

ACOP made simple for RACHs

Preparing for ACOP and opening an account with the Pharmacy Program Administrator (PPA)



1. **Understand the program rules for Tier 2** [ACOP Measure Tier 2 Rules](#)

- ✓ Show evidence that you tried to get an ACOP through at least one community pharmacy



2. **Advertise and recruit an ACOP:** [Find DEMO – ACOP Job Advertisement here](#)

- ✓ Use your business employment contract to create an employment agreement with the ACOP
- ✓ Liaise with HR



3. **Register with the PPA**

- ✓ [ACOP Tier 2 RACH Application Form](#)



4. **Appoint a main authorised person (for claiming) and inform the PAA**

- ✓ RACH is required to nominate a person to manage the RACH's account on the PPA Portal
- ✓ [MAP Authority Example Letter](#)



Need help registering through PPA portal

- ✓ Call the PPA 1800 951 285) to assist with PPA registration
- ✓ Access guide [ACOP Tier 2 RACH Portal User Guide](#)
- ✓ Or contact us ageingwell@adelaidephn.com.au

If you have a question, please contact us ageingwell@adelaidephn.com.au