



Medscheck and Diabetes Medscheck Automatic Claiming

QUICK START GUIDE

AUGUST / 2019

Medscheck and Diabetes
Medscheck automatic
claiming to the Pharmacy
Programs Administrator
(PPA) is now available in
PlusOne by MedAdvisor

Each pharmacist will
need to be set up for
auto claiming

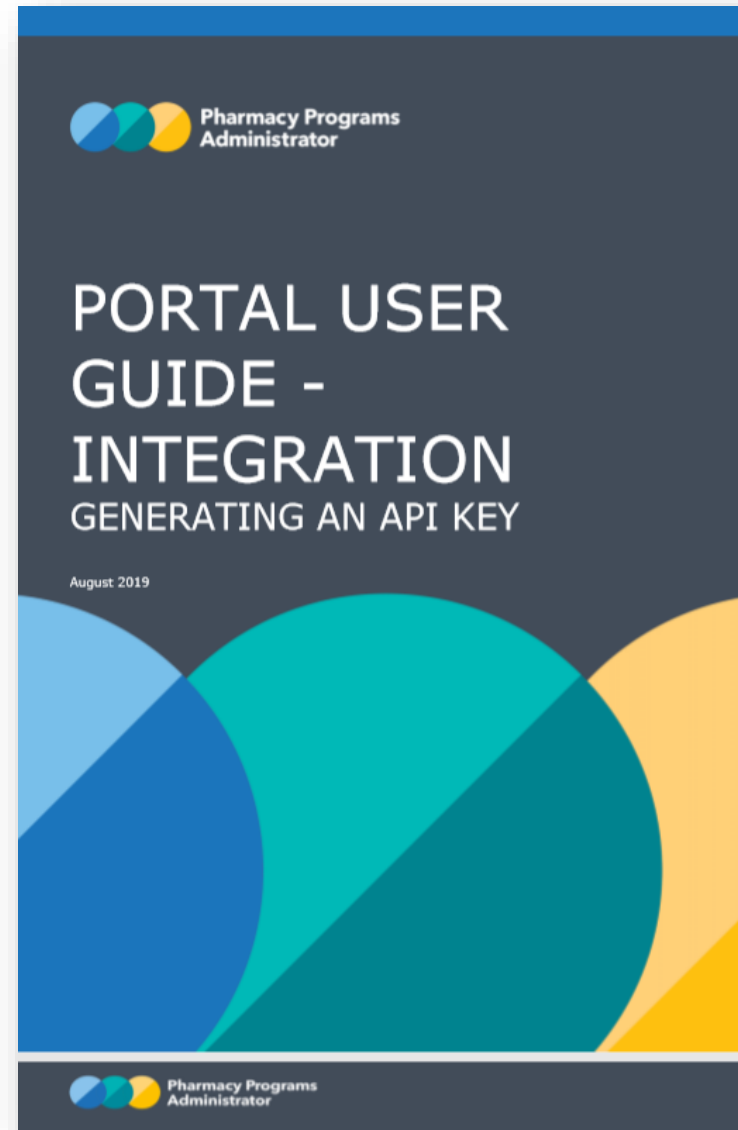
STEP 1.

Obtain the Pharmacist ID
and API Key

(please refer to the
'Portal User Guide –
Integration Generating an
API Key')



