



Australian Government

HLTPHA006 Provide assistance in dispensary administration

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to use dispensary administration systems to maintain dispensary information, process Pharmaceutical Benefits Scheme (PBS) claims and complete other specialised administration tasks.

This unit applies to pharmacy assistants and technicians working under the supervision of a pharmacist.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Perform dispensing administration tasks

1.1 Use technical and numerical features of dispensary administrative systems correctly

1.2 Issue and update pharmaceutical entitlement and benefit documents to and for clients within scope of own job role

2. Maintain dispensary information

2.1 Update dispensary system with accurate information as required

2.2 Back up dispensary system information to ensure

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

secure data

2.3 Identify and respond to information discrepancies

2.4 Identify and extract correct clinical and financial data required for reporting and claiming systems

2.5 Inform relevant pharmacist of changes to data stored in the dispensary information system

2.6 Maintain confidentiality of dispensary information

3. Process pharmaceutical benefit claims

3.1 Collate prescriptions eligible for PBS claims and confirm details

3.2 Interpret and use financial information related to claims

3.3 Submit pharmaceutical claims to relevant authority

3.4 Maintain accurate records for claims submission

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>