

An Australian Government Initiative

MyMedicare Registration Guide

October 2023

***INFORMATION SOURCED FROM SERVICES AUSTRALIA**



CONTENTS

Purpose	3
STAGE 1: Link your Organisation to HPOS	6
STAGE 2: Create an Organisation Record	. 12
STAGE 3: Creating the Organisation Site Record	18
3.1: Linking a provider	23
3.2: Adding a program	. 24
3.3: Linking a Subsidiary Organisation in PRODA to an Organisation Site Record	. 25
STAGE 4: Delegating MyMedicare Access to Staff	. 29
4.1 Add the HPOS-MyMedicare-Program-Staff to Staff	. 29
4.2 (Optional): Restricting staff access in HPOS to MyMedicare only	. 32
STAGE 5: Registering patients in MyMedicare	. 33
5.1 Practice initiated patient registration (Pending)	. 39
5.2 Managing the Patient List	. 40
5.3 Managing Pending Registrations	. 42
5.4 Change Preferred Provider	44
5.5 Export Patient List	. 45
5.6 Withdraw a Patient	. 46
5.7 Configuring Auto or Manual Accept or Decline of patient initiated registrations	. 46
APPENDIX 1: Registering Patients through their Medicare Online Account	47
APPENDIX 2: Registering Patients through their Express Plus Medicare mobile app	51



PURPOSE

This document has been developed to support general practices to register for MyMedicare.

MyMedicare is Australia's new voluntary patient registration model. It will enable a blended funding model that sits alongside fee-for-service while strengthening the relationship between patients, their general practice, general practitioner (GP) and primary care teams.

Supported by recommendations from the Strengthening Medicare Taskforce, the recent Commonwealth 2023–24 Budget invests \$19.7 million over 4 years in MyMedicare. A further \$39.8 million will be delivered to support systems delivery through Services Australia.

MyMedicare seeks to improve health outcomes by:

- consolidating the GP's role as the primary provider and leader in continuity of care for patients
- strengthening patient relationships with the extended primary care team and increasing multidisciplinary care
- improving communication between general practice and other health providers
- improving equitable access for priority population groups.

LINK NEW ORGANISATION REGISTER TILE IN HEALTH PROFESSIONAL ONLINE SERVICES (HPOS)

HEALTH PROFESSIONAL ONLINE SERVICES

Health Professional Online Services (HPOS) may have been linked previously for other programs or services. However, the Organisation in PRODA **needs** to be linked **again** for the Organisation Register. This time, with the **Australian Business Number (ABN)** used to set up the Organisation in PRODA as the **linking identifier**.

After linking with the ABN, the Organisation Register tile appears in HPOS and the Attributes slide should be seen.

CHECK LIST

- ♦ Associated/ Authorised Contact has been set up in Organisation in PRODA.
- Check your ABN details are current on the Australian Business Register (ABR) including Authorised Contacts.
- Find details of an Associated and Authorised Contact listed against the ABN and their Individual Registration Authority (RA) number from PRODA, so this can be added to the Organisation Record.
- Provider location numbers of the GPs that are providing services at your practice, so you can link them to the Organisation Site.
- ♦ Details of your accreditation or relevant exemption.



NOTE: If you've already set up your organisation site/s (practices at which your organisation operates) **for another program**, such as the **General Practice Training Payment (GPTP) program or Medicare Urgent Care Clinics**, you don't need to complete steps 1, 2 and 3 again. You may need to add accreditation details at step 4 before starting step 5.

You can commence linking your providers to your practice now. From 1 October 2023, you'll be able to add the MyMedicare program in the program registration tab and register patients if your practice is eligible.

STAGES TO REGISTER

CLICK THE HYPERLINK FOR EACH STEP FOR A DETAILED USER GUIDE.

BEFORE YOU BEGIN

Set up your organisation in PRODA. The person setting up the Organisation in PRODA **must** have an individual PRODA account and be listed against the ABN on the ABR as an associate or authorised contact.

NOTE: If you haven't already done it, setting up your practice as an Organisation in PRODA is required to access the Organisation Register and MyMedicare program. This includes any Subsidiary Organisations.

STAGE 1: Link your organisation to HPOS

Linking your organisation to HPOS with your ABN allows you to unlock the Organisation Register. This will give you the green **Organisation Register tile** on the HPOS home screen.

STAGE 2: Create an organisation record

Using the Organisation Register tile on the HPOS home screen, you can record details of your Organisation in the Organisation Record. You will be required to add your organisation information to complete this process, see: Adding your Organisation information to create an Organisation Record

STAGE 3: Creating the organisation site record

3.1: Linking a provider

All GPs providing services at your practice are linked to your organisation site.

For GPs providing services at your practice, ensure **their provider location number address is the same as the recorded address of your Organisation Site Record**, to allow them to be linked.

3.2: Adding a program

The MyMedicare program will become available in the Program Registration tab to add to your Organisation Site Record.

3.3: Linking a Subsidiary Organisation Linking your Subsidiary Organisation is optional and provides restricted access for staff between multiple sites. You must first link the Parent Organisation in PRODA to HPOS using your ABN. Then create the Organisation Site Record to get the Organisation Site ID to proceed with linking a Subsidiary Organisation.



STAGE 4: Delegating MyMedicare access to staff

Add and manage MyMedicare staff authorisations.

- 4.1: Add the HPOS-MyMedicare-program-staff to staff
- 4.2: Restricting staff access in HPOS to MyMedicare only

STAGE 5: Registering patients in MyMedicare

You can start patient registrations for your practice in HPOS under My Programs via the MyMedicare tile.

- 5.1: Practice initiated patient registration
- 5.2: Managing the patient list
- 5.3: Managing pending registrations
- 5.4: Change preferred provider
- 5.5: Export patient list
- 5.6: Withdraw a patient
- 5.7: Configuring auto or manual accept or decline of patient initiated registrations



STAGE 1: LINK YOUR ORGANISATION TO HPOS

Step 1: Select the Organisation in PRODA that you are acting on behalf of.

My organisations

You're a member of the organisations listed below.

Calast the assanisation name to:			
Serect the organization name bo.	Select the	organisatio	on name to:

 view the organisa 	tion's details			
 manage the orga 	nisation's devices			
 add or remove th 	e organisation's members			
 add subsidiary or 	ganisations (for parent orga	nisations only)		
Name \$	ABN \$	Org	anisation Status 🗢	Role/Status 🗘
New Organisation	35 52 197 696			
		Active		Director / Active
	н к 1	► H 10 N	<	a record found
Join an Organisation				>
Register New Organis	ation			>

Step 2: Expand the Service Provider Menu and select Add Service Provider.

7° Services Australia	Provider Digital Access	Profile Services Organisations L
lack		
lanage my orga	anisation	
embership(s) expiring within 30 days		
tribute(s) expiring within 30 days		
Organisation Overview		
Organisation Details		
Organisation Name	New Organisation	
PRODA RA (Organisation)	5024039511	
Status	Active MOCK Verified	
ABN	35 152 197 096	
Contact Email Address	SHN247@servicesaustralia.	ovau Uodate Email
Contact Phone Number	Not supplied.	Update Phone
	_	
Remove Organisation		
lembers		
ubsidiary Organisations		
ervice Provider		
Name 0		Status 0
Health Professional Online Services INP	QS) Pending	



Step 3: Select Health Professional Online Services (HPOS) from the list and select **Add Service Provider**

O Health Professional Online Services (HPOS)
O Medicare Online/ECLIPSE/DVA/AIR
O NDIS API
O NDIS Partner Portal
O National Redress Scheme
O DI - Oversight Authority Response System
O OTS Software Vendor Portal
O PBS Online
○ Transforming the Collection of Student Information
O Health Professional Management Services
Add Service Provider

Step 4: The status will be **pending** until linking is complete. The status will change to **active** once complete.

Australian Government 1977 – Services Australia	PRODA Provider Digital Access	Profile Services Organisations Log
tuà.		
UNA		
Manage my org	janisation	
membership(s) expiring within 30 da attribute(s) expiring within 30 days	ys.	
Organisation Overview		
Organisation Details		
Organisation Name	New Organisation	
PRODA RA (Organisation)	50240395m	
Status	Active MOCK Verified	
ABN	35 152 197 696	
Contact Email Address	SHN247@servicesaustralia.govau	Update Email
Contact Phone Number	Not supplied.	Update Phone
Remove Organisation		
Members		~
Subsidiary Organisations		×
Service Provider		~
Name 0		Status 0
Health Professional Online Services (HPOS) Pending	
EXCLUS	Adive	have the set



Step 5: PRODA connects the user to the Provider Linking System (PLS) and the Organisation Linking Screen will appear.

• Read the Terms and Conditions

Accept

- Complete the declaration
- Select Accept

Λį	pplication	1
Đ	ffective on and from 18/04/2020	1
54	et out below are the terms and conditions of my agreement with Services Australia in respect of my interactions in relation to:	1
	a. Online claiming for Medicare through third party software (including Medicare Online, ECLIPSE, the Australian Immunisation Register (AIR) and Department of Veterans' Affairs (DVA) claiming) b. Online claiming for the Pharmaceutical Benefits Scheme (PBS) through third party software c. Immunisation Notifications to the AIR, through the AIR site (secure portal) d. Health Professional Online Services (HPOS) e. Any other systems owned or hosted by Services Australia, as notified in writing to you (collective) referred to as "Agency Online Systems").	
In	terpretation	
A ar Si	reference to a party denoted by "r", "me", "my", "you" includes that party, any persons under that first party's direction or control, nother party acting on that first party's behalf or another party who the first party acts on behalf of. Any persons under the rection or control of that first party or acting on behalf of that first party shall be deemed to be authorised by that first party.	
A Hi	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Atfairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems.	
A He	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Atfairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems. 1. Accuracy and completeness aration I declare that:	
	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Affairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems. 1. Accuracy and completeness aration I declare that: I am the person authorised to act on behalf of my organisation and/or any organisation I represent to accept all terms conditions on behalf of my organisation or the one I represent. The information I have provided is complete and correct.	•
A H4	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Affairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems. 1. Accuracy and completeness aration I declare that: I am the person authorised to act on behalf of my organisation and/or any organisation I represent to accept all terms conditions on behalf of my organisation or the one I represent. The information I have provided is complete and correct. I agree with:	an
A Hi	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Affairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems. 1. Accuracy and completeness aration I declare that: I am the person authorised to act on behalf of my organisation and/or any organisation I represent to accept all terms conditions on behalf of my organisation or the one I represent. The information I have provided is complete and correct. I agree with: The terms and conditions of this agreement.	an
	reference to "Services Australia" includes Services Australia, and the Department of Veterans' Affairs or the Department of ealth as relevant in relation to their corresponding respective Agency Online Systems. 1. Accuracy and completeness aration I declare that: I am the person authorised to act on behalf of my organisation and/or any organisation I represent to accept all terms conditions on behalf of my organisation or the one I represent. The information I have provided is complete and correct. I agree with: The terms and conditions of this agreement. I understand that:	an

Step 6: Once the HPOS Service has been added. Select **Link Identifiers** on the HPOS tile in PRODA. The Organisation Linking - **Create Relationships** screen will appear **or** Select **Organisation Linking** from the list.

		Organisation Lin	iking	
			Organisation Linking -	Create Relationships
	My linked services		Identifying your organisatio	n
	A Studio Budiest		*Please provide an identifier that has been	issued for the organisation
1			Identifier type	Identifier
			Please select identifier type	Please enter identifer

Next



Step 7: Select ABN as Identifier type.

The ABN of the Organisation in PRODA automatically pre-populates and the user can move to the next step.

Organisation Link	ing	
	Organisation Li	nking - Create Relationships
	Identifying your or	anisation
	*Please provide an identifier	at has been issued for the organisation
	Identifier type	Identifier
	ABN	- 35152197696
	Your Australian Business Nu HPOS - Your ABN was issue been pre-populated from you	iber (ABN) will be used to access the Organisation Register in Ito you by the Australian Business Register (ABR) and has PRODA Organisation.
		Next

Step 8: A confirmation message will display, verifying the linking relationship with HPOS.