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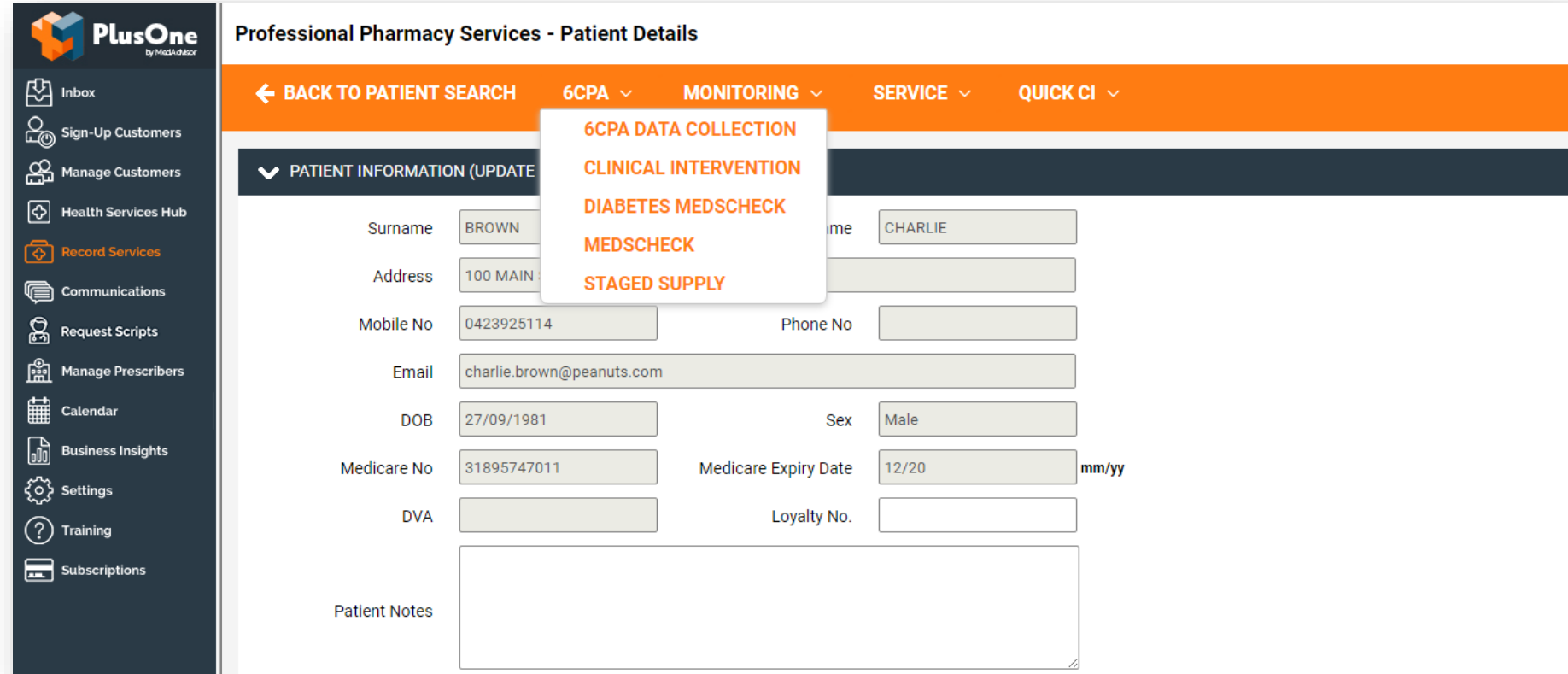
<https://www.ppaonline.com.au/>

STEP 2.

In PlusOne Record Services, select a patient (for the setup stage any patient can be selected)

STEP 3.

Select the 6CPA dropdown menu and select Diabetes Medscheck or Medscheck



PlusOne
by MedAdvisor

Professional Pharmacy Services - Patient Details

← BACK TO PATIENT SEARCH 6CPA ▾ MONITORING ▾ SERVICE ▾ QUICK CI ▾

▼ PATIENT INFORMATION (UPDATE)

Surname	BROWN	First Name	CHARLIE
Address	100 MAIN		
Mobile No	0423925114	Phone No	
Email	charlie.brown@peanuts.com		
DOB	27/09/1981	Sex	Male
Medicare No	31895747011	Medicare Expiry Date	12/20 mm/yy
DVA		Loyalty No.	
Patient Notes			

6CPA DATA COLLECTION
CLINICAL INTERVENTION
DIABETES MEDSCHECK
MEDSCHECK
STAGED SUPPLY

STEP 4.

