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MyMedicare Organisation Registration Guide for General Practice

WentWest acknowledges the First Nations peoples of Australian as the Traditional Custodians of the land on which we work and live. We pay our respect to Elders past, present and future and extend that respect to all Aboriginal and Torres Strait Islander peoples within Western Sydney.

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Acknowledgement: This document has been adapted from Darling Downs and West Moreton Primary Health Network.

Getting Started – What you will need

Service	Who is responsible	What's needed	Links
Individual PRODA Account	All Staff – Owner/Director, Practice Manager, Health Practitioners – nurses, GPs, nurse practitioners, allied health	 Personal contact details + phone number and email Three ID Documents – Driver's Licence, Medicare card, Birth Certificate or Australian Passport 	• <u>PR</u> • <u>PR</u> • <u>PR</u>
Organisation PRODA Account	Owner/Director/Practice principal Practice Manager can be allocated access	 ABN Organisation contact details Non-Public organisation details listed on ABR – to answer 3 randomised questions 	• <u>PR</u> • <u>PR</u>
Organisation PRODA Account - Adding Members/Managing Delegations	Owner/Director/Practice principal Practice Manager can be allocated access	 Members RA Number Members Surname 	• <u>PR</u> • <u>PR</u>
Linking an Organisation in PRODA to HPOS	Associate – Owner/Director Authorised Contact – Practice Manager/2IC	 ABN Associate/Authorised Contact RA Number listed against ABR 	• <u>PR</u> • <u>PR</u>
Organisation Registration for MyMedicare	Associate – Owner/Director Authorised Contact – Practice Manager	 ABN Associate/Authorised Contact RA Numbers Organisation details Health Practitioner Provider Number Banking Details 	• <u>PR</u> • <u>Orc</u> Au:
Linking a Subsidiary Organisation in PRODA to an Organisation Site	HPOS-Org-Admin – Associate/Authorised Contact HPOS-Org-Site-Admin – Authorised Contact	 Organisation Site ID Associate/Authorised Contact RA Numbers Organisation details Health Practitioner Provider Number Banking Details 	• <u>PR</u> • <u>Su</u>

RODA Logon

RODA Registration

<u>RODA Resources</u> – Services Australia

RODA Logon

RODA Resources – Services Australia

RODA Logon

RODA Resources – Services Australia

RODA Logon

RODA Resources – Services Australia

RODA Logon

<u>ganisation Register Resources</u> – Services stralia

RODA Logon

Ib Organisation Resources – Services Australia

Resources

PRODA: https://proda.humanservices.gov.au/

PRODA Services Australia Resources: <u>https://www.servicesaustralia.gov.au/proda-provider-digital-access</u>

Organisation Register Resources: https://hpe.servicesaustralia.gov.au/orgreg_orgreg.html

ABN Lookup: https://abr.business.gov.au/

AHPRA Health Practitioner Search: <u>https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</u>

Australian Government MyMedicare: https://www.health.gov.au/our-work/mymedicare

Western Sydney Primary Health Network: <u>https://wentwest.com.au/</u>

Health Professional Education Resources: https://hpe.servicesaustralia.gov.au/

Contact	
Provider Digital Access (PRODA)	 Phone: 1800 700 199 and select Option 1 Monday to Friday, 8 am to 5 pm local time Email: proda@servicesaustralia.gov.au
Services Australia – Health Professional Online Services (HPOS)	 Phone: 132 150 and select Option 6 Monday to Friday, 8 am to 5 pm AWST.
Virtual Support Team – Western Sydney Primary Health Network	 Phone: 02 8811 7100 Email: support@wentwest.com.au

What is MyMedicare?

The Australian Government is introducing a new voluntary patient registration model called MyMedicare to drive improvements in primary health care for all Australians and deliver new funding packages to primary care providers.

MyMedicare will strengthen the relationship between patients and their primary care teams by allowing patients to register with their regular general practice and select their preferred GP and providers within the practice.

When registering for MyMedicare, please ensure the following:

- The general practice must provide Medicare-funded services
- The practice must be registered in the following Services Australia systems:
 - Provider Digital Access (PRODA) the responsible person needs an individual PRODA account and the organisation needs an organisation PRODA account
 - Health Professional Online Services (HPOS)
 - The <u>Organisation Register</u> (steps below on how to register for the Organisation Register)
- The practice must have at least one eligible provider linked to the practice in the Organisation Register. Eligible providers can be a vocationally registered GP, nonvocationally registered GP or a GP registrar
- The practice must be accredited against the <u>National General Practice</u> <u>Accreditation Scheme</u> – non-accredited practices will have 12 months to register with an accreditation agency and gain accreditation
- All providers who wish to participate in MyMedicare must be linked to the practice in the Organisation Register
- Locate the details of an Associate and Authorised Contact in the Australian Business Register (ABR) and also the Registered Authority (RA) numbers of the providers to be added to the Organisation Register. RA numbers are found in the Profile tab in PRODA
- All providers must have a valid provider number and be eligible to deliver MBS or DVA equivalent services.

IMPORTANT NOTE: When registering for the Organisation Register, the practice may have previously linked HPOS for other programs or services but the organisation in PRODA needs to be linked again for the Organisation Register – using the ABN as the linking identifier.

What is **PRODA**?

PRODA stands for 'Provider Digital Access'

It is an Australian government online authentication system.

It enables secure access to various government services and portals such as Health Professional Online Services (HPOS) or Provider Connect Australia (PCA) for individuals and businesses.

PRODA issues unique credentials to users, allowing them to interact with government systems efficiently and safely.

Requirements for registration:

- Driver's Licence
- Medicare Card
- Australian Passport, or
- Australian Birth Certificate

And,

- Personal email
- Personal phone number

Refer to slides for list of identification applicable for registration.

PRODA Registration:

https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf

PRODA Individual Account Registration – How to register:

PRODA individual account is a PRODA account set up by an individual for themselves.

Step 1: Go to PRODA Registration website

Click on 'Register now' then click 'Register now' on the next screen.

Login	Register nov	v	
If you have already created your PRODA account, login below.	There are three steps to create a new account.		
Username	1 Create account	2 Verify documents	3 Match existing services
Forgot your username?	Title 1 Gwen name		8
Password	Family name		•
Forgot your password?	Provide your details, create a username and password, and verify your email address.	Verify 3 different identity documents.	Complete matching process for your existing services.
Login Do not have a PRODA account? Register now or	By beginning the process you that your document informati Select 'Register now' to begin	confirm that you acknowledge on will be checked with the issu the process.	the <u>Terms and Conditions</u> and er or official record holder.
Login using your Digital Identity Find out if this option is for you	+ Your right to privacy Register now	•	



Step 2: Enter your details

- Title (Optional)
- First Name
- Additional names (such as middle names)
- Surname
- Gender (Male, Female, Non-Binary)
- Date of Birth



Your details

Mr	•
First name	
James	
Additional names	
Required if on any of your id	entity documents)
Tiberius	
Tiberius Surname Kirk	
Tiberius Surname Kirk Gender	
Tiberius Surname Kirk Gender Male	
Tiberius Surname Kirk Gender Male Date of birth	•
Tiberius Surname Kirk Gender Male Date of birth For example, 20 03 1976	-



Create your login details

Username	
JKirk	
Password	
•••••	
Confirm Password	
•••••	

Step 4: Select 3 security questions

Enter in the answers only you would know

Ensure you keep the answers secure and private.

Step 3: Create your login details

Create a Username

- Recommended to use a variation of your name:
- JKirk
- JamesKirk
- JTKirk
- JamesTKirk

Create a strong password that contains

- A minimum of 10 characters
- At least 1 uppercase letter, lowercase letter, and 1 number or special character
- Example password requirements: w3Akpsswrd!



Your security questions

The following security questions and answers will help to recover your account if required.
Security question 1
What was my favourite place to visit as a child?
Answer 1
Iowa
Security question 2
What is my most memorable moment in my adult life?
Answer 2
Kobayashi Maru
Security question 3
What was my favourite subject at school?
Answer 3
Physics

Step 5: Email address verification

Enter your personal email address that you have access to

A verification code will be sent to your email address.

Enter the verification code into the next screen.



Your email address

You need to provide an email address for your account. We will need to verify that you own this email.

Email address	
James.Kirk@example.com.au	
Confirm email address	
James.Kirk@example.com.au	
All sectors and the sectors an	

Verifying your identity

You have successfully completed Step 1 of the PRODA account creation process.

You can now use the Logout button on the top of the screen to save your progress and restart the process at a later time.