Select **Next** on the Organisation Linking Screen.

Organisation Linking - Create Relation	ships
Verification of relationship	
We have established your organisation's relationship with the following:	
Health Professional Online Services (HPOS) for ABN 35152197696	~

Step 9: Return to PRODA service and Select Go to Service on the HPOS tile





Step 10: A new screen will then display where you can select the new organisation you are acting on behalf of in **HPOS**

j.	Australian Government	PRODA	Robert Watso
·	Services was raise	Provider Digital Access	Profile Services Organisations Logos
Неа	Ith Professiona	I Online Services	s (HPOS)
0	rganisation		
Pic	ease choose an organisation to	act on behalf of:	
0	No Organisation - Proceed	as an individual only	
0	New Organisation		
	Cancel		Continue

Step 11: When you initially access HPOS you will need to **accept** the **Terms and Conditions of Use and Access**

As a user of HPOS, you must
use HPOS securely and for a proper purpose; complexity in the and policies:
Correge with an avery and ponces, erept breaches, and erept breaches, and
keep information up to date.
These HPOS Terms of Use also contain important information about how HPOS works, which you are bound by. Words that have a special meaning are defined in the glossary at the end. The laws of the Australian Capital Terr apply to these HPOS Terms of Use.
1. Accessing HPOS
HPOS is a service provided by the Services Australia (the agency.) The agency gives you permission (in the form of a non-transforable, non-exclusive, revocable licence) to use HPOS so long as you comply with these HPOS Terms of Use. Your use of HPOS in no way transfers or assigns ownership in any intellectual property rights (including copyright) to you.
The agency may change these HPOS Terms of Use from time to time. If this happens, you will be notified electronically.
If you do not agree with these HPOS Terms of Use or cannot comply with them, you should stop using HPOS.
If the agency finds that you have failed to comply with these HPOS Terms of Use, your access to HPOS may be restricted, suspended, or revoked. In some instances, it is possible you could face civil or criminal penalties.
An end to your HPOS access does not release you from any liability or penalty you may have incurred arising from or in connection with your access or use of HPOS.
Your use of HPOS is at your own risk.
2. Use HPOS securely and for a proper purpose The agency may monitor your use of HPOS.
You must:
 only access information in HPOS about a person with the person's consent and for patient registration for MyGP or claiming purposes only; keep information that you obtain through HPOS secure and confidential at all times;
 keep your Secure Access Details for HPOS secure and confidential at all times; and

Step 12: Add email address to Mail Centre Notifications

An email address must be provided to access HPOS mail centre and to receive notifications. You will be asked the following:

Do you wish to receive notifications? Select Yes or No.

You can also **select** the **frequency of notifications** from the drop-down box.

Once complete, select **Submit**.

5



Health Professional Online Services	
Mail centre notifications	
To have access to Health Professional Online Services, an email must be provided. Should you choose to receive notifications to the email provided below, you would receive notifications • Delegation updates (if applicable) • Reversal in your HPOS mallbox • Updates by HPOS staff to your constact details All Account activity notifications will be sent to the email provided below, irrespective of your notification You can update your email address, frequency of notifications or opt out of receiving notifications at any	for: n preferences. y time, within the Health Professional Online Services 'Mail centre/Settings'
Terms and Conditions	
Email Address *	vod@email.com
Confirm Email Address *	vod@email.com
Mobile number	
Do you wish to receive notifications?* Frequency of notifications*	O Yes ● No One notification daily for all new correspondence
[Submit Reset

Step 13: When the linking process is complete, and HPOS is added for the Organisation Register, a new tile displays.





STAGE 2: CREATE AN ORGANISATION RECORD

Step 1: To **create** an Organisation Record the user will need to **complete tabs one to three**.

Organisation Register - Organisation Record

Organisation II	o	2308956726	Entity Name	Organisation A
ABN		58 193 517 849	PRODA RA Num	ber 5024039511
Status		Pending (System)	From	01/12/2022 10:10:51
Organisation	Contact	Key Individuals	Associated Sites	

If the same **Organisation** has an *Organisation Site*, (a physical location where health services are provided, e.g. a general practice with the same ABN) the user **registers** the site/s under the *Organisation Record* by selecting the **Associated Sites** tab.

To **complete** the Organisation Site Record, remaining tabs are completed dependent on each program's requirements.

Step 2: On **each tab** enter all *required* **information**, click **Submit**. A *Summary screen* will appear to **check** all entered information then **Save** to make *Organisation Record* **Active**.

an Bauma annous 10	2308283726	Entity Name		Organisation A
ABN	35 121 97 696	PRODA RA Nu	mber 1	5024039511
Status	Pending (System)	From		01/12/2022 10:10:51
ganisation Contact	Key Individuals	Associated Sites		
nisation Details	35 121 97 696			
ACN	Organization 4			
Entity Name	Limited Partnership			
ABN Registered Address	QLD 4000			
ABN Start Date	13/08/2020	AB	N End Date	
Registered Start Date	01/12/2022	Reg	istered End Date	
tradition and the party				
nate Organisation				
This is the recognised leg	gal entity that you consider	to have hierarchical control of your	organisation.	
tate Organisation	gal entity that you consider	to have hierarchical control of your	organisation.	

If you want to **make changes or update** to the information, **edit** and **Submit** changes. Summary screen will reappear, **Review** and **Submit**.



Step 3: Add Ultimate Organisation (optional)

An **Ultimate Organisation** is the recognised legal entity that is considered (by the Owner/ Director) to have hierarchical control of an organisation registered in the Organisation Register.

Note: These details are voluntary and not a mandatory requirement. Users can choose to add Ultimate Organisation details to an Organisation Record if relevant to their organisation.

	2308956726		Entity Name	Organisation A
ABN	35 121 97 696		PRODA RA Number	5024039511
Status	Pending (System)		From	01/12/2022 10:10:51
Organisation Contact	Key Individuals Asso	ciated Sites		
1 The Organisation recor	d will hold details about the ABN ()	Australian Business Number) and have been prepopulat	ed from the ABR (Australian Business Register). If these details a	e not correct, contact the ABR.
ganisation Details				
ABN	35 121 97 696			
ACN				
Entity Name	Organisation A			
Entity Type	Limited partnership			
ABN Registered Address				
ABN Start Date	13/08/2020		AB	N End Date
Registered Start Date	01/12/2022		Re	istered End Date
tradition and the state				

Enter the ABN for Ultimate Organisation and select Confirm.

Verify details. Select Submit

An Organisation Record **Summary screen** will display. Select **Save.**

se enter the ABN of the recognised k	igal entity.	ter - Organisation Reco	ord	
BN 11 111 11 111		2308956725	Entity Name	Organisation A
		35 121 97 696	PRODA RA Number	5024039511
		Pending (System)	From	01/12/2022 10:10:51
firm Cancel		Key Individuals Associa	ted Sites	
	Organisation Details	mese oetaks are not correct, contact th	e ADA.	
	ACN	30 121 97 090		
	Entity Name	Organisation A		
	Entity Type	Limited partnership		
	ABN Registered Address			
	ABN Start Date	13/08/2020	ABN End Date	
Key Individuals	Registered Start Date	01/12/2022	Registered End	i Date
Current	Ultimate Organisation			
Name Date	of This is the recommised	level entity that you consider to have h	iaramhinal control of your conscisation	
No records found.	•			~
Historical Name Date	ABN	11 111 11 111		
No records found	Entity Name	Main Organisation		
	Date Recorded	01/12/2022		
Associated Sites	Update Ultimate Organisation	Remove Ultimate Organisation		
Current Organisation Sites	Submit Reset Cancel			
ID	(Malering	r nyanan muun	33 Uta	L L'AIN



Step 4: Enter mandatory **Information** in the **Contact** tab.

Organisation ID	2308924428	Entity Name CTOPUBEKLP QOHTFPSJCZ	
ABN	22 498 735 113	PRODA RA Number 1251076540	
Status	Active	From 15/11/2022 10:10:38	
Organisation Contact	Key Individuals Associated Sites		
ontact Details			
Phone	-01 V 08 V 01432473	Fax	×
Mobile	V	Email vol@mail.com	
ustal Address			
Building or Department		1	
Property		1	
Suite/Unit Type	×	Suite/Unit Number	
Floor/Level Type	×	FlooriLevel Number	
Lot Number		Street Number	9
Street Name	ELIZABETH		
Street Type	61	Street Suffix	~ ~
Postal Type	~ ~	Postal Number	
Locality	TEA TREE GULLY		
Postcode	5091		

After entering contact phone and email details you must enter a **Post Code** and **select Suburb first**. This will ensure automated address accuracy when entered.

Phone V 07 V Fax 122+0078 Mobile V Email		and the second second	N N
	Organization ID	2308924428	and the second s
J Address	40%	22 400 735 113	and the second s
lepartment		Activa	and the second
roperty	0.000		
Juite/Unit V So Type No	Unter Organisation Conta	ct Key Individuals Associated Sites	
floor/Level Y Floor	contact Details		Organisation ID 2308924428
Lot Number 51	treet Number Phane	+61 ¥ 08 ¥ 61432473	ABN 22.486.735.113
Street Name			Status Active
Street Type 54	treet Suffix Mobile	×	for an and the second s
Postal Type Po	Postal Address		Organisation Contact Key Individuals Associated Sites
Locality •	Locality or Postcode	5091	Contact Details
Postcode •	Clear Manual Entry	DANKCIA DADK CA 6404	Phone -61 V 08 V 61432473
][Manual Entry]	Suteral Based Cancel	TEA TREE CULLY SA 5001	
Submit Reset Cancel		VISTA SA 5001	Mobile
A DESIGNATION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE		- Your Input -	Postal Address
	and the second se	5091	Address Line 1Ei
	Contraction of the second		Locality 1 BLIZABETH ST TEA TREE GULLY SA 5091
a second	the second		Postcode 1AEUZABETHIST TEA TREE CULLY SA 5/01
		the dealer and	Case Manual Febry
	Contraction and the states		

When complete select **Submit** and then **Save**.



Step 5: Add one Associate and one Authorised Contact in Key Individuals tab.

When adding an **Associate** as the *Key Individual*, they need to be listed against the ABN on the ABR.

The exception is for the Individual Organisations, where the Key Individual can be a 'Sole Trader' or an individual listed as an **Authorised Contact** of the ABN with the ABR.

Organisation ID	2308950720			Entity Name	Organisation A	
ABN	35 121 97 696			PRODA RA Number	5024039511	
Status	Pending (User)			From	01/12/2022 10:54:48	
Organisation Contac	t Key Individuals	Associated Sites				
Add Key Individual						
Current						
			D -1			End Date A
Name 0	Date	of Birth 0	Role C	Phone/Mobile	Start Date 🗘	End Date 🗸
Name 0 No records found.	Date	e of Birth ≎	Kole Q	Phone/Mobile	Start Date o	End Date o
Name 0 No records found.	Date	e of Birth ≎	Kole © Sh	owing Rows 0-0 of 0	start Date o	cho bate V

Step 6: Add mandatory Associate information. Select Confirm. Repeat for Authorised Contact.

Organisation Register - Organisation Recor Amend	Add Key Individual X
Organisation ID 2308966728 ABN 35 121 97 696 Status Active Organisation Contact Key Individuals Associate	When adding a key individual as an 'Associate', the individual being added should be an 'Associate' of the ABN with the ABR. For Individual Organisations, the key individual can be a 'Sole trader' or an individual listed as an 'Authorised Contact' of the ABN with the ABR. For Government entities, the key individual can be an individual listed as an 'Authorised Contact' of the ABN with the ABR.
Add Key Individual + Current	Role * Associate
Name 0 Date of Birth 0	ID Type * PRODA RA Number 🗸
No records found.	ID * 1608264625
Historical	First Name First name
[Submit] [Reset] [Cancel]	Surname * Sumame
	Date of Birth * 01/01/1970
	Phone +61 V 02 V 01432476
	Mobile 🗸
	Email * VOD@email.com
	Start Date 01/12/2022
	End Date
	Confirm



Step 7: Input the *Key Individual's* **details** and select **Submit**.

