**WPQC Implementation**

**Checklist**

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

* WPQC Registration
	+ [Register](https://www.pswi.org/Membership/WPQC-Membership/WPQC-Pharmacy-Membership) your pharmacy ([paper applications](https://www.pswi.org/Portals/94/WPQC/WPQC%20Membership/WPQC%20Pharmacy%20Registration%20Form_Eversion%282%29.pdf?ver=gV6fYRDydg9jCYGpbJYYbQ%3d%3d) for new WPQC pharmacies, online for re-enrollees)
		- Complete the [Good Faith Agreement](https://www.pswi.org/Portals/94/WPQC/WPQC%20Good%20Faith%20Agreement_Eversion.pdf?ver=QSgH5KNsiJqP1js_Zro1bw%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 depending on prior participation)
	+ Technicians (on-line, 6 CE hours depending on prior participation)
	+ 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.
		- United Way of Dane County (coordinated by PSW)
			* Option for pharmacies in Dane County to be reimbursed for providing CMR/A services at community and senior centers AND in pharmacy
			* Contact PSW for more information (608-827-9200)
	+ 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%20Definition.pdf?ver=I1la9PxxfKIW-o412aWPrQ%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=0AmkaPFvBDDl_RJcfAZyeg%3d%3d) for Level II services