Select a pharmacist name from the dropdown menu and select the edit icon

STEP 5.

Enter the PPA Pharmacist ID and the PPA API Key (obtained in Step 1 from the PPA portal)

STEP 6.

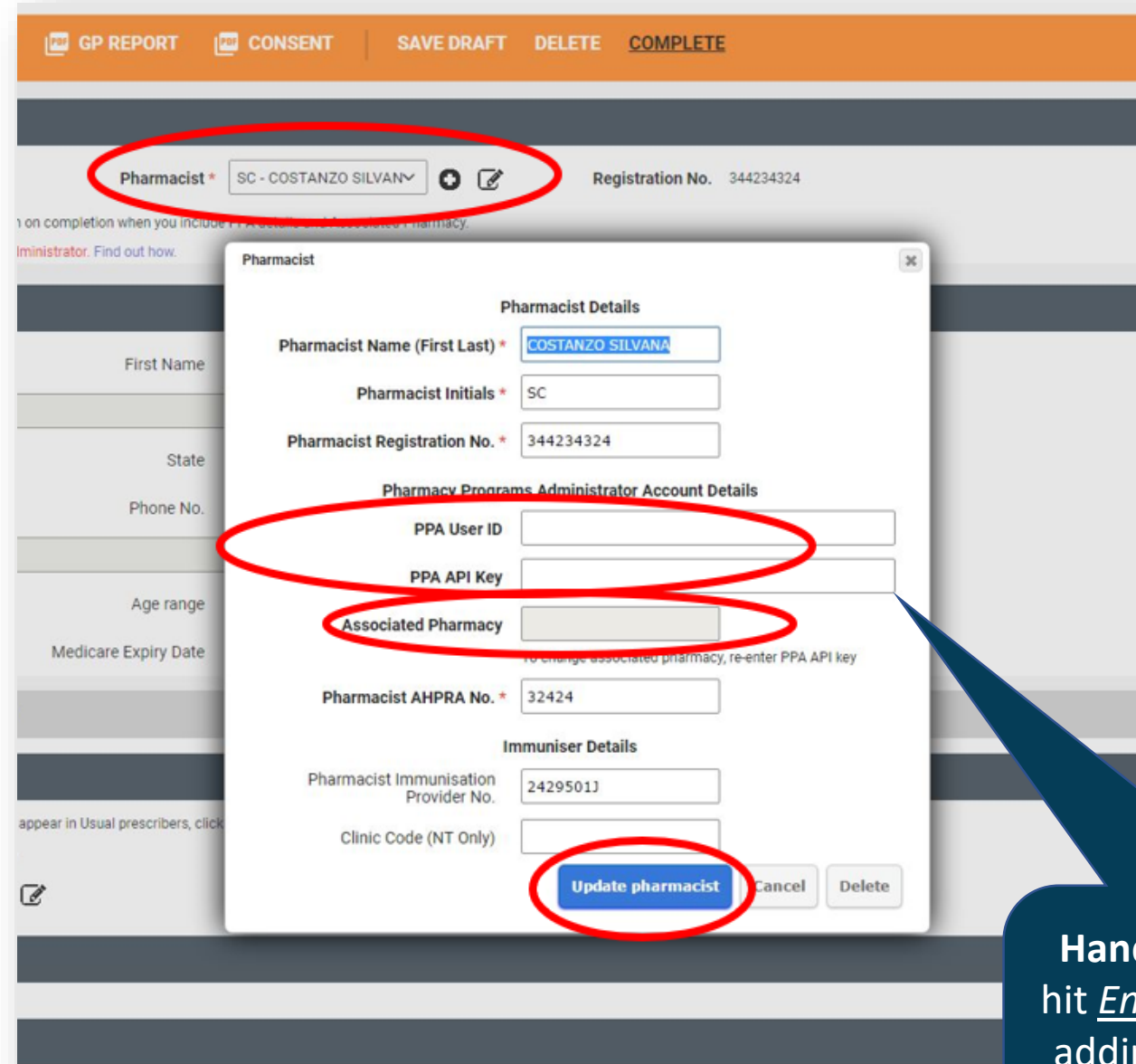
Select the associated pharmacy

STEP 7.

