<thead>
<tr>
<th>Claim No</th>
<th>Primary Contact</th>
<th>Claim Reference</th>
<th>Status</th>
<th>Amount Approved</th>
<th>Completion Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>183831</td>
<td>Clinton Thorncraft</td>
<td>Sample s100 claim</td>
<td>Pending Processing Stage 1</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>