

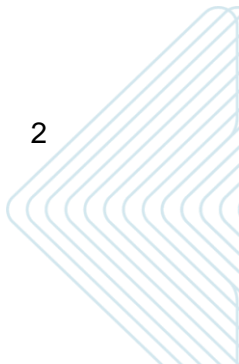
# MyMedicare Organisation Registration Guide for General Practice

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
<b>Individual PRODA Account</b>	<b>All Staff</b> – Owner/Director, Practice Manager, Health Practitioners – nurses, GPs, nurse practitioners, allied health	<ul style="list-style-type: none"> <li>• <b>Personal contact details</b> + phone number and email</li> <li>• <b>Three ID Documents</b> – <i>Driver's Licence, Medicare card, Birth Certificate or Australian Passport</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">PRODA Registration</a></li> <li>• <a href="#">PRODA Resources</a> – Services Australia</li> </ul>
<b>Organisation PRODA Account</b>	<b>Owner/Director/Practice principal</b> Practice Manager can be allocated access	<ul style="list-style-type: none"> <li>• <b>ABN</b></li> <li>• Organisation <b>contact details</b></li> <li>• Non-Public organisation <b>details listed on ABR</b> – <i>to answer 3 randomised questions</i></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">PRODA Resources</a> – Services Australia</li> </ul>
<b>Organisation PRODA Account - Adding Members/Managing Delegations</b>	<b>Owner/Director/Practice principal</b> Practice Manager can be allocated access	<ul style="list-style-type: none"> <li>• Members <b>RA Number</b></li> <li>• Members <b>Surname</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">PRODA Resources</a> – Services Australia</li> </ul>
<b>Linking an Organisation in PRODA to HPOS</b>	<b>Associate</b> – Owner/Director <b>Authorised Contact</b> – Practice Manager/2IC	<ul style="list-style-type: none"> <li>• <b>ABN</b></li> <li>• Associate/Authorised Contact <b>RA Number</b> listed against ABR</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">PRODA Resources</a> – Services Australia</li> </ul>
<b>Organisation Registration for MyMedicare</b>	<b>Associate</b> – Owner/Director <b>Authorised Contact</b> – Practice Manager	<ul style="list-style-type: none"> <li>• <b>ABN</b></li> <li>• Associate/Authorised Contact <b>RA Numbers</b></li> <li>• <b>Organisation details</b></li> <li>• Health Practitioner <b>Provider Number</b></li> <li>• <b>Banking Details</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">Organisation Register Resources</a> – Services Australia</li> </ul>
<b>Linking a Subsidiary Organisation in PRODA to an Organisation Site</b>	<b>HPOS-Org-Admin</b> – Associate/Authorised Contact <b>HPOS-Org-Site-Admin</b> – Authorised Contact	<ul style="list-style-type: none"> <li>• <b>Organisation Site ID</b></li> <li>• Associate/Authorised Contact <b>RA Numbers</b></li> <li>• <b>Organisation details</b></li> <li>• Health Practitioner <b>Provider Number</b></li> <li>• <b>Banking Details</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PRODA Logon</a></li> <li>• <a href="#">Sub Organisation Resources</a> – Services Australia</li> </ul>

## Resources

**PRODA:** <https://proda.humanservices.gov.au/>

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

**Organisation Register Resources:**  
[https://hpe.servicesaustralia.gov.au/orgreg\\_orgreg.html](https://hpe.servicesaustralia.gov.au/orgreg_orgreg.html)

**ABN Lookup:** <https://abr.business.gov.au/>

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

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

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

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

Contact	
<b>Provider Digital Access (PRODA)</b>	<ul style="list-style-type: none"><li>• Phone: <b>1800 700 199</b> and select <b>Option 1</b></li><li>• Monday to Friday, 8 am to 5 pm local time</li><li>• Email: <a href="mailto:proda@servicesaustralia.gov.au">proda@servicesaustralia.gov.au</a></li></ul>
<b>Services Australia – Health Professional Online Services (HPOS)</b>	<ul style="list-style-type: none"><li>• Phone: <b>132 150</b> and select <b>Option 6</b></li><li>• Monday to Friday, 8 am to 5 pm AWST.</li></ul>
<b>Virtual Support Team – Western Sydney Primary Health Network</b>	<ul style="list-style-type: none"><li>• Phone: <b>02 8811 7100</b></li><li>• Email: <a href="mailto:support@wentwest.com.au">support@wentwest.com.au</a></li></ul>

## 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 [Organisation Register](#) (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, non-vocationally registered GP or a GP registrar
- The practice must be accredited against the [National General Practice Accreditation Scheme](#) – 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

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

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Login

Do not have a PRODA account? [Register now](#)

or

Login using your Digital Identity

[Find out if this option is for you](#)

#### Register now

There are three steps to create a new account.

1 Create account

Provide your details, create a username and password, and verify your email address.

2 Verify documents



Verify 3 different identity documents.

3 Match existing services



Complete matching process for your existing services.

By beginning the process you confirm that you acknowledge the [Terms and Conditions](#) and that your document information will be checked with the issuer or official record holder.

Select 'Register now' to begin the process.

+ 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

[Back](#)

### Your details

Title (Optional)  
Mr

First name  
James

Additional names  
(Required if on any of your identity documents)  
Tiberius

Surname  
Kirk

Gender  
Male

Date of birth  
For example, 20 03 1976  
22 / 03 / 1993

[Next](#)

## 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: **w3Akpswr!**

[Back](#)

### Create your login details

Username  
JKirk

Password  
\*\*\*\*\* [Show](#)

Confirm Password  
\*\*\*\*\* [Show](#)

- ✓ At least 10 characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 lowercase letter
- ✓ At least 1 number or special character

[Next](#)

## Step 4: Select 3 security questions

Enter in the answers only you would know

Ensure you keep the answers secure and private.

[Back](#)

### 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

[Next](#)

## 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.

## Step 6: Click 'Next' button

## Step 7: Verify your identity

Select one document at a time

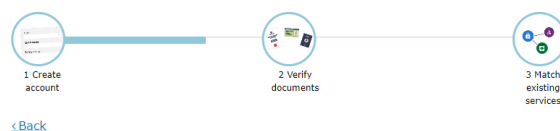
Driver's Licence > Australian Passport > Medicare card

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.