1 Create account 2 Verify documents



docu



di

Provide your details, create a username and pass word, and supply your email address



Complete matching process for your existing use

You will now begin to verify your identity documentation online using the documents from the link in Step 2 above





Step 7: Verify your identity

Step 6: Click 'Next' button

Select one document at a time

Driver's Licence > Australian Passport > Medicare card

You can use 2 of the following documents:

- Medicare card •
- Australian driver's licence •
- ImmiCard •
- Australian passport. •

You can use 1 of the following documents:

- Australian passport •
- Australian birth certificate •
- ImmiCard •
- Citizenship certificate
- Australian Visa, supported by a Foreign • passport
- Certificate of registration by descent. •



Verify your first document

0	Australian passport
0	Medicare card
۲	Australian driver's licence
0	ImmiCard
0	Australian birth certificate
0	Australian Visa (supported by a foreign passport)
0	Citizenship certificate
0	Certificate of registration by descent
0	I don't have any of these documents

Next

8



< Back

Queensland driver's licence

First name	Contraction of the local division of the loc	NAME AND	
James		PLE Family Koner	123 456 789
Additional names	Giver Nesse	Ce of light DOB 01 Jan 1980	
Tiberius	>)))	Class Type Effective Expiry C L 04.03.19 03.03.2	2 3 8
Surname		- CR	=
Kirk		Conditions Sample Standars	
Licence number	Queensla	Card number FCC68114B9	Government
101101101		QLD Licence - Fro	ont
Card number		Back image	
ECC6811489			

Step 7a: Driver's License Example

Select the Australian state your driver's licence was issued in.

Name will be auto populated into the correct fields

Enter in missing details:

- License Number
- Card Number

Step 7b: Medicare Card Example

Name will be auto populated into the correct fields

Enter in missing details:

- Medicare card number
- Individual reference number
- Card colour
- Expiry date



Select a sample The name on my Medicare card is displayed across multiple lines Medicar First nan James 3501 80315 1 6 DARRYL HELLNUT SI Additional names Tiberius Expiry date Surname VALID TO 01/2011 Kirk Medicare card green Medicare card number Show all available samples 3501803151 Individual reference number 6 Card colour Green Expiry date(Green - MM/YYYY, Blue/Yellow DD/MM/YYYY) For example 16 03 2020 or 03 2020 01 / 2024



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Australian passport

First name	
James	PASSBORT AUSTRALIA OCCAMENTING
Additional names	P AUS M1234567
Tiberius	AUSTRALIAN AUSTRALIAN
Surname	Bender (M//)] ELBOURNE
Kirk	18 AUG 2003 Jrn litigen
Document number	AUSTRALING
M1234567	M0992136<2AU\$7906123M1508189<06100178b<<<<02

Step 7c: Australian Passport Example

Name will be auto-populated into the correct fields

9

Enter in missing details

Document number

Step 8: Verification Code Preference

Choose a method to have a verification code sent to you when you login into your PRODA account:

- Email
- Mobile App
- SMS

<u>< Back</u>

Update your verification code preference

To update your Verification code preference, please choose your preferred option below.





Next

What is a Registration Authority (RA) Number?

A Registration Authority (RA) number is a unique identifier issued to individuals and organisations when they register for a PRODA account. This number moves with an individual across organisations.

Profile details		
Name	James Kirk	
Email	James.Kirk@gmail.com	
Mobile phone number	0400 000 000	
Username	JKirk	
Date of birth	22/03/2233	
Gender	Male	
RA number This number is required for HPOS delegation	1234567890	
Cancel PRODA account date		

What is a PRODA Organisation Account?

A PRODA organisation account is used for streamlined and secure access to Australian government services on behalf of an organisation or business.

It allows authorised representatives to manage their organisation's interactions with government systems.

 Water Name
 PROPA

 Year Degited acces
 Confice | Statutors | Logout

It must be completed by an owner or director or associate they must be listed on the Australian Business Register (ABR).

The PRODA organisation account ensures that only designated personnel can act on behalf

of the organisation, maintaining confidentiality and data security.

PRODA Organisation Account Registration – How to register:

A PRODA organisation account is a PRODA account set up by an authorised representative of an organisation.

Step 1: Login and complete 2-step verification

Login to PRODA

- Enter Username •
- Enter Password •

An authentication code will be sent to your preference previously chosen:

- Email •
- SMS •
- **PRODA** app •

Login

If you have already created your PRODA account, login below.

Username		
JKirk		
Forgot your username?		
Password		
•••••	<mark></mark> Shov	v
Forgot your password?		



2-step verification

Enter the verification code from your SMS below. If you cannot access your SMS at this time we can send a code to a backup channel. Enter Code Show

Didn't receive your code?

Next

Step 2: Go to Organisation

Once logged in click on 'Organisations' button

Australian Government	PRODA	Profile Services	James Tiber	ius Kirk
Services Australia	Provider Digital Access		I <u>Organisations</u>	<u>Logout</u>
	My organizations			

Step 3: Register as a New Organisation

Click on 'Register New Organisation'

My organisations

Not a member of any PRODA organisations yet.

If your organisation has an ABN and you are listed as an authorised person for that organisation on the Australian Business Register you can either join an existing registered organisation or register a new organisation in PRODA.

Join an Organisation

Register New Organisation

Step 4: Enter New Organisation Details

Enter your organisation details:

- Organisation Name
- ABN
- Organisation Email
- Organisation Phone Number

< Back

Register new organisation

PRODA authenticates an organisation's business information and your authority to act on its behalf via the Australian Business Register (ABR).
To avoid difficulties in registering your organisation make sure:
 the organisation's ABR details are up to date you are listed on the ABR as an authorised person for that organisation and your ABR listed name matches your PRODA name
Organisation Name
Organisation ABN
Organisation Contact Email Address
Confirm Organisation Contact Email Address
Organisation Contact Phone Number (Optional)
Cancel Submit

Step 5: Verify Organisation Details

Answer the randomised verification questions.

The details must match the details on the ABR record exactly as listed.

Then select 'Submit'

Back	
Verify	Organisation Relationship
lease answer Micial ABN/A	the following questions about your organisation to verify your relationship. The answers will need to match to BR records.
9 What is th	e Contact business phone number for the organisation that you have entered?
• What is th	e Contact all hours phone number for the organisation that you have entered?
• What is th	e Suburb of the Service Notice Address for the organisation that you have entered?
	Test Court

Step 6: Verify Organisation Email

A verification code will be sent to the organisation email address.

If the email address is not correct, enter the correct email and confirm.

After this step registration will be successful.

Enter verificatio	n code				
_		1	Access of the		
f you would lik	e the code to be sent to a	different email ad	dress, yau will need	to update the orga	nisation contact email
address. Organisation Ci	ontact Email Address				
Confirm Organ	sation Contact Email Addr	ess			

Step 7: Registration Successful

A new screen will appear with a green message - 'Organisation Contact email has been successfully verified'

You'll receive a confirmation email that includes the Registration Authority (RA) number unique to your business.

Please note, the Organisation RA is different to your Individual RA number.

Select 'Back' to return to the 'My Organisations' page.

lack				
BC123 PTY LTD				
Organisation Details				
PRODA RA (Organisation)	0987654321			
Status	Active			
ABN	12 345 678 123			
Contact Email Address	frances.citizen@te	stemail.com		
Contact Phone Number	Not supplied.			
Member Role				
PRODA RA (Individual)	1234567890	Name	Frances Citizen	
Role	Director	Status	Active	
Start Date	25/07/2019	End Date	Та	
Remove Organisation				
fembers				,
ubsidiary Organisations				,
iervice Provider				
28 Devices				

Adding Members to Organisation Account in PRODA

Adding members to PRODA organisation account by authorised representative of an organisation, allows the delegation of access to authorised members within the organisation.



Step 1: Log in to PRODA > Enter Authentication Code > Then Select Organisation

Step 2: Select the Organisation you want to add a member to

1 (h. 1	Australian Governi Services Australia	nent PRODA Provider Digital Acces	ss <u>Profile</u> <u>Sa</u>	ervices Organisations Logout
\geq	My organis	ations		
_	YOU'RE A MEMDE	er of the organisations lis	sted below.	
	 view the organisa manage the organisa add or remove the add subsidiary organisation 	tion's details nisation's devices e organisation's members ganisations (for parent organisation	s only)	
	Name 🌩	ABN \$	Organisation Status 🌲	Role/Status 🗢
	Organisation 1	12 345 345 677	Active	Director / Active
	Organisation 2	12 345 345 678	Email Unverified	Director / Unmatched
		H 4 1 F H	1 🗸	2 records found

Australian Services Aus	Covernment	PRODA Provider Digital Access	s <u>Profile</u> <u>S</u>	ervices Organisations Logo
Back				
Manage	e my org	anisation		
Organisatio	on Details			
Organisation	Name	Organisation 1		
PRODA RA (O	rganisation)	1234512345		
Status		Active		
ABN		12 345 345 677		
Contact Email	Address	org1@orgmail.com		Update Email
Contact Phone	e Number	Not supplied.		Update Phone
Remove	Organisation			
Members				^
Name	^	PRODA RA 🌻	Role ≑	Status ≑
Mary Citizen	99999	99999	Director	Active
		H 1 → H	10 🗸	3 records found
Ac	ld Member			
Subsidiary Organ	isations			~
Service Provider				~
B2B Devices				~
B2B Devices	Back			

Step 3: Select 'Members' tab > Click 'Add Member'

Step 4: Enter Member Details

Enter the RA Number (Individual) of the person you wish to add

Enter their Surname

Click the box to confirm you have obtained consent of the person to add to the Organisation PRODA Account

Check User Details are correct for the person you are adding

Select an End Date

- Maximum 12-month period
- Recommend annual review and refresh of authorised members