Enter your AHPRA number if it is not already prefilled

STEP 8.

Select Update Pharmacist



GP REPORT | CONSENT | SAVE DRAFT | DELETE | COMPLETE

Pharmacist * SC - COSTANZO SILVANA + ✎ Registration No. 344234324

Pharmacist Details

Pharmacist Name (First Last) * COSTANZO SILVANA

Pharmacist Initials * SC

Pharmacist Registration No. * 344234324

Pharmacy Programs Administrator Account Details

PPA User ID

PPA API Key

Associated Pharmacy

Pharmacist AHPRA No. * 32424

Immuniser Details

Pharmacist Immunisation Provider No. 2429501J

Clinic Code (NT Only)

Update pharmacist | Cancel | Delete




Handy Hint: You will need to hit Enter on the keyboard after adding your PPA API Key. This will load your pharmacy name/s.

The pharmacist is now set up for automatic claiming


Follow steps 2 -8 to set up all other pharmacists.

If a pharmacist is NOT set up for automatic claiming a 'your account is not linked with the Pharmacy Programs Administrator' message will appear




▼ PHARMACIST DETAILS

Consultation Date * 09/08/2019  Pharmacist * PP - Pharmacist Phil   Registration No. 123456




PPA Submission Required Tick box to claim on completion when you include PPA details and Associated Pharmacy.

 **PlusOne**
by MedAdvisor

Professional Pharmacy Services - MedsCheck

← BACK | 🔍 SEARCH |  MEDSCHECK |  GP REPORT |  CONSENT | SAVE DRAFT | DELETE | **COMPLETED**

▼ PHARMACIST DETAILS

Consultation Date * 07/08/2019  Pharmacist * IM - PROVIDER IMMUNI   Registration No.

PPA Submission Required Tick box to claim on completion when you include PPA details and Associated Pharmacy.

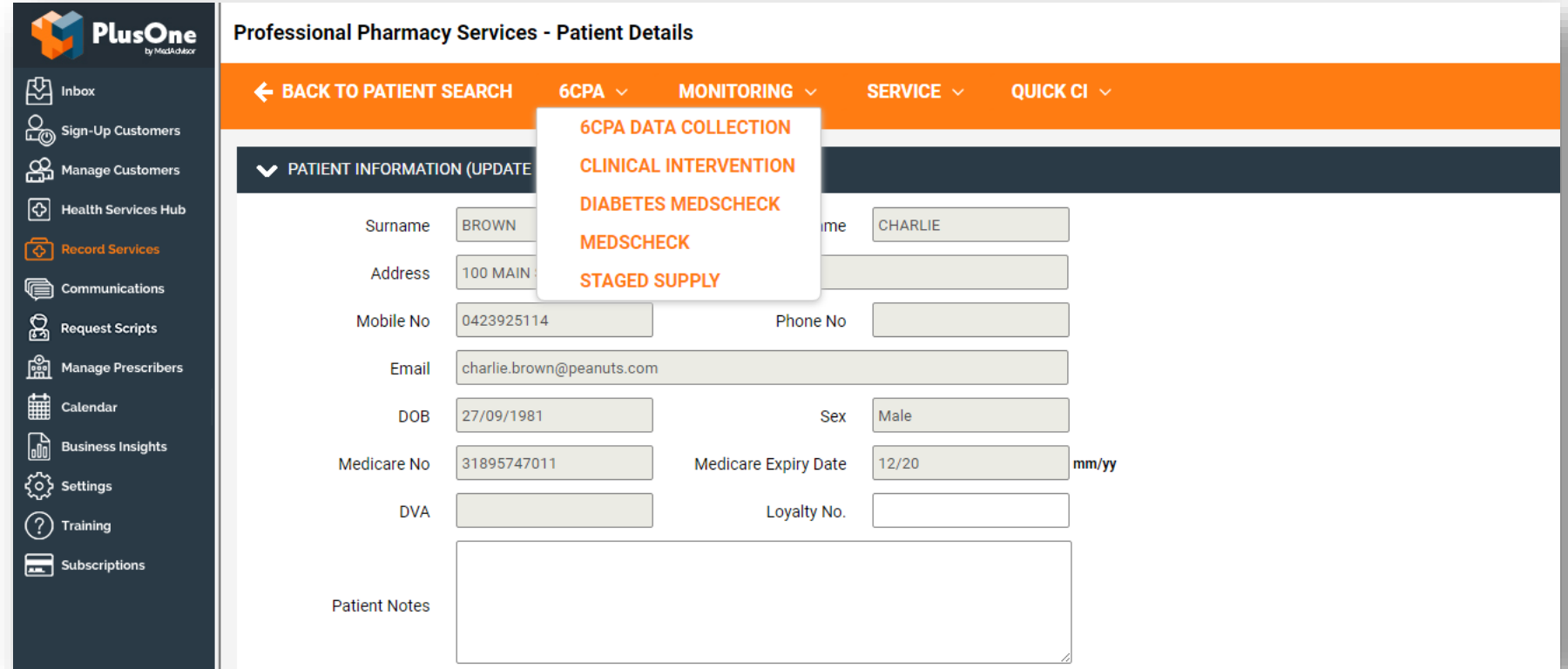
Your account is not linked with the Pharmacy Programs Administrator. [Find out how.](#)