	2308283726	Entity Name	Organ	isation A		
BN	35152197696	PRODA RA Numbe	er 50240	39511		
tatus	Active	From	19/01/	2022 16:24:35		
Organisation Co	ntact Key Individuals	Associated Sites				
Add Key Individuals						Expand All Collapse A
 Current 						
Name ≎	Date of Birth ≎	Role \$	Phone/Mobile	Start Date \$	End Date 🗢	Action
Jim Smith	01/01/1970	Associate	+61 02 61432473	19/01/2022		Amend End View
	01/01/1970	Authorised Contact	+61 02 61432473	19/01/2022		Amend End View
Jim Smith						

Step 8: An Organisation Record Summary appears. **Check/Enter** missing mandatory **information** outlined in prompt box, select **Submit** then **Save**.

Organisation R Samaiy Ogenation D Ithe Ogenation	egiste 200 Per	8802 - All of the follow Postal address At least a phone or m An email At least one key indivi At least one key indivi This record can still b	ving details are required for the Organisation reco oblie dual with the role Associate ual with the role Authorised Contact e saved in a Pending status until all required infor Networket ber propulsed for the NR (Autober Burnes Repto	nd to become "Active". mation is provided.		8034039611
ABN	35 121	97 696			AON	
Entity Name	Organi	sation A			Entity Type	Limited partnership
ADV Registered Ad	009946 QLD 40	60				
ABN Biet Dele:	13082	040			ABN End Date	
Registered Mart D	osraa	022			Registered End Date	
Utimate Organisation						
Toste	e racognitied legal entity	y thel you consider to have hierarchical cont	rd of your organization.			
ABN	35 121	97 696				
Entry Name	Organ	sation A				
Date Recorded	01123	0402				
Contact						
Phone					Fax	
Mobile					Erel	
Podal Address						
Current			Date of Birth	No.		Phone Wable
		-	0101/1070	Associate		
Historical	Ner		Celle of Birth	Rate		Phone Woble
No records found.						
Annual State						
Current Organicatio	on Billes	0		Kama		Physical 4-00m11
No-records found.						
Save Carcel						



Step 9: Organisation record activated.

The site details for the business can now be created.

The **Associated Sites** tab now displays an **Add New Site** button to allow the user to **add** an **Organisation Site**.

nd	Registe	r - Organisati	on Record	
Organisation II	D	2308956726	Entity Name	Organisation A
ABN		35 121 97 696	PRODA RA Number	5024039511
Status		Active	From	01/12/2022 11:21:34
manication				
Before ad Organi Physic	ding an Organi sation Site nar al address	Key Individuals	Associated Sites	n about the organisation site:
Before ad Organi Physic dd New Site Current Organ	Contact ding an Organi sation Site nar al address isation Sites	Key Individuals	Associated Sites	n about the organisation site:
dd New Site	Contact ding an Organi sation Site nar al address isation Sites	Key Individuals sation Site, please ensi ne Name Phy	Associated Sites ure the following details are known	n about the organisation site:



STAGE 3: CREATING THE ORGANISATION SITE RECORD

The **Organisation Site Record** section allows the user to create a separate record for each of the sites that share the same ABN as the parent *Organisation* in the already completed *Organisation* **Record**. **Complete mandatory fields** in **all** the **tabs** of *the Organisation Site Record*.

anaadon o	ite Physic	cal Address	Services	Contact	Key Indi	ividuals	
Accreditation	Provider	Program R	Registration	Banking D	etails		
To ob • Po • Co	ostal address	"Active" the follo	wing fields are	required:			
• Ci • Ki	ontact phone or ey individual wit	r mobile number th a role of 'Auth	orised Contact	with no end da	te		
• Ci • Ki	ontact phone or ey individual wit	r mobile number th a role of 'Auth	orised Contact	with no end da	te		
• Ci • Ki Organisation I ABN	ontact phone or ey individual wit D	r mobile number th a role of 'Auth	norised Contact	with no end da 2308956727 35 121 97 696	te		
• Ci • Ki Organisation I ABN Entity Name	ontact phone or ay individual wit	r mobile number th a role of 'Auth	iorised Contact [*]	with no end da 2308956727 35 121 97 696 DRGANISATIO	te N A		
• Ci • Ki Organisation I ABN Entity Name Organisation S	ontact phone or ey individual wit D Site Name *	r mobile number h a role of 'Auth	iorised Contact	with no end da 2308956727 35 121 97 696 DRGANISATIO Family Genera	te N A I Practice		

Step 1: Select Physical Address Tab. **Enter** the **physical location** of the **site** delivering the health service.

After entering contact phone and email details you must enter a **Post Code** and **select Suburb first.** This will ensure automated address accuracy when entered.

rganisation Site	Physical Address	Services	Contact	Key Indiv	iduals	Accreditation	Provider	Program	Registration	Banking Detai	is .			
Building or Departs	vent													
Property														
Suite/Unit Type				¥					Suite/Unit No	mber				
FloorLevel Type	10				_									
Lot Number	Organisati	ion Site	Physical A	ddress	Service	s Contact	Key Ind	ividuals	Accreditatio	n Provider	Program	Registration	Banking D	retails
Street Name	1													
Street Type														
Locality														
Postcode Manual Entrol														
al (same cool)	_													_
mit Reset Cancel	Locality o	er Postcode						-	. 5091					
	Clear Manual	Entry						-	BA	NKSIA PARK S	A 5091	-		
	Geospati	al MMM 201	•			1 - Majo	e City		TE	A TREE GULLY	SA 5091			_
	Submit Reset	Cancel							VI	TA SA 5091				_
	24							[NON-PRO	OUCTION IN	our input		2023-04-49		
									-					
										~				
600			_			Organisati	ion Site	Physical Ac	Idress Se	vices Con	act Key I	ndividuals /	Accreditation	Provider
	110		-		C	Organisati	ion Site	Physical Ad	idress Se	vices Con	ect Key I	dividuals /	Accreditation	Provider
	(1)	11	T		C	Organisati	ion Site	Physical Ad	Idress Se	vices Con	lect Key l	dividuals	Accreditation	Provider
	CO	1	T		C	Organisati	ion Site	Physical Ad	idress Se	vices Con	act Key i	dividuals (Accreditation	Provider
	- CO	-	P		C	Organisati	ion Site	Physical Ac	Idress Ber	vices Con	act Key I	ndividuals /	Accreditation	Provider
2			P		C	Organisati	ion Site	Physical Ac	ldress Se	vices Con	act Key I	dividuals /	Accreditation	Provider
7		1	P		C	Organisati	ion Site	Physical Ac	ldress Se	vices Con	act Key i	ndividuals /	Accreditation	Provider
1	-	-	P		e .	Organisati	Line	Physical Ac	ldress Se	vices Con	act Key i	ndividuals /	Accreditation	Provider
Organisation Site	Physical Address	Services	Contact X	ey Individual	s Acce	Organisati Address I Lecally Postcode	Line	Physical Ac	koress Ber	vices Con	aect Key I d EXTRACTOR	adividuals /	Accreditation	Provider
Organisation Site Contact Details	Physical Address	Services	Contact K	iry individuali	8 Aco	Organisati Address Locally Postode Oter Manual	Line Entry	Physical A:	koress Ber	vices Con	act Key I G CONZECTORIA A ELIZABETH Your Input =	dividuals /	Accreditation	Provider
Organisation Site Contact Details	Physical Address	Services	Contact X	iey individuali	s Acce	Organisati Address Locally Postode Geospati	Line Line Entry a MMM 2019	Physical Ad	ldress Ser	vices Con	et Key i Ereczanarze A ELizabeth Your input – eli	SELECTION STATES	Accreditation	Provider
Organisation Site Contact Details Phone	Physical Address	Services	Contact X	iey Individuali	s Acc	Organisati Address Leeally Postoole Geosphi Geosphi Gudres (Reset	Line Entry Contry Contry	Physical Ad	tdress Ber	vices Con	act Key k d recreation A ELIZABETH Your input = ell	DATEA TREE	Accreditation	Provider
Organisation Site Contact Details Phone Mobile	Pysical Address	Services	Contact X	iry Individuali	s Acce	Copanisati Address Locally Postcole (Studiet) (Roset	Line Line Entry at Maliat 2016 (nat	Physical Ad	toress See	vices Con	d ERTATIONALE ERTA	ndividuals / /	Accreditation	Provider
Crganisation Site Contact Details Phone Mobile	Pysicil Attres	Services	Contact K	iry Individuals	s Aco	Organisati Address Locality Postcole Case Manual Georgani Bulanal Balanal	Line Line Entry Carcel Enal	Physical Ad	toress See	vices Corr	d ERYAMONATE ERYAMONAT	ndviduals /	Accreditation	Provider
Organisation Site Contact Details Phone Mobile Postal Address Laceble or Photom	Pysicel Address	Services	Contact K	iey Individuali	s Aco	Organisati Address Locality Postode Generati Butmit Reset	Line Line Entry (Cance) (Cance)	Physical Ad	koress Bee	vices Corr	et Key k EEKSANSEE A ELIZABETH Your input = eli	naviduals / /	Accreditation	Provider
Organisation Site Context Details Plans Mobile Postal Address Locality or Payar Head	Physical Address	Services	Contact K	iry Individual	s Acc	Organisati Address Leatur Prestor Badress Badress Resettor	Line Line a Mana Jors (mail	Physical Ad	koress Ber	vices Con	et Key k	NAVIDUALS /	Accreditation	Provider





Step 2: Select Services tab and Complete all mandatory fields.

2.1. Under the **Service Descriptions** section, **Select Organisation Site Type** from the drop-down box. Use the **checkbox** and select **1 or more** for the **Service Type.** Then **Confirm.**

2.2. Under the **Service Delivery Type** section, **Select Services Delivery Types.**

	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
Service Description	5							
The Servic More than	e Description is based on 1 Service Description can	your Australian be added.	and New Zeal	and Standard Industrial	Classification (ANZS)	C) classificatio	n. This is based on the main bu	siness activity the Organisation Site p
Add/Amend Or	ganisation Site Type			General Prac	tice	~		
Service Type (*	Select 1 or more')			Aged Care Br	esidential Services		Service Unit	
General Prac	tice Service			Ambulance S General Provi	ervices		No available Service Units	
Confirm Cancel				Mental Health Optometry an	Hospitals d Optical Dispensing			
Organisation Site 1	ype/Service Type/Servic	e Unit						Last Updated
						No record	ds found.	
					Showing Rov	vs 0-0 of 0	14 44 Pr Pi 10 ¥	
Service Delivery Ty	pes							
Aboriginal Com	nunity Controlled Health	Services (ACC	HS) at Site lo	cation and/or other lo	cations			
Aboriginal Medie	al Services (AMS) at Sit	e location and/o	or other locat	ions				
Mobile Services	at other locations							
Outreach Servic	es at other locations							
Services at Site	location							
				5 - 5 - 5				
rvice Locations	Condes Location is	a la calian au	deide of the	Organization City	a shumingt address		uden condecentierte e	n a senseled as order ded basi
1	Service Location is	a location of	itside of the	e Organisation Site	s priysical addres	s, where pro	oviders service patients o	n a repeated or extended basi
Before a Service L	ocation can be added to the Org	anisation Site, the st	atus of the Organ	isation Site must be 'Active'.				
							Fashs	Date Decorded
Nam		Add	ress	Get	ospatial MMM 2019		spoke	Date Necorded

2.3. Under the **Service Locations**, *if any of the first 4 Service Delivery Types,* the **Add Service Location** button will appear.