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## 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

**Next**

## Verifying your identity

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

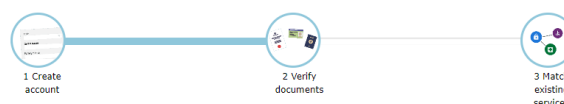
You can now use the Logout button on the top of the screen to save your progress and restart the process at a later time.



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

If you cannot verify your documents online, you will need to submit a paper form with documents from this [extended list](#).

**Next**



## Verify your first document

Australian passport

Medicare card

Australian driver's licence

ImmiCard

Australian birth certificate

Australian Visa (supported by a foreign passport)

Citizenship certificate

Certificate of registration by descent

I don't have any of these documents

**Next**





[Back](#)

## Queensland driver's licence

First name  
James

Additional names  
Tiberius

Surname  
Kirk

Licence number  
101101101

Card number  
FCC68114B9



QLD Licence - Front

[Back image](#)

Next

## 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:

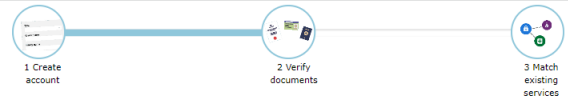
- License Number
- Card Number

## 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



[Back](#)

## Medicare card

The name on my Medicare card is displayed across multiple lines

First name  
James

Additional names  
Tiberius

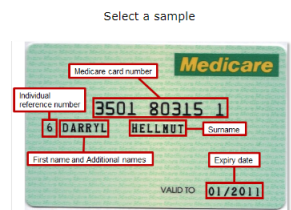
Surname  
Kirk

Medicare card number  
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



Medicare card green

[Show all available samples](#)

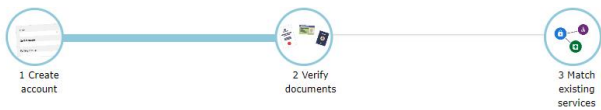
Next

## Step 7c: Australian Passport Example

Name will be auto-populated into the correct fields

Enter in missing details

- Document number



[Back](#)

## Australian passport

First name  
James

Additional names  
Tiberius

Surname  
Kirk

Document number  
M1234567



Next

## 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

[< Back](#)

## Update your verification code preference

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

Email



jake.d.thorsen@gmail.com

Mobile App



Mobile phone (SMS)



0416776014

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	<a href="#">Update</a>
Email	James.Kirk@gmail.com	<a href="#">Update</a>
Mobile phone number	0400 000 000	<a href="#">Update</a>
Username	JKirk	
Date of birth	22/03/2233	
Gender	Male	
RA number This number is required for HPOS delegation	1234567890	
Cancel PRODA account date		<a href="#">Update</a>

## 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.

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.

The screenshot shows the PRODA Health Professional Online Services (HPOS) interface. At the top, there is a navigation bar with the Australian Government logo, 'Services Australia', 'PRODA Provider Digital Access', and links for 'Profile | Services | Organisations | Logout'. The main heading is 'Health Professional Online Services (HPOS)'. Below this, the section is titled 'Organisation' and asks the user to 'Please choose an organisation to act on behalf of:'. There are two radio button options: 'No Organisation - Proceed as an individual only' and 'Organisation name'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

## 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  
.....  [Show](#)

[Forgot your password?](#)

[Login](#)

[<Back](#)

### 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](#).

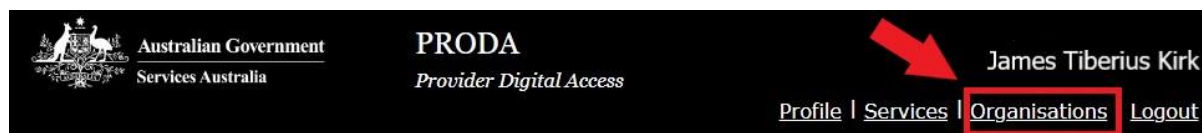
Enter Code  
 [Show](#)

[Didn't receive your code?](#)

[Next](#)

### Step 2: Go to Organisation

Once logged in click on 'Organisations' button



### 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.

<a href="#">Join an Organisation</a>	>
<a href="#">Register New Organisation</a>	>

## 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'

Organisation has been successfully registered.

[Back](#)

## Verify Organisation Relationship

Please answer the following questions about your organisation to verify your relationship. The answers will need to match the official ABR/ABR records.

- What is the Contact business phone number for the organisation that you have entered?
- What is the Contact all hours phone number for the organisation that you have entered?
- What is the Suburb of the Service Notice Address for the organisation that you have entered?

[Back](#) [Submit](#)

## 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.

[Back](#)

## Verify Organisation Email

We have sent a code to the organisation email address: frances.citizen@testemail.com at 25/07/2019 03:07:07 pm.

Enter verification code

[Verify](#) [Retired Code](#)

If you would like the code to be sent to a different email address, you will need to update the organisation contact email address.

Organisation Contact Email Address

Confirm Organisation Contact Email Address

[Save and Set up Code](#)

## 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.

Organisation Contact email has been successfully verified.

[Back](#)

### ABC123 PTY LTD

Organisation Details	
PRODA RA (Organisation)	0987654321
Status	Active
ABN	12345 678 123
Contact Email Address	frances.citizen@testemail.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	-

[Remove Organisation](#)

Members

Subsidiary Organizations

Service Provider

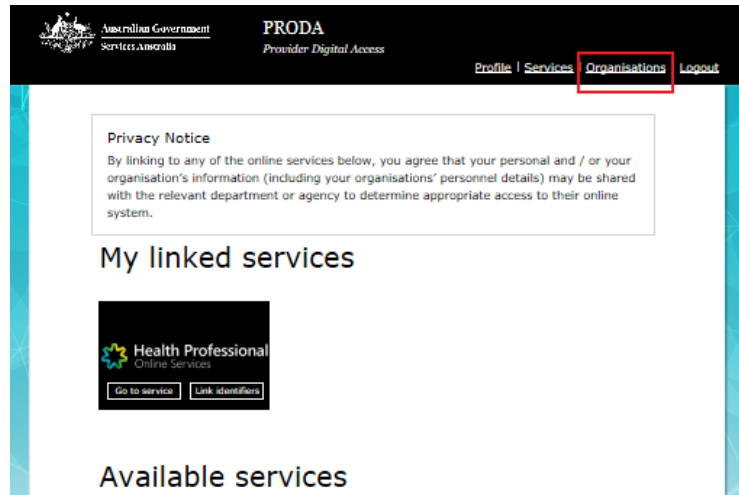
B2B Devices

[Back](#)

