



Pharmacy Programs
Administrator

PORTAL USER GUIDE - INTEGRATION GENERATING AN API KEY

August 2019

PHARMACY PROGRAMS ADMINISTRATOR - INTEGRATION GUIDE

INTRODUCTION.....	1
GENERATING YOUR API KEY.....	2

INTRODUCTION

The Pharmacy Programs Administrator (PPA) has been working with software vendors to develop integration between the PPA Portal and software commonly used by pharmacists in order to provide you with a more streamlined claiming process.

The PPA Portal has initially been updated to support direct integration with software for the following claim types:

- MedsCheck Service Claims
- Diabetes MedsCheck Service Claims
- Home Medicines Review Service Claims.

Integration functionality for additional programs and claim types will be developed over time.

Your software vendor will advise when their integration with the PPA Portal is ready for use and will provide you with software specific user guides and FAQs.

This User Guide outlines how to generate the API key that your software vendor requires in order to integrate with the PPA Portal.

If you have any concerns, questions or require assistance with generating your API Key, please do not hesitate to get in touch with the Support Centre on **1800 951 285**.

If you have any software specific concerns or questions please contact your relevant software vendor.

GENERATING YOUR API KEY

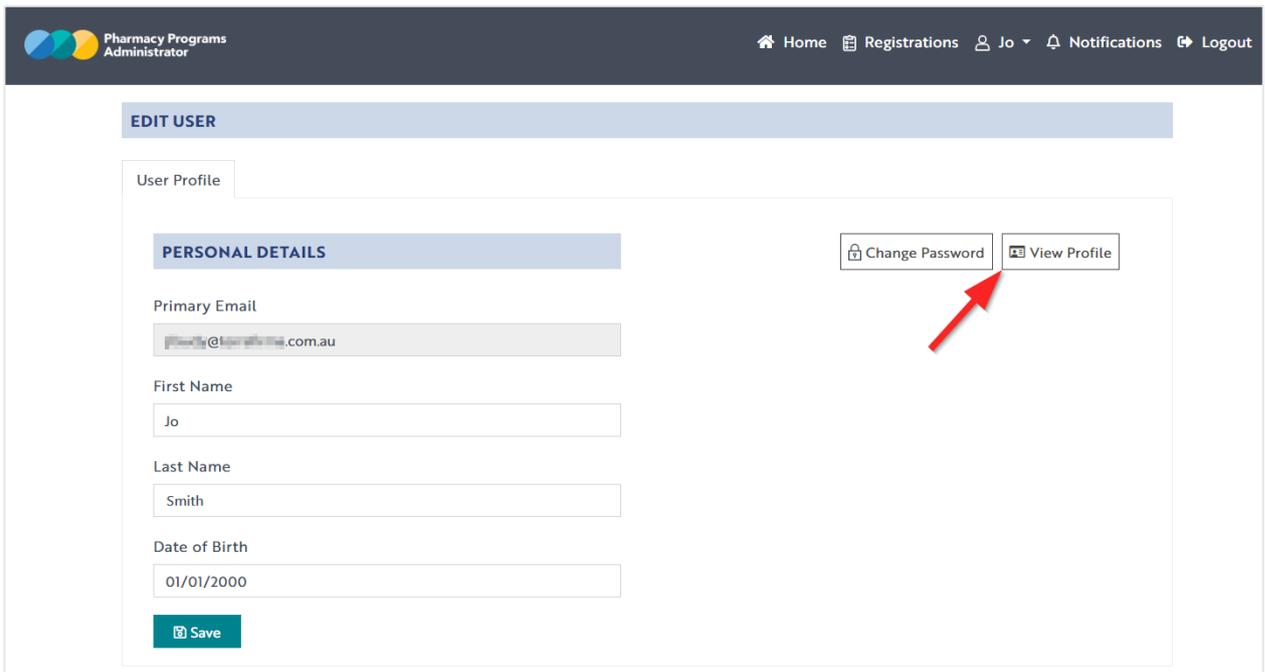
- 1) Log in to the [PPA Portal](#) using the account for which you wish to generate the API Key
- 2) In the banner menu at the top of the screen, select the **your name/profile icon**



