

[RACH Letterhead]

MAIN AUTHORISED PERSON AUTHORITY LETTER – EXAMPLE 1

John Smith
Residential Aged Care Home Manager
RACH NAME
RACH ADDRESS
SUBURB, STATE, POSTCODE

Monday 1 July 2024

I, John Smith, Residential Aged Care Home Manager of RACH NAME (NAPS ID: 123456) authorise the following individual to act as the Main Authorised Person in respect of the Aged Care On-site Pharmacist (ACOP) Measure and related activities on the Pharmacy Programs Administrator Portal:

Name: Sarah Jones
Email: Sarah.jones@ppagedcare.net.au
Position*: Clinical Services Manager

*** Please note this person must not be:**

- **an ACOP engaged to work at the RACH**
- **an individual from a third-party organisation assisting the RACH to source an ACOP.**

I understand that Sarah Jones will be responsible for submitting an application for the RACH to participate in the ACOP Measure and for managing the RACH's account on the PPA Portal. This includes authorising other users to access the account for claiming purposes and **entering and updating the bank details associated with ACOP payments claimed by the RACH.**

I acknowledge that if Sarah Jones leaves the organisation, it will be my responsibility, or that of my successor, to submit a new authorisation letter for a replacement Main Authorised Person for the PPA Portal and ensure that the RACH's bank details remain correct.

Kind regards,

John Smith

John Smith

[RACH Letterhead]

MAIN AUTHORISED PERSON AUTHORITY LETTER – EXAMPLE 2

John Smith
Residential Aged Care Home Manager
RACH NAME
RACH ADDRESS
SUBURB, STATE, POSTCODE

Monday 1 July 2024

I, John Smith, as Residential Aged Care Home Manager of RACH NAME (NAPS ID: 123456) am authorised to act as the Main Authorised Person of the RACH for the Aged Care On-site Pharmacist (ACOP) Measure and related activities on the Pharmacy Programs Administrator Portal.

I understand that I am responsible for submitting an application for the RACH to participate in the ACOP Measure and for managing the RACH's account on the PPA Portal. This includes authorising other users to access the account for claiming purposes and entering and updating the **bank details associated with ACOP payments claimed by the RACH.**

Additionally, I acknowledge that if I leave the organisation, it will be my responsibility to first submit a new authorisation letter for a replacement Main Authorised Person for the RACH and ensure the new Main Authorised Person is in a position to administer the RACH's PPA Portal account and ensure the RACH's bank details remain correct.

Kind regards,

John Smith

John Smith