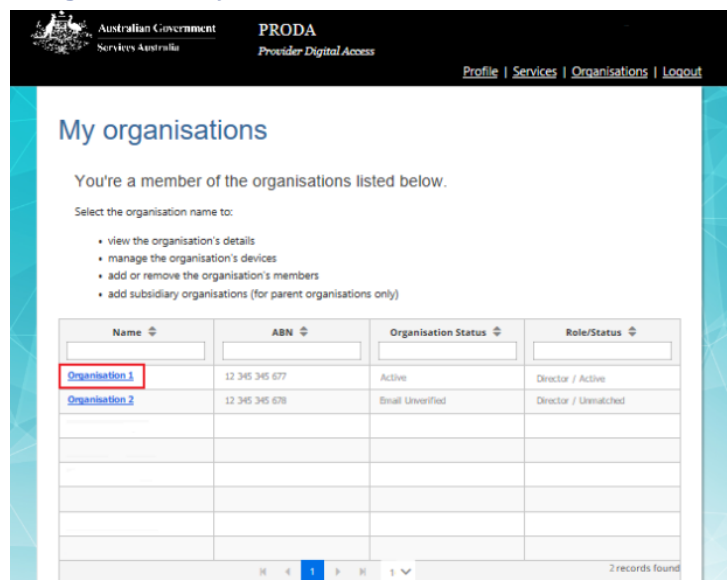
## Adding Members to Organisation Account in PRODA

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



**Manage my organisation**

Organisation Details

Organisation Name	Organisation 1
PRODA RA (Organisation)	1234512345
Status	Active
ABN	12 345 345 677
Contact Email Address	org1@orgmail.com <a href="#">Update Email</a>
Contact Phone Number	Not supplied. <a href="#">Update Phone</a>

[Remove Organisation](#)

**Members**

Name	PRODA RA	Role	Status
<a href="#">Show/Hide</a>	999999999	Director	Active

[Add Member](#)

Subsidiary Organisations [v](#)

Service Provider [v](#)

B2B Devices [v](#)

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**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

**Add a member to Organisation 1**

Member Search

To add a person to your organisation, enter their details in the fields below and click search.

**PRODA RA (Individual):**

9999999991

**Surname:**

Citizen

confirm that I have obtained the consent of this individual to search or add them to my Organisation's PRODA account

[Search](#)

**User Details**

PRODA RA (Individual) 9999999991

Name Mary Citizen

**End date** 10/04/2021

[Add this member](#)

[Back](#)



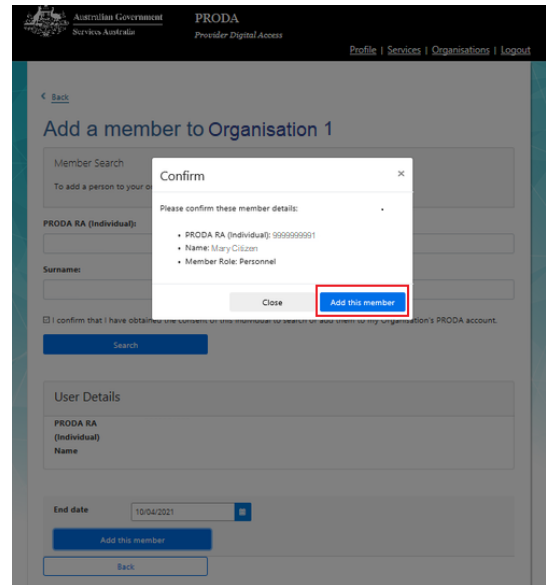
### Step 4a: Add the New Member

Click 'Add This Member' button

A window will appear,

Confirm Member Details are correct

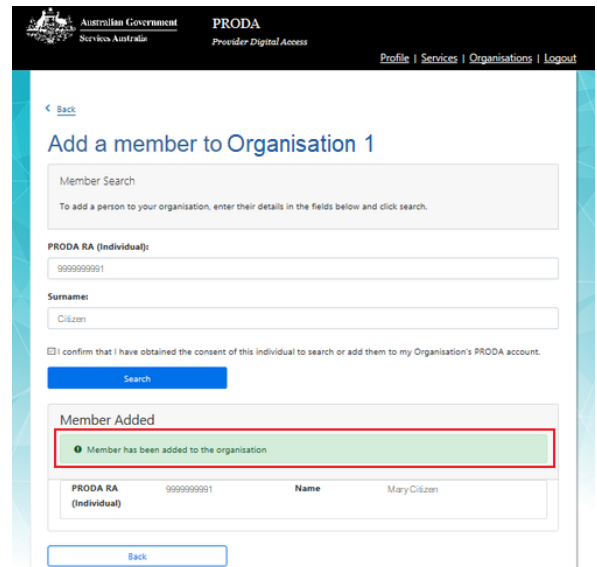
Click 'Add This Member'



### 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.



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

## 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  
.....  [Show](#)

[Forgot your password?](#)

**Login**

[<Back](#)

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



## My organisations

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		
		Active	Director / Active

1 record found

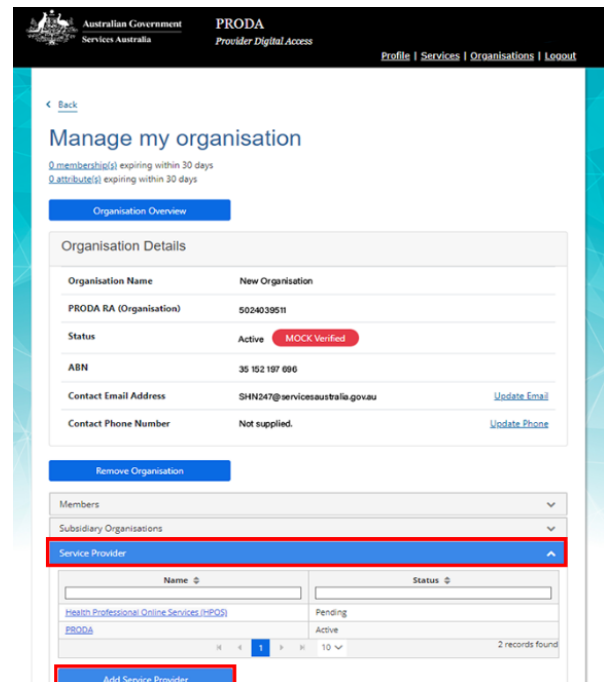
Join an Organisation >

Register New Organisation >

### Step 3: Manage My Organisation

Expand the 'Service Provider' menu

Select 'Add Service Provider'