Australian C	overnment I	PRODA		
ger Services Aust	ator p	rovider Digital Access	Profile Service	s Organisations Log
Back				
Add a m	ember to	Organisat	tion 1	
March 14 Course				
Member Search		unter their details in the field	de balance and effect easiesh	
to add a person o	o your organisation, e	niter then we and in the ner	us below, and click search.	
PRODA RA (Individ	sal):			
9999999991				
Surname:				
CHILDH I				
C confirm that hav	e obtained the conse	int of this individual to sear	ch or add them to my Organisat	on's PRODA account.
я	raren			
Licor Dotaile				
anopa na	000000000			
(Individual)	55555555			
reame	Mary Gitizen			
End date	10/04/2021	=		
Add 1	his member			
	lack			

Step 4a: Add the New Member

Click 'Add This Member' button A window will appear, Confirm Member Details are correct Click 'Add This Member'

Australian Governme Services Australia	nt PRODA Provider Digital Access	Profile Services Organisations Logout
Add a meml	per to Organisation	1
Member Search To add a person to your o	Confirm	×
PRODA RA (Individual):	Please confirm these member details: • PRODA RA (Individual): 9999999991 • Name: Mary Cliszon • Member Role: Personnel	
I confirm that I have obtain	Close	Add this member
Search		
User Details PRODA RA (Individual) Name		
End date 10/04	/2021	
Add this meml Back	ser and a second se	

Step 5: Member Added

A green message will appear: 'Member has been added to the Organisation'

Member has been successfully added, you can add more members to the Organisation PRODA Account.

	Australian Government iervices Australia	PRODA Provider Digital Access	Profile Services Organisations Logo	out
				Ź
< Back				
Add	l a membe	r to Organisatio	n 1	-
Mem	ber Search			
To add	d a person to your organi:	ation, enter their details in the fields b	elow and click search.	X
PRODA	RA (Individual):			
999999	99991			
Surname	N			
Citizer	1			
⊡ I confir	m that I have obtained th Search mber Added	e consent of this individual to search o	r add them to my Organization's PRODA account.	2
•	Member has been added	to the organisation		
PR (In	ODA RA 9999 dividual)	99991 Name	Mary Citizen	
	Back			

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Linking an Organisation in PRODA to HPOS – Step-by-step Guide

Login

Step 1: Login and complete 2-step verification

Login to PRODA

- Enter Username
- **Enter Password**

An authentication code will be sent to your preference previously chosen:

- Email ٠
- SMS •
- PRODA app

JKirk	••••
Forgot your username?	
Password	
•••••	
Forgot your password?	
2-step verificat	tion
Enter the verification code from you	ır SMS below.
	his time we can send a code to a backup channel
If you cannot access your SMS at t	
If you cannot access your SMS at th Enter Code	

Step 2: Go to Organisation

Once logged in proceed to click on 'Organisations' button and select the organisation you are acting on behalf of.

My organisations Vou're a member of the organisations listed below. Select the organisation name to: • view the organisation's devices • manage the organisation's devices • ad subsidiary organisation's members • ad subsidiary organisations (for parent organisations only) Name Organisation Status Role/Status • AEN Organisation Status • Active Director / Active	Australian Government Services Australia	PRODA Provider Digital Acce	ss <u>E</u>	Profile <u>Services</u>	James Tiber Organisations	ius Kirk <u>Logout</u>
You're a member of the organisations listed below. Select the organisation name to: • view the organisation's details • manage the organisation's devices • add or remove the organisation's members • add subsidiary organisations (for parent organisations only) Name ABN Organisation Status Role/Status New Organisation 35 52 197 696 Interface Director / Active	My organi	sations				
Select the organisation name to: • view the organisation's details • add or remove the organisation's members • add subsidiary organisations (for parent organisations only) Name ABN ABN Organisation Status Role/Status Role/Status Role/Status Role/Status Active Director / Active	You're a mem	ber of the organisations li	sted below.			
Name \$ ABN \$ Organisation Status \$ Role/Status \$ New Organisation 35 52 197 696 Active Director / Active	Select the organisatio • view the organ • manage the or • add or remove • add subsidiary	on name to: nisation's details rganisation's devices t the organisation's members organisations (for parent organisation	is only)			
Active Director / Active	Name 🗢	ABN ≑	Organisation Status 🌻	Role/Status ≑		
		0.0 2 27 090	Active	Director / Active		
H ← 1 → H 10 ✓ srecord found		H 4 1	10 🗸	1 record found	d	
Join an Organisation	Join an Organisatio	on		>		
Register New Organisation	Register New Orga	nisation		>		

Step 3: Manage My Organisation

Expand the 'Service Provider' menu Select 'Add Service Provider'



Step 4: Select 'HPOS'

Select Health Professional Online Services (HPOS)

Click '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

Australian Government Services Australia	PRODA Provider Digital Access	Profile Services Organisations Logout
Back		
Manage my org	anisation	
<u>Omembership(s)</u> expiring within 30 da <u>O attribute(s)</u> expiring within 30 days	ys	
Organisation Overview		
Organisation Details		
Organisation Name	New Organisation	
PRODA RA (Organisation)	5024039511	
Status	Active MOCK Verified	
ABN	35 152 197 696	
Contact Email Address	SHN247@servicesaustralia.gov.au	Update Email
Contact Phone Number	Not supplied.	Update Phone
Remove Organisation		
Members		~
Subsidiary Organisations		×
Service Provider		~
Name ©		Status ©
Haalth Professional Online Services I	Pantion	
PRODA	Active	
	H 4 1 → H 10 ¥	2 records found

Step 6: Terms and Conditions

PRODA connects the user to the Provider Linking System (PLS)

The Organisation Linking screen will appear

Read the T&C's

Select the tick box for declaration and agree and understand the T&C's

Click 'Accept'

Step 7: Organisation Linking - Create Relationships

Once the HPOS Service has been added, the Create Relationships screen will appear

Select 'ABN' as the identifier

The organisation ABN will prepopulate the Identifier box

Click 'Next'

Step 5: Service Provider Status

The status will be Pending until linking is completed. Status will then change to 'Active' once complete

Organisation Linking - Terms and Conditions

Application Effective on and from 18/04/2020

- Set out below are the terms and conditions of my agreement with Services Australia in respect of my interactions in relation to et out been alle the terms and containers of my agreement with services Assumant in tespect of my interactions in relate a. Online claiming for Medicare through third party software (noting Medicare Online, ECLIPSE, the Australian Imm 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 (APOS) e. Any other systems conted or hosted by Services Australia, as notified in writing to you (collectively referred to as 'Agency Online Systems').

Interpretation

A reference to a party denoted by '1", "me", "my", "you" includes that party, any persons under that first party's direction or control, another party acting on that first party's behalf or another party who the first party acts on behalf of. Any persons under the direction 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 reference to "Services Australia" includes Services Australia, and the Department of Veterans' Affairs or the Department of Health as rel evant in relation to their corresponding respective Agency Online Syste

1. Accuracy and completeness

Declaration

I declare that:

- × · I am the person authorised to act on behalf of my organis ation and/or any organisation I represent to accept all terms and 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: ×
 - Giving false or misleading information is a serious of
 By accepting these terms, I agree to all of the above.

Organisation Linking

Organisation Linking - Create Relationships

Identifying your organisation

*Please provide an identifier that has been issued for the organisation

Identifier type

ABN

Identifier

Your Australian Business Number (ABN) will be used to access the Organisation Register in HPOS - Your ABN was issued to you by the Australian Business Register (ABR) and has been pre-populated from your PRODA Organisation.

Next

Decline

Step 8: Confirmation

A confirmation message will verify linking relationship with HPOS

Click 'Next'

Organisation Linking - Create Relationships

Verification of relationship

We have established your organisation's relationship with the following:

Health Professional Online Services (HPOS) for ABN 35152197696

Step 8a: Confirmation

The next screen confirms that the organisation in PRODA can access HPOS services.

Click 'Finish'

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

Next

Step 9: Return to PRODA

Return to PRODA main menu Click 'Go to Service' on the HPOS tile

Privacy Notice

By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

My linked services



Step 9a: Select Organisation

Select the organisation you are acting on behalf of in HPOS

Click 'Continue'



Health Professional Online Services (HPOS)

Or	ganisation		
Plea	ase choose an organisaton to act on beha	alf of:	
0	No Organisation - Proceed as an individ	lual only	
0	New Organisation		
	Cancel		Continue

21

Step 10: Terms and Conditions

When you access HPOS as your organisation, you will have the Terms and Conditions of Use and Access appear.