2.3.1. Select Add Service Location box. **The Add Service Location** screen displays.

2.3.2 Enter mandatory fields.

2.3.3 If relevant, select Spoke*.

***Spoke** is a location such as a community clinic which operates full time or part time as an extension of the Aboriginal Community Health Service or Aboriginal Medical Service Hub.

2.3.4 Check the Declaration box and select Confirm.

Return to Contents	
+ inotates	
Developen in Series Types in Organization Development and the accounts Invice Landon - and accounts - and a direct product series product area product a	
Add Service Location	
Kere Address Geopaid WWI270 Spair Date-Restrict	
Numbel Naveful	

0	Kare	Address	Geospatal WMR 2019	Spoke	Date Recorded
		lo está	ituri.		
		Showing Rows (-1 of ()	DV		
dd Service Location					
The type of Service I	Locations that can be added are determined by	the Organisation Site's Service Type's.			
This Organisation SI	te is eligible to add Spoke Service Locations.				
Spoke - It a location	such as a community clinic, which formally on	erates as an extension of this Abovisinal (Community Controlled Health Servic	te (ACCHR) or Aboricinal Medical Serv	ice (AMS) Hub
Spokes.	nate on a full time or part time basis and workto	rce may move between the Hub and Spo	ke locations. Clinical records should	I be need centrally at the Hub so that th	ey can be accessed at the Hub as well as any of
ress -	Building or Department				
	Property				
	SuteUnit Type	v		Suite/Unit Number	
	Floor/Level Type	V		Floor/Level Number	
	Lot Number			Street Number	
	Street Name	•			
	Street Type			Street Suffix	v
	Locality	•			
	Postcode	•			
	Clear Manual Entry		Locality		
ect Spoke Indicator*	~		/		
claration			Postcode		
uterations that				In such Eastern	
	te is eligible to add Spoke Service Locations on	W	Clear	lanual Entry	
The Organisation Si					
The Organisation Si clare that This Service Location	in meets the definition of a Spoke Service Local	ion.	· · ·		

2.4. Select Submit if no Add Service Location button appears.

Step 3: Complete all mandatory **fields** in the **Contact tab.** Add Postal Address or select Same as Physical Address.

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Detail	s
Contact Details									
Phone	+6	1 ¥ 02 ¥	61432473				Fax		* *
Mobile		*					Email	1	PM@gmail.com
Postal Address									
Building or Departm	ent								
Property									
Suite/Unit Type								Suite/Unit Num	ber
Floor/Level Type								Floor/Level Nun	nber
Lot Number								Street Number	25
Street Name			BARTI	.ETT					
Street Type			PL					Street Suffix	
Postal Type								Postal Number	
Locality			GREEN	WAY					
Postcode			2900						
Same as Physical Ad	ddress		2						

Submit Reset Cancel

Step 4: Under the **Key Individuals tab. Add** a minimum of **one individual** as an **Authorised Contact** to the *Organisation Site.*

Select Add Key Individual in the pop-up box that appears. Then Select Confirm followed by Submit.

Note: The Authorised Contact does **not** need to be listed against the ABN on the ABR.



Organis	ation Register - Or	ganisatio	n Site Record							100
Organis	ation Site Physical Add	sea Ser	ices Contact Key	Individuals Accreditation	m Provider Program Registration	Banking Details				
A.80	Fey Individual							Expending Colo	414.42	
+ Carnet	_			Add Key Individual						
_	Name 1	Orte	of Berla 1	Auto*	Role "Authorised Contact		End D	ate 1 Action		
				ID Type*	PRODA RA Number v	- 1				
_				•	132121208				_	
a Halut	of			First Name	Jan					
Submit Har	et Carcal			Sumame*	Smith	- 1				
				Cote of Birth	01011970					
				Phone	-11 V 82 V 61402473					_
				Mobile						
				Email*	V00@email.com					the second second
				Start Date *	01/12/2022					
				End Date	3					
				Cuntim Cancel						
										the second se
	Organisation R	tegister	r - Organisati	on Record						
	Amend									
	Organisation ID		2308956726			D	city Name	Organisation A		
	Status		Active			5	ICCA RA Number	01/12/2022 11:21:34		
	Ourselanter 4		March 1997	Annual state of these						
	Crganisation (ontact	Key individuals	Associated sites						
-	Add Key Individual									Expand All Collapse All
	* Current									
-	Nat	NO 0	D	ete-of Birth 0	Role 0	Phon	oMobile	Start Date 0	End Date 0	Action
2	Jan 1	Smith		01/01/1970	Associate	-61 02	91432473	01/12/2022		Amend End View
2.	ân	Smith		01/01/1970	Authorised Contact			01/12/2022		Amend End View
					Sho	wing Rows 1-2 of 2	· · · 🖪 ··	(m)		
	 Historical 									
	Laure 1									
	[Submt] Reset] C	ancel								

Step 5: An Organisation Site Summary will display. **Verify** information, then Select **Save**.

Organisation Site ID			PRODA RA Number		
Status			From		
ganisation Site					
Organisation ID	2308283726				
ABN	35 121 97 696				
Entity Name	35 121 97 696				
Organisation Site Name	New Organisation				
Start Date	01/12/2022				
sical Address Accreditation					
Is the organisation site accredited or exempt?	Exempt				
Type	Working towards accreditation				
Start Date	01/12/2022				
End Date	30/06/2023				
Provider					
Current					
Provider Number	Provider Name	Provider L	ocation Address	Start Date	End Dat
		No re	ecords found.		
Historical					
Provider Number	Provider Name	Provider L	ocation Address	Start Date	End Dat
		Non	ecords found.		
Program Registration					
Program ID	Program	Status	Status Start Date		
		Non	ecords found.		
Banking Details					
Program +	B\$8	Account No	Account Name	Start Date	
		No rev	cords found.		



Step 6: A **message** confirms that the Organisation Site is saved and now **active**.

Save completed su	uccessfully.		_						
Organisation Reg	jister - Organi	sation Sit	e Record	1					
Organisation Site ID		-	2308956826				Organisation Site Nam	e New Organisatio	n
Physical Address Status			Active				PRODA RA Number	5024039511	
Organization Site	Dhusical Address	Services	Contact	Key Individuala	Accorditation	Drawidar	Dragram Dagistration	Panking Dataila	
Organisation Site	Physical Address	Services	Contact	Key individuals	Accreditation	Provider	Program Registration	Banking Details	
Organisation ID							2308956727		
ABN							35 121 97 696		
Entity Name							New Organisation		
Organisation Site Nar	me *						Family General Practice		
Start Date							01/12/2022		

Step 7: Complete relevant details **Accreditation** (required for MyMedicare). Select **Save**.

ical Address 5	2308956826 25 BARTLETT PL GREEN Active	NAY ACT 2900	_	Organisation Site N PRODA RA Number From	Kame New Organisa r 5024039511 01/12/2022 12	42.38		
sation Site Physi	ical Address Services Contac	t Key Individuals Accreditation	Provider Program Registra	tion Banking Details				
Accreditation may a	fect the eligibility of health programs.							
ove Accreditation/Exemp	6on							
organisation	rganisation R	egister - Organ	nisation Site	Record				
editing Agency	nand	- J						
s ·	liena							
Date"	Organisation Site	2308956826			Organisation Si Name	te P&O ORGAN	IISATION	
	Physical Address	141 TURBOT STREE 4000	T BRISBANE ADEL	AIDE STREET QLD	PRODA RA Num	nber		
	Status	Active			From	01/12/2	022 12:49:38	
	Organisation Site	Physical Address	Services	Contact Key I	ndividuals	Accreditation		
	Provider Progr	am Registration	Banking Details					
	Accredits	ation may affect the eligit	ility of health program	ns				
	Acciedite							
	Acciedita							
Г	Is the organisation	site accredited or	~					
	Is the organisation exempt?	site accredited or	v					
Su	Is the organisation exempt?	site accredited or	~					End Re
Su	Is the organisation exempt?	site accredited or	~					End B
Su	Is the organisation exempt?	n site accredited or	► Previder Kane	Provder bo	Location Address	Start Date	End Sale	End R
Su	Is the organisation exempt?	A site accredited or	Paster Kan	Provider 50	Location Address energies fauld	Hart Outs	Col Day	End B
Su	Is the organisation exempt?	n site accredited or	Proder Kane Proper	Popular to States Costes	Locates Address recent load Status Stat	Start Date	End their State face	End Re
Su	Is the organisation exempt?	n site accredited or	Passier Kens Propen OFTP	Postda To Sata Copia	Location Address reports Tourd Status Start 61732002	Start Date	End films	End Rea



3.1 LINKING A PROVIDER

Step 1: Select Provider tab. Add Provider. Select Confirm

Note: Users can **search** for the provider **using** their **Provider Number.** The start date defaults to today's date.

						-	
Organisation Site ID	230(285143 25 BARTLETT IN CRI	ENNEY ACT 2000			Organisation Site Name		
Status	Active				From		
Organisation Site	Physical Address Services Co	ntact Key Individu	als Accreditation Provider Progra	am Registration Banking	Details	-	
Jost Drovider							
Page Friday							
* Cuttent							
Provider	r Number 0 Provider	Name 0	Provider Location Address	Start Date ©	End Date ©		
			No records found.				
		_	Showing Rows 0.0 of 0	14 AV AV		1 Site Name	New Organisation
 Historical 						kunder	01/13/01/2 12:49:38
						-	
ubmit Reset Cancel							
-	Add Provider						Expand All Collapse All
Add Prc							
	* Current						
Provider	Provider Number ©	Provider	Add Provider			х	End Reason © Action
Provider I							
			Provider Number	2885956	Find		
Provider I			Provider Number	2985956	Find		
Provider I	 Historical 		Cancel	2885956	Find	_	
Provider I Organisat	+ Historical		Cancel	2585356	Find		
Provider I Organisat Start Date	Historical	ł	Cancel 01/12/2022	286966	Find		
Provider I Organisat Start Date	+ Historical		Cancel 01/12/2022	2385966	Find		
Provider I Organisat Start Date End Date	Historical		Cancel 01/12/2022	2385966	Find		
Provider I Organisat Start Date End Date Declaratio	Hestical		Cancel 01/12/2022	2103066	Find		
Provider I Organisat Start Date End Date Declaratio	k Habrial	ť	U1/12/2022		Find		
Provider I Organisat Start Date End Date Declaratio The inform	n ation you have provided is	true and corre	Carol U1/12/2022	288966	ading		
Provider I Organisa Start Date End Date Declaratio The information	n ation you have provided is is a serious offence.	true and corre	Career U1/12/2022	288986	red		
Provider I Organisat Start Date End Date Declaratio The information	HNROUG HNROUG	true and corre	Caroli	2385966	eading		
Provider I Organisat Start Date End Date Declaratio The inform information	n ation you have provided is is a serious offence.	true and corre	Carol Number U1/12/2022 CB CC, and you understand that g	jving false or misle	ading	I	

Step 2: Once an eligible provider has been added to the Organisation Site. Select **Submit** to update information against the Organisation Site Record.

The Organisation Site Record Summary will display again. Select Save.

