

ProjectCOVID User Guide

February 2022

Version 2.0

The logo for ProjectCOVID, featuring the word "Project" in white and "COVID" in yellow, set against a solid blue rectangular background.

ProjectCOVID

Overview

The ProjectCOVID module in GuildCare supports the provision of free Rapid Antigen Tests (RATs) to eligible concession cardholders under the CRTCA Program.

The module will:

- display the patient's RAT transaction history
- record the provision of a RAT kit to a concession card holder
- display the pharmacy's history of transactions

For more information please refer to the program rules found here: <https://www.ppaonline.com.au/wp-content/uploads/2022/01/CRTCA-Program-Rules.pdf>

Setting up Project COVID

Step 1. Select the Admin tab (A) in the top menu

Step 2. Select 'External IDs' (B)

Step 3. Enter your pharmacy's QCPP ID (C) and PPA Service Provider ID (D) then click 'Save' (E)

You can locate your PPA Service Provider ID on your PPA Portal or on previous PPA Statements.

The PPA Service Provider ID is essential for payments. This is an additional field and different ID to the existing PPA API used by GuildCare Subscribers.

The image displays two screenshots of the GuildCare Admin interface, illustrating the steps to set up Project COVID.

Top Screenshot: The 'Admin' tab is selected in the top menu (A). The 'External IDs' sub-tab is selected (B). The 'Pharmacy Details' section shows the Name 'UA Test Pharmacy - VIC' and the eGuild ID '87653'.

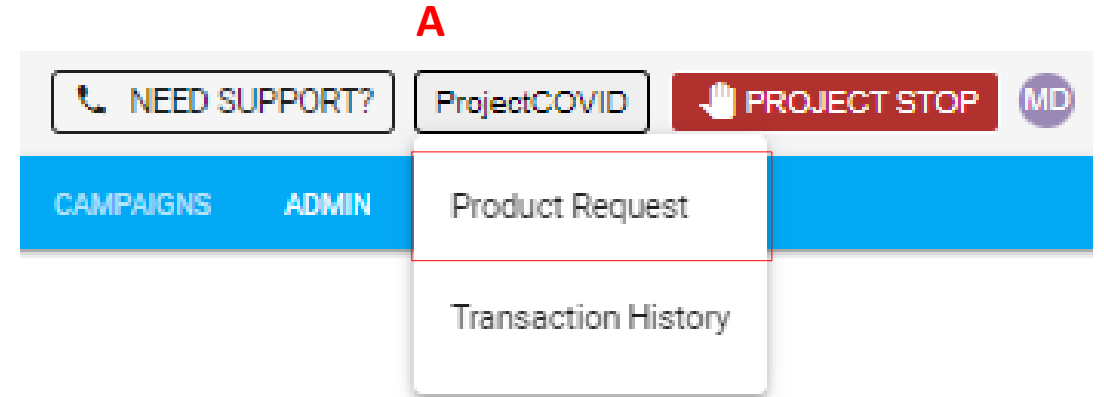
Bottom Screenshot: The 'External IDs' sub-tab is selected. The 'QCPP ID' field (C) and the 'PPA Service Provider ID' field (D) are highlighted. The 'SAVE' button (E) is also highlighted.

Record a transaction of Rapid Antigen Tests

Step 1. Click 'ProjectCOVID' (A) and select 'Product Request' from the dropdown menu

Note: the Transaction date (B) is not editable and set to the current date.

Step 2. Ensure that the Service Provider (C) is correct. This will be defaulted to the current user logged in.



ProjectCOVID

B

C

Transaction Date

02/02/2022

Service Provider *

Jessamine Kwan

Obtain Recipient Consent & Record Recipient Details

Step 4. Ensure the checkbox is selected (default checked) to confirm that the recipient's consent has been obtained (A)

Step 5. Complete the fields within the Recipient Details section (B). Please ensure a valid card number is entered and that there are no spaces/special characters entered.

If not, you will not be able to proceed with the transaction. Check the number again, records cannot be edited after allowing the transaction.

Step 6. Once all the mandatory fields (ID type and ID number) are completed, the 'List Past Transactions' button will be enabled (C)

Recipient Consent

A ☒ Recipient has given informed consent* [CRTCA Patient Privacy and Consent Notice](#)



IT IS RECOMMENDED TO GO SLOW, CHECK AND DOUBLE CHECK THE ID NUMBER ENTERED AGAINST THE CARD PRESENTED. THERE IS NO EDITING OR CANCELLING AFTER RECORDING THE TRANSACTION.