Read T&C's

Click 'I Agree' button

As a user of HPOS, yeu must
une RPCB security and/or is proper purpose. comprise with a first security and first security and first security and security securety security sec
keep information up to date
Those HPOS Terms of Use also contain important information about how HPOS works, which you are bound by Works that have a special meaning are defend in the glossary at the end. The laws of the Australian Capital apply in these HPOS Terms of Use.
1. Accessing MPOS
HPOS is a service provided by the Services Australia (the agency). The agency gives your parmission (in the form of a non-instantivable, non-installals, revocable licence) to use HPOS as long as you comply with these HPO Terms of Use. Your use of HPOS in no may transfers or assigns ownenthip in any intellectual property rights (including copyright) to you.
The agency may change these HPOS Terms of Use Terms to time. If this happens, you will be notified electronically.
Eyou do not agree with these HPOS Terms of Use or cannot comply with them, you should step using HPOS.
Ethe agency finds that you have failed to comply with these HPOS Terms of Use, your access to HPOS may be mathicad, suspended, or revolved. In some instances, it is possible you could face with or circinal penalties.
An end to your HPOS access does not release you from any lability or penalty you may have incurred artising from or in connection with your access or use of HPOS.
Tour use of HPOS is at your row, risk.
2. Use HPOS securely and for a proper purpose
and a filter of some first state and a constraint of the source of the s
 In the access information in HPOG shour a person with the person's consent and for patient registration for HyGP or chaining purposes sety; Keep information that you obtain through HPOG access and confidential at all times;
 keep your Section Access Datalis for HPOS section and confidential at all times; and

Step 11: Mail Centre Notifications

An email must be provided to access HPOS mail centre and receive notifications.

Enter Organisation Email Address

Select 'Yes' to receive notifications

Select 'Immediate Notification' for new correspondence from the dropdown box

Click on 'Submit'

(i To have arrest to Health Broflectional Cipline Cervices an email must be provided	
to have access to reason revession on one services on entrol mark or provides.	
Should you choose to receive notifications to the email provided below, you would	receive notifications for:
 Delegation updates (if applicable) 	
New email in your HPOS mailbox Newther he HBOS staff to your constant details	
 opoates by HPOS start to your contact details 	
All Account activity notifications will be sent to the email provided below. irrespect	ive of your notification preferences.
You can update your email address, frequency of notifications or opt out of receiving	ng notifications at any time, within the Health Professional Online Services 'Mail centre/Settings'
You can update your email address, frequency of notifications or opt out of receiving	ng notifications at any time, within the Health Professional Online Services 'Itali Centre/Settings'
You can update your email address, frequency of notifications or opt out of receiving	ig notifications at any time, within the Health Professional Online Services Mail Centre/Settings'
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You can update your email address, frequency of notifications or opt out of receive erms and Conditions mail Address *	ing notifications at any time, within the Health Professional Online Sencies Mail centre-Settings'
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You can update your enail address, frequency of notifications or opt out of receiving and Conditions multi Address * mult Address *	ing notifications at any time, within the Health Professional Online Sentres Wall centre/Settings' vodgemail.com vodgemail.com
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You can update your enail address, frequency of notifications or opt out of necelik terms and Candifores mail Address * Saffine Enail Address * Addle number by you with to receive notifications?*	In conflications at any time, within the Health Professional Online Sentres Mail centre-Settings:

Step 12: Linking Process Completion

Linking process is now complete.

HPOS will now display the **Organisation Register** tile



alth Professiona

MyMedicare: How to Register your Organisation.

Step 1: Organisation Register

Log into PRODA Select 'Go to Services' on HPOS tile Select the 'Organisation Register' tile

My linked services





Step 2: Organisation Details

To create an Organisation Record, details need to be entered in tabs:

Contact

alth Professional

- Key Individuals
- Associated Sites

'Associated Sites' tab is used to register a health service provider location, such as a general practice under the same ABN.

Once all details have be entered select 'Save' to make the record active

Organisation Register - Organisation Record

Organisation ID	2308283726	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	Associated Sites	
1 The Organis Business Re	sation record will hold details about egister). If these details are not com	the ABN (Australian Business Number) and ha ect, contact the ABR.	ave been prepopulated from the ABR (Australia
Irganisation Details	1		
ABN	35 121 97 696		
ACN			
Entity Name	Organisation A		
Entity Type	Limited Partners	hip	
ABN Registered	Address QLD 4000		
ABN Start Date	13/08/2020	ABN End I	Date
Registered Star	t Date 01/12/2022	Registered	d End Date
Iltimate Organisatio	n		
1 This is the r	ecognised legal entity that you cons	ider to have hierarchical control of your organi	sation.
	y no Ultimate Organisation for this r	ecord.	
Add Ultimate Organi	notes		

Step 3: Ultimate Organisation Register

An 'Ultimate Organisation' is the primary organisation of the Owner/Director

These details are voluntary and can be added if relevant to the organisation

Select 'Add Ultimate Organisation'

Organisation Register - Organisation Record

	200000720		Entity Name	Organisation A
ABN	35 121 97 696		PRODA RA Number	5024039511
Status	Pending (System)		From	01/12/2022 10:10:51
Organisation Contac	ct Key Individuals	ssociated Sites		
1 The Organisation rec	cord will hold details about the A	IN (Australian Business Number) and have been precopula	ted from the ABR (Australian Business Redister). If these details a	re not correct, contact the ABR.
•				
ganisation Details				
ABN	35 121 97 696			
ACN				
Entity Name	Organisation A			
Entity Type	Limited partnership			
ABN Registered Addres	15			
ABN Start Date	13/08/2020		AB	N End Date
Registered Start Date	01/12/2022		Re	gistered End Date
timate Organisation				

Step 4: Ultimate Organisation Register

Enter ABN for the Ultimate Organisation

Select 'Confirm'

Confirm the Ultimate Organisation details you have entered

Select 'Submit'

A summary will appear, select 'Save'

e enter the ABN of the recognised legal	entity.				
N 11 111 11 111		2308956726		Entity Name	Organisation A
		35 121 97 696		PRODA RA Number	5024039511
		Pending (System)		From	01/12/2022 10:10:51
Cancel	;t	Key Individuals	Associated Site	5	
1	The Organisation record Business Register). If th	d will hold details about t rese details are not corre	te ABN (Australian Bu ct, contact the ABR.	siness Number) and have b	een prepopulated from the ABR (Australian
	Organisation Details				
	ABN	35 121 97 696			
Contraction of the local division of the loc	ACN				
A DESCRIPTION OF TAXABLE PARTY.	Entity Name	Organisation A			
	Entity Type	Limited partnership			
	ABN Registered Address	12/09/2020			
Key ladisidada	ABN Start Date	01/13/2020		ABN End Date	a motori
Rey Individuals	Registered Start Date	UTTEREVER		Registered En	d Date
Current	Ultimate Organisation				
Name Date of	i This is the recognised le	egal entity that you consi	der to have hierarchics	al control of your organisatio	n.
No records found.					10.11
Historical	1000	200 Con 10 Con 10			
Name Date of	ABN	11 111 11 111 Main Organization			
No records found.	Entity Name	01/12/2022			
	Liedate Liltimate Organization	Pamoue Ultimate Orașei	ention		
Associated Sites	Opdate Ordinate Organisation	Remove chimate organi	sauon		
Current Organisation Sites	Submit Reset Cancel				
ID	**detter	,		(rtai	. Date

Step 5: Contact Tab

Provide mandatory details:

- Contact Number
- Email Address
- Postcode
- Suburb
- Address

Once details have been entered, select 'Submit'

Then, select 'Save'



Step 6: Key Individuals

The Key Individuals tab requires a minimum of two Key Individuals

- One Associate Owner/Director listed against the ABN on the ABR
- One Authorsied Contact Practice Manager/OMO

Select 'Add Key Individual'

Organisation Register - Organisation Record

nend	94 B2				
Organisation ID	2308956726		Entity Name	Organisation A	
ABN	35 121 97 696		PRODA RA Number	5024039511	
Status	Pending (User)		From	01/12/2022 10:54:48	
Organisation Contact	Key Individuals Associ	ated Sites			
Add Key Individual					
Current					
Current				111 (A. 1994) (A. 1994)	
Name 0	Date of Birth 0	Role 0	Phone/Mobile	Start Date 0	End Date 0
No records found.					
		Sh	owing Rows 0-0 of 0 and and and a	1	
Historical					
Submit Resat Cancel					
Goomic Meser Gander					

Step 6a: Key Individuals

Enter details in the popup window:

- Role
- ID Type (such as PRODA RA No.)
- ID Number (such as RA Number)
- First Name
- Surname
- Date of Birth
- Contact Number
- Email Address

Once details are entered for Associate

Select 'Confirm'

Repeat this process for the Authorised Contact

Step 6b: Key Individuals

Confirm the Key Individual's details are correct

Select 'Submit'

gambauonin	2308283726	Entity Name	Organ	isation A		
BN	35152197696	PRODA RA Numb	er 50240	39511		
atus	Active	From	19/01/	2022 16:24:35		
Organisation	Contact Key Individua	Associated Sites	1			
Add Key Individuals	ר				E	xpand All Collapse A
	-					
 Current 						
 Current Name \$ 	Date of Birth ≎	Role ≎	Phone/Mobile	Start Date ≎	End Date ≎	Action
 Current Name ≎ Jim Smith 	Date of Birth ≎ 01/01/1970	<i>Role</i> ≎ Associate	Phone/Mobile +61 02 61432473	Start Date ≎ 19/01/2022	End Date ≎	Action Amend End View
 Current Name ≎ Jim Smith Jim Smith 	Date of Birth ≎ 01/01/1970 01/01/1970	Role ¢ Associate Authorised Contact	Phone/Mobile +61 02 61432473 +61 02 61432473	Start Date \$ 19/01/2022 19/01/2022	End Date ≎	Action Amend End View Amend End View