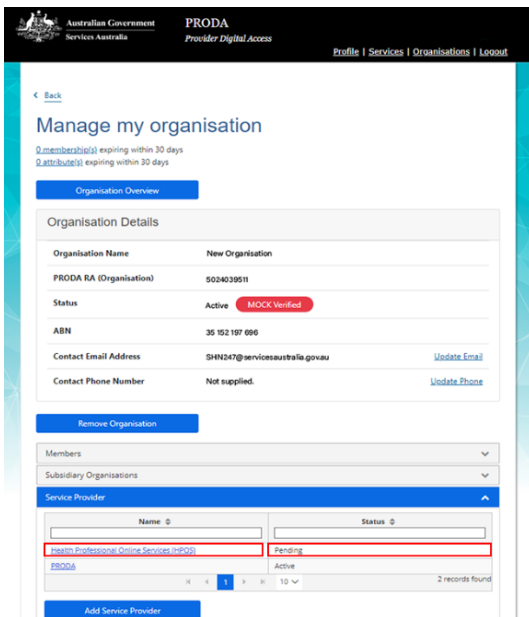
### Step 4: Select 'HPOS'

Select Health Professional Online Services (HPOS)

Click 'Add Service Provider'

- 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

**Add Service Provider**



## 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:

- Online claiming for Medicare through third party software (including Medicare Online, ECLIPSE, the Australian Immunisation Register (AIR) and Department of Veterans' Affairs (DVA) claiming)
- Online claiming for the Pharmaceutical Benefits Scheme (PBS) through third party software
- Immunisation Notifications to the AIR, through the AIR site (secure portal)
- Health Professional Online Services (HPOS)
- Any other systems owned 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 "I", "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 relevant in relation to their corresponding respective Agency Online Systems.

1. Accuracy and completeness

### Declaration

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 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 offence.
- By accepting these terms, I agree to all of the above.

## 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 pre-populate the Identifier box

Click 'Next'

### Organisation Linking

## Organisation Linking - Create Relationships

### Identifying your organisation

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

Identifier type

ABN

Identifier

35152197696

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.

## 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



Next

## 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

## 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)

#### Organisation

Please choose an organisation to act on behalf of:

- No Organisation - Proceed as an individual only
- New Organisation

Cancel

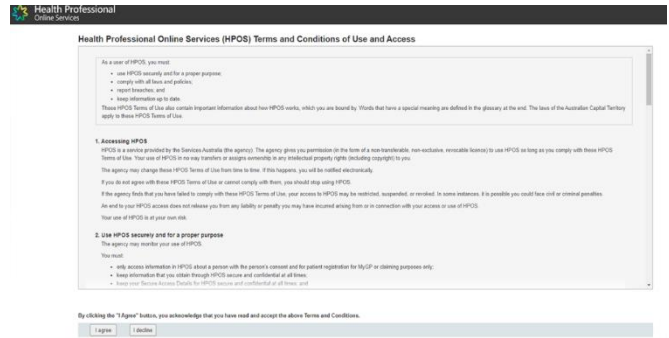
Continue

## 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



## 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

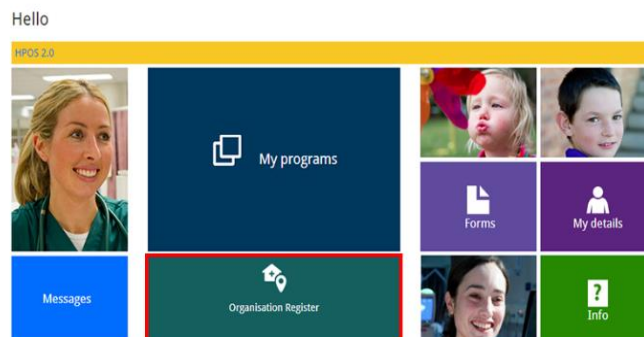
Select 'Immediate Notification' for new correspondence from the dropdown box

Click on 'Submit'

## Step 12: Linking Process Completion

Linking process is now complete.

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



# MyMedicare: How to Register your Organisation.

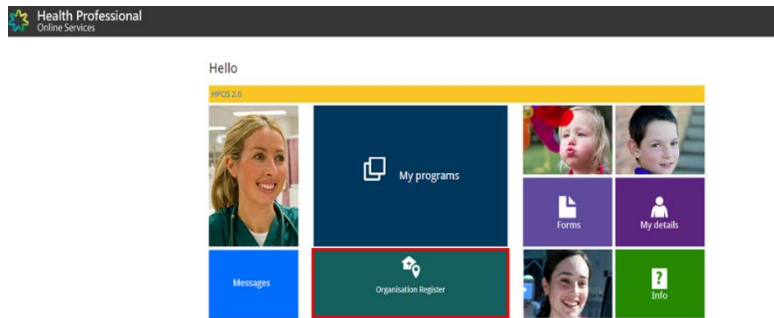
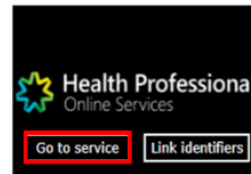
## Step 1: Organisation Register

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
- 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 been entered select 'Save' to make the record active

### Organisation Register - Organisation Record

**Amend**

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

*i* The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

Organisation Details

ABN	35 121 97 696		
ACN			
Entity Name	Organisation A		
Entity Type	Limited Partnership		
ABN Registered Address	QLD 4000		
ABN Start Date	13/06/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

Ultimate Organisation

*i* This is the recognised legal entity that you consider to have hierarchical control of your organisation.