Organisation Site ID		1	2306263817				Organisation Site Nat			New Organisation			100
Physical Address		2	S BARTLET	T PL GREENWAY A	CT 2900		PROCA RA Number			5024039511			100
Satus		4	dve				From			01/12/2022 12:49:38			100
Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details					
Add Provider											Expand AV	Colupse All	10
Current													10
Provider N	Number D	Prov	rider Name D		Provider L	ocation Addre	165 5	lart Dale 0	End Date D	End Reason		Action	10
2885	and a		Do Danta		25 BARTLET	T PL GREEN	WWW ACT 2000	Mr0:0622				Amend	100
41001	100	00	DA SHELIN									Caroli	
-	17.9	00	CA SHELLA		Showing R	ows 1.1 of 1	1					Cancel	
Hebrical			24 246 IN		Showing R	ows 1.1 of 1					_	Cancel	
Habrical	Provider		(A 246 IN		Showing R	ows 1.1 of 1						Carca	
Nebrical	Provider				Showing R	ows11of1						Caros	
Habrical	Provider	Provide	er Number	r	Showing R	pes 1.1 of 1 Provide	r Name		Pr	ovider Location Ad	dress	Caros	
Helbrical	Provider	Provid 28	er Number 85956	1	Showing R	Provide Ben 1	r Name		Pr 25 B	ovider Location Ad	Dress VINAY ACT 2	Carcel	
Habrical	Provider Current Historica	Provide 28	er Number	e .	Showing R	Provide Ben S	r Name		Pi 25 B/	ovider Location Ad	Dress WARY ACT 2	500	
Hebrical	Provider	Provide 28 4 Prov	er Number 05056 ider Numb	r ber	Showing R	Provide Provide	r Name		Pt 25 B4 Provider	ovider Location Advector	fress VRAY ACT 2	100	Start C
Hebriad	Provider Current Historica	Provide 28 4 Prov	er Number 16056	r	Showing R	Provide Provide	r Name		Pr 25 Br Provider No	ovider Location Ad RTLETT PL OREE Location Address records found.	tress ener ACT 2	900	c Start C
Helancal	Provider Current Historica Program Reg	Provid 28 4 Prov jstration	er Number 85956 ider Numb	r ber D	Showing R	Provide Provide Provide	r Name	Status	Pt 25 84 Provider No	ovider Location Ad WRTLETT PL GREE Location Address records found.	dress RAKY ACT 2 Status	900 Start Date	e e Start D
Haterical and Basel Cancel	Provider Current Historica Program Reg Banking Deta	Provide 28 4 Prov jstration P	er Numbe 95956 ider Numb	r Her D	Shring R	Provide Provide Provide	r Name	Status	Pe 25 BJ Provider No	ovider Location Ad WTLETT PL OREE Location Address records found.	dress WARY ACT 2 Status	900 Start Date	Start D



3.2 ADDING A PROGRAM

Step 1: Select **Program Registration tab.** This will display the programs the site is eligible for. From the **New Program** drop down box, **Select** the desired **Program.**

Note: if the desired program is not displayed and you are eligible there maybe formatting errors in one of the tabs input fields i.e. the address.

Select Add Program.

Select Submit.

rganisation Re	gister - Organ	isation Sit	e Record	i					
Organisation Site ID)		2308283817				Organisation Site Nan	ne	FAMIL
Physical Address			25 BARTLETT	PL GREENWAY ACT	2900		PRODA RA Number		502400
Status			Active				From		01/12/
Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details	
New Program	~	Add Program							
Progra	am ID 🗘		Program	0	Status ¢		Status	Start Date ¢	
						No recor	ds found.		
					Showing	a Rows 0-0 of (14 <4 P> PI		

A message displays **Save completed successfully.** The **program registration screen** shows that this site is now eligible for the Program.

Organisation Site ID		:	230825143				Organisation Site Nan	ne New Organisati	
Physical Address	vysical Address 25 BARTLETT PL GREENWAY ACT 2900 PRODA RA Number				5024039511				
Status			Active		From				
rganisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details	
Organisation ID							2308956727		
ABN							35 121 97 696		
Entity Name New Organisation									
Entity Name			Organisation Site Name * Family General Practice						
Entity Name Organisation Site Na	ame *						Family General Practice		
Entity Name Organisation Site Na Start Date Organisation	^{ame •} Register - Orga	inisation S	ite Recor	rd			Family General Practice 01/12/2022		
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit	ame • Register - Orga te ID	Inisation \$	Site Reco	rd	Organisation Site Na	me	Family General Practice 01/12/2022 New Organisation		
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit Physical Addres	ame • Register - Orga te ID ts	230825143 25 BARTLETT P	Site Record	rd ACT 2900	Organisation Site Na PRODA RA Number	me	Family General Practice 01/12/2022 New Organisation 5024039511		
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit Physical Addres Status	ame • Register - Orga te ID ts	230825143 25 BARTLETT P Active	Site Reco i	rd ACT 2900	Organisation Site Na PRODA RA Number From	me	Family General Practice 01/12/2022 New Organisation 5024039511 01/12/2022 12.49:3	18	
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit Physical Addres Status Organisation Sit	ame * Register - Orga te ID ts Physical Addres	230625143 25 BARTLETT P Active s Services	Site Record	rd ACT 2900 Key Individuals	Organisation Site Na PRODA RA Number From Accreditation	me Provider	Family General Practice 01/12/2022 New Organisation 5024039511 01/12/2022 12.49:3 Program Registration	18 Banking Details	
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit Physical Addres Status Organisation Sit New Progra	ame ' Register - Orga te ID s e Physical Addres am v Add	230825143 25 BARTLETT P Active is Services Program	L GREENWAY	rd ACT 2500 Key Individuals	Organisation Sile N2 PRODA RA Number From Accreditation	me Provider	Family General Practice 01/12/2022 New Organisation 5024039511 01/12/2022 12.493 Program Registration	18 Banking Details	
Entity Name Organisation Site N Start Date Organisation Amend Organisation Sit Physical Addres Status Organisation Sit New Program	ame * Register - Orga te ID ts Physical Addres am Physical Addres am D o	230025143 25 BARTLETT P Active Services Program Program ©	Site Record	rd ACT 2500 Key Individuals atus ≎	Organisation Sile N2 PRODA RA Number From Accreditation Status Start D	me Provider ate ¢	Family General Practice 01/12/2022 New Organisation 5024039511 01/12/2022 12.49:3 Program Registration Status En	i8 Banking Details J Date ≎	

Step 2: Select the **Banking Details tab.** This allows the user to **add banking details** for an organisation site **when** the **user holds the HPOS-Org-Finance Attribute.**

Select Add and enter new bank account details or Select an existing account.

Agree to the Declaration statement and Select Confirm.



spical Address stus anisation Site Diverical Addres				Organisation site Nati			
anisation Site Divisional Address	Active			From		01/12/2022 12:49:38	
	s Services Con	stact Key Individuals Ar	reditation Provider	Program Registration	Banking Details		
- injacan kant		next regimerrouses re		1 Togram Hugistation	conning creation		
Updates to banking details will t	ike affect and have a start	date of tomorrow.					
Program +	858	Account No	Aco	ount Name	Start Date	End Date	Action
OPTP							Add
Add Banking Details						×	
Program details							
Program:							
Choose type of account deta	ils						
 Select an existing account 	nt						10000
Enter a new account							0.000
Existing account details							10000
Existing accounts		¥					1000
Account details							1000
Branch number (BSB)							
Name of bank, building soci	ty or credit union						
Branch where account is he	d						
Account Number							
Account Name							
Declaration							
I declare that:							10000
 I have authority to provide 	banking details on be	half of the Sole Trader.					1000
I authorise: Services Australia to direct	t all payments relating	to this program for the Organi	isation Site, will be paid in	to the nominated account	L		
I understand that: • Other employees of the O	rganisation may be ab	le to see these banking details	if they are delegated the	relevant PRODA Attribut	15.		
 Services Australia may co 	ntact me to confirm the	ese details for security or clarif	lcation purposes.				
The information I am providir	g is true and correct, a	and I understand that giving fai	lse or misleading informat	ion is a serious offence.			

3.3 LINKING A SUBSIDIARY ORGANISATION IN PRODA TO AN ORGANISATION SITE RECORD

Overview:

- Subsidiary Organisations are an entity under an Organisation in PRODA, that does not have an ABN but allows a business to independently interact with a linked Service Provider.
- Organisations may register Subsidiary Organisations to their Organisation in PRODA to provide another type of access to information, based on a person's role, work type, or department.
- There are three new PRODA attributes that provide access to the Organisation Register and its records, 'HPOS-Org-Admin, HPOS-Org-Site-Admin and HPOS-Org-Finance' (to understand more see Organisation Register PRODA Attributes at a Glance fact sheet). Organisation sites may choose to link to a Subsidiary Organisation, to limit access further to members of the PRODA subsidiary Organisation only.
- A Director of the Organisation in PRODA and its Subsidiary Organisations or a member who has the Owner-Access or Employee-Management Attribute can add or remove access.

Note: Linking a Subsidiary Organisation to an Organisation Site in the Organisation Register is Voluntary.



Step 1: To link a Subsidiary Organisation in PRODA, log into PRODA and select Organisations.



Step 2: Select the Organisation name that is the required Subsidiary Organisation you want to link Organisation Site/s to.

Step 3: Expand Subsidiary Organisation and **select the relevant Subsidiary Organisation**.

Step 4: Add HPOS to the Subsidiary Organisation

Note: HPOS as a service provider will **need** to be **added again**, this time to enable a link between the Subsidiary Organisation and the Organisation Site Record using the **ORG Site ID as identifier type.** This was issued when the site record was created in the Organisation Register.

Step 5: Expand Service Provider menu. Select HPOS as a Service Provider. Click Add Service Provider

Health Professional Online Services (HPOS)
 Medicare Online/ECLIPSE/DVA/AIR
 NDIS API
 NDIS Partner Portal
 National Redress Scheme
 DI - Oversight Authority Response System
 OTS Software Vendor Portal
 PBS Online
 Transforming the Collection of Student Information
 Health Professional Management Services

The **status** of the HPOS Service for the Organisation will display as **Pending** *until linking has been completed*. **Once completed the** status will display as **Active**.



	Name 🌲			_		Status 🌲	
Health Professional Onli	ne Services (HPOS)				Pending		
PRODA					Active		
	14	4	1 🕨	M	10 🗸		2 records found

Step 6: PRODA connects users to the Provider Linking System (PLS) and the **Organisation** Linking screen will now appear.

Read Terms and Conditions and Complete the Declaration. Select Accept



Step 7: The Organisation Linking - Create Relationship screen displays.

Select **Organisation Site ID** from drop down list under *identifier type*.

Enter Organisation Site ID number in the Identifier field



Next



Step 8: Select Next

The Organisation has been identified and a relationship to HPOS and the Organisation Site record has been established.

The user will **receive confirmation** that they can access HPOS services based on the identifier they have entered.

Organisation Linking - Create Relation	iships	
Verification of relationship		
We have established your organisation's relationship with the following:		
Health Professional Online Services (HPOS) for ABN 15104473271	×	
		Next

Step 9: Select Finish.

The user now has the HPOS tile as a linked Service Provider under My linked services.

Organisation Linking - Next Steps	
You can now access HPOS services based on the identifiers you have used to link. Select Go to service on the Health Professional Online Services tile in PRODA - My services.	
Select the organisation you have linked	
First time access: The HPOS terms and conditions will display, you must read them and select I agree Provide an email address and select submit	
The HPOS home page opens.	
To return to your PRODA account from HPOS select Manage logon account from the main menu.	
Go to My services page in PRODA by clicking Here.	
	Finish



STAGE 4: DELEGATING MYMEDICARE ACCESS TO STAFF

After adding the MyMedicare program for the Organisation Site, a new attribute will become available in the Organisation in PRODA.

HPOS-MyMedicare-Program-Staff

Members of the Organisation in PRODA who are **Directors** or have been assigned the **Owner-Access attribute** will automatically have the **MyMedicare attribute added**.

ONLY members of the Organisation who are **Directors** or have the **Owner-Access attribute** can **delegate** the **HPOS-MyMedicare-Program-Staff** attribute

NOTE: Staff members will also need to have the HPOS-Access attribute assigned to access HPOS on behalf of the Organisation in PRODA

4.1 ADD THE HPOS-MYMEDICARE-PROGRAM-STAFF TO STAFF

Step 1: Log in to **PRODA** and select the **Organisation** link in the top **right-hand corner**.



a **t** ≜ 🛡



Step 2: Select the Organisation you want to **assign** the **attribute** in.