Organisation D 200506720 ABN 35 131 97 660 Status Active Status Active Organisation Contact Key Individuals Active For Individual Crassicons, the key individual can be a "Sole trader" or an individual Can be an "Authorised Contact" of the ABN with the ABR. Corpuration Contact Key Individual Associate * Correct ID Name 0 Date of Birth 0 Notroctal First Name Storm field Cancer Storm Surmame Storm Base Cancer Vibrocods found. First Name Storm Date of Birth 0 Date of Birth 0 01/01/1970 Phone 110 2 v Phone 115 22 v Mobile v Email 0 VOD@genalLcom Start Date 01/12/2022 End Date 11/12/2022	mend	Add Key Individual	
Add Mey Individual • Clarrent Name 0 Name 0 Date of Birth 0 Submit Resel Cancel First Name Furst name Submit Resel Cancel Burname Submit Resel Cancel First Name First Name Surname Surname<	Organisation ID 2308969720 ABN 36 121 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.	
Name 0 Date of Birth 0 ID Type * PRODA RA Number * ID * 1608284625 * Historical First Name Submit Resel Cance Surname * Submit Resel Cance Surname * Submit Resel Cance Surname * Start Date 01/01/1970 Start Date 01/12/2022 End Date 01/12/2022	Add Key Individual	Role * Associate	
ID 1008264625 ID 1008264625 First Name First name Submit Resel Cance Summanne Date of Birth 01/01/1970 Phone +81 V 02 V 01432476 Mobile VOD@email.com Start Date 01/12/2022 End Date 01/12/2022	Name 0 Date of Birth 0	ID Type * PRODA RA Number 🗸	End Date 0
Historical Bubmil Resell Cancel First Name Fund name Submil Resell Cancel Surname Surname Date of Birth 01/01/1970 Phone +61 v 02 v 01492476 Mobile v Email VOD@email.com Start Date 01/12/2022 End Date End Date	No records found.	ID * 1608264625	
Summi Resel Cance Surname Surname University Cance Surname Law Contract Cance Surname Cance Canc	Historical	First Name First name	
Date of Birth * 01/01/1970 III Phone +01 V 02 V 01402476 Mobile V Email * VOD@email.com Start Date 01/12/2022 End Date	Submit Reset Cancel	Surname * Sumame	
Phone +01 v 02 v 01432478 Mobile v Email VOD@email.com Start Date 01/12/2022 End Date		Date of Birth * 01/01/1970	
Mobile VOD@email.com Start Date 01/12/2022 End Date		Phone +01 V 02 V 01432476	
Email * VOD@email.com Start Date 01/12/2022 End Date		Mobile	
Start Date 01/12/2022 End Date		Email * VOD@email.com	
End Date		Start Date 01/12/2022	
		End Date	
		Desta Dessa	

Step 7: Organisation Record Summary

Confirm the organisation details are completed and correct

and the second se	the second s				
a stand and	BB02 - All of the following	details are required for the Organisation reco	rd to become 'Active'.		and sur a
Turner and	. Postal address				
and the second	 At least a phone or mobile 				and and and and and and
ganisation Registe	* An email				
mmary	 At least one key individual 	with the role Associate			
Organisation ID 2305	- At least on key individual t	with the role Advionsed Contact			5024039511
panisation Penc	This record can still be say	ved in a Pending status until all required inforr	mation is provided.		
The Organisation re	cont will hold details about the ABN (Australian Business Numbe	or) and have been prepopulated from the ABR (Australian Business Register)). If these details are not correct, contact the ABP.		
AEN	35 121 97 696			ACN	
Entity Name	Organisation A			Entity Type	Limited partnership
ABN Registered Address:	QLD 4000				
ABN Blart Data:	13/05/2020			AEN End Date	
Registered Mart Date	DU12/2022			Registered End Date	
mate Organisation	ad legal entity that you consider to have herarchical control of yo	ar organisation.			
Initia Organisation	ad legal on the fluid you consider to have heavantical control of yo 35 121 97 686	ur ogansator.			
ADN Ently Name	ad legal only that you consider to have hearchical control of yo 35 121 97 696 Organization A	sr aganator.			
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Step 8: Organisation Record Active

The Organisation Record Status will now be 'Active'

The Associated Sites tab now displays an 'Add New Site'

Select 'Add New Site'

Note: The tab after this is to add an 'Ultimate Organisation' but this is not mandatory and is really for an organisation that has hierarchical control of the Organisation in the Organisation Register.

Save completed successfully

Organisation I	D	2308956726	Entity Name	Organisation A
ABN		35 121 97 696	PRODA RA Number	5024039511
Status		Active	From	01/12/2022 11:21:34
	1			
i Before ad Organisation Organi Physic	Contact ding an Organi sation Site nan al address	Key Individuals sation Site, please ensu	Associated Sites	n about the organisation site:
i Before ad Organisation Organi Physic Add New Site Current Organ	Contact ding an Organi sation Site nan al address isation Sites	Key Individuals	Associated Sites	n about the organisation site:

Step 9: Organisation Site Record

The Organisation Site Record allows the user to create a separate record for each of the sites that share an ABN with the parent Organisation in the Organisation Record. Information required in each tab depends on the services being accessed. Some programs may require all fields to be filled out.

This window allows you to enter Organisation Site details via the tabs, such as for your General Practice.

The system will pre-populate the details

Enter the Organisation Site Name

Organisation Register - Organisation Site Record Create

Accreditation	Provider	Program R	egistration	Banking D	etails	
i The O need t To obt	rganisation Site o be 'Active' to ain a status of stal address	e holds details a participate in H 'Active' the follo	about your pract lealth programs wing fields are	tice at a physic required:	al location. The Organisatio	on Site will
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Step 9a: Organisation Site Record – Physical Address

'Physical Address' tab allows you to enter the address of you General Practice

Postcode and Suburb must be entered first

Enter the Address into address line



Step 9b: Organisation Site Record – Services

The 'Service tab' details what health service the practice will provide

In 'Service Descriptions', select the dropdown box

Select the Service Types provided

Select how the services will be delivered in 'Service Delivery Types'.

More than 1 can be selected

If any of the first four options were selected in 'Service Delivery Types' such as ACCHS, AMS or outreach services an address for those services will need to be provided outside of the original address.

Then select 'Submit'

Organisation Register - Organisation Site Record

ervice Descriptions The Service Description is based on your Australian and New Zealand Standard Industrial Classification (ANZSIC) classification. This is based on the main business activity the Organisation Sta AddAmend Organisation Site Type Connect Practice Connect Practi	ganisation Site Physical Address	Services Contact K	ey Individuals Accreditation Pro	vider Program Registration	Banking Details
The Service Description is based on your Australian and New Zealand Standard Industrial Classification (AI/251C) classification. This is based on the main business activity the Organisation Site Type More than 1 Service Description can be added. Add/Amend Organisation Site Type General Practice Service Type (Select 1 or more) Apped Care Pastdential Services Service Unit No available Service Units Mental Health Hospitals Optimic Cancel Reprint Type (Select 1 or more) Apped Care Pastdential Services Service Units No available Service Units Note Controlled Health Services (ACCHS) at Site loc	ervice Descriptions				
Add/Amend Organisation Site Type General Practice Service Unit Service Type ('Select 1 or more') Aged Care Residential Services Service Unit Image: Cancel No available Service Units No available Service Units Optionet Practice General Practice Service No available Service Units Optionet Practice Service No records found. No records found. Optionetry und Optical Disponsing No records found. No records found. Practice Delivery Types Aboriginal Community Controlled Health Services (ACCHS) at Site location and/or other locations No records found. Aboriginal Medical Services at other locations Outreach Services at other locations Outreach Services at other locations Mobile Services at other location s Service Location is a location outside of the Organisation Site physical address, where providers service patients on a repeated or extended ba Refore a Service Location is a location outside of the Organisation Site physical address, where providers service patients on a repeated or extended ba Name Address Genorgatial MMM 2019 Spoke Date Recorded No records found. No records found. Stowing Rows 8.8 of 0 To V	The Service Description is based of More than 1 Service Description ca	on your Australian and New Zealand 5 an be added.	Standard Industrial Classification (ANZSIC) clas	sification. This is based on the main busin	ess activity the Organisation Site
Service Type ('Select 1 or more') Aged Care Residential Services Ambulance Service Service Service Cocation Set Ambulance Service Se	Add/Amend Organisation Site Type		General Practice	~	
Image: Contrait Practice Service Antibulance Services General Practice Mental Health Hospitals Optionetry and Optical Dispensing No available Service Units Image: Contrait Practice Service Type/Service Unit Last Updated Image: Contrait Practice Service Type/Service Units Last Updated Image: Contrait Practice Service Type/Service Type/Service Units Last Updated Image: Contrait Practice Service Service Service Service Type/Service Type/Service Type/Service Service S	Service Type {'Select 1 or more'}		Aged Care Residential Services	Service Unit	
	General Practice Service		Ambulance Services	No available Service Units	
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			1.00		
Service Location is a location outside of the Organisation Sites physical address, where providers service patients on a repeated or extended ba Before a Service Location can be added to the Organisation Site, the status of the Organisation Site must be 'Active'. Name Address Geospatial MMM 2019 Spoke Date Recorded No records found. Showing Rows 0.0 of 0 Former 10	vice Locations				
Before a Service Location can be added to the Organisation Site, the status of the Organisation Site must be 'Active'. Name Address Geospatial MMM 2019 Spoke Date Recorded No records found. Showing Rows 0-0 of 0 receiver in 10 v	*Service Location	is a location outside of the Or	ganisation Sites physical address, wh	ere providers service patients on a	a repeated or extended ba
Name Address Geospatial MMM 2019 Spoke Date Recorded No records found. Showing Rows 0-0 of 0	i Before a Service Location can be added to the C	rganisation Site, the status of the Organisation	Site must be 'Active'.		
No records found. Showing Rows 0-0 of 0 records recor	Name	Address	Geospatial MMM 2019	Spoke	Date Recorded
Showing Rows 0-0 of 0 Inc. Inc. Inc. Inc. Inc. Inc. Inc. Inc.			No records found.		
			Showing Rows 0-0 of 0 14 44 P> P1 10	v	