There is currently no Ultimate Organisation for this record.

Add Ultimate Organisation

**Submit**   Reset   Cancel

### 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  
**Amend**

Organisation ID	2308950728	Entity Name	Organisation A
ABN	35 121 97 096	PRODA RA Number	5024039511
Status	Pending (System)	From	01/12/2022 10:10:51

**Organisation** | Contact | Key Individuals | Associated Sites

The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

**Organisation Details**

ABN	35 121 97 096		
ACN			
Entity Name	Organisation A		
Entity Type	Limited partnership		
ABN Registered Address			
ABN Start Date	13/08/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

**Ultimate Organisation**

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

There is currently no Ultimate Organisation for this record.

**Add Ultimate Organisation**

Submit | Reset | Cancel

### 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'

**Add Ultimate Organisation**

Please enter the ABN of the recognised legal entity.

\*ABN

**Confirm** | **Cancel**

**Organisation Register - Organisation Record**

2308950728	Entity Name	Organisation A
35 121 97 096	PRODA RA Number	5024039511
Pending (System)	From	01/12/2022 10:10:51

**Organisation** | Contact | Key Individuals | Associated Sites

The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

**Organisation Details**

ABN	35 121 97 096		
ACN			
Entity Name	Organisation A		
Entity Type	Limited partnership		
ABN Registered Address			
ABN Start Date	13/08/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

**Ultimate Organisation**

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

ABN	11 111 11 111
Entity Name	Main Organisation
Date Recorded	01/12/2022

**Update Ultimate Organisation** | **Remove Ultimate Organisation**

**Submit** | **Reset** | **Cancel**

**Key Individuals**

Current	Name	Date of
No records found.		
Historical	Name	Date of
No records found.		

**Associated Sites**

Current Organisation Sites	ID
No records found.	

**Save** | **Cancel**



## 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 Authorised Contact – Practice Manager/OMO

Select 'Add Key Individual'

Organisation Register - Organisation Record

Amend

Organisation ID	230895726	Entity Name	Organisation A
ABN	35 121 97 898	PRODA RA Number	5024039511
Status	Pending (User)	From	01/12/2022 10:54:48

Organisation   Contact   **Key Individuals**   Associated Sites

**Add Key Individual**

▼ Current

Name	Date of Birth	Role	Phone/Mobile	Start Date	End Date
No records found.					

Showing Rows 0-0 of 0

▼ Historical

Submit   Reset   Cancel

## 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

Organisation Register - Organisation Record Amend

Organisation ID: 230896729  
ABN: 35 121 97 696  
Status: Active

Organisation | Contact | Key Individuals | Associate

Add Key Individual

Current

Name	Date of Birth
No records found.	

Historical

Submit | Reset | Cancel

Add Key Individual

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.

Role \* Associate

ID Type \* PRODA RA Number

ID \* 1608264625

First Name \* First name

Surname \* Surname

Date of Birth \* 01/01/1970

Phone \* +61 02 61432473

Mobile \*

Email \* VOD@email.com

Start Date 01/12/2022

End Date

Confirm | Cancel

## Step 6b: Key Individuals

Confirm the Key Individual's details are correct

Select 'Submit'

You are here: Home » Organisation Register

Organisation Register - Organisation Record Amend

Organisation ID	2308283726	Entity Name	Organisation A
ABN	35152197696	PRODA RA Number	5024039511
Status	Active	From	19/01/2022 16:24:35

Organisation | Contact | Key Individuals | Associated Sites

Add Key Individuals

Expand All | Collapse All

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
Jim Smith	01/01/1970	Authorised Contact	+61 02 61432473	19/01/2022		Amend End View

Showing Rows 1-2 of 2

Historical

Submit | Reset | Cancel

## Step 7: Organisation Record Summary

Confirm the organisation details are completed and correct

Select 'Save'

BB02 - All of the following details are required for the Organisation record to become 'Active'.

- Postal address
- At least a phone or mobile
- An email
- At least one key individual with the role Associate
- At least on key individual with the role Authorised Contact

This record can still be saved in a Pending status until all required information is provided.

The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

ABN	35 121 97 696	ACN	
Entity Name	Organisation A	Entity Type	Limited partnership
ABN Registered Address	QLD 4000		
ABN Start Date	13/09/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

Ultimate Organisation

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

ABN	35 121 97 696
Entity Name	Organisation A
Date Recorded	01/12/2022

Contact

Phone		Fax	
Mobile		Email	
Postal Address			

Key Individuals

Current	Name	Date of Birth	Role	Phone/Mobile
		06/01/1979	Associate	

Historical

Name	Date of Birth	Role	Phone/Mobile
No records found.			

Associated Sites

Current Organisation Sites	ID	Name	Physical Address
No records found.			

Save Cancel

## 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 Register - Organisation Record

Amend

Organisation ID	2308956726	Entity Name	Organisation A
ABN	35 121 97 696	PRODA RA Number	5024039511
Status	Active	From	01/12/2022 11:21:34

Organisation Contact Key Individuals **Associated Sites**

Before adding an Organisation Site, please ensure the following details are known about the organisation site:

- Organisation Site name
- Physical address

Add New Site

Current Organisation Sites

ID	Name	Physical Address	Start Date	Action
No records found.				

Showing Rows 0-0 of 0

## 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

Organisation Site	Physical Address	Services	Contact	Key Individuals
Accreditation	Provider	Program Registration	Banking Details	

*i* The Organisation Site holds details about your practice at a physical location. The Organisation Site will need to be 'Active' to participate in Health programs. To obtain a status of 'Active' the following fields are required:

- Postal address
- Contact email address
- Contact phone or mobile number
- Key individual with a role of 'Authorised Contact' with no end date

Organisation ID: 2308956727  
 ABN: 35 121 97 696  
 Entity Name: ORGANISATION A  
 Organisation Site Name: Family General Practice  
 Start Date: 01/12/2022

Submit Reset Cancel

## 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

Organisation Register - Organisation Site Record  
Create

Physical Address

Building or Department:   
 Property:   
 Suite/Unit Type:  Suite/Unit Number:   
 Floor/Level Type:   
 Lot Number:   
 Street Name:   
 Street Type:   
 Locality:   
 Postcode:   
 Clear Manual Entry  
 Submit Reset Cancel

