

How to Claim for DAA and MedsCheck Initial Patient Registration on the 6CPA Portal

Note: There is no requirement for patients to be 'new', only that they have not been previously registered.

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 programme the claim is related to e.g. DAA or MedsCheck
- the programme element (DAA Patient Registration 2018 or MedsCheck/Diabetes MedsCheck Registration 2018)

Create:

- a **'Claim Reference'** for your pharmacy or business records (to track and identify each claim)

Pharmacy Agreement

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/Diabetes MedsCheck Registration 2 [Select](#) [Info](#)

Claim Reference (required)
Sample Claim

Additional information (if required)

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/Diabetes MedsCheck Registration 2 [Select](#) [Info](#)

Claim Reference (required)

Sample Claim

Additional information (if required)


Any further 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 submitting a Patient Registration or Patient Follow-up service you will need to complete the Patient Medication Profile. This can be done manually as part of the portal claim, or it can be provided using the template available at www.6CPA.com.au

Next Save as Draft Cancel Back To Your Claims

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 Three:

Complete the smart form, noting that some fields are free text and some are drop down.
(The following form is for a MedsCheck/ Diabetes MedsCheck Registration 2018)

MedsCheck Registration

Patient Details

Medicare/DVA (required)

Patient first name (required)

Patient surname (required)

Patient DOB (required)

Patient gender (required)



Where is the patient currently living (required)



Patient residential postcode (required)

Is English the primary language spoken at home?

Yes No

Does the patient identify as Aboriginal or Torres Strait Islander?

Yes No

Service Details

Date of service (required)

01/02/2018

Number of prescription medicines patient is using (required)

5

Number of non-prescription medicines patient is using (required)

2

Reason for Medscheck service

- Recent significant medical event
- To identify problems that the consumer may be experiencing
- To help the consumer learn more about their medicines
- To improve the effective use of medicines by the consumer
- To educate the consumer about how to best use and store their medicines
- Consumer is taking medications with a high risk of adverse event

What health condition is the consumer taking medications for?

- CVD (including anticoagulants)
 - Diabetes
 - Osteoporosis
 - Arthritis
 - Pain
 - Mental Health issue
 - Epilepsy
 - Parkinsons
 - Dementia
 - Respiratory disorders
 - Alimentary tract
 - Other
-

Outcome of Medscheck service

- Recommendation of no change in medications
- Recommendation to increase the dose and/or number of medicines
- Recommendation to decrease the dose and/or number of medicines
- Increase in knowledge about the importance of their medicine regime
- Increase in knowledge about the importance of their medicine adherence
- Other

Action taken by the Pharmacist as a result of the Medscheck

- Action plan developed and provided to consumer
- Action plan developed and provided to consumer's GP
- GP verbally consulted about the consumer
- Referred to GP significant issues identified
- Other

In the last six months, did the patient go to the GP or hospital because of problems with his/her medicine? Yes No

Does the patient have support with managing medicines? (required)

Occasional assistance ((living alone with p

What is the consumer's average Medsindex score? (required)

98

Written patient consent for service provision? Yes No

Written patient consent for provision of evaluation data? Yes No

[Complete Patient Profile](#)

[Upload Patient Profile](#)

[Save as Draft](#)

[Back To Your Claims](#)

[Cancel](#)

Choose either 'Complete Patient Profile' to enter a patient's medication profile or 'Upload Patient Profile' to upload a document containing the patient's medical profile. Please note that you can only use one of these methods to send medication profile data.

There are two alternatives for screen four, based on how you wish to complete the Patient Medication Profile: **Complete Patient Profile** or **Upload Patient Profile**.

Screen Four: Complete the Patient Profile

To complete the Patient Medication Profile online, you should select **Complete Patient Profile** (circled in red) at the bottom of screen three:

In the last six months, did the patient go to the GP or hospital because of problems with his/her medicine? Yes No

Does the patient have support with managing medicines? (required)

Occasional assistance ((living alone with p

What is the consumer's average Medsindex score? (required)

98

Written patient consent for service provision? Yes No

Written patient consent for provision of evaluation data? Yes No

Complete Patient Profile

Upload Patient Profile

Save as Draft

Back To Your Claims

Cancel

Choose either 'Complete Patient Profile' to enter a patient's medication profile or 'Upload Patient Profile' to upload a document containing the patient's medical profile. Please note that you can only use one of these methods to send medication profile data.

