

If the user is associated with multiple pharmacies they can view a list of their pharmacies by clicking the home icon and then look at the specific pharmacy

Pharmacy

QCPP ID	Account Name ↑	Primary Contact	Main Phone	Suburb	Postcode	State
9020	QCPP Test Pharmacy	QCPP Test	1300363340	BOGAN	2826	NSW

Pharmacy owners and staff with read and write permissions can update pharmacy information through the “Summary” tab. Once all details are entered by pressing “Update Your Pharmacy Details” you are saving the changed details.

[Update Your Pharmacy Details](#)
[No longer Associated to this pharmacy](#)

Summary

QCPP ID 9020	Is Same Address <input type="radio"/> No <input checked="" type="radio"/> Yes	
Pharmacy Name * <input type="text" value="QCPP Test Pharmacy"/>	Address 1: Street 1 * <input type="text" value="1 Example Street"/>	Address 2: Street 1 <input type="text" value="1 Example Street"/>
ABN * <input type="text" value="84519669143"/>	Address 1: Street 2 <input type="text"/>	Address 2: Street 2 <input type="text"/>
Phone * <input type="text" value="1300363340"/>	State <input type="text" value="NSW"/> ✕ 🔍	Postal State <input type="text" value="NSW"/> ✕ 🔍
Primary Email * <input type="text" value="help@qcpp.com"/>	Postcode <input type="text" value="2826"/> ✕ 🔍	Postal Postcode <input type="text" value="2826"/> ✕ 🔍
PBS Approval Number <input type="text"/>	Suburb * <input type="text" value="BOGAN"/> ✕ 🔍	Postal Suburb <input type="text" value="BOGAN"/> ✕ 🔍
PBS Approval Date <input type="text"/>		

“Current Assessment” shows when your next Assessment is due. By clicking the arrowing and viewing more details you can see all of your assessment details such as assessor, date and time and if an extension has been granted.

Current Assessment

Pharmacy ↓	Assessment Type	Reaccreditation Date (Accreditation)	Assessment Date	Assessment Status
QCPP Test Pharmacy	QCPP Accreditation Year	25/12/2021		Created ▼

Any professional services your pharmacy provides will also be shown here.

Assessment Details

General

Pharmacy QCPP Test Pharmacy	Interim Report Date —	Accreditation * ACC-023728
Assessment Date —	Final Report Date —	Accreditation Date 25/12/2019
Assessor —	Remedial Action Status No Remedial Recorded	Reaccreditation Date 25/12/2021
Assessment Result —	Remedial Action Due Date —	Reaccreditation Extension Granted <input checked="" type="radio"/> No <input type="radio"/> Yes
Assessment Status Created	Remedial Action Extension Granted <input checked="" type="radio"/> No <input type="radio"/> Yes	

Professional Services

Reference ↑	Service Name	Pharmacy (Accreditation)	Accreditation	Assessment Date	Status Reason
There are no records to display.					

To request a Reaccreditation Extension or Remedial Action Extension press the create button and fill in the required information. Your extension request will then be reviewed and considered by QCPP before being approved or declined.

Clicking the “View More” drop down will show the outcome of your request once it has been reviewed by QCPP.

Extension Requests				
Create				
Reference ↓	Type	Pharmacy	Accreditation	Assessment
EXT-REQ-00002419	Remedial Action Extension	QCPP Test Pharmacy	ACC-023728	A-088569

Invoices can be sorted by unpaid, cancelled and paid by clicking on the yellow box.

By clicking on “View More” you can view the invoice, download it and pay online.

Invoices						
Invoices (Customer)						
Unpaid Invoices						
Invoice ID	Customer	Invoice Issued Date ↑	Invoice Due Date	Total Amount Due ↓	Total Amount Paid	Status Reason
INV-12927-T3L2D7	QCPP Test Pharmacy	19/12/2019	16/01/2020	\$30.00	\$0.00	Issued

Invoice Details

Summary			Download Invoice	Pay Now! (\$30.00)
Invoice ID *	Total (Excl GST)	Total Amount Due		
INV-12927-T3L2D7	\$27.27	\$30.00		
Name *	GST	Invoice Issued Date		
Request for Replacement REP-0010 Invoice	\$2.73	19/12/2019		
Customer *	Total Amount Payable (Incl GST)	Invoice Status		
QCPP Test Pharmacy	\$30.00	Issued		
Created On	Total Amount Paid			
19/12/2019 11:13:44	\$0.00			
Products				
Existing Product	Quantity ↑	Price Per Unit	Amount	
QCPP Accreditation Certificate	1.0	\$27.27	\$27.27	

Requesting a replacement certificate or window decal will incur a fee. In submitting the request you acknowledge that an invoice will be issued and can be viewed or paid in the “Invoices” section.