Recording and submitting an automatic claim for Medscheck / Diabetes Medscheck

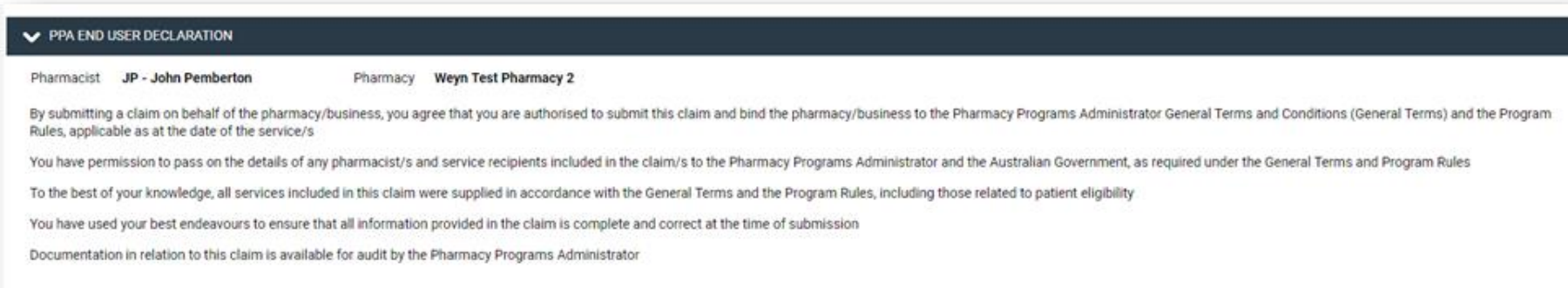
STEP 1.
In PlusOne Record Services, select the patient and in the 6CPA dropdown menu select Medscheck or Diabetes Medscheck

STEP 2.
Complete all mandatory fields

Please note, the 'PPA end user declaration' will appear at the bottom of the form



