

COMMUNITY PHARMACY IN HEALTH CARE HOMES TRIAL PROGRAM

Guide to Patient Eligibility for a Fourth Follow-Up Review

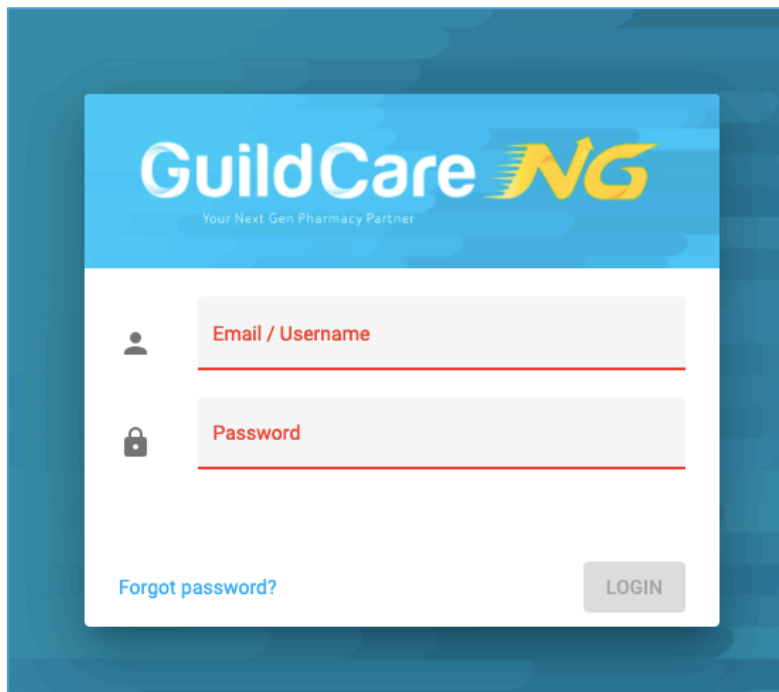
This guide is for community pharmacies participating in the Community Pharmacy in Health Care Homes Trial Program, specifically for pharmacies that have enrolled and commenced patients as part of the Trial Program prior to 1 July 2019. The guide is to identify which of your Health Care Homes patients may be eligible to receive an additional fourth Follow-Up Review, in addition to the standard three Follow-Up Reviews per patient.

Patients who were enrolled and commenced Trial Program services before 1 July 2019 are eligible for an additional Fourth Follow-Up Review to reflect their longer participation in the Trial Program, until the end of the trial (30 June 2021).

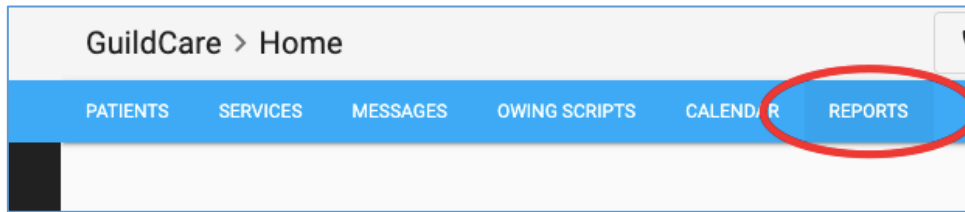
Please refer to the updated Program Rules for the Community Pharmacy in Health Care Homes Trial Program for more details about patient Follow-Up Reviews as part of this Trial Program. The Trial Program Rules are available here: <http://6cpa.com.au/community-pharmacy-in-health-care-homes-trial-program/community-pharmacy-in-health-care-homes-trial-program-interim/>

How to identify Health Care Homes patients eligible for a fourth Follow-Up Review

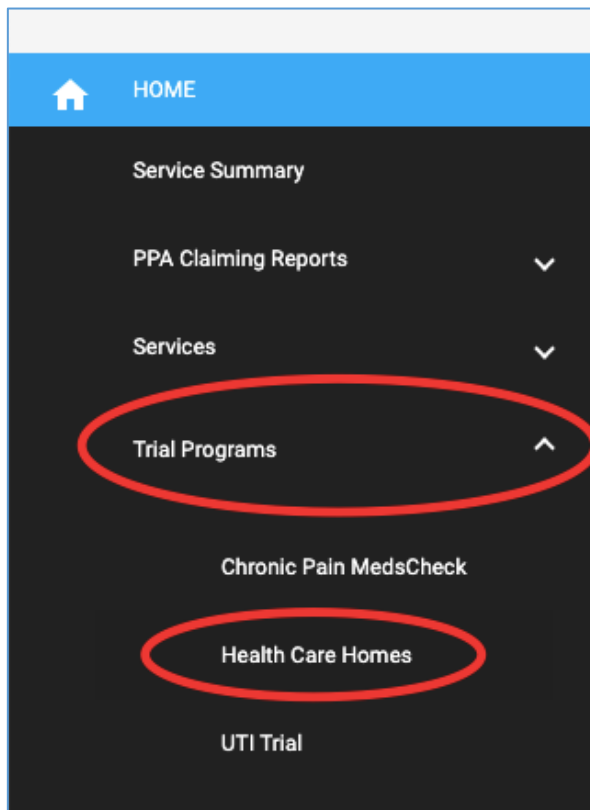
- 1) Firstly, log into your pharmacy's GuildCare NG account here: (<https://www.guildcareng.com.au/gateway/signin>) or via the GuildCare NG Desktop App