- 3) A drop-down list of options displays. Click on the **Profile** option

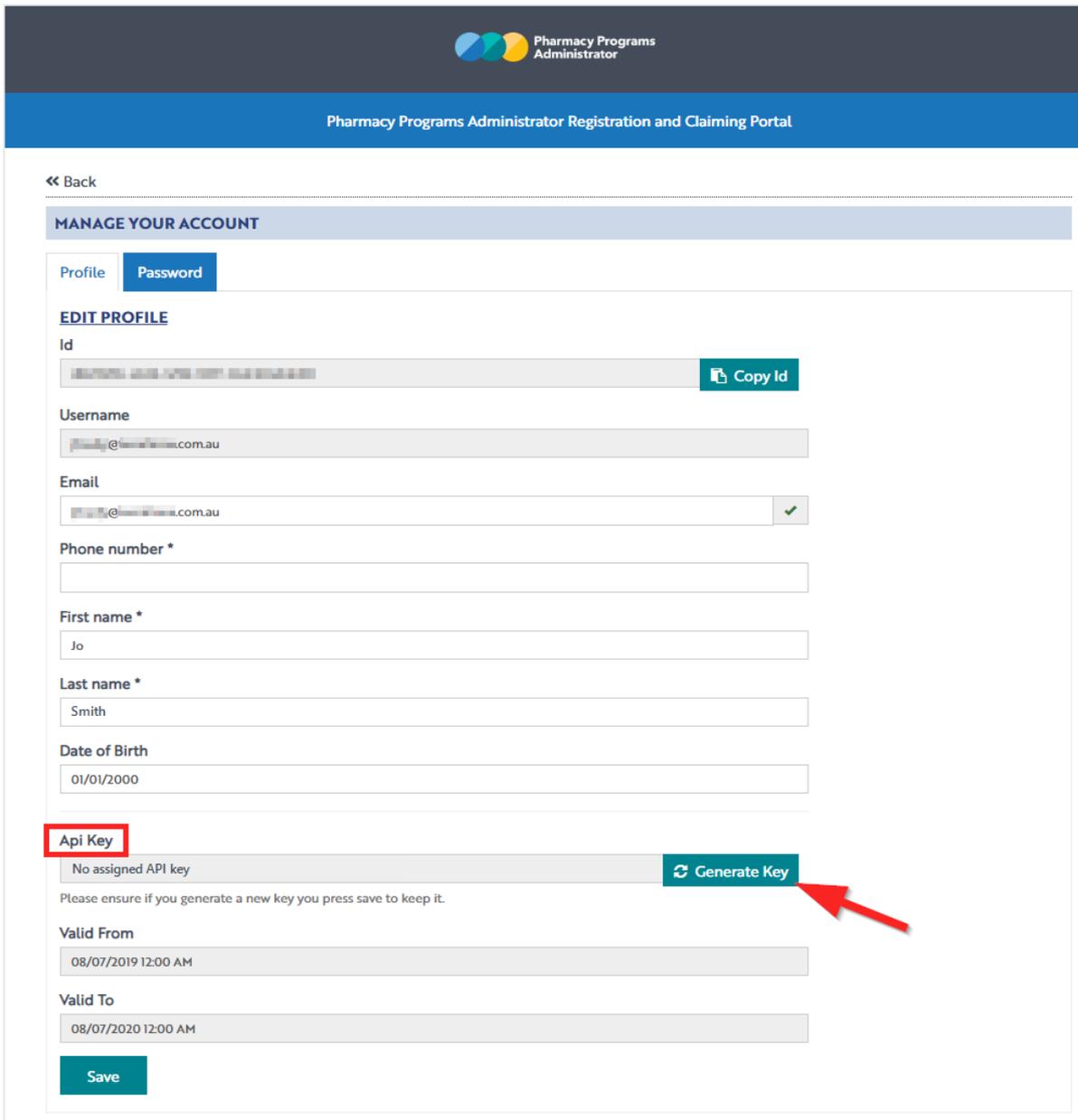


- 4) The *User Profile* screen displays. Click on the **View Profile** button



Pharmacy Programs Administrator Portal Integration Guide

- 5) The *Manage your account* screen displays. Click on the **Generate Key** button to the right of the API Key field