The screenshot shows the 'Professional Pharmacy Services - Patient Details' page. On the left is a dark sidebar with navigation icons and labels: Inbox, Sign-Up Customers, Manage Customers, Health Services Hub, Record Services (highlighted), Communications, Request Scripts, Manage Prescribers, Calendar, Business Insights, Settings, Training, and Subscriptions. The main content area has an orange header with navigation links: BACK TO PATIENT SEARCH, 6CPA (with a dropdown arrow), MONITORING (with a dropdown arrow), SERVICE (with a dropdown arrow), and QUICK CI (with a dropdown arrow). Below the header is a section titled 'PATIENT INFORMATION (UPDATE)' with a dropdown arrow. A dropdown menu is open over the 6CPA link, listing: 6CPA DATA COLLECTION, CLINICAL INTERVENTION, DIABETES MEDSCHECK, MEDSCHECK, and STAGED SUPPLY. The form fields include: Surname (BROWN), Address (100 MAIN), Mobile No (0423925114), Phone No, Email (charlie.brown@peanuts.com), DOB (27/09/1981), Sex (Male), Medicare No (31895747011), Medicare Expiry Date (12/20) with 'mm/yy' label, DVA, and Loyalty No. There is a large text area for Patient Notes at the bottom.



The screenshot shows the 'PPA END USER DECLARATION' section. It includes the Pharmacist name 'JP - John Pemberton' and the Pharmacy name 'Weyn Test Pharmacy 2'. The text reads: 'By submitting a claim on behalf of the pharmacy/business, you agree that you are authorised to submit this claim and bind the pharmacy/business to the Pharmacy Programs Administrator General Terms and Conditions (General Terms) and the Program Rules, applicable as at the date of the service/s'. It continues with: 'You have permission to pass on the details of any pharmacist/s and service recipients included in the claim/s to the Pharmacy Programs Administrator and the Australian Government, as required under the General Terms and Program Rules. To the best of your knowledge, all services included in this claim were supplied in accordance with the General Terms and the Program Rules, including those related to patient eligibility. You have used your best endeavours to ensure that all information provided in the claim is complete and correct at the time of submission. Documentation in relation to this claim is available for audit by the Pharmacy Programs Administrator.'

STEP 3.

Select complete to receive a pop up that PPA submission was successful

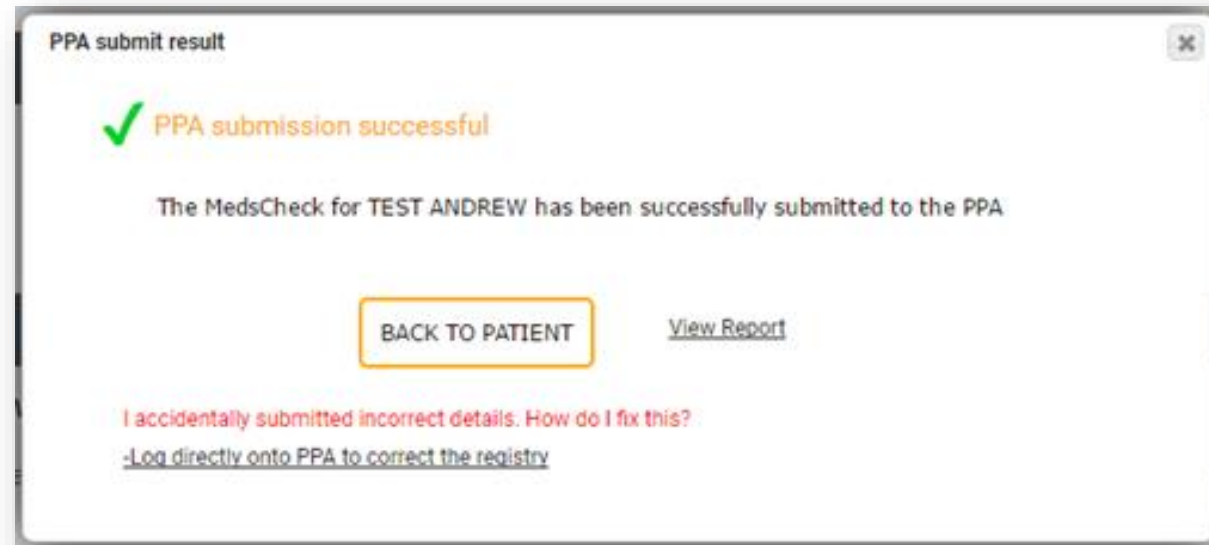
If there are any errors with submission, an unsuccessful pop up will appear

Please note, a successful submission confirms PlusOne has submitted the details to the PPA to accept or decline the claim.