Locality or Postcode:  5091  
 Geospatial MMM 2019: 1 - Major City  
 Submit Reset Cancel

5091  
 BANKSIA PARK SA 5091  
 TEA TREE GULLY SA 5091  
 VISTA SA 5091  
 -- Your Input --  
 5091

Address Line:  1 ell  
 Locality:   
 Postcode:   
 Geospatial MMM 2019: 1 ELIZABETH ST TEA TREE GULLY SA 5091  
 1A ELIZABETH ST TEA TREE GULLY SA 5091  
 -- Your Input --  
 1 ell  
 Submit Reset Cancel

Contact Details  
 Phone: +61 08 61432473  
 Mobile:   
 Postal Address  
 Locality or Postcode:   
 Clear Manual Entry  
 Same as Physical Address:   
 Submit Reset Cancel

## 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

Create

Organisation Site Physical Address **Services** Contact Key Individuals Accreditation Provider Program Registration Banking Details

Service 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 Site provides. More than 1 Service Description can be added.

Add/Amend Organisation Site Type: General Practice

Service Type (\*Select 1 or more\*)

General Practice Service

Service Unit: No available Service Units

Confirm Cancel

General Practice  
Aged Care Residential Services  
Ambulance Services  
General Practice  
Mental Health Hospitals  
Optometry and Optical Dispensing

Organisation Site Type/Service Type/Service Unit Last Updated

No records found.

Showing Rows 0-0 of 0

Service Delivery Types

Aboriginal Community Controlled Health Services (ACCHS) at Site location and/or other locations

Aboriginal Medical Services (AMS) at Site location and/or other locations

Mobile Services at other locations

Outreach Services at other locations

Services at Site location

Service Locations

\*Service Location is a location outside of the Organisation Sites physical address, where providers service patients on a repeated or extended basis.

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

Submit Reset Cancel

## 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

Create

Organisation Site Physical Address Services **Contact** Key Individuals Accreditation Provider Program Registration Banking Details

Contact Details

Phone +61 02 61432473 Fax  
 Mobile Email PM@gmail.com

Postal Address

Building or Department		Suite/Unit Number	
Property		Floor/Level Number	
Suite/Unit Type		Street Number	25
Floor/Level Type		Street Suffix	
Lot Number		Postal Number	
Street Name	BARTLETT		
Street Type	PL		
Postal Type			
Locality	GREENWAY		
Postcode	2900		
Same as Physical Address	<input checked="" type="checkbox"/>		

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'

Organisation Register - Organisation Site Record

Organisation Site Physical Address Services Contact **Key Individuals** Accreditation Provider Program Registration Banking Details

Add Key Individual

Role \* **Role - Authorised Contact**

ID Type \* PRODA RA Number

ID \* 13255 089

First Name Jim

Surname \* Smith

Date of Birth \* 01/01/1970

Phone +61 02 61432473

Mobile

Email \* J00@gmail.com

Start Date \* 01/12/2022

End Date

Confirm | Cancel

Organisation Register - Organisation Record

Amend

Organisation ID 230856726 Entity Name Organisation A  
 AEN 35 121 97 696 PRODA RA Number 5024039511  
 Status Active From 01/12/2022 11:21:34

Organisation Contact Key Individuals **Associated Sites**

Add Key Individual

Name	Date of Birth	Role	Phone/Mobile	Start Date	End Date	Action
Jim Smith	01/01/1970	Associate	+61 02 61432473	01/12/2022		Amend End View
Jim Smith	01/01/1970	Authorised Contact		01/12/2022		Amend End View

Showing Rows 1-2 of 2

Submit | Reset | Cancel

## Step 9e: Organisation Site Record – Accreditation

Accreditation tab does not need to be completed for the General practice Training Payments Program

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

You can select accredited or exempt from the dropdown box

### Organisation Register - Organisation Site Record

Amend

Organisation Site ID	2308956826	Organisation Site Name	P&O ORGANISATION
Physical Address	141 TURBOT STREET BRISBANE ADELAIDE STREET QLD 4000	PRODA RA Number	
Status	Active	From	01/12/2022 12:49:38

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation
Provider	Program Registration	Banking Details			

*i* Accreditation may affect the eligibility of health programs.

Is the organisation site accredited or exempt?

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'

Organisation Register - Organisation Site Record

Amend

Organisation Site ID	2308285143	Organisation Site Name	
Physical Address	25 BARTLETT PL GREENWAY ACT 2600	PRODA RA Number	
Status	Active	From	

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
-------------------	------------------	----------	---------	-----------------	---------------	----------	----------------------	-----------------

Add Provider

Provider Number	Provider Name	Provider Location Address	Start Date	End Date
No records found				
Showing Rows 0-0 of 0				

Submit Reset Cancel

Add Provider

Provider Number \*  Find

Start Date \*

End Date

Declaration

The information you have provided is true and correct, and you understand that giving false or misleading information is a serious offence.

I agree

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

Amend

Organisation Site ID	230825143	Organisation Site Name	New Organisation
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							

Sub Organisation Register - Organisation Site Record

Amend

Organisation Site ID	230825143	Organisation Site Name	New Organisation
Physical Address	25 BARTLETT PL GREENWAY ACT 2900	PRODA RA Number	5024039511
Status	Active	From	01/12/2022 12:49:38

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
New Program	Add Program							
Program ID	Program	Status	Status Start Date	Status End Date				
2308285143		Eligible	01/12/2022					

Showing Rows 1-1 of 1

Submit Reset Cancel

## 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'

Organisation Register - Organisation Site Record

Amend

Organisation Site ID	230825143	Organisation Site Name	New Organisation
Physical Address	25 BARTLETT PL GREENWAY ACT 2900	PRODA RA Number	5024039511
Status	Active	From	01/12/2022 12:49:38

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
Updates to banking details will take effect and have a start date of tomorrow.								
Program	BSSB	Account No	Account Name	Start Date	End Date	Action		
GPTP						Add		

Add Banking Details

Program details

Choose type of account details

Select an existing account

Enter a new account

Existing account details

Existing accounts

Account details

Branch number (BSSB)

Name of bank, building society or credit union

Branch where account is held

Account Number

Account Name

Declaration

I declare that:

- I have authority to provide banking details on behalf of the Sole Trader.