The screenshot shows the 'MANAGE YOUR ACCOUNT' page with the 'Password' tab selected. Under the 'EDIT PROFILE' section, there are fields for Id, Username, Email, Phone number, First name, Last name, and Date of Birth. Below these is the 'Api Key' section, which is highlighted with a red box. The 'Api Key' field shows 'No assigned API key' and a 'Generate Key' button with a refresh icon. A red arrow points to this button. Below the 'Generate Key' button is a 'Save' button. The 'Valid From' and 'Valid To' dates are also visible.

- 6) Your API Key will be generated and displayed in the field



Warning:

Make sure you copy the API Key and it keep somewhere safe before you click on the **Save** button. You will need to use this later.

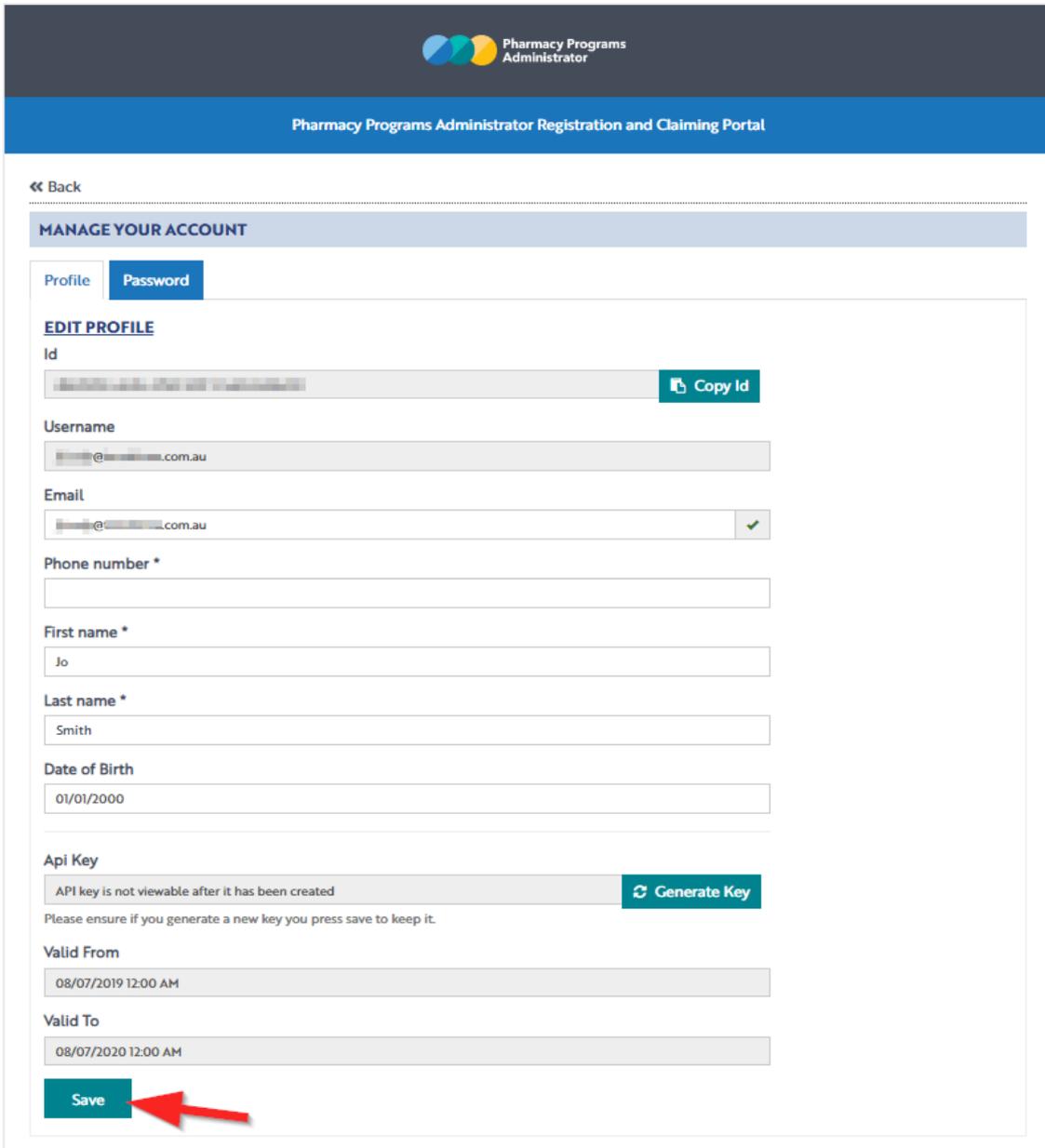
You will **not** be able to see/read the API Key once it has been saved.