This page allows you to enter in each medication into the smart form:

- Select "Add New" (which then opens all fields for editing) (1)
- Enter in all details (Brand name, generic name, form, strength, dose and dosing regimen) (2)
- Select "Add" to complete the details (first drug) (3)
- Repeat above, by selecting "Add New", entering details and then selecting "Add", until all medications are entered

Home	Your Claims	New Claim	Update Details	Payments	FAQ	Service History	S100 Portal Access
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Patient Medication Profile

Claim Reference: Sample Claim

Add New

Brand Name	Generic Name	Form	Strength	Dose	Dosing Regimen	Actions
<input type="text" value="ABISART HCT"/>	<input type="text" value="IRBESARTAN&HCT"/>	<input type="text" value="TABLET"/>	<input type="text" value="150/12.5"/>	<input type="text" value="1 TAB"/>	<input type="text" value="1 AT BREAKFAST"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Page 1 of 1

(1) (2) (3)

Once you have completed all medications, select "Submit" (circled in red below):

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

Patient Medication Profile

Claim Reference: Sample Claim

Add New

Brand Name	Generic Name	Form	Strength	Dose	Dosing Regimen	Actions
ABISART HCT	IRBESARTAN&HCT	TABLET	150/12.5	1 TAB	1 AT BREAKFAST	Add Cancel

Page 1 of 1

Back | Save as Draft | **Submit**

Skip ahead to Screen Five.

Screen Four Alternative: Upload the Patient Profile

To complete the Patient Medication Profile online, you should select **Upload Patient Profile** (circled in red) at the bottom of screen three:

In the last six months, did the patient go to the GP or hospital because of problems with his/her medicine? Yes No

Does the patient have support with managing medicines? (required)

Occasional assistance ((living alone with p

What is the consumer's average Medsindex score? (required)

98

Written patient consent for service provision? Yes No

Written patient consent for provision of evaluation data? Yes No

Complete Patient Profile

Upload Patient Profile

Save as Draft

Back To Your Claims

Cancel

Choose either 'Complete Patient Profile' to enter a patient's medication profile or 'Upload Patient Profile' to upload a document containing the patient's medical profile. Please note that you can only use one of these methods to send medication profile data.

In order to complete your Application (Claim) in this manner, you need to complete, save (on your computer) and upload the relevant Patient Medication Profile Template (excel spreadsheet) available via the 6CPA website at <http://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'**
- Once you have selected the relevant Claim Template from your computer to upload, click on **'Add to list'** (3) 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:

- Patient Medication Profile for MedsCheck/Diabetes MedsCheck Registration
- Optionally, you can upload other supporting documents.

Document type

Patient Medication Profile for MedsCheck/1 → (1)

Description (optional)

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

Document to add

Browse... → (2)

Add to List → (3)

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

You have not yet added all required documents.

Screen Four 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.

Document to add

Browse...

Add to List

Type	File Name	Description	Action
Patient Medication Profile for MedsCheck/Diabetes MedsCheck Registration	Patient Meds profile 1.xls	Patient Medication Profile for MedsCheck/Diabetes MedsCheck Registration	Remove

You have added all required documents.

Back

Submit

Save as Draft

Cancel

Skip ahead to Screen Five.

Screen Five:

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 S100 Portal Access

Your Claims

Your claim has been submitted.

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
510972	Amy Thomcraft	Sample Claim	Pending Processing Stage 1			View
510971	Amy Thomcraft	recreate 510970	Draft			Edit Delete
510970	Amy Thomcraft	MedsCheck service claim test 22.03.18	Pending Processing Stage 2	\$64.70		View
510969	Amy Thomcraft	DAA basic test 21.03.18	Pending Processing Stage 1			View
510968	Amy Thomcraft	DVA test 19.03.2018	Pending Processing Stage 1			View