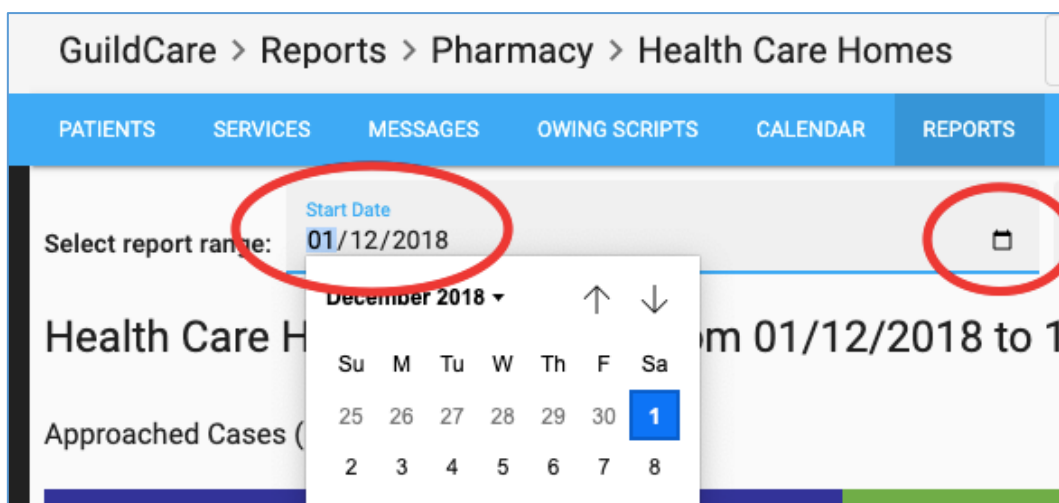
2) Click the “REPORTS” tab:



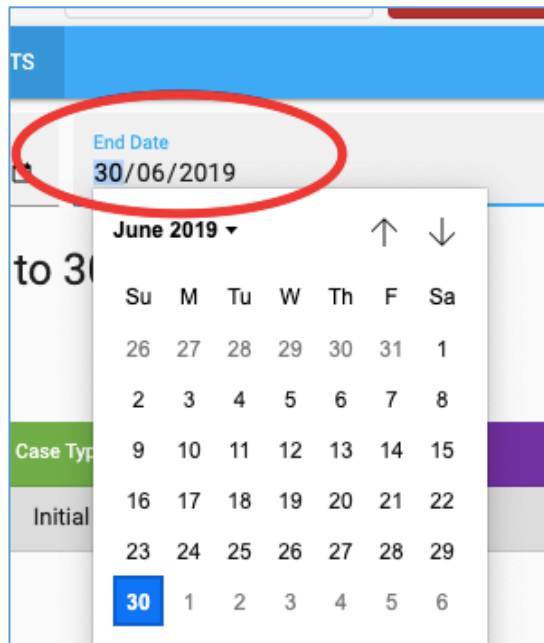
3) On the left side of the screen, click “Trial Programs”, and then click “Health Care Homes”:



4) Under “Start Date”, select **1 December 2018**, or a date prior to when your pharmacy first provided patient services as part of this Trial Program:

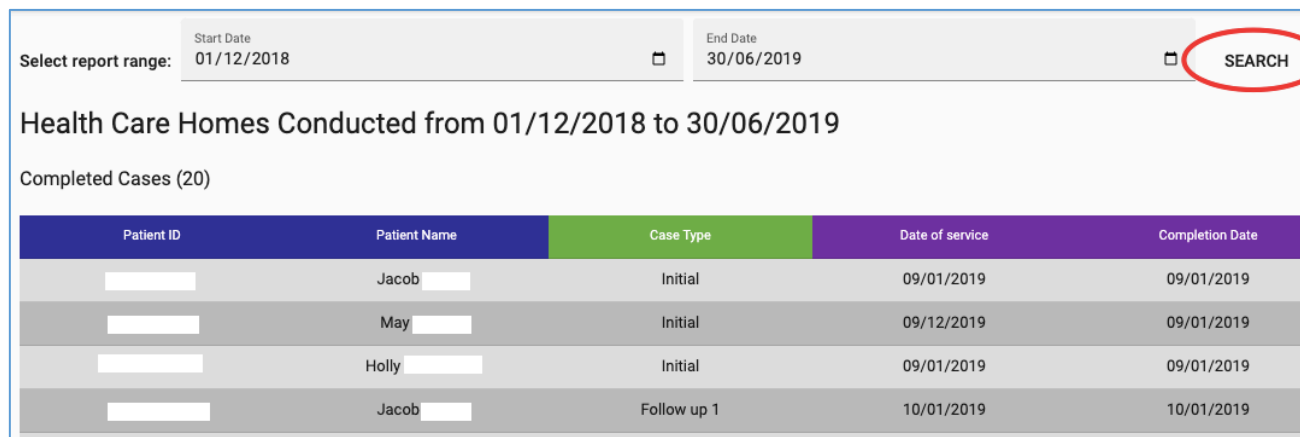


- 5) Under “End Date”, select **30 June 2019**:



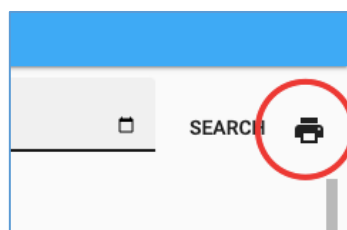
- 6) Click “Search”, and you will be shown a list of all of the services you have completed up to 30 June 2019.

For example, the below picture shows three patients who were enrolled and commenced Trial Program services prior to 30 June 2019, who are therefore eligible for a fourth Follow-Up Review:

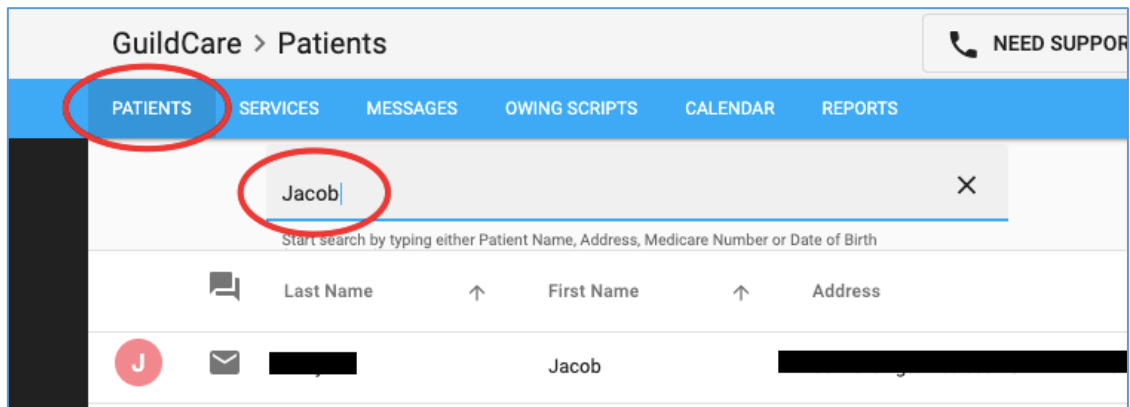


Patient ID	Patient Name	Case Type	Date of service	Completion Date
[REDACTED]	Jacob [REDACTED]	Initial	09/01/2019	09/01/2019
[REDACTED]	May [REDACTED]	Initial	09/12/2019	09/01/2019
[REDACTED]	Holly [REDACTED]	Initial	09/01/2019	09/01/2019
[REDACTED]	Jacob [REDACTED]	Follow up 1	10/01/2019	10/01/2019