Step 9c: Organisation Site Record – Contact

The Contact tab requires mandatory details:

- Phone Number
- Email Address
- Postal Address

You may use same address as the 'Site address', otherwise enter alternative postal address Organisation Register - Organisation Site Record

Organisation Site Physical Ad	dress Services C	ontact Key Individua	als Accreditation	Provider	Program Registration	Banking Detai	ls
Contact Details							
Phone	+61 ¥ 02 ¥ 614	32473			Fax		* *
Mobile	~				Email		PM@gmail.com
Postal Address							
Building or Department							
Property							
Suite/Unit Type						Suite/Unit Num	ber
Floor/Level Type						Floor/Level Nur	mber
Lot Number						Street Number	25
Street Name		BARTLETT					
Street Type		PL				Street Suffix	
Postal Type						Postal Number	
Locality		GREENWAY					
Postcode		2900					
Same as Physical Address							

Submit Reset Cancel

Step 9d: Organisation Site Record – Key Individuals

'Key Individuals' tab requires a minimum of one Key Individual

Enter details in the popup window:

- Role
- ID Type (e.g. PRODA RA No.)
- ID Number (e.g. RA Number)
- First Name
- Surname
- Date of Birth
- Contact Number
- Email Address

Once details are entered for Authorised Contact select 'Confirm'

Key Individual	1					Expand All Culta	apoe All	
i i		_	Add Key Individual		*			
Nata 1	Date	e of Birth 0	Role*	Role "Authorised Contact	End 0	late 6 Action		
			ID Type *	PRODA RA Number ~				
			10*	1325251269			_	
cal			First Name	lian				
ut Carcel			furname."	Seath				
			Date of Birth	01011310				
			Phone	+61 - 02 - 61432473				
			Mobile					-
			Email *	VOD@email.com				1000
			Start Date *	01/12/2022				
			End Date	3				
Organisatio	n Registe	r - Organisati	contem Cancel					
Organisatio Amend	n Registe	r - Organisati	Contem Cancel		Entity Name	Organisation A		
Organisatio Amend Organisation ABN	n Registe	r - Organisati 2308956726 35 121 97 696	Contem Cancel		Entity Name PRODA RA Number	Organisation A 5024039511		
Organisatio Amend Organisation ABN Status	n Registe	r - Organisati 2308956726 35 121 97 696 Active	Contem Cancel		Entity Name PRODA RA Number From	Organisation A 5024039511 01/12/2022 11:21:34		
Organisatio Amend Organisation ABN Status Organisation	D Contact	r - Organisati 2308956726 35 121 97 696 Active Key Individuals	Conten Carcel on Record Associated Sites		Entity Name PRODA RA Number From	Organisation A 5024039511 01/12/2022 11:21:34		
Organisatio Amend Organisation ABN Status Organisation Add Key Indust	ID Contact	r - Organisati 2308956726 35 121 97 696 Active Key Individuals	on Record Associated Sites		Entity Name PROA RA Number From	Organisation A 5024039511 01/12/2022 11:21:34		Expand A8) Collage
Organisatio Amend Organisation ABN Status Organisation Add Key Induc - Current	ID Contact	r - Organisati 2306956726 35 121 97 666 Active Key Individuals	conten Cancel on Record Associated Sites		Entity Name PROOA RA Number From	Organisation A 5024039511 91/12/2022 11:21:34		Expand Aa) [Cottage
Organisation Amend Organisation ABN Status Organisation Add Rey Indivic - Current	ID Contact	r - Organisati 230866726 35 121 97 696 Active Key Individuals	Control Cancel On Record Associated Sites aste of Birth. 0	Role C	Entity Name PROOA RA Number From PhonesMobile	Organisation A 5024039511 01/12/2022 11.21.34 Start Date 0	End Date 6	Expand All Cottapu Action
Organisation Amend Organisation ABN Status Organisation Add Key Index - Current	ID Contact Sual Name 0 Jan Smith	r - Organisati 2308956726 35 121 97 686 Active Key Individuals	Control Councel	Role C Associate	Entry Name PRODA KA Number From Prons/Mobile +91 92 61432473	Organisation A 5024039511 9112/2022 11.21.34 Start Date 3 9112/2022	End Date 0	Expand All Cottap Action Amend View
Organisatio Arend Organisation ABN Status Organisation Add Key Individ Currest	ID ID Contact Name 0 Jim Smith Jim Smith	r - Organisati 230856726 35 121 97 666 Active Key Individuals	Control Carotel Carote	Role d Associate Autoresed Contact	Entry Name PROCA M Anabar From PhoneMobile +61 02 61432473	Organisation A 56204036511 81/12/08211/2134 Start Date 5 91/12/0822 01/12/0822	End Date ©	Espand All Collage Action Amend View View
Organisation Amend Organisation ABN States Organisation Add Rey Indivi Current	ID ID Contact Jun Smith Jim Smith	r - Organisati 230656726 35 121 97 666 Active Key Individuals	Associated Sites aste of Birth. 0 01/1970 010/1970	Role 6 Associals Autoresed Contact Stores	Entity Name PIGOA RA Musher From Pione/Mobile +61 52 6142473	Organisation A 502003611 01120022112134 55441046 s 941120022 041120022	End Date 0	Expand Aa) Collap Action Amond Year Append Year Year

Step 9e: Organisation Site Record – Accreditation

Accreditation tab does not need to be completed for	Organisation Re Amend	egister - Organ	isation Site	e Record					
the General practice	Organisation Site	2308956826				Organisation Name	n Site	P&O ORGANISATION	N
Training Payments Program	Physical Address	141 TURBOT STREET 4000	BRISBANE ADE	LAIDE STREET	QLD	PRODA RA N	Number		
riogram	Status	Active				From		01/12/2022 12:4	19:38
This tab will be used when	Organisation Site	Physical Address	Services	Contact	Key I	ndividuals	Accred	litation	
new functions and	Provider Progra	am Registration	Banking Details						
programs are added	i Accreditat	ion may affect the eligibi	ity of health progra	ams.					
You can select accredited									
or exempt from the	Is the organisation exempt?	site accredited or	~						
dropdown box	Submit Reset Cancel								

Step 9f: Organisation Site Record – Provider

This tab will be used when new functions and programs are added

Select 'Add Provider'

You can search for the providers using their Provider Number.

Select 'Confirm'

Amend												
Organisation Site IE Physical Address Status) 1	2308285143 25 BARTLETT F Active	PL GREENWAY	ACT 2900				Organisati PRODA RJ From	on Site Name A Number			
Organisation Site	Physical Address	Services	Contact	Key Individua	Accreditation	Provider	Program Registration	Banking Details		6		
Add Provider												
· Current												
Provide	r Number O	Pn	ovider Name G]	Provider Loc	ation Address	Star	Date 0	End Date 🗘			
						No record	s found.					
+ Historical					Showing	Nows 0-0 of 0	H H D H			n Site Name Number	New Organisation 5024039511 01/12/2022 12:49	38
Submit Reset Cancel												
	Add Provider										Expan	td All Collapse All
der Add Pro												
Provider	* Current											
	Provid	ier Number C		Provider	Add Provider				_	×	End Reason ¢	Action
Provider				Pi	ovider Number *		28859	6	Find			
Provider		_			ancel							_
Organisat	+ Historical									_		
Start Date	*	-			01/12/2	2022				1 5		
End Date						(•					
Declaratio	n											
The inform	ation you hav	e provide	d is true	and correct	t, and you un	derstand	that giving false	or misleading				
information	n is a serious o	offence.			17.19.19.19. 4 (1970-1971)							
X Lagn	6 6											
u i agr												-
Confirm	Cancel											

Step 9g: Organisation Site Record – Program Registration

'Program Registration' tab will display programs the site (General Practice) is eligible for.