Claims cannot be edited or cancelled after successful submission. The pharmacy will need to contact the PPA.



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Additional Resources

Please refer to the
Medscheck and
Diabetes Medscheck
PPA auto claiming
training video for:

- Setting up auto claiming
- Completing a Medscheck
- Viewing reports



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[CLICK HERE](#)

<https://resources.medadvisor.com.au/video/ppa-auto-claiming.mp4>

Frequently Asked Questions

Why is the “PPA Submission Required” box greyed out?

Automatic claiming for MedsChecks and Diabetes MedsChecks services will be progressively activated across all MedAdvisor network pharmacies starting Monday 12th August, 2019. Once it is activated at your pharmacy it will be automatically ticked.

Do I have to auto claim through PlusOne?

No, you can untick the PPA Submission Required tick box however auto claiming is designed to make claiming easier and quicker for the pharmacy.

Has MedAdvisor replaced the 6CPA and the PPA for claiming?

No, we provide the PlusOne software which allows pharmacies to easily record 6CPA services. PlusOne auto claims the Medscheck and Diabetes Medscheck services to the PPA.

Why do I have to set up each pharmacist individually in PlusOne?

Each pharmacist will need to be set up for auto claiming and their name will appear in the PPA End User Declaration. However, this set up will only need to be completed once per pharmacist.

Why does PlusOne tell me the Medicare or DVA number is not valid?

PlusOne checks Medicare and DVA numbers based on formatting rules provided by Medicare.

Does PlusOne check to see if the patient has had a MedsCheck or Diabetes MedsCheck in the previous year?

When the Medscheck or Diabetes Medscheck form is completed and the claim is submitted, you will be notified if the Medicare number or DVA has already been used for a MedsCheck or Diabetes MedsCheck service.

Why can't I see my API Key on the PPA portal or PlusOne after it is saved?

The API key is a secure key and should never be visible or used by a person who is not the person who generated it.

What will happen if I generate a new API Key after I've set up everything in PlusOne?

You will need to set up every pharmacist with the new API Key in PlusOne.

How long does the API key last?

1 year

Frequently Asked Questions

I selected the wrong “Associated Pharmacy” and now I can’t change it.

To change your “Associated Pharmacy” you must re-enter the API Key. This ensures you are the valid user for the PPA account

I submitted the wrong details, how do I change it?

You cannot resubmit or edit after a successful submission in PlusOne. You will need to contact PPA.

My pharmacy name appears incorrectly in the PPA End User Declaration, how can I change it?

The Pharmacy name showing in the PPA End User Declaration is the name of the “Business Entity” in the PPA Portal and is not shown to patients.

How do I see which service I have successfully submitted to the PPA?

In PlusOne Record Services select the Reports drop down menu and the Medscheck / Diabetes Medscheck Report. Filter the PPA status drop down menu for failed or successful submissions.

How can I group claims so they result in a single payment and are shown on a single remittance advice?

The Medscheck / Diabetes Medscheck form will need to be saved in a draft format and completed at your preferred claiming date. To view claims in draft form, in PlusOne Record Services select the Reports drop down menu and the Medscheck / Diabetes Medscheck Report. Filter the document status to ‘draft’.

Will auto claiming for MedsChecks and Diabetes MedsChecks also auto claim the Data Collection for the Patient Registration and 6 month follow up

No, the PPA have only built integration at the moment for the MedsChecks and Diabetes MedsChecks service and not the data collection.

Why can’t I claim for Staged Supply, Clinical Intervention or DAA?

The PPA haven’t built the integration for these yet.



To learn more about MedAdvisor, go to
www.medadvisor.com.au

OR

Contact Support
support@medadvisor.com.au
1300 125 343