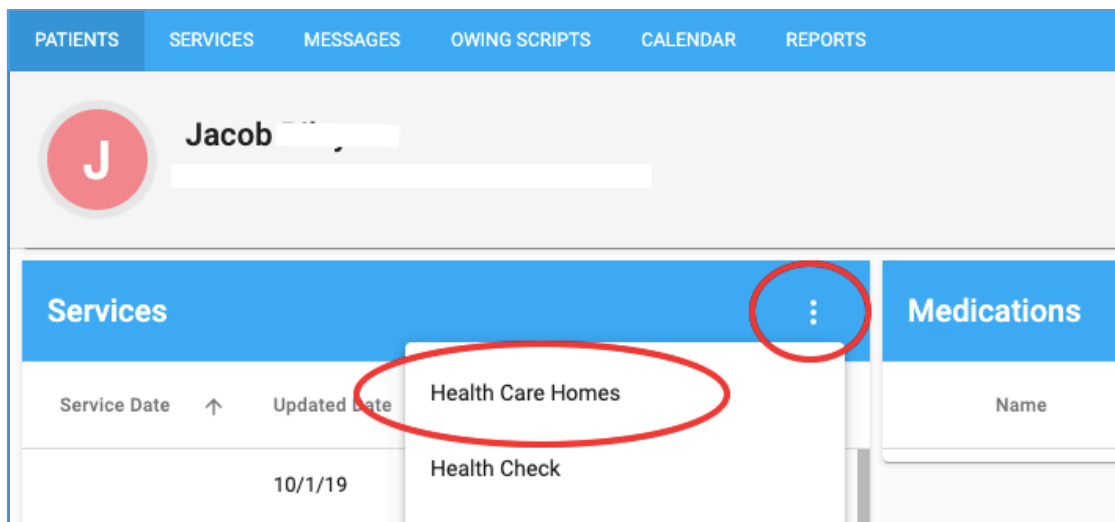
- 7) Click the Print icon in the top right-hand corner to print a copy of this list for your reference:



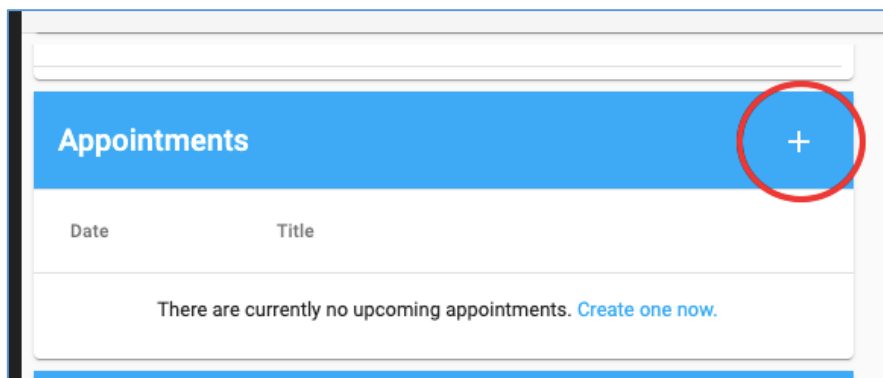
- 8) Click the “PATIENTS” tab, then type the name of one of your patients from the list in Step 6. Then click on the patient to enter their patient file:



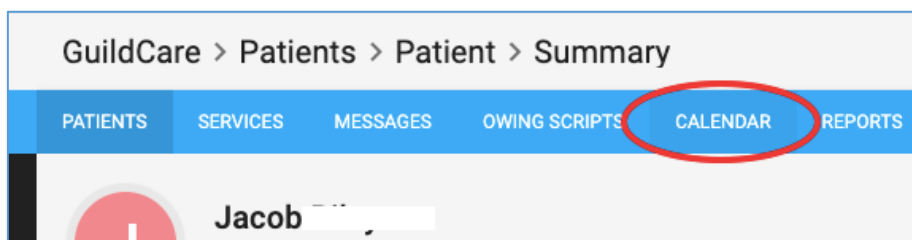
- 9) To begin recording your next Follow-Up Review for this patient, navigate to the patient's "Services", click the ellipsis, and select "Health Care Homes":



- 10) Alternatively, to schedule a Follow-Up Review for a date in the future, scroll to the patient's "Appointments", click the "+", then add the details of the appointment:



- 11) To edit the patient's Health Care Homes Follow-Up Review appointment at any time, click on the "CALENDAR" tab, find the scheduled appointment date and open the appointment:



- 12) When you are finished recording your Health Care Homes Follow-Up Review, or creating an appointment, make sure to click "COMPLETE" to finalise the service. Then log out of GuildCare NG.

Please note: the GuildCare NG software will not allow you to schedule or commence a Fourth Follow-Up Review for a patient who is not eligible.

Additional support and information for the Community Pharmacy in Health Care Homes Trial Program is available at the 6CPA Website: <http://6cpa.com.au/community-pharmacy-in-health-care-homes-trial-program/community-pharmacy-in-health-care-homes-trial-program-interim/>

For further assistance please contact the Community Pharmacy in Health Care Homes Trial Program team on **1300 555 262**, or via email at healthcarehomes@6cpa.com.au.