Request Details							
Create							
Name	Accreditation Certificate	Materials	Window Decal	Status Reason	Requested By	Dispatch Date	Created On ↓
REP-0010	Yes	No	No	Awaiting Payment	QCPP Test		19/12/2019 11:13:43

Pharmacy owners can view and add pharmacy contacts such as accountants, head office staff and the QCPP Co-ordinator by pressing the “create” button.

Create

Is this person an employee?

No Yes

Employee – this person is a direct employee of my pharmacy and physically works in my store, for example pharmacy assistant, dispense technician, pharmacist manager

Non-employee contact – this person provides support to my pharmacy from an external place of work. This may include accountants, quality management consultants, head office or management group support or Pharmacy Guild state branch staff.

If adding a pharmacist or intern pharmacist as an employee contact you will be required to add their APHRA number before being able to continue.

Create

General

Existing Contact

No Yes

First Name *

Last Name *

Email *

Owner

No Yes

Primary Contact

No Yes

Business Phone

Mobile Phone

Role Of Delegate

Pharmacist

Intern
Pharmacist

Dispensary
Technician

Dispensary
Manager

Retail Manager

QCPP
Coordinator

You can control the level of access your in-store contacts have by deciding if you'd like them to be able to View, View and Update or have No Access to each section

Permissions

Pharmacy Information

View View and Update

Invoice

No Access View View and Update

Assessments

No Access View View and Update

Extension request

No Access View View and Update

For non-employee contacts you can nominate the type of contact they are and if appropriate additional permissions settings will become available for selection.

Non Employee Role

Non Employee Role

- Accounts processing – this person manages payment of invoices for my pharmacy
- Head office, management group or quality management systems support – this person assists me with managing my QCPP accreditation, preparing for assessment and supporting me in the post accreditation process
- Pharmacy Guild state branch – this person offers business support from my Guild state branch

To add an additional email you press “Add New Email Address”.

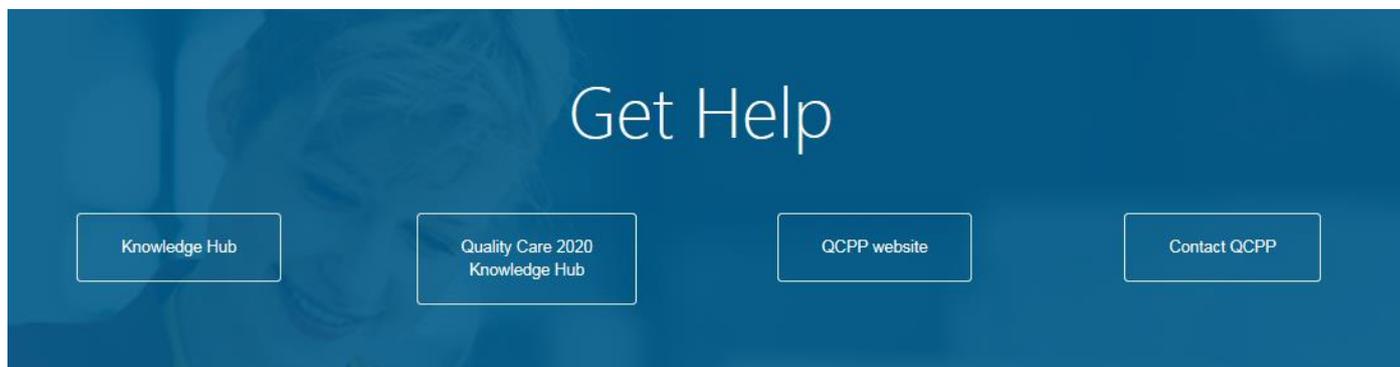
Pharmacy Email Addresses

Add New Email Address

Name ↑	Pharmacy	Email Type	Email Address	Status
9020 - Primary Email - example2@qcpp.com	QCPP Test Pharmacy	Primary Email	example2@qcpp.com	Active <input type="button" value="v"/>

Manage Your Pharmacy will take you back to all of your pharmacies

You can navigate to the Knowledge Hub via the menu ribbon at the top or via the buttons at the bottom of every page



To change your personal details such as phone number click on your name in the top right corner and view your profile.

You can also change your password through your profile.

Profile

 QCPP Test

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Profile

Security

Change Password

Change Email 

Your Information

First Name *

QCPP

E-mail *

help@qcpp.com

Last Name *

Test

Business Phone

1300363340

Job Title

Mobile Phone

Preferred Name

Preferred Contact Number *

Mobile Phone 

AHPRA Registration Number

PHA123456789