Select Manage my Organisation

ny organie			
You're a memb	er of the organisation:	s listed below.	
Select the organisation	name to:		
 view the organis 	ation's details		
 manage the organization of the or	insation's devices he organisation's members		
 add subsidiary o 	rganisations (for parent organisa	tions only)	
Name 0	ABN 0	Organisation Status 0	Role/Status 0
Organisation 1	12 36 36 477	Ative	Director / Active
Organisation 2	12 345 345 478	Bruil UnverFied	Director / Unmatched
	x < 1	X IV	2 records found

a (A 👳	

Step 3: Select Individual

	Provider Digital Acce	2101 2101	lie <u>Services</u>	Organisations
	rappication			
Organisation Details	iyanisation			
Organisation Name	Organisation 1			
PRODA RA (Organisation)	1234512345			
Status	Active			
ABN	12 345 345 677			
Contact Email Address	org1@orgmail.com			Update Email
Contact Phone Number	Not supplied.			Update Phone
Remove Organisation				
Remove Organisation Members	PRODA RA 🗘	Role ©	Artice	Status \$
Remove Organisation Members Manue *	PRODA RA \$	Role ©	Ache	Status ‡
Remove Organisation Members Manuface	PROCA RA. ©	Roler ©	Active	Status © 3 records four
Remove Organisation Members <u>Name *</u> <u>Manufator</u> Add Member	PRODA RA 4 90000000 X 4 1 > X	Role ©	Active	Status Ф 3 records four
Renow Organization Members ManaGalers Add Member Subsidiary Organizations	PRODARA ©	Role ©	Active	Status © 3 records four
Renow Organization Members Manders Manders Add Member Subsidiary Organizations Sanidary Provider	PROGARA ©	Role Q Develor	Active	Status © 3 records four
Rence Organization Members Manachar * * * * * * * * * * * * * * * * * * *	PROCA BAL ©	Role ©	Aclue	Status © 3 records four V
Rence Organization Wenders Winders Winders Marchain Add Meeder Udddary Organizations Lanka Provider E28 Devices Eack		tale Q Greetar 13 ∨	Active	Status © 3 records floor



Step 4: Select Attribute Delegations then select Delegate to This Member.

ack		
lanage Mary (Citizen for	
organisation 1		
Member details		
PRODA RA (Individual)	9999999991	
Role	Personnel	
Member Status	Active	
Start Date (DD/MM/YYYY)	09/04/2020	
End Date (DD/MM/YYYY)	10/04/2021	
	-	
Delegations		
Antibure Delegations	Service Provider 🗘	Can Be Delegated ©
Activus Delegations	Service Provider ©	Can Be Delegated ©
Delegations Ambus Delegations Name © Delegate To This Memb	Service Provider ©	Can Be Delegated 0
Delegations Attribute Delegations Name © Delegate To This Memb Nominee Delegations from Op	Service Provider © x < 1 > x 3 v w We United as	Can be Deligated 0
Astitute Driegations Astitute Driegations Astitute Driegate To This Manth Delegate To This Manth Noninee Delegations From Ch	service Provider @	Can be beigated @ revenued function version function v
Delegations Archus Peleptions Archus Peleptions Base 0 Delegate To The Ment. Nonnee Delegations To One Nonnee Delegations To One	Service Previder © x < 2 x x 10 v me her Vienders Wenders	Can be beigand @ reversational v

Step 5: Select HPOS-MyMedicare-Program-Staff

O Organisat	1011 4	
ember details		
RODA RA (Individual)	1503675701	
ole	Personnel	
ientity	Verified	
ember Status	Active	
art Date (DD/MM/YYYY)	06/12/2022	
d Date (DD/MM/YYYY)	07/12/2023	*maximum 5 years
Remove this member		
Remove this member		
Remove this member Hegations torbuse Delegations Name ©	Service Provider @	Can Be Delegated @
Remove this member Hegations ttribute Delegations Name ©	Service Provider © Health Professional Online Services (#406)	Can Be Delegated ©
Remove this member elegations trobuse Delegations trobuse Delegations teRD5Access teRD5Acc	Service Previder 0 Mealth Professional Online Services 94005 Health Professional Online Services 94005	Can be Delegated 0 No No
Renove this member elegations methods Delegations Name © elebosAcces biblosAcces	Service Provider © Multi Professional Online Services Health Professional Online Services Health Professional Online Services N 4 4 1 2 K 10 V	Can Be Delegated © No 2 records
Remove this member elegations methode Delegations Name © ERDS-Actes ERDS-Actes ERDS-Actes Delegate To This Member	Service Provider 0 Health Findessional Online Services (#POD) Health Findessional Online Services (#POD) Health Findessional Online Services	Can Be Delegated © No No 2 records
Remove this member elegations methods Delegations Name © EROS-Access EROS-ACCESS EROS-ACCE	Service Provider 0 Mediti Professional Online Services Mediti Professional Online Services Mediti Professional Online Services N 4 1 2 1 10 10 This Member	Can be Delegated © No No 2 records
Renove this member Alegations trobute Delegations EEDS-Access EEDS-Access EEDS-Access EEDS-Org-Admin Celegate to This Member New Delegation To To prove additional delegations Contrast additional delegations Contra	Service Provider 0 Health Professional Online Services (HEALT) Professional Online Services (HEALT) Professional Online Services (HEALT) Professional Online Services H 1	Can be Delegated 0 No No 2 records
Remove this member Alegations Introduce Delegations Introduce Delegation Colorgate to this Member New Delegation To To grant additional delegations Delegate. Member	Service Previder O Mealth Professional Online Services (area) Mealth Professional Online Services (area) Mealth Professional Online Services (area) Mealth Professional Online Services (area)	Can be belegated © No No 2 records



STAGE 4.2 (OPTIONAL): RESTRICTING STAFF ACCESS IN HPOS TO MYMEDICARE ONLY

Organisations can restrict staff access to information **based on work area, role or site** (practice location) by **creating** a **Subsidiary Organisation** under the **Organisation in PRODA.** Then **link** to the **Organisation Register** via the **Organisation Site ID.** See Linking Organisation Guide

For organisation with multiple sites under the same ABN: For the MyMedicare Program, restrict staff access by creating a Subsidiary Organisation for each site.

Then link to the Organisation Register via the Organisation Site ID. See Linking Organisation Guide

Staff can be **added** as Members to the **Subsidiary Organisation** and **delegated** *BOTH* **HPOS-Access** and **HPOS-MyMedicare-Program-Staff.** They will **only** be able **perform functions** related to the **Subsidiary Organisation**.

Manage my organ	isation	
<u>O membership(s)</u> expiring within 30 days <u>O attribute(s)</u> expiring within 30 days		
Organisation Overview		
Organisation Details		
Organisation Name	P&O Organisation 4	
PRODA RA (Organisation)	1251076540	
Status	Active MOCK Verified	
ABN	22 486 735 113	
Contact Email Address	jayden.blank@servicesaustralia.gov.au	Update Email
Contact Phone Number	Not supplied.	Update Phone
Remove Organisation		
Members		~
Subsidiary Organisations		^
Name © Pro	da RA ♀ Organisation Status ♀	Role ¢
Register New Subsidiary Organisation		
Service Provider		~
Organisation Representations		~
B2B Devices		~



STAGE 5: REGISTERING PATIENTS IN MYMEDICARE

Note: Before you can access MyMedicare, you need to have finished setting up the Organisation register and have been delegated authority to do so.

As of 1 October 2023, patients can register for My Medicare. The Department of Health and Aged Care have developed the following resources fact sheets, frequently asked questions, brochures and patient registration form which are all accessible on their website Department of Health and Aged Care My Medicare Resource hub.

Eligible patients are able to register in three ways:

- 1. Medicare Online Account (MOA)
- 2. Express Plus Medicare mobile app

Registering through the MOA or Express Plus app will require patients to have a My Gov account with Medicare linked.

 The MyMedicare Registration form.
 Delegated Individuals will be able to register patients through the My Medicare tile or Find a patient tile in HPOS.

Note: Best practice would be to **add** the **signed** MyMedicare **Registration form** to the patients **file.**

Step 1: Log in to PRODA

Access the **HPOS** tile



Step 2: Select My Programs tile



Or Find a Patient tile

If selecting the Find a Patient tile - continue to Step 5





Step 3: Select MyMedicare tile

This will take you to the **Patient List**



Step 4: Select Find a Patient

,omp	plete Regis	trations Per	nding Regist	rations							
		The	patient deta	ils in the Patient	List are cu	irrent as at the	time the pa	tient's registra	ation was creat	led.	
	Initiated By 0	Organisation Site ID ©	Preferred GP 0	Medicare Card Number - IRN	DVA File Number	First Name	Surname	DOB ¢	Date Registered	Date Withdrawn	Action
	Practice	2308522891	0000011H	2308552351-1		SANDY	KNIGHTS	13/11/1987	03/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	2308652991-1		THI	NGUYEN	13/11/1987	05/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	3505745161-1		ELANA	EWIN	02/03/1986	08/03/2023#	28/03/2023	Amend View
	Practice	2308522891	0000011H	3505746041-1		ROXANNA	HAFNER	24/12/1976	08/03/2023#	03/04/2023	Amend View
	Practice	2308522891	0000011H	6502029532-4		MIRANDA	SMYTHE	19/11/1994	23/01/2023		Amend View Demographics
					14						
Patie	nt Withdra	wal Date			we	hdraw					



Step 5: Search for patients using their Medicare or DVA card details

Enter all **patient details** with - *

Select declaration **tick box**

Select find button at bottom of page

n → Find a patient	
🕹 Find a patie	nt
By accessing this service, you are co purposes only. You also agree to m For Stoma or Paraplegic and Qua Quadriplegic Association, you are c Appliance Scheme or Paraplegic and the HPOS terms of use.	nfirming that you have obtained the patient's consent to search for, or confirm their Medicare card details for claiming sintain the confidentiality of the information you obtain as outlined in the I POS terms of use. triplegic Association Users Only - By accessing this service as authorised person on behalf of Stoma or Paraplegic and nfilming that you are performing this search or confirming Medicare card details for claiming purposes under the Stoma d Quadriplegic Program only. You also agree to maintain the confidentiality of the information you obtain, as outlined in
Search type * Use *	Medicare patient Medicare card details
Medicare Search	
Medicare card number *	2308652351
IRN *	1
First name *	SANDY Tick if this person is legally known by a single name
Date of birth	13/11/1987
	Declare that I have obtained patient consent to perform this search and it is being used for claiming purposes only. For Stoma or Paraplegic and Quadriplegic Association Units Only - I declare that I am performing this search as an authorised person on behalf of a Sogar Dr Paraplegic and Quadriplegic Association and it is being used for claiming numores rungers to under the Arma Anoliance Cheme or Paraplegic and Quadriplegic for the Complexity of t
	Program only. * Clear Find

Step 6: Select Next if details are correct



Results (1)	esults (1)				
Select	First name	Medicare card number	IRN	Card expiry date	
	SANDY	2308652351	1	31/12/2026	
					Next >



Step 7: The Patient Profile screen will display.

Select Register for MyMedicare

Find a patient > Pa	tient profile	gram Medicare card type				
🛦 Patien	🛦 Patient profile					
Personal Details	Medicare Program	Medicare card type				
	Medicare card number: 2308652351 IRN: 1 Card expiry date: 31/12/2026	Bank details				
		Desister for Muldadisers				

Step 8: The Patient Registration Screen will display

i	0752 - The patient is eligible for a Pending or Complete registration.
	For a Pending registration, the patient must complete their registration through their Medicare Online Account.
	For a Complete registration, the patient must complete the MyMedicare Registration Form.