The thumbnail shows the 'Api Key' field with a yellow highlight and the text 'API key is not viewable after it has been created'. The 'Generate Key' button is visible to the right of the field.

Pharmacy Programs Administrator Portal Integration Guide

7) Click on the **Save** button



Pharmacy Programs Administrator
Pharmacy Programs Administrator Registration and Claiming Portal

« Back

MANAGE YOUR ACCOUNT

Profile | **Password**

EDIT PROFILE

Id
[Redacted] [Copy Id](#)

Username
[Redacted]@[Redacted].com.au

Email
[Redacted]@[Redacted].com.au ✓

Phone number *

First name *
Jo

Last name *
Smith

Date of Birth
01/01/2000

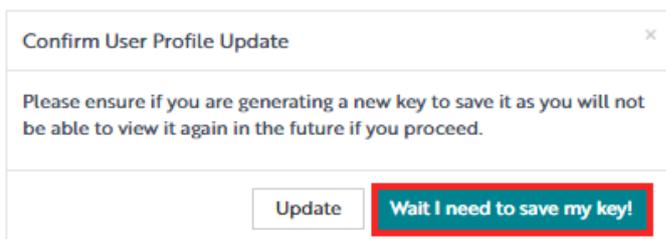
Api Key
API key is not viewable after it has been created [Generate Key](#)
Please ensure if you generate a new key you press save to keep it.

Valid From
08/07/2019 12:00 AM

Valid To
08/07/2020 12:00 AM

Save

8) The *Confirm User Profile Update* pop-up displays. If you forgot to copy and save your API Key in Step 6, click on the **Wait I need to save my key!** button. The pop-up will close and return you to the screen so that the API Key can be copied and saved



Confirm User Profile Update

Please ensure if you are generating a new key to save it as you will not be able to view it again in the future if you proceed.

[Update](#) **Wait I need to save my key!**



Note: You can generate and save a new API Key as required.

Pharmacy Programs Administrator Portal Integration Guide

9) Click on the **Update** button to confirm the API Key

Confirm User Profile Update ×

Please ensure if you are generating a new key to save it as you will not be able to view it again in the future if you proceed.

Update
Wait I need to save my key!

10) The *Manage your account* screen will be updated

 Pharmacy Programs Administrator

Pharmacy Programs Administrator Registration and Claiming Portal

« Back

MANAGE YOUR ACCOUNT

Profile

Password

EDIT PROFILE

Id
 Copy Id

Username

Email
 ✓

Phone number *

First name *

Last name *

Date of Birth

Api Key
 Generate Key

Please ensure if you generate a new key you press save to keep it.

Valid From

Valid To

Save

11) All tasks required in the PPA Portal have now been completed to allow integration. Please refer to the information provided by your relevant software vendor for the next steps required.