**WPQC Implementation**

**Checklist**

Use the checklist below to ensure your pharmacy hits the ground running!

* WPQC Registration
  + Register your pharmacy ([paper applications](https://www.pswi.org/Portals/94/WPQC/WPQC%20Pharmacy%20Registration%20Form.pdf?ver=67Rz7MubV66N_w4gLs7NcA%3d%3d) for new WPQC pharmacies, [online](https://www.pswi.org/Renew) for re-enrollees)
    - Complete the [Good Faith Agreement](https://www.pswi.org/Portals/94/WPQC/WPQC%20Good%20Faith%20Agreement.pdf?ver=ipkgixehBe8rJkkyo33RoQ%3d%3d) (print, sign and send to PSW)
  + [Register](https://www.pswi.org/Membership/WPQC-Membership) your staff
    - Pharmacists (will need personal NPI number to register), Technicians, Students
* Complete the Homestudy. Pharmacies with at least one technician who is WPQC-certified have shown the most success in this program.
  + Pharmacists (on-line, 10 CE hours)
  + Technicians (on-line, 6 CE hours)
  + Students (on-line, follow pharmacist training track—no CE for students)
* Obtain Contracts
  + Applicable Payers:
    - Wisconsin ForwardHealth: 1-800-947-9627
      * No contract needed if your pharmacy is already a Medicaid provider
      * Obtain ForwardHealth [Portal access](https://www.forwardhealth.wi.gov/WIPortal/Account/Request%20Portal%20Access/tabid/118/Default.aspx). User Guide (Account) is [here](https://www.forwardhealth.wi.gov/WIPortal/Subsystem/Publications/ForwardHealthCommunications.aspx?panel=Guides) for support.
  + Documentation/Billing Platforms:
    - Wisconsin ForwardHealth accepts claims directly through the ForwardHealth portal or through [approved case management software](https://www.forwardhealth.wi.gov/WIPortal/content/provider/medicaid/pharmacy/MTM/ApprovedMTMSoftwareVendors.pdf.spage).
    - Additional information on submitting claims to ForwardHealth can be accessed on the WPQC website under Payers.
* Implement the WPQC [Quality-Based Best Practices](https://www.pswi.org/Portals/94/WPQC/Resources%20and%20Manuals/Quality%20Assurance/4%20-%20Implementing%20the%20WPQC%20Quality-Based%20Best%20Practices.pdf?ver=AfmnAastBSi7TDlKZ-BhTw%3d%3d)
* Create a [patient-care area](https://www.pswi.org/Portals/94/WPQC/Resources%20and%20Manuals/Private%20Semi-private%20Consultation%20Area.pdf?ver=zKkE4YSv6jdjvaOWCi-BJA%3d%3d) in your pharmacy
* Establish your pharmacy’s [Usual & Customary (U&C) fees](https://www.pswi.org/Portals/94/WPQC/ForwardHealth/Usual%20and%20Customary%20Guidance.pdf?ver=GIKMiTTtyfBVARDCkVpfAA%3d%3d) for Level II services