I authorise:

- Services Australia to direct all payments relating to this program for the Organisation Site, will be paid into the nominated account.

I understand that:

- Other employees of the Organisation may be able to see these banking details if they are delegated the relevant PRODA Attributes.
- Services Australia may contact me to confirm these details for security or clarification purposes.

The information I am providing is true and correct, and I understand that giving false or misleading information is a serious offence.

I agree

Confirm Cancel



## Step 10: Organisation Site Record – Summary

Organisation Site Summary will appear once you Submit details

Check details entered are correct

Click 'Save'

Organisation Register - Organisation Site Record

**Summary**

Organisation Site ID		PRODA RA Number	
Status		From	

Organisation 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

Physical 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 Location Address	Start Date	End Date
No records found.				

Historical

Provider Number	Provider Name	Provider Location Address	Start Date	End Date
No records found.				

Program Registration

Program ID	Program	Status	Status Start Date
No records found.			

Banking Details

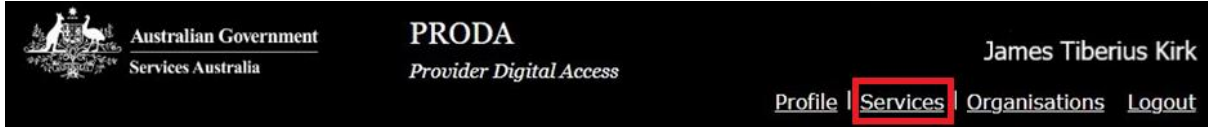
Program	BSB	Account No	Account Name	Start Date
No records found.				

**Save** **Cancel**

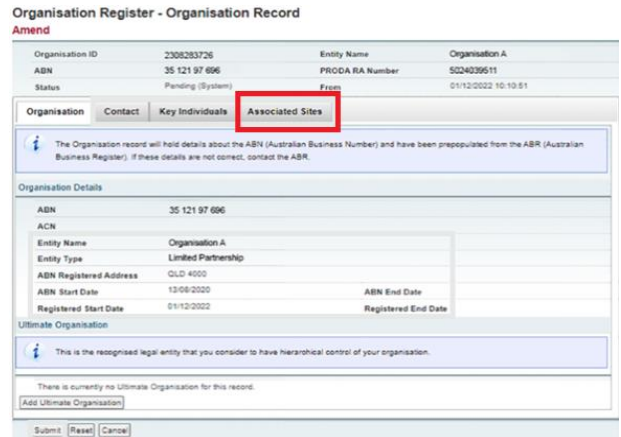
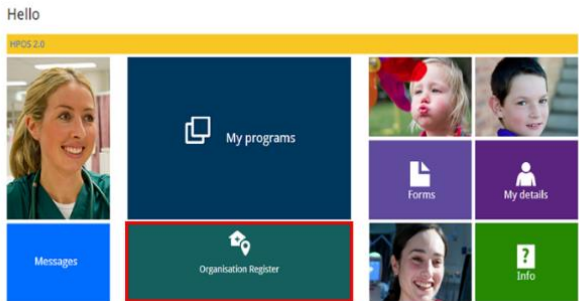
# Add MyMedicare Program in HPOS

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.

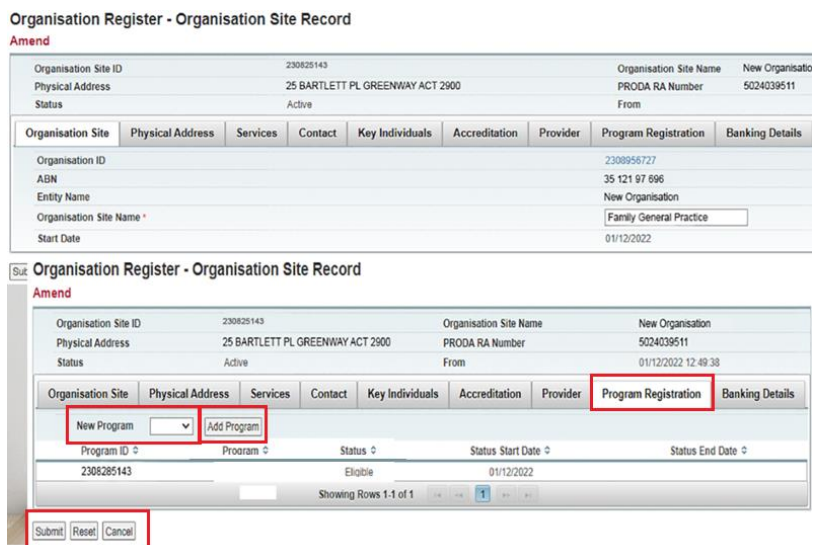
1. Log in to **PRODA**, complete 2-step verification and go to **'Services'**



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



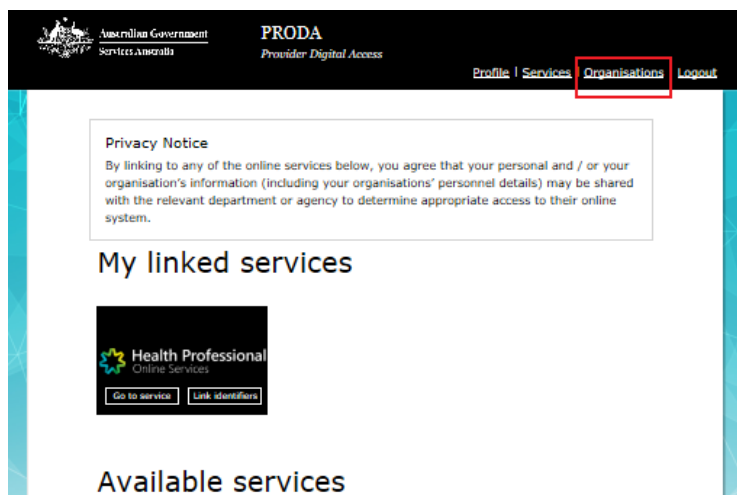
3. Click on blue link to select the organisation you are acting on behalf of, then **'Program Registration'**.
4. Select new program drop down box and choose **'MyMedicare'**.
5. Click **'Submit'** and **'Save'**.
6. Choose MyMedicare preferences, recommend **'auto-accept'**, click **'Save'**.