View the **Registration Type section**

Pending Registration is where the **practice** has **initiated registration** and the **Patient** needs to **complete** registration in their <u>Medicare Online Account (MOA)</u> (where patients have not provided consent via the registration form). **DON'T PROCEED PAST STEP 10 - See Pending** Registration guide to finalise.

Complete Registration is when the Patient has Signed the My Medicare Registration Form.

NOTE: The Practice has up to 7 days to register a patient from when the Patient Registration form is signed. This will be **CHECKED THROUGH POST PAYMENT AUDIT.**

Patient	Registration
---------	--------------

Pa	tient Details	
	Patient	SANDY KNIGHTS
	Medicare Card Number - IRN	2308652351-1
	DOB	13/11/1987
	Registration Type*	OPending Complete
	Registration Date*	03/04/2023

Next Cancel



Step 9: Select a Practice (Organisation Site)

NOTE: If your Organisation has only ONE SITE this screen will not appear

In the Action column click Select

atient Details				
Patient	SANDY KNIGHT	rs		
Medicare Card Number - IRN	2308652351-1			
DOB	13/11/1987			
Registration Type	Complete			
Registration Date	03/04/2023			-
Organisation Site ID	Parent Organisation ABN	Practice Name	Practice Address	Ac
2308522891	28 320 606 547	PROVIDER TEST3	100 COLLINS ST MELBOURNE VIC 3000	Se
2308537816	28 320 606 547	ORGANISATION TEST SITE1	100 COLLINS ST MELBOURNE VIC 3000	Se
		14 44 1 85 81		-

Step 10: Select GP

NOTE: If the preferred **GP** does **not display** you will need to **add** the Provider **to** the **Organisation Site Record** - See Link Provider

elect a Preferred GP				
atient Details		Practice Details		
Patient	SANDY KNIGHTS	Organisation Site ID	2308522891	
Medicare Card Number - IRN	2308652351-1	Parent Organisation ABN	28 320 606 547	
DOB	13/11/1987	Practice Name	PROVIDER TEST3	
Registration Type	Complete	Practice Address	100 COLLINS ST ME	LBOURNE VI
Registration Date	03/04/2023		3000	
Preferred	GP ≎	Name 🗘		Action
000001	1H	DR JOHNS CITIZENS		Select
290095	2B	MRS ASHLEY ADAMSO	N	Select

Step 11: Patient Registration Confirmation screen will display.

*This example shows a patient who has met the eligibility criteria

Note: If the patient does not meet the eligibility criteria "This patient has not met the eligibility requirements. Please select an applicable Patient Eligibility Reason to continue registering this patient" will display at the top of the screen.

Practices will be required to record the patient's exemption at point of registration on the MyMedicare Registration form, if a paper form is completed by the patient. The exemption criteria:

- Child under 18 registered at the same practice
- Patient registered at preferred GPs previous practice
- Practice check 1 in 24 months with practice
- Practice check 2 in 24 months with practice
- Parent/Guardian registered at the same practice
- Patient experiencing Family or Domestic Violence
- Patient experiencing Homelessness.



ent Details		
Patient	SANDY KNIGHTS	
Medicare Card Number - IRN	2300852351-1	
DOB	13/11/1987	
Registration Type	Complete	
Registration Date	03/04/2023	
Withdrawal Date	Verified by system check	

Step 12: Review practice details.

If incorrect you can select Change Practice and/or Change Preferred GP.

Practice Details		Change Practice
Organisation Site ID	2300522891	
Parent Organisation ABN	28 320 606 547	
Practice Name	PROVIDER TEST3	
Practice Address	100 COLLINS ST MELBOURNE VIC 3000	
Preferred GP	0000011H	Change Preferred GP
Name	DR JOHNS CITIZENS	
Accreditation		
Type	RACGP General Practice	
Accrediting Agency	AGPAL	
Status	Registered	
Certificate Number	GP1234	
Start Date	08/08/2022	
End Date	27/04/2023	

Step 13: Demographic Question **currently none are available**.

Select Not Provided.



Step 14: Finalise registration

Review Declarations by selecting the **tick-box** at the bottom of screen.

Select Confirm.

Declarations	
I declare that:	
 The patie 	ent meets the eligibility requirements set out at Patient Eligibility Requirements.
 The patie of the patie 	ent has signed a completed Patient Registration form, and the practice will retain a copy of this form for the duration tient's registration.
 Where a 	pplicable, the demographic details have been entered as per the patient's responses on the Patient Registration form
 Any prev 	ious registration in MyMedicare for this patient will be automatically withdrawn as a result of this registration.
 Any exist 	ting pending registration in MyMedicare for this patient at this practice, will be automatically deleted.
 The prace Practice 	tice is accredited against the RACGP Standards for General Practice or meets the eligibility requirements set out at Eligibility Requirements.
The infor offence.	mation I have provided is true and correct, and I understand that giving false or misleading information is a serious
Confirm	Cancel



A banner will display confirming patient is successfully saved



Or View Patient List of registered patients.

Find a Patient View Patient

5.1 PRACTICE INITIATED PATIENT REGISTRATION (PENDING)

Note: Patients will have **ONE month to confirm** through MOA, if not, they will **automatically be deleted** after this.

Step 1: Review Declaration. Select Confirm

Patient Details	
Patient	JAMEELA ORMAN
Medicare Card Number - IRN	3505744551-1
DOB	29/12/1985
Registration Type	Pending
Date Created	03/04/2023
Patient Eligibility Reason*	Verified by system check
Practice Details	Change Practice
Organisation Site ID	2308522891
Parent Organisation ABN	28 320 606 547
Practice Name	PROVIDER TEST3
Practice Address	100 COLLINS ST MELBOURNE VIC 3000
Preferred GP	0000011H Change Preferred GF
Name	DR JOHNS CITIZENS
Accreditation	
Туре	RACGP General Practice
Accrediting Agency	AGPAL
Status	Registered
Certificate Number	GP1234
Start Date	06/06/2022
End Date	27/04/2023
Declarations I declare that: The patient meets the eligibilit Any existing pending registrati The practice is accredited aga Practice Eligibility Resummers	y requirements set out at Patient Eligibility Requirements. ion in MyMedicare for this patient will be automatically deleted. inst the RACOP Standards for General Practice or meets the eligibility requirements set out at ts.
The information I have provided offence.	is true and correct, and I understand that giving false or misleading information is a seriou
Confirm Cancel	



A banner will display confirming patient is successfully saved



A **Pending Patient Registration Notification** will be sent to the patient to complete their registration.

You can now choose to exit. Or register another patient by **selecting Find Patient**

Or View Patient List to view Pending Registrations.

Find a Patient		View Patient List	
----------------	--	-------------------	--

On the View Patient List page

Select the Pending Registrations tab to patients with pending registrations.

		The p	atient details in	the Patient List an	e current as at	the time the patien	t's registration	was created.		
	Initiated By	Organisation Site ID ©	Preferred GP	Medicare Card Number - IRN ©	First Name	Surname ©	DOB ¢	Date Created	Expiry Date	Actio
	Practice	2300522091	0000011H	3505744551-1	JAMEELA	ORMAN	29/12/1965	03/04/2023	03/05/2023	
	Practice	2308522891	2900952B	4141664511-1	WYATT	GRAGOSKI	07/11/2008	13/04/2023	13/05/2023	Delet
C	Patient	2308522891	2900952B	4141664971-1	SHIRIN	MCALLISTER	05/04/1985	13/04/2023	13/05/2023	Delet
					1					

5.2 MANAGING THE PATIENT LIST

Step 1: Log in to PRODA

Access the **HPOS** tile





Step 2: Select My Programs tile



Step 3: Select MyMedicare tile

This will take you to the **Patient List**



Step 4: After patients have been **registered** with the practice **additional functions** will be present.

You can view Completed Registrations and Pending Registrations

The additional functions available are:

- Export Complete Registration List Download the list of patients (Complete and Pending)
- **Preferences** take you to the <u>practice controls</u> for MyMedicare to <u>manage patient</u> <u>registrations</u>
- Withdraw allows you to withdraw one or more patients



om	plete Regis	trations Per	nding Registr	rations							
		The	patient detai	ils in the Patient	List are cu	irrent as at the	time the pa	tient's registra	ation was creat	ed.	
	Initiated By ¢	Organisation Site ID ¢	Preferred GP ©	Medicare Card Number - IRN	DVA File Number	First Name	Surname	DOB ¢	Date Registered	Date Withdrawn	Action
	Practice	2308522891	0000011H	2308652351-1		SANDY	KNIGHTS	13/11/1987	03/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	2308652991-1		THI	NGUYEN	13/11/1987	05/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	3505745161-1		ELANA	EWIN	02/03/1986	08/03/2023#	28/03/2023	Amend <u>View</u>
	Practice	2308522891	0000011H	3505746041-1		ROXANNA	HAFNER	24/12/1976	08/03/2023#	03/04/2023	Amend View
	Practice	2308522891	0000011H	6502029532-4		MIRANDA	SMYTHE	19/11/1994	23/01/2023		Amend View Demographics
						<c 1="" 10<="" td=""><td></td><td></td><td></td><td></td><td></td></c>					
Patie	nt Withdra	wal Date			📑 Wit	hdraw					

5.3 MANAGING PENDING REGISTRATIONS

Select Preferences on the Patient List page

To Accept Pending Registrations

You can select individual patients OR multiple by clicking the tick-box

Select Accept Selected Patient Registrations button

		the p	abent betans in	The Papent Dst an	e current as at	the time the patien	t's registration	was created.		
ם <mark>ה</mark>	o Dillated By	Organisation Site ID 0	Preferred GP	Medicare Card Number - IRN 0	First Name	Surname 0	DOB 0	Date Created	Expiry Date	Action
-	Practice	2200522091	0000011H	3505744551-1	JANEELA	ORMAN	29/12/1965	03/04/2023	03/05/2023	
	Practice	2308522891	2900952B	4141664511-1	WYATT	GRAGOSKI	07/11/2008	13/04/2023	13/05/2023	Delete
0	Patient	2308522891	2900952B	4141664971-1	SHIRIN	MCALLISTER	05/04/1985	13/04/2023	13/05/2023	Delete
					1					

The Accept Registrations window will display.

Select Confirm





To Decline Pending Registrations

You can select individual patients OR multiple by clicking the tick-box

Select Decline Selected Patient Registrations

		The p	abent details in	the Patient List an	e current as at	the time the patien	it's registration	n was created.		
-	Initiated By	Site ID 0	Preferred GP	Number - IRN 0	First Name	Sumame 0	DOB 0	Date Created	Expiry Date	Action
	Practice	2300522091	0000011H	3505744551-1	JAMEELA	ORMAN	29/12/1965	03/04/2023	03/05/2023	
	Practice	2308522891	2900952B	4141664511-1	WYATT	GRAGOSKI	07/11/2008	13/04/2023	13/05/2023	Delet
0	Patient	2300522091	2900952B	4141664971-1	SHIRIN	MCALLISTER	05/04/1985	13/04/2023	13/05/2023	Delet
					1	** **				

The **Decline Patient Registration** window will appear.

Select Decline Reason from drop down box.

Select Confirm

Decline single patient initiated pending registration	Decline multiple patient initiated pending registrations
Please confirm you wish to decline this patients request to participate in the MyMedicare program at his practice. Patient Details Patient Tame Shirin McAllister DOB 05/04/1985 Medicare Card Number – IIN 4341664971 – 1	By declining the (0) selected patient initiated pending registrations, they will be ended as of today. To continue, please select a reason for declining.
Practice Oreania Organisation Site ID 2308522891 Practice Name Utlimate Medical - Greenway Preferred GP 2500528 Decline Reason* Practice at capacity	Decline Reason*: Practice at capacity Canton Cancel
Confirm Cancel Can	

They will no longer appear in the list.

Deleting Patient Registrations

In the Action column. Select delete

A Patient Registration Delete Confirmation pop up will appear.

Select Reason for Deletion from drop down box

Note: The delete function will only appear on the same day the patient was registered.



