

# How to Claim for HMR, RMMR and MedsCheck and Diabetes MedsCheck on the 6CPA Portal

## 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. HMR, RMMR or MedsCheck

Create:

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

The screenshot shows the 'New Claim' page on the 6CPA Portal. The navigation bar at the top includes 'Home', 'Your Claims', 'New Claim' (circled in red), 'Update Details', 'Payments', 'FAQ', and 'Service History'. The main content area is titled 'New Claim' and includes an information icon and a paragraph: '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.' Below this is a 'Claim Summary' section with the following fields: 'Pharmacy/Business (required)' with a dropdown menu showing 'Chris' Demo Pharmacy'; 'Secondary Contact (required)' with a dropdown menu showing 'Clinton Thornecraft' and a 'New Contact' button; 'Apply under Claims Programme (required)' with a dropdown menu showing 'HMR' and 'Select Info' links; 'Claim Reference (required)' with a text input field containing 'Sample claim'; and 'Additional information (if required)' with a text input field. On the right side, there is a 'WELCOME!' section with 'You are logged in as Chris White for demo.' and a 'Log out' button, and a 'CONTACT DETAILS' section with 'Website address' (www.Scpa.com.au), 'Email' (support@Scpa.com.au), and 'Phone' (1300 555 262).

**Screen One continued:**

Enter:

- any **'Additional Information'** (if required)

Click:

- **'Next Step'** (circled in red below)

**Claim Summary**

Pharmacy/Business *(required)*  
Chris' Demo Pharmacy

Secondary Contact *(required)*  
Clinton Thornecraft

[New Contact](#)

Apply under Claims Programme *(required)*  
HMR [Select](#) [Info](#)

Claim Reference *(required)*  
Sample claim

Additional information *(if required)*  
Any further information

[Next Step](#) [Save as Draft](#) [Cancel](#) [Back To Your Claims](#)

**Website address**  
www.Scpa.com.au

**Email**  
support@Scpa.com.au

**Phone**  
1300 555 262

Home [Your Claims](#) [New Claim](#) [Update Details](#) [Payments](#) [FAQ](#) [Service History](#) [Privacy Policy](#) [Disclaimer](#)

Version: 1.1.0.0

## Screen Two:

Read the Declaration and ensure you understand and agree. Then click 'Next' (circled in red below)

Home | Your Claims | **New Claim** | Update Details | Payments | FAQ | Service History

# New Claim - Declaration

**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 SCPA General Terms and Conditions and the relevant Programme Specific Guidelines
- 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 RMMR are located at [www.Scpa.com.au](http://www.Scpa.com.au) and in the 'FAQ' tab above. If you are claiming for *QUN or PPI – Clinical Interventions and DAA* you do not need to Upload Documents.**

**Next** | Save as Draft | Cancel | Back To Your Claims

**WELCOME!**

You are logged in as Chris White for demo.

Log out

**CONTACT DETAILS**

**Website address**  
[www.Scpa.com.au](http://www.Scpa.com.au)

**Email**  
[support@Scpa.com.au](mailto:support@Scpa.com.au)

**Phone**  
1300 555 262

### Screen Three:

In order to complete your Application (Claim), you need to complete, save (on your computer) and upload the relevant HMR, RMMR or MedsCheck and Diabetes MedsCheck Claim Template (excel spreadsheet) available via the 6CPA website at [www.6cpa.com.au](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'** (3)
- Once you have selected the relevant Claim Template from your computer to upload, click on **'Add to list'** (circled in red below) to upload the Claim Template with your claim.

The screenshot shows the 'Upload Application Documents' page on the SCPA website. The page has a navigation bar at the top with links: Home, Your Claims, New Claim, Update Details, Payments, FAQ, and Service History. The main content area is titled 'Upload Application Documents' and contains the following elements:

- An information icon and text: 'In order to complete your Application online, you need to upload the following documents: - Claim Details for HMR. Optionally, you can upload other supporting documents.'
- A 'Document type' dropdown menu with 'Claim Details for HMR' selected. An arrow labeled (1) points to this dropdown.
- A 'Description (optional)' text input field.
- An information icon and text: 'Click "Browse" to select the file to upload and then click "Add to List".' An arrow labeled (2) points to the 'Browse...' button.
- A 'Document to add' text input field with a 'Browse...' button next to it. An arrow labeled (3) points to this field.
- A yellow 'Add to List' button, which is circled in red.
- A table with columns: Type, File Name, Description, and Action. Below the table, it says 'No documents have been selected or uploaded yet.'
- A red error message: 'You have not yet added all required documents.'
- Buttons for 'Submit', 'Save as Draft', and 'Cancel'.

