

## Share an application with a consultant in PharmConnect

# Important things to know before you start

The consultancy preparing the application needs to be <u>registered under its own name in</u> <u>PharmConnect</u>.

For each application you want to collaborate on, you need to follow the process detailed below to share it with them.

Any staff at the consultancy who are registered in PharmConnect will be able to see the applications you share with their organisation.

Once shared, the application will display on the 'My applications' list for the consultancy that is preparing your application. They will be able to edit it only – they do not have the ability to submit, withdraw, delete or re-share the application on your behalf.

Once you submit the application to Pharmac, the consultancy will no longer be able to see it.

#### Create your draft application

1. Using Google Chrome, Microsoft Edge, or Firefox, log in to PharmConnect.



2. Click

New Application Please select the application type to crea	te:
Supplier	\$
* Type of application	
New Application	-
*Applicant B PHARMACEUTICALS LIMITED - Test Company	×
	Cancel Create

3. On the pre-populated 'New Application' screen click

			Sally Supplier
Home My applications			
Application Supplier			Share Withdraw Delete
Type of application S New Application D	Itatus Applicant Vraft PHARMACEUTICALS LIMITED - Test Company	Therapeutic Group	
To prevent any loss of information be able to change the information	n in your application please use the 'Save' button before moving to the next set in any section or subsection up to the point of submitting your application. Cancel Save Save	ction or subsection questions (you may need	to scroll down to the button). You will still
Introduction	> Application introduction		
Product Overview	> Templates to be completed		
Health Need	•		
Health Benefits			
Costs and Savings			
Economic Analysis			
Suitability			
Additional Information			

Create

4. At the left of your draft application click 'Product Overview'.

Introduction	> Product details OOOOO				
Product Overview	Pharmacological information O O O O O				
Health Need	> Proposed amendments to the Pharmaceutical Schedule				
Health Benefits	> Dose O O O				
Costs and Savings	> Regulatory status of the product OOOOOOOOOOOO				
Economic Analysis	> Patent information O				

5. In the middle of your screen click 'Pharmacological information' to expand that section.

> Product details O O	
✓ Pharmacological information ○○○	
*What is the registered name of the generic pharmaceutical?	0
What is the brand name of the pharmaceutical?	0
Please provide a brief description of the principal pharmacological action of the pharmaceutical.	0

- 6. Enter the registered name of the pharmaceutical or the brand name in the applicable field.
- 7. Scroll down and click

	Application Saved
	Your application has been saved.
	ОК
8.	On the pop-up confirmation screen click

# Share your draft application

Sally Supplier
Home My applications
Welcome to PHARMConnect
PLEASE USE THE GOOGLE CHROME BROWSER FOR ALL APPLICATIONS. PHARMConnect does not work with Internet Explorer. Create New Application
Always save at the end of each question and section and save before you step away from your device. This prevents any data loss. You can still change any section before you submit the application.
Making a Funding Application
Anyone – a patient, a health professional, or a pharmaceutical supplier – can make a funding application to PHARMAC.
Guidelines for Pharmaceutical Suppliers
Guidelines for Clinicians and Consumers
COVID-19: The availability of clinical advice on funding applications is reduced while New Zealand is responding to the COVID-19 pandemic. This may slow our ability to progress funding applications. Applicants will receive notifications from Application Tracker when there is progress.
Read more about PHARMAC's response to COVID-19.
HARMAC PATAKA WHAIORANGA

1. On your home screen click 'My applications'.

							Sally Supplier
Home My a	applications						
New							
APPLICATION ID 🕁	CHEMICAL 🌡	BRAND NAME 🌡	DATE CREATED $\downarrow$	DATE SUBMITTED $\downarrow$	APPLICATION STATUS $\downarrow$	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION
A-03977			5/7/2021	5/7/2021	Draft	Status	Add
A-03981			9/7/2021		Draft	Status	Add
A-03984			22/7/2021		Draft	Status	Add
A-04012	Generic pharmaceutical	Sally's Super Cure	17/1/2022		Draft	Status	Add

2. Clink the link to the application you want to share.

				Sally Supplie
Home My appli	cations			
Application Supplier				Share Withdraw Delete
Type of application New Application	Status Draft	Applicant PHARMACEUTICALS LIMITED - Test Company	Therapeutic Group	
To prevent any loss of info	ormation in your ap ormation in any sec	plication please use the 'Save' button before moving to the next tion or subsection up to the point of submitting your application. Cancel Save	section or subsection questions (you ma	ay need to scroll down to the button). You will still
Introduction	> Pi			
Product Overview	V PI	parmacological information		

Share

3. To the top right of your screen click

Share	
* Please choose the third party you would like to share with Please select an option	<b>~</b>
	Next

4. On the 'Share' pop-up screen click 'Please select an option'.

- 5. On the drop down list click the name of the consultancy you want to share the application with.
- 6. Click Share
  Your Application has been shared.
  Finish
- 7. On the pop-up screen click

### Change the consultancy you are sharing with



1. On your home screen click 'My applications'.

							Sally Supplier
Home My a	applications						
New							
APPLICATION ID 🕹	CHEMICAL 🕹	BRAND NAME 🕹	DATE CREATED $\downarrow$	DATE SUBMITTED $\downarrow$	APPLICATION STATUS ↓	PROPOSAL STATUS(ES)	SUBMIT SUPPORTING INFORMATION
A-03977			5/7/2021	5/7/2021	Draft	Status	Add
A-03981			9/7/2021		Draft	Status	Add
A-03984			22/7/2021		Draft	Status	Add
A-04012	Generic pharmaceutical	Sally's Super Cure	17/1/2022		Draft	Status	Add

2. Clink the link to the application that is currently shared with a consultant.

				🕒 Sally Supplie
Home My app	ications			
Application Supplier				Share Withdraw Delete
Type of application	Status	Applicant	Therapeutic Group	
New Application	Draft	PHARMACEUTICALS LIMITED - Tes	st Company	
To prevent any loss of inf be able to change the inf	ormation in your ap	plication please use the 'Save' button before tion or subsection up to the point of submittin Cance	moving to the next section or subsection questions (you m g your application.	ay need to scroll down to the button). You will still
Introduction	> Pr			
2012/02/2012 01/10		000000		

Share

3. To the top right of your screen click

Share	
This Application is currently shared with: Best Applications	
* Please choose the third party you would like to share with	
Please select an option	A V
	Next

- 4. On the 'Share' pop-up screen click 'Please select an option'.
- 5. On the drop down list select the consultancy you now want to share the application with.
- 6. Click Next

	Share		
Your Application has been shared.			
		Finis	h

7. On the pop-up screen click Finish to share the application with the new consultancy and remove it from the original consultancy.

**Note:** The original consultancy will no longer be able to view or edit your application.

If for any reason you want to stop sharing your draft application with any consultancy, please contact us at <u>enquiry@pharmac.govt.nz</u>