



## Section 100 (s100) HSD Co-payment Program



# User guide: How to complete the s100 HSD claim template

The purpose of this user guide is to explain how to enter claim items in the s100 HSD Claim Template. You can use the template to claim up to 100 items.

1. Download a copy of the current s100 HSD Claim Template to your computer. Include a month/date range in the file name when saving a copy of the template to keep track of your claims. This template is available on the [s100 HSD Co-payment Program Portal \(the Portal\)](#).
2. Complete the required fields in the template for each dispensing. Please note all fields are mandatory.

Patient Details					Dispensing Details				
Medicare or DVA Card Number	Patient First Name	Patient Last Name	Patient Home Postcode	Co-payment Category	PBS Item Description	PBS Item Code	Date of Dispensing	Unique Dispensing ID	Was this a Regulation 24 Script ?
12345678910	John	Smith	2620	Concessional	adefovir dipivoxil 10 mg tablet, 30	10290N	10 June 2023	ABC12EA	No
15698753420	Carol	Brown	2625	General	octreotide 20 mg modified release injection [1 vial] (&) inert substance dilue	11537F	13 June 2023	GLASI7R	No
15698753420	Carol	Brown	2625	General	zidovudine 250 mg capsule, 40	10360G	13 June 2023	786ABC3	Yes
98657683222	Ben	Simmons	2621	Concessional	lamivudine 150 mg + zidovudine 300 mg tablet, 60	10284G	15 June 2023	79GA78W	Yes
74562013214	Celine	Dion	2508	Concessional	raltegravir 600 mg tablet, 60	11248B	18 June 2023	GDWET53	Yes

Completing 1 row in the template means you are claiming 1 co-payment. You will need to complete 1 row **per dispensing** regardless of the number of tablets shown in the PBS Item Description. (i.e. increased supply quantity constitutes a single dispensing, therefore 1 claim item).

### Regulation 24 claims (also known as Regulation 49)

Complete 1 row for the original supply quantity as well as each repeat supplied at the same time regardless of the number of tablets (e.g. a Reg. 24 script with 2 repeats requires 3 rows to be completed). Select 'Yes' in the 'Was the Regulation 24 Script?' dropdown.

As the repeats have the same dispensing ID, you may notice the cells will turn red due to the duplicate entry. This is expected and will not affect your submission.

PBS Item Description	PBS Item Code	Date of Dispensing	Unique Dispensing ID	Was this a Regulation 24 Script ?
abacavir 20 mg/mL oral liquid, 240 mL	10356C	10 June 2023	ABC12EA	Yes
abacavir 20 mg/mL oral liquid, 240 mL	10356C	10 June 2023	ABC12EA	Yes
abacavir 20 mg/mL oral liquid, 240 mL	10356C	10 June 2023	ABC12EA	Yes

**Please note:**

- **Medicare Number** must be 11 digits without hyphenation or spaces.
- The **PBS Item Description** has a dropdown column containing the s100 HSD Community Access items available to claim under the s100 HSD Co-payment Program.
- The **PBS Item Code** field will automatically be prepopulated once you have selected the correct PBS Item Description.
- The **Date of Dispensing** field must be entered in the format dd/mm/yyyy.
- The **Unique Dispensing ID** is the unique script ID that your dispensing software will generate when a script is dispensed. These IDs may be a mix of letters and numbers and referred to as a dispense number, script ID, script number or similar.
- In the **Was this a Regulation 24 Script?** column, please select **Yes** or **No** in the dropdown column.
- The s100 HSD Claim Template is capped at 100 claim items. Please ensure you save your changes regularly and ensure all claims are included and ready for when you wish to submit the claims for reimbursement.

3. Please submit your claims via the Portal fortnightly or monthly to ensure timely payments.

For instructions on how to submit a claim application, please refer to the [How to submit your claim Application online](#).



If you require further assistance, please visit [www.s100.guildsolutions.com.au](http://www.s100.guildsolutions.com.au), contact the s100 HSD Co-payment Program Support Team on (02) 6270 1614, or email [guild.solutions@guild.org.au](mailto:guild.solutions@guild.org.au).