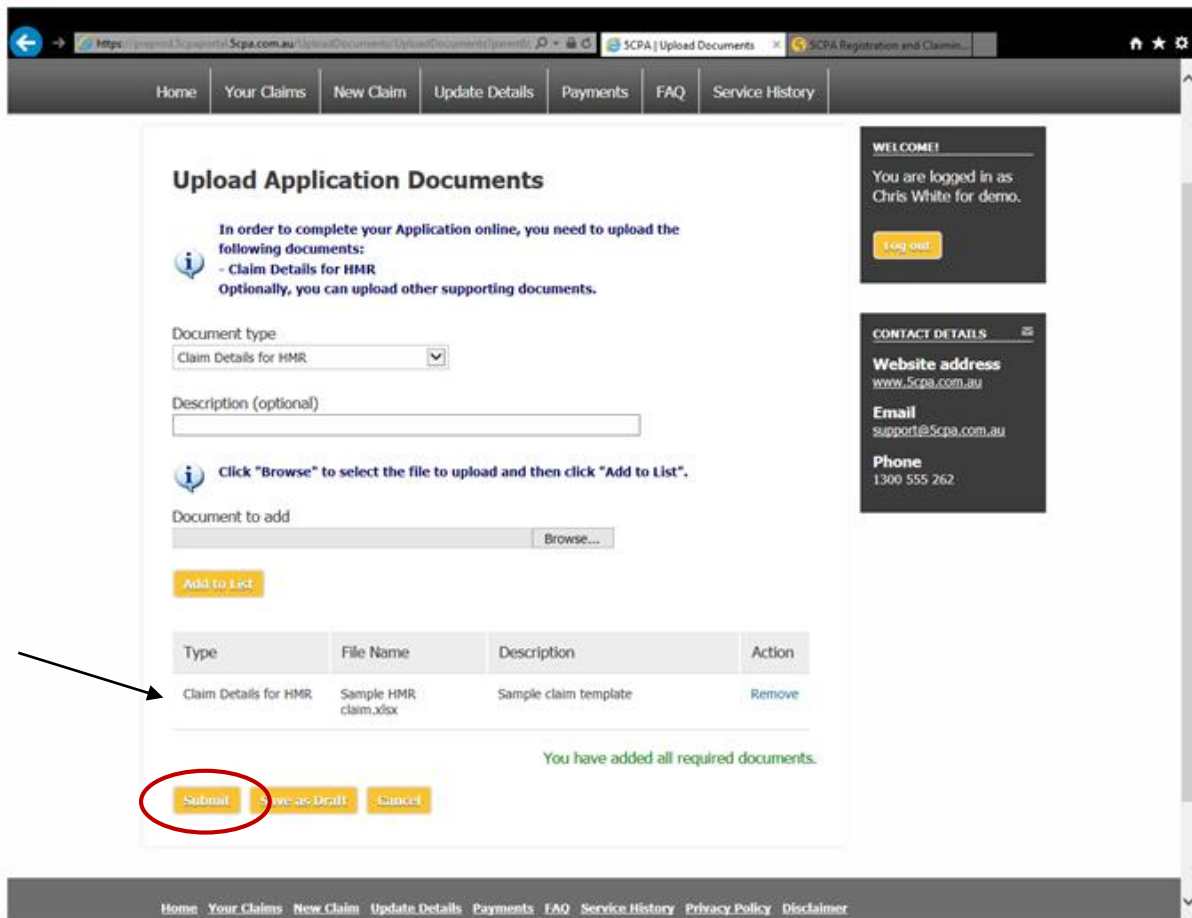
On the right side of the page, there are two dark grey boxes: 'WELCOME!' with a 'Log out' button, and 'CONTACT DETAILS' with website address, email, and phone information.

**Screen Three 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.

Your claim has not been successfully submitted if you have not clicked the **'SUBMIT'** button



## 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.

The screenshot displays a web application interface for managing claims. At the top, there is a navigation bar with links: Home, Your Claims (highlighted), New Claim, Update Details, Payments, FAQ, and Service History. Below the navigation bar, the main heading is "Your Claims".

An informational message states: "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." Below this, a red warning message reads: "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."

There are two filter dropdowns: "Filter By Pharmacy/Business" set to "All Organisations" and "Filter By Year of Completion" set to "All Years".

Claim No	Primary Contact	Claim Reference	Status	Amount Approved	Completion Date	Actions
94483	Chris White for demo	Sample HMR claim	Pending Processing Stage 1			<a href="#">View</a>
94481	Chris White for demo	Ben Test	Pending Processing Stage 1			<a href="#">View</a>

At the bottom right of the table area, it says "Page 1 of 1".

The footer of the page contains a secondary navigation bar with links: Home, Your Claims, New Claim, Update Details, Payments, FAQ, Service History, Privacy Policy, and Disclaimer.