Complete Registration	Pending	Registrations				
	The patie	nt details in the Patient List are cur	rrent as at the time t	he patient's registration wa	s created.	
Initiated Org	anisation Pref	Medicare Card DVA File Number - IRN Number	First Name Surn	ame DOB 0 Regis	tered Withdrawn	Action
Practice 23	08522891 0000	20011H 2308852351-1	SANDY KNIG	HTS 13/11/1967 03/04	2023	Amend Delete View
atient Registratio	on Delete Confi	irmation				
tatient Registratio	on Delete Confi	irmation	gram.			
latient Registration The following patient Patient	on Delete Confi nt registration wi DOB	imation II be deleted from the MyGP Pro Medicare Card Number - IRN	gram. Date Registered	Organisation Site	Practice Name	Preferred GP
atient Registration The following patient Patient SANDY KNIGHTS	n Delete Confi nt registration wi DOB 13/11/1087	rmation II be deleted from the MyGP Pro Medicare Card Number - IRN 2306852351-1	gram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H
Patient Registration Patient SANDY KNIGHTS	n Delete Confi nt registration w DOB 13/11/1987	rmation II be deleted from the MyGP Pro Medicare Card Number - IRN 2308652351-1	gram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H
tatient Registration The following patient Patient SANDY KNEGHTS Reason for deletion	n Delete Confi nt registration wi DOB 13/11/1987	rmation II be deleted from the MyGP Pro- Medicare Card Number - IRN 2300852351-1	pram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H
Patient Registrativ The following patient Patient SANDY KNEGHTS Leason for deletion	n Delete Confr nt registration wi DOB 13/11/1987	Imation II be deleted from the MyGP Pro Medicare Card Number - IRN 2300852351-1	gram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H
Patient Registration Patient SANDY KNIGHTS Reason for deletion Confirm Cancel	DoB 13/11/1987 Created in e Incorrect pat	Imation II be deleted from the MyGP Pro Medicare Card Number - IRN 2300852351-1	gram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H
Patient Registration he following patient Patient SANDY KNIGHTS Reason for deletion Confirm) (Cancel	Doelete Confi tregistration w DOB 13/11/1987 Created in e Incorrect pat Incorrect Pat Incorrect Pat	Imation II be deleted from the MyGP Pro Medicare Card Number - IRN 2300652351-1 Tror lient otice	pram. Date Registered 03/04/2023	Organisation Site ID 2308522891	Practice Name PROVIDER TEST3	Preferred GP 0000011H

5.4 CHANGE PREFERRED PROVIDER

In the Action column. Select Amend

The Patient Registration Amendment Confirmation screen will appear

If there is more than one eligible GP at the practice, **select** the patients **new** preferred **Provider Number** in the **drop-down box.**

Select Confirm

mplete Regis	strations Per	nding Registrations					
	The	patient details in the Pa	tient List are curren	nt as at the time the	e patient's registrati	on was created.	
Initiated By \$	Organisation Site ID \$	Preferred GP \diamond Medicare Number \diamond	Card DVA File	rst Name Surnar	me DOB ≎	Date Da Registered Withd	frawn c
) Practice	2308522891	0000011H 23088523	51-1	SANDY KNIGH	TS 13/11/1987	03/04/2023	Amend <u>View</u>
ent Registra	ation Amendme	nt Confirmation					1
ient Registri patient's pre patient's col Patient	ation Amendme eferred GP can b hort information of DOB	nt Confirmation e amended. can be amended. Medicare Card Number - IRN	Registration Date	Withdrawal Date	Organisation Site ID	Procedce Name	Preferred GP
epatient Registri patient's pre patient's col Patient SANDY KNIGHTS	ation Amendme eferred GP can b hort information of DOB 13/11/1987	nt Confirmation e amended. can be amended. Medicare Card Number - IRN 2308052351-1	Registration Date 03/04/2023	Withdrawal Date	Organisation Site ID 230852691	Protoce Name PROVIDER TEST3	Preferred GP 0000011H



5.5 EXPORT PATIENT LIST

On the Patient List page, **select** either the **Complete or Pending** patient registrations **tab** to export to an excel spread sheet.

Select Export Complete Registration List or Export Pending Registration List

It will prompt you to download the list.



5.6 WITHDRAW A PATIENT

On the **Patient List** page. **Select Patient** by clicking the **tick-box**.

Enter Withdrawal Date. Select Withdraw.

	nete Regis	addons Per	rung regisu	Iduolia							
		The	patient detai	ils in the Patient	List are cu	irrent as at the	time the pa	tient's registra	ation was creat	ted.	
	Initiated By ©	Organisation Site ID 0	Preferred GP 0	Medicare Card Number - IRN	DVA File Number	First Name	Surname	DOB 0	Date Registered	Date Withdrawn	Action
	Practice	2308522891	0000011H	2308652351-1		SANDY	KNIGHTS	13/11/1987	03/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	2308652991-1		THI	NGUYEN	13/11/1987	05/04/2023#		Amend View Demographics
	Practice	2308522891	0000011H	3505745161-1		ELANA	EWIN	02/03/1986	08/03/2023#	28/03/2023	Amend View
2	Practice	2308522891	0000011H	3505746041-1		ROXANNA	HAFNER	24/12/1976	08/03/2023#		Amend View
	Practice	2308522891	0000011H	6502029532-4		MIRANDA	SMYTHE	19/11/1994	23/01/2023		Amend View Demographics
						🔳					
atie	nt Withdra	wal Date		03/04/2023	· Wit	hdraw					

The Withdraw Confirmation pop up will display.

Review. Click the Withdraw above listed patients tick-box.

Select Confirm

e following 1 patie	nts will be withdr	rawn from the Program.				
Patient	DOB	Medicare Card Number - IRN	DVA File Number	Organisation Site	Practice Name	Preferred GP
ROXANNA HAFNER	24/12/1976	3505746041-1		2308522891	PROVIDER TEST3	0000011H



5.7 CONFIGURING AUTO OR MANUAL ACCEPT OR DECLINE OF PATIENT INITIATED REGISTRATIONS

The my MyMedicare Preferences box will appear when MyMedicare is **first** added to the Organisation Site Record. The default is manual.

To change. Select the MyMedicare Tile in HPOS.



Select Preferences button.

Select Organisation Site (for users managing more than one site).

Select the **radio button** of **preferred** registration type (**Auto-accept, Auto-decline, Manually Accept/Decline**)

If Auto-decline is selected, the Auto Decline reason box will appear.

Select Confirm.

-	warden and the second second second second		
Your preference settings will be applied to ne	w pending registrations submitted by a patient		
Practice Details			
Organisation Site ID:	2308522891		
Practice Name:	PROVIDER TEST3		
Address:	100 COLLINS ST MELBOURNE VIC	3000	
Patient initiated pending registrations OAuto-accept - New registrations submitt @Auto-decline - New registrations submitt OManually Accept/Decline - New registrat	ed by a patient will be automatically accepted ed by a patient will be automatically declined ions submitted by a patient will require to be a	ictioned by the practice	
Auto-decline reason: Practice closing Practice at capacity Other Patient to co			





APPENDIX 1: REGISTERING PATIENTS THROUGH THEIR MEDICARE ONLINE ACCOUNT

To register patients for MyMedicare through MOA you will need:

- To have linked your Medicare online account to myGov
- Your myGov account details (username and password)
- Your Medicare Card

To register online, follow the steps below:

Step 1: Sign in to myGov. https://my.gov.au/

€ http://wy.gov.wv		🐇 🖒 myGov
Autoridius Georgean		Australian Generation
We're here to help Access government services from one place.		* Back Sign in with myGov Choose how to sign in from these 2 options Using your myGov sign in details
Sign in Sign in or Create.account	Find sup	Upertains or entail firstot.semante Research
If you already have a myGov account, you don't need to create a new one.	Explore	Errpt, assessed
		Sign in
		Costate a myGox account if you don't have one already.

Step 2: Select Medicare.





Step 3: Select Register for MyMedicare, then Start.



Step 4: Enter the Practice name and Suburb (the post code may autogenerate). Press search.

Note: If you can't find your practice, you'll need to contact them to check if they're registered for MyMedicare.

Select your p	ractice			
1 Select your practice	2 Select your preferred GP	3 About you	4 Review and submit	S Registration submitted
Search for your regula Contact your regular p	ar practice based o practice about regi	n recent Medicare stering with them	e services you've receive , if they don't appear in	d. the list.
Your regular practi Who is eligible to r	ice is your trusted p register for MyMec ice you'd like to re	oractice you have ficare? 🖉 egister with	recently visited for Med	licare services.
Practice name				
Suburb/Town			Postcode	
Search Next Cancel]			



Step 5: Select your preferred GP. Press Next

Select your pi	referred G	P		
Select your practice	2 Select your preferred GP	3 About you	4 Review and submit	5 Registration submitted
You can still visit ar If you're unable to	ny GP at your practi find your preferred	ice after selecting : I GP on the list - co	a preferred GP.	
Select your preferred DR DR DR DR DR DR	GP			
Next Cancel]			

Step 6: Provide feedback on your experience with registering. Press **Next**.

About you				
Select your practice	Select your preferred GP	3 About you	(4) Review and submit	(5) Registration submitted
The information yo your health care se	ou provide will help ervices.	your practice and	the government to plan	and improve
You will still be abl provide this, it may improvements.	e to register if you o y limit the ability of	do not provide thi your practice and	s information. If you dec the government to mak	ide to not e these
You can choose to pro and the government i your MyMedicare pra	ovide additional info mprove the delivery ctice.	ormation about yo y of your health ca	u to help your practice, ire. We will share this inf	primary care team ormation with
Question 1 of 1				
How would you rate	your experience reg	gistering?		
Excellent	•			
Next Cancel]			



Step 7: Review and select **Submit** registration. Follow the prompts to complete your claim.

Select your practice	Select your preferred GP	About you	Review and submit	S Registration submitted
Practice and G	5P			
You can visit any GP	at this practice.			
Practice name	s			
Preferred GP name				
Edit				
About you				
How would you rate Excellent Edit	your experience registering?			
How would you rate Excellent Edit	your experience registering?			
How would you rate Excellent Edit	your experience registering?			



APPENDIX 2: REGISTERING PATIENTS THROUGH THEIR EXPRESS PLUS MEDICARE MOBILE APP

Note: This step will have required the patient to have downloaded and setup the app along with linking their Medicare to myGov.

To register for MyMedicare using the Express Plus Medicare mobile app, you'll need:

- to link your Medicare online account to myGov
- download the most up to date version of Express Plus Medicare mobile app
- Your myGov account details (username and password)
- your Medicare card.

To register using the app, follow the steps below:

Step 1: Sign into the Medicare Express Medicare mobile app.





Welcome back Ben

Sign in as Ben

Sign in as someone else



Step 2: Select MyMedicare, then Start.



Step 3: Enter the Practice name and Suburb (the post code may autogenerate). Press search.

Note: If you can't find your practice, you'll need to contact them to check if they're registered for MyMedicare.

11:33 atl 4G 🗩
medicare ×
Search for your regular practice based on recent
Medicare services you've received.
Contact your regular practice about registering with them, if they don't appear in the list.
Your regular practice is your trusted practice you have recently visited for Medicare services.
Who is eligible to register for
Search for the practice you'd like to register with Practice name
Suburb/Town
Postcode
Search
Next



Step 4: Select your practice. Press Next.

11:35 atl 40 🗈
medicare ×
Your regular practice is your trusted practice you have recently visited for Medicare services.
Who is eligible to register for MyMedicare?
Search for the practice you'd like to register with
Practice name
s
Suburb/Town
Postcode
Search
۲
Next
Cancel

Step 5: Select Your preferred GP, then Next.





Step 6: Review, scroll down and select Submit registration.



Step 7: Finalise your registration by selecting **Yes.** Follow the prompts to complete your claim.