Programs will be added at a later stage

When available, select the program you wish to register for from the New Program dropdown box

Select 'Add Program'

Select 'Submit'

Organisation Register - Organisation Site Record

Organisation Site II)		230825143				Organisation Site Name	New Organisati
Physical Address			25 BARTLETT PL GREENWAY ACT 2900				PRODA RA Number	5024039511
Status			Active				From	
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	Name *						Family General Practice	
Start Date							01/12/2022	

Sut Organisation Register - Organisation Site Record

Physical Address		25 BARTLETT PL	GREENWAY A	CT 2900	PRODA RA Number	ine	5024039511	
Status		Active		I	From		01/12/2022 12:49	38
Organisation Site	Physical Addres	s Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
New Program	Add	Program	Stat	us ¢	Status Start Da	ate O	Status En	d Date ≎
2308285143			Eli	gible	01/12/2022	2		
			Showing	Rows 1-1 of 1	4 1 22 2			

Step 9h: Organisation Site Record – Banking Details

'Banking Details' tab allows you to add banking details for the organisation site.

This requires an organisation site to hold a HPOS-Org-Finance Attribute

Select 'Add'

Enter bank account details

Or,

Select existing account details

'Agree' to the Declaration statement

Click 'Confirm'

ganisation Site IC)						Organisation Site Nam	10		
nysical Address						PRODA RA Number				
tatus			Active				From		01/12/2022 12:49:38	
anisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details		
Updates to	o banking details will take a	ffect and have	a start date of	tomorrow.						
Program	1.4	BSB		Account No		Acco	unt Name	Start Date	End Date	Action
GPTF))									Add
Add Bankin	g Details								×	
Program de	tails									<u> </u>
Program:										1
Choose type	of account details									
O Select	an existing account									
 Enter a 	new account									
Existing acc	ount details									
Existing ac	counts			~						
Account det	ails									
Branch nu	mber (BSB)				1					
Name of ba	ank, building society of	or credit unio	n		2					
Branch wh	ere account is held									
Account N	umber									
Account N	ame									
Declaration										
I declare th	at:									
 I have a 	uthority to provide bar	iking details	on behalf of	the Sole Trader.						
I authorise:										1.000
 Service: 	s Australia to direct all	payments re	elating to this	s program for the Or	rganisation Site, v	vill be paid int	o the nominated account	t.		
I understan	d that:									1.10
Other er	mployees of the Organ	hisation may	be able to s	ee these banking d	etails if they are o	lelegated the	relevant PRODA Attribut	es.		
Service	s Australia may contac	t me to conf	irm these de	tails for security or	clarification purpo	ISES.				
The inform	ation I am providing is	true and cor	rrect, and I u	inderstand that givin	ng false or mislea	ding informati	on is a serious offence.			

Step 10: Organisation Site Record – Summary

Organisation Site Summary will appear once you Submit details

Check details entered are correct

	Organisation Site ID			DRODA RA Number		
	Status			From		
Orga	anisation Site					
	Organisation ID	2308283726				
	ABN	35 121 97 696				
	Entity Name	35 121 97 696				
	Organisation Site Name	New Organisation				
Dha	start Date	01/12/2022			_	
Proy	Accreditation					
	Is the organisation site accredited or exempt?	Exempt				
Ser	Туре	Working towards accreditation				
	Start Date	01/12/2022				
	End Date	30/06/2023				
	Provider					
	Current					
	Provider Number	Provider Name	Provider Loca	ation Address	Start Date	End Date
			No reco	rds found.		
	Historical					
	Provider Number	Provider Name	Provider Loca	ation Address	Start Date	End Date
			No reco	rds found.		
	Program Registration					
	Program ID	Program	Status	Status Start Date		
			No reco	rds found.		
	Banking Details					
	Program *	BSB	Account No	Account Name	Start Dat	je
			No record	ds found.		
	L					

Add MyMedicare Program in HPOS

In order to access the MyMedicare platform on HPOS and start registering patients, the MyMedicare program must be added to your Organisation through the Program Registration tab. This will ensure that the practice is visible and findable on the various registration platforms for patients and will also make the 'MyMedicare Tile' available to access via HPOS. The following instructions outlines the steps involved.

1. Log in to PRODA, complete 2-step verification and go to 'Services'

Australian Government Services Australia	PRODA Provider Digital Access			James Tiber	ius Kirk
	ta per a su per en	Profile	Services	Organisations	Logout

2. Choose the practice, go to the green **'Organisation Register'** tile, and then click **'Associated Sites'**



35 121 97 696	PRODA RA Number	5024039511
Panding (System)	From	01/12/2022 10:10:51
Key Individuals	Associated Sites	
ese details are not corre	ct, contact the ABR	
35 121 97 696		
Organisation A		
Limited Partnersh	ip .	
QLD 4000		
13/08/2020	ABN End Da	te
01/12/2022	Registered (Ind Date
gal entity that you consid	der to have hierarchical control of your organisa	ion.
	20 Juli 27 000 Panoling (System) Key Individuals will hold details about 17 see details are not come 25 121 97 686 Olganisation A Linited Partnesh GLD 4000 13:06:0200 01:12:0202	ab La 19 dee Pending (System) Free Free Key Individuals Associated Sites will hold details about the ABN (Australian Business Number) and have se details are not correct, contact the ABN. 35 121 197 006 Organisation A Lunked Partnenhjo QLJ 4000 11306/2020 ABN End Dia 0112/2022 Registered I ppl entity that you consider to have herarchical control of your organisa

3. Click on blue link to select the

organisation you are acting on behalf of, then 'Program Registration'.

- 4. Select new program drop down box and choose 'MyMedicare'.
- 5. Click 'Submit' and 'Save'.
- 6. Choose MyMedicare preferences, recommend 'auto-accept', click 'Save'.

Organisation Site ID)		230825143				Organisation Site Nam	ne New Organis
Physical Address			25 BARTLETT P	L GREENWAY ACT 2	900		PRODA RA Number	5024039511
Status			Active				From	
Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Detail
Organisation ID							2308956727	
ABN							35 121 97 696	
Entity Name							New Organisation	
Organisation Site M	lame *						Family General Practice	
Start Date Organisation Amend	Register - Orga	nisation \$	Site Recor	d			01/12/2022	
Start Date Organisation Amend Organisation S	Register - Orga	nisation \$	Site Recor	d	Organisation Site Na	me	01/12/2022 New Organisation	
Start Date Organisation Amend Organisation S Physical Addre	Register - Orga ite ID ss	nisation \$	Site Recor	d ACT 2900	Organisation Site Na PRODA RA Number	me	01/12/2022 New Organisation 5024039511	
Start Date Organisation Amend Organisation S Physical Addre Status	Register - Orga Ite ID ss	nisation S 230825143 25 BARTLETT F Active	Site Recor	d ACT 2900	Organisation Site Na PRODA RA Number From	me	01/12/2022 New Organisation 5024039511 01/12/2022 12:493	18
Start Date Organisation Amend Organisation Status Organisation Si	Register - Orga te ID ss te Physical Addres	nisation \$ 230625143 25 BARTLETT F Active s Services	Site Recor	d ACT 2900 Key Individuals	Organisation Site Na PRODA RA Number From Accreditation	me Provider	01/12/2022 New Organisation 502409611 01/12/2022 12:40:3 Program Registration	³⁸ Banking Details
Start Date Organisation Amend Organisation S Physical Addre Status Organisation Si New Progr	Register - Orga te ID te Physical Addres am	nisation \$ 230825143 25 BARTLETT F Active s Services Program	Site Recor	d ACT 2900 Key Individuals	Organisation Site Na PRODA RA Number From Accreditation	me Provider	01/12/2022 New Organisation 5024039511 01/12/2022 12:493 Program Registration	88 Banking Details
Start Date Organisation Amend Organisation S Physical Addre Status Organisation Si New Progr	Register - Orga te ID te Physical Addres am v Add ID °	nisation \$ 230825143 25 BARTLETT F Active s Services Program Program	Site Recor	d ACT 2900 Key Individuals	Organisation Site Na PRODA RA Number From Accreditation Status Start D	me Provider ate ≎	01/12/2022 New Organisation 5024039511 01/12/2022 12:493 Program Registration Status Ent	88 Banking Details d Date ≎
Start Date Organisation Amend Organisation S Physical Addre Status Organisation S New Program 23082857	Register - Orga te ID ss te Physical Addres am v Add ID 0	nisation \$ 230825143 25 BARTLETT F Active s Service: Program Program 0	Bite Recor	d ACT 2900 Key Individuals fus 0	Organisation Site Ne PRODA RA Number From Accreditation Status Start D 01/12/202	me Provider ste ≎ 2	01/12/2022 New Organisation 5024039511 011/2/02212.493 Program Registration Status Enc	18 Banking Details d Date \$

Member Delegations in PRODA – Add MyMedicare Attribute for Staff

Delegating attributes to certain members in Organisation PRODA Account allows the organisation to control member access. Once the MyMedicare Program has been added (as outlined in the previous section), the Practice Associate, Authorised Contact and anyone that has the 'Owner-Access' attribute will *automatically get access* to the MyMedicare tile on HPOS. All other staff accounts will need to have the 'HPOS-MyMedicare-Program-Staff' attribute delegated to them in order to access the MyMedicare tile in HPOS.