Recipient Details

B

ID Type* Concession Card	ID Number* 000000000A
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C

List Past Transactions

INCORRECT ENTRY CAN RESULT IN PATIENTS BEING DENIED RIGHTFUL ACCESS AT YOURS OR OTHER PHARMACIES ACROSS THE PROGRAM'S DURATION.

View Rapid Antigen Test Transaction History

Step 7. Once 'List Past Transactions' has been clicked, the transaction history of RATs for this patient will be displayed.

Pharmacy staff can apply the program rules to allow or cancel supply.



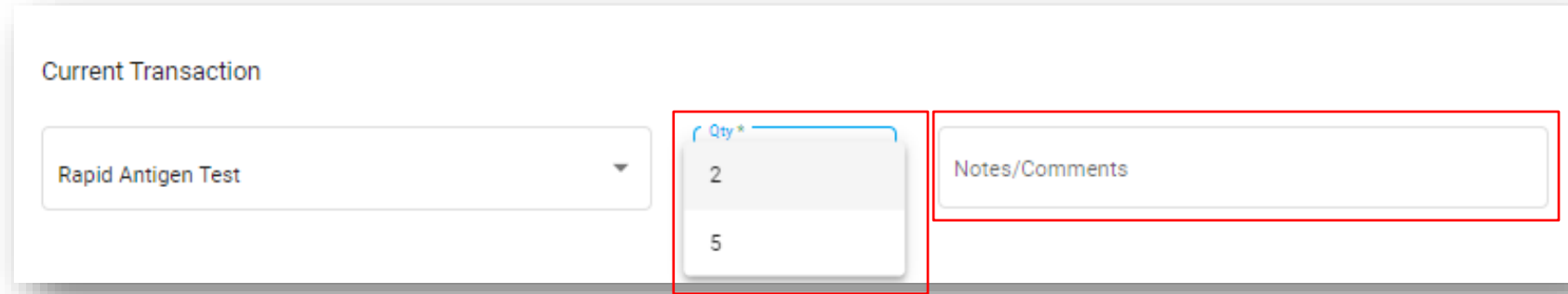
Past Transactions						
Date	Product	Qty	Pharmacy Postcode	Pharmacy State	Status	Comments
21/01/2022	Rapid Antigen Test	2			Approved	
						1 - 1 of 1 < >

If you decide not to proceed, select 'Cancel' (A)

Record Details of RAT Purchase

Step 8. Under the Current Transaction section, the product has been preselected to be the 'Rapid Antigen Test'.

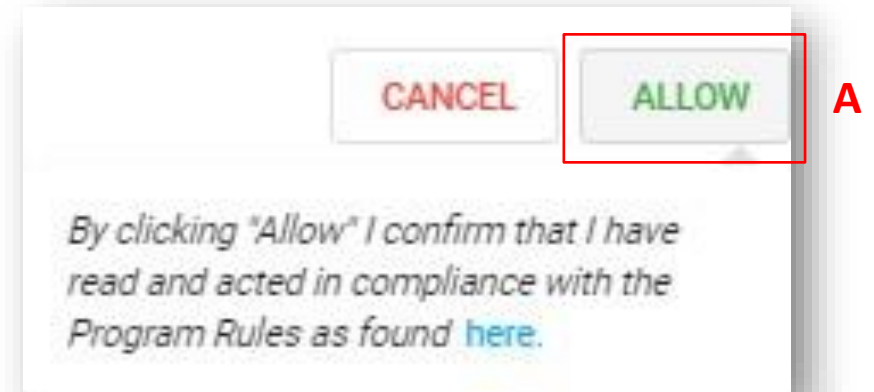
Select the quantity supplied. Additional notes can be added if needed.



The screenshot shows a form titled 'Current Transaction'. On the left, there is a dropdown menu currently displaying 'Rapid Antigen Test'. To its right, a quantity selector is open, showing a list with the numbers '2' and '5'. Further to the right is a text input field labeled 'Notes/Comments'. Red rectangular boxes highlight the quantity selector and the 'Notes/Comments' field.

Step 9. Once all the mandatory fields are completed, the 'Allow' (A) button will be enabled. Scroll to the top of the page and click 'Allow' to complete the transaction.

Note: By clicking 'Allow' you confirm that you have read and agree with the Program Rules.



This screenshot shows the bottom section of the form. It contains two buttons: 'CANCEL' and 'ALLOW'. The 'ALLOW' button is highlighted with a red rectangular box, and a red letter 'A' is placed to its right. Below the buttons, there is a line of text that reads: 'By clicking "Allow" I confirm that I have read and acted in compliance with the Program Rules as found [here](#).'

