



Pharmacy Connectivity Incentive Program

Eligibility & Claiming Checklist

This Eligibility & Claiming Checklist is a simple way to check that your pharmacy is eligible to claim the Pharmacy Connectivity Incentive, and that you complete the claim form correctly.

For more detailed information, refer to the Participation Guidelines that are available at www.guild.org.au/pci or contact the Guild on 03 9810 9940 or 02 6270 1888.

Pharmacy Eligibility

You own an approved (Section 90) premises.	<input type="radio"/> Yes	Your approval number is required for the Incentive Claim Form, which must be signed by an approved pharmacist.
Your pharmacy has a Unique Identification Number (UIN) issued by Medicare Australia.	<input type="radio"/> Yes	Also required for the incentive claim form. The UIN for this program is the same as the BFP number issued for Broadband for Health. Contact Medicare Australia on 1800 818 111 if you do not know your UIN.
Your pharmacy is transmitting PBS claims via PBS Online.	<input type="radio"/> Yes	

Broadband Service Eligibility

If you claimed an incentive under the Broadband for Health: Pharmacy Program, your 12 month contract for the Broadband for Health qualified service must have expired.	<input type="radio"/> Yes	For example, if you last renewed your Broadband for Health service contract on 1 November 2007, you cannot sign or submit your first PCI claim before 1 November 2008.
Your pharmacy's broadband service is an Eligible Service Plan as listed on www.guild.org.au/pci .	<input type="radio"/> Yes	Please be careful to sign up only to one of the specific options listed on this web page as an Eligible Service Plan. Providers will not be able to provide information specific to the PCI. If you are unsure of the status of a particular plan, please contact the Guild on 03 9810 9940 or 02 6270 1888.
You have agreed to a 12 month (or longer) contract for the Eligible Service Plan with an endorsed provider, and this contract is current and the service is connected.		

If you have previously claimed a Pharmacy Connectivity Incentive, the signature date on the current Incentive Claim Form is at least 12 months after the signature date of the previous Incentive Claim Form.	<input type="radio"/> Yes	For example, if the first PCI claim form you submit has a signature date of 1 August 2008, the signature date on your second PCI claim form cannot be before 1 August 2009.
You are retaining all documentation issued by the internet provider relating to the broadband service, whether received electronically or in hard copy.	<input type="radio"/> Yes	Unlike the Broadband for Health: Pharmacy Program, providers will not issue any program-specific documentation (such as a Statement of Supply). You must ensure that all documentation you do receive is retained in case of auditing.

Claiming

All sections of the PCI claim form have been completed and are correct.	<input type="radio"/> Yes	The claim form is available from the Medicare Australia website. A link to it can be found at www.guild.org.au/pci .
The names of your Endorsed Service Provider and Eligible Service Plan (sections 10 and 11 of the claim form) have been written exactly as they appear in the Eligible Service Plans list on the Guild's PCI website.	<input type="radio"/> Yes	If the names do not match exactly, your claim may be rejected.
The claim form has been signed by a person who is an approved person in relation to the PBS approval number for the pharmacy.	<input type="radio"/> Yes	A claim form that is not signed by an approved person will not be accepted.
The claim form has been dated.	<input type="radio"/> Yes	This is your PCI claim signature date. You must submit the form within 90 days of the signature date.
All sections of the Statutory Declaration have been completed, and it has been signed, dated and witnessed by an authorised person.	<input type="radio"/> Yes	A list of people who can be a witness can be found on the last page of the claim form.
Your claim form, with the statutory declaration attached, has been sent by fax or mail, to be received by Medicare Australia within 90 days of the signature date.	<input type="radio"/> Yes	The Medicare Australia fax number is (02) 6103 9026. Please do not send your claim form to the Guild.
If the claim form has been faxed, a copy of the fax transmission receipt has been retained by your pharmacy.	<input type="radio"/> Yes	This is as proof of the date of sending the claim form.