Step 1: Login to PRODA > Enter Authentication Code > Then Select Organisation

Step 2: Select the Organisation you want to Manage member delegation for

Services Austrolia	PRODA Provider Digital	Access Profile S	ervices Organisations Log
My organis	sations		
You're a membe	er of the organisation	s listed below.	
Select the organisation	name to:		
 manage the orga add or remove til 	anisation's devices he organisation's members		
 add subsidiary o. Name \$ 	ABN \$	organisation Status	Role/Status 🜩
• add subsidiary o Name 🌩	ABN 🗘	Organisation Status 🖨	Role/Status 🗘
• add subsidiary o Name \$ Organisation 1	ABN \$	Active	Role/Status 💠
add subsidiary o Name	rganisations (for parent organis ABN \$ 12 345 345 677 12 345 345 678	Active Enail Unverified	Role/Status ©
add subsidiary o Name	rganisations (for parent organis	Active Ensat Unverified	Role/Status ©
add subsidiary o Name	rganisations (for parent organis	Active Email Unverified	Role/Status 🗣

Back Manage my organisation Organisation Details Organisation Name Organisation 1 PROOA RA (Organisation) 1234512345 Status Active ABN 12 345 345 677 Contact Email Address org1@orgnal.com Update Email Update Email Contact Fhome Number Not supplied. Nembers Vot supplied. Members PROOA RA @ Members Status Active Status Subtidiary Organisations voto Subtidiary Organisations voto Status Voto Status Voto Status Voto Status Voto Status Voto Noto Voto Voto Voto Voto Voto Voto Voto Voto Voto Voto Voto Voto Voto Noto Voto Status Voto Statidiary Organisations Voto	Australian Government Services Australia	PRODA Provider Digital Acce	ss <u>Profile</u>	Services Organisations L
Back Seck Seck Seck				
Area and a second	Back			
Organisation Details Organisation Name Organisation 1 PRODA RA (Organisation) 1224512245 Status Active ABN 12 245 345 677 Contact Email Address org1@orgnal.com Update Email Contact Finall Address org1@orgnal.com Update Email Remove Organisation Update Email Update Email Member Not supplied. Role @ Status @ Member Director Active Imail Subsidiary Organisations v Sarcereta Founde v Subsidiary Organisations v Sarcereta Founde v Subsidiary Organisations v sarcereta Founde v	Manage my o	rganisation		
Organisation Name Organisation 1 PRODA RA (Organisation) 12 245 12345 Status Active ABN 12 345 345 677 Contact Email Address org1@organil.com Lipdate Email Contact Famil Address org1@organil.com Lipdate Email Mambert Not supplied. Lipdate Email Mame I PRODA RA I Role I Status I Mame I PRODA RA I Director Active Lipdate Email Substices V Substiclary Organisations V 3 records found Status Devices V V 3 records found	Organisation Details			
PRODA RA (Organisation) 1224512245 Status Active ABN 12 345 345 677 Contact Email Address org1@orgnal.com Update Email Contact Email Address org1@orgnal.com Update Email Contact Phone Number Not supplied. Update Email Renove Organisation Update Email Organisation Members PRODA RA @ Role @ Status @ Members Orrector Active Organisation Mark & Bendok RA @ Not upplied. Director Active Status @ Update Enail Organisation Organisation	Organisation Name	Organisation 1		
Status Active ABN 12 345 345 577 Contact Email Address org1@orgnal.com Update Email Contact Phone Number Not supplied. Update Phone Remove Organization Update Phone Not supplied. Members PRODA RA @ Role @ Minant @ PRODA RA @ Role @ Status @ PRODA RA @ Role @ Minant @ PRODA RA @ Role @	PRODA RA (Organisation)	1234512345		
ABN 12 345 345 577 Contact Email Address org1@orgnail.com Update Email Contact Phone Number Not supplied. Update Ehone Remove Organisation Members Members Members Members Members Members Subsidiary Organisations Subsidiary Organisations Service Provider 28 Devices Back	Status	Active		
Contact Email Address org1@orgnal.com Update Email Contact Phone Number Not supplied. Lipcista Phone Remove Organisation Image: Classe Image: Classe Members PRODA RA Rele @ Status @ Members Image: Classe Image: Classe Image: Classe Members Image: Classe Image: Classe Image: Classe Members Image: Classe Image: Classe Image: Classe Subsidiary Organisations Image: Classe Image: Classe	ABN	12 345 345 677		
Contact Phone Number Not supplied. Lipidata Phone Remove Organisation PEODA RA Rele Extras Manage and the supplied. Director Active Supplied. Director Contact Phone Report Supplied. Contact Phone Report Contact Phone Repor	Contact Email Address	org1@orgmail.com		Update Email
Nenove Organisation Members Nines PRODA RA PRODA RA Role © Status © Memory Organisations Subsidiary Organisations Service Provider B2b Devices	Contact Phone Number	Not supplied.		Update Phone
Mamber PRODA RA Role Status Marchine 00000000 Director Active Marchine 00000000 00000000 3 records found Subsidiary Organisations 00000000 00000000 Senice Provider 000000000 000000000 Back 00000000000000 000000000000000000000000000000000000	Remove Organisation			
Name PRODA AA Rele Status Max.Class 999999999 Director Active M 1 M 10 v 3 records found Add Membar Subsidiary Organisations v 3 Service Provider v 3 B28 Devices v 3	Members			^
Mary Classic Decision Active N 0 <th>Name 🔦</th> <th>PRODA RA 🗘</th> <th>Role ≑</th> <th>Status ≑</th>	Name 🔦	PRODA RA 🗘	Role ≑	Status ≑
N I <td>Mary Citizen</td> <td>9999999999</td> <td>Director</td> <td>Active</td>	Mary Citizen	9999999999	Director	Active
H 1 > H 10 3 records found Add Member Subsidiary Organisations 8 8 8				
Add Member Subsidiary Organisations V Service Provider V B2B Devices V Back				
Subsidiary Organisations v Service Provider v B2B Devices v Back		H 4 1 ▶ H	10 🗸	3 records found
Service Provider v B2B Devices v Back	Add Member	H 4 1 ⊫ H	10 🗸	3 records found
B28 Devices v	Add Member Subsidiary Organisations	4	10 🗸	3 records found
Back	Add Member Subsidiary Organisations Service Provider		10 🗸	3 records found
	Add Member Subsidiary Organisations Service Provider B28 Devices	H 4 1 ▶ H	10 🗸	3 records found v v

Step 3: Select Member

Select 'Members' tab

Click on the Member you want to manage

Australian Government Services Australia	PRODA Provider Digital Access		Profile Services	<u>Organisations</u> <u>Log</u>
Back				
Manage 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		
Remove this member Delegations				
Attribute Delegations				^
Name ≑	Service Pro	vider 🗘	Can Be De	legated \$
	H 4 1 - H	10 🗸		no record found
Delegate To This Mem	ber			
Nominee Delegations From O	ther Members			~
Nominee Delegations To Othe	er Members			~

Step 4: Attribute Delegations

Select 'Attribute Delegations' Click 'Delegate to This Member'

Step 4a: Understanding Management Attributes

A list of attributes and their associated Permissions will appear.

Attribute	Permissions •
Owner Access	This assigns you all attributes and functions of a Director in PRODA.
Org Owner	This lets you access or perform a particular function with the Service Provider associated to the attribute.
Ident	This lets you access service providers as a nominee acting on behalf of another member of the organisation in PRODA.
Sub-Org Management	This lets you add, remove or update Subsidiary Organisations (sub orgs).
Service-Link Management	This lets you: • add and link the organisation in PRODA to a Service Provider • remove a Service Provider from the organisation in PRODA.
Employee Management	This lets you: • add or remove members • manage membership end dates.
Device Management	This lets you: • add, remove or update B2B devices • manage B2B device activation end dates.

Step 4b: Attribute Delegations to selected Member

Select the 'HPOS-MyMedicare-Program-Staff' delegation

If you want them to be able to re-delegate the attribute to other members, select Delegable

Enter 'To Date'

- Maximum 12-month period
- Recommend annual review and refresh of authorised members

Click 'Delegate' button

Manage Jacob Robinson for P&O Organisation 4

Member details	
PRODA RA (Individual)	1503675701
Role	Personnel
Identity	Verified
Member Status	Active
Start Date (DD/MM/YYYY)	06/12/2022
End Date (DD/MM/YYYY)	07/12/2023 *maximum 5 years

Service Provider 🗢	
	Can Be Delegated 🜩
Health Professional Online Services (HPOS)	No
Health Professional Online Services (HPOS)	No
< < 1 > H 10 ¥	2 records fo
his Member his member select the appropriate delegati	on from the list below and click
	Health Professional Online Services (HPOS) Health Professional Online Services (HPOS) (4 1) H 10 ~ his Member his member select the appropriate delegat

Step 5: Attributes Delegations complete

A green message will appear 'Delegation of [name] attribute was successful'

You will now see the Member's name and attributes in 'Attribute Delegations'

to grant addition	al delegations to this member select the appropriate delegation from the list below and click
Delegate.	
	d antipol antipol and a sub-sector sub-sector bit
Lelegation	of CCBOS-CCBOS-Org-Owner attribute was successful.
La Delegation	of CCBOS-CCBOS-Org-Owner starbace was successful.

Step 6 Managing Attribute Delegations

You can Remove a member's Delegation

Or,

Change their End Date in their Attribute delegation details.