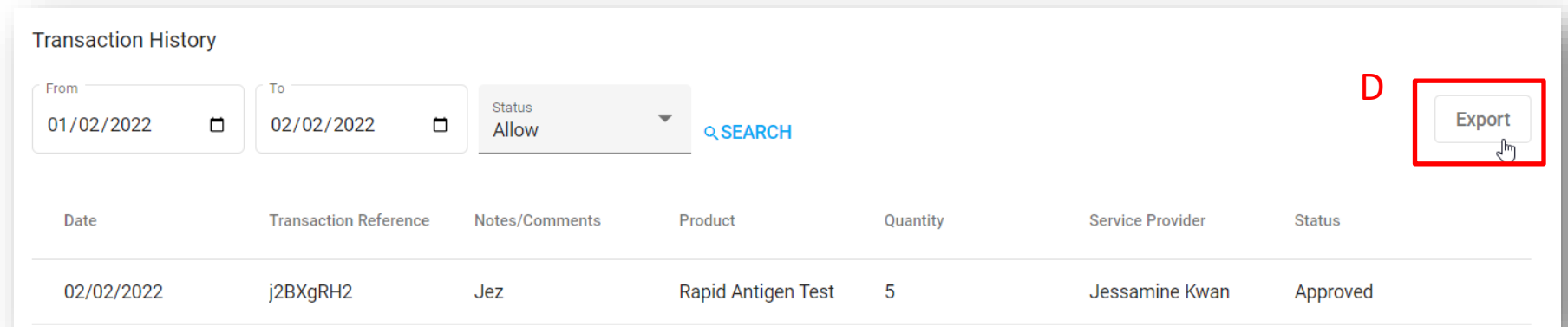
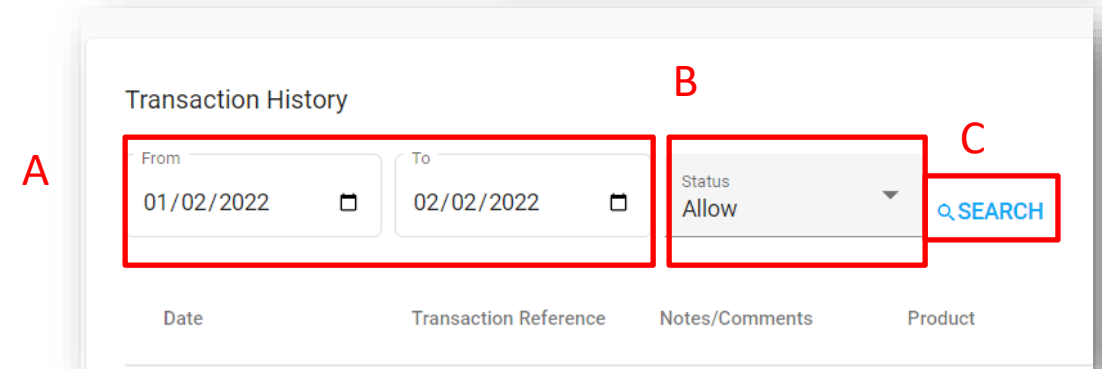
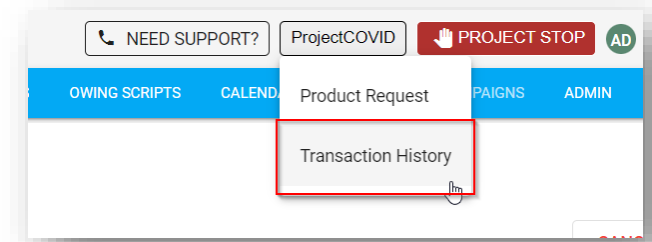
Transaction History

1. Click "ProjectCOVID" and select "Transaction History"

2: Adjust the date range (A) and Status (B) if required then click "Search" (C).

Note: The date range defaults from the beginning of the current month to the current date. The Status options reflect whether the transaction was Allowed or Cancelled by the pharmacy.

3: The results will be displayed. Click "Export" (D) to download the report as an CSV file to open as a spreadsheet.



Notes

- ProjectCOVID does not support Product Returns
- The data entered must be accurate especially:
 - Concession Card Number (ID Number)
 - ID Type
 - Quantity
- GuildCare recommends careful visual checking and double checking against the card of the:
 - Concession Card and number entered, and expiry date of the card
 - Quantity on the pack and quantity entered
- GuildCare will not be able to make amendments once the transaction is finalised
- Incorrect data entry will affect concession card holders' access to RATs and may affect payment from PPA
- No PPA claiming is required per pharmacy. GuildCare will provide the transaction data to PPA on your behalf.

For questions about GuildCare please email us at

support@guildcare.com.au

For any questions relating to payments, please contact Pharmacy Programs Administrator (PPA) for assistance.

For up-to-date information and useful links please go to:

www.ng.guildcare.com.au/projectCOVID