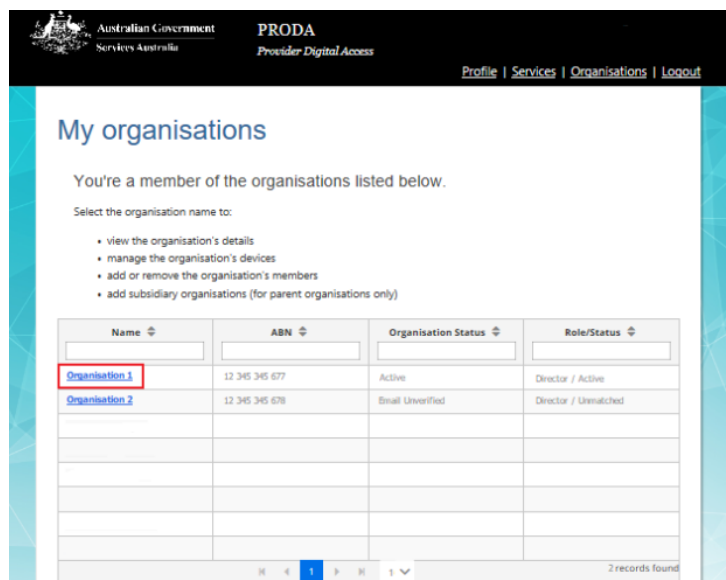
## Member Delegations in PRODA – Add MyMedicare Attribute for Staff

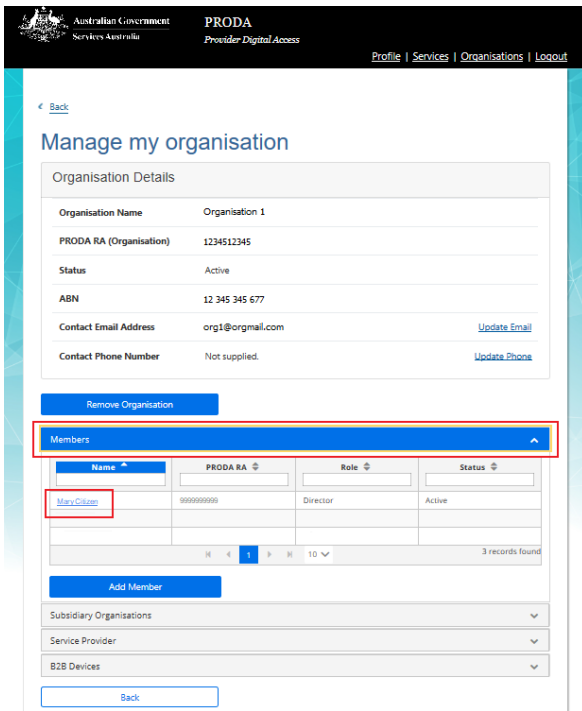
Delegating attributes to certain members in Organisation PRODA Account allows the organisation to control member access. Once the MyMedicare Program has been added (as outlined in the previous section), the Practice Associate, Authorised Contact and anyone that has the 'Owner-Access' attribute will *automatically 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

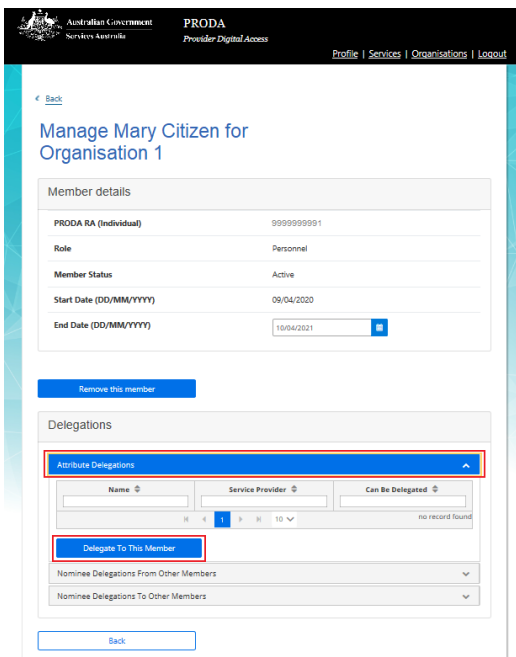




### Step 3: Select Member

Select 'Members' tab

Click on the Member you want to manage



### 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: <ul style="list-style-type: none"> <li>add and link the organisation in PRODA to a Service Provider</li> <li>remove a Service Provider from the organisation in PRODA.</li> </ul>
Employee Management	This lets you: <ul style="list-style-type: none"> <li>add or remove members</li> <li>manage membership end dates.</li> </ul>
Device Management	This lets you: <ul style="list-style-type: none"> <li>add, remove or update B2B devices</li> <li>manage B2B device activation end dates.</li> </ul>

## 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)	<input type="text" value="07/12/2023"/> <input type="button" value="📅"/> *maximum 5 years

Delegations		
Attribute Delegations		
Name	Service Provider	Can Be Delegated
HPOS-Access	Health Professional Online Services (HPOS)	No
HPOS-Org_Admin	Health Professional Online Services (HPOS)	No

2 records found

### New Delegation To This Member

To grant additional delegations to this member select the appropriate delegation from the list below and click Delegate.

Member  
Jacob Robinson

Delegation  
 CHPROF : HPOS-MyMedicare-Program-Staff

## 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'

New Delegation To This Member

To grant additional delegations to this member select the appropriate delegation from the list below and click Delegate.

Delegation of CCBO5:CCBO5-Org-Owner attribute was successful.

Member  
J10A 428

## Step 6 Managing Attribute Delegations

You can Remove a member's Delegation

Or,

Change their End Date in their Attribute delegation details.

Australian Government  
Services Australia  
PRODA  
Provider Digital Access

Profile | Services | Organisations | Logout

### Attribute delegation details

Attribute	CCBO5-Org-Owner	Service Provider	Business Hub
Delegated To	Mary Citizen	Delegable	No
Start Date	09/04/2020	End Date	<input type="text" value="10/04/2021"/> <input type="button" value="📅"/>