

## MyMedicare General Practice in Aged Care Incentive (GPACI)

If your practice or providers did not receive a **GPACI payment** as expected, this may be because your MyMedicare-registered patients weren't registered properly for GPACI in the Organisation Register.

Up until **31 March 2025**, practices who were registered for GPACI are allowed to **backdate** their **MyMedicare-registered patients' GPACI registration** so that any eligible services delivered from 1 July 2024 can be reassessed. Please note, GPACI registration **cannot** be backdated for **practices**.

## Which patients can be backdated?

GPACI registration dates are allowed to be backdated for patients who received GPACI-eligible services and were registered:

- for MyMedicare but were **not** registered correctly for GPACI.
- for MyMedicare and GPACI but the GPACI registration date was **after** the eligible services were delivered by the Responsible Provider.

## What date can I choose when backdating?

You can only select a date for your patient's GPACI registration if the following were also in place **on that date**:

- The **practice** was registered for **GPACI**.
- The **provider** being selected as the Responsible Provider was linked to your practice in the **Organisation Register**.
- The **patient** was registered with your practice for **MyMedicare**.
- **GPACI** had commenced (1 July 2024).

## Step 1: Accessing your Patient List

1. Login to your **individual Provider Digital Access (PRODA)** account.
2. Under **My linked services**, select **Go to service** on the Health Professional Online Services (HPOS) tile.
3. Select the **Organisation** you are acting on behalf of in HPOS.
4. Select **Continue**. The HPOS home page will display.
5. Select **My programs, MyMedicare, Patient List** to view your MyMedicare-registered patients.
6. Select your **Organisation site** from the drop-down list.

7. Select **Search**.

\*A maximum of 2,000 patients will display in the Search results. If your practice has more than 2,000 patients, you will need to search for patients individually using the **Patient detail fields**.

\*You can use the **Patient Incentive** drop-down list to confirm the list of patients already registered for GPACI, then change their registration date if required.

8. Next, **go to**:

- **Step 2A** to select a patient **not yet registered** for GPACI.
- **Step 2B** to select a patient **already registered** for GPACI.

**Patient List**  
Register a patient

Search criteria

Organisation site

Medicare or DVA card number

Patient first name

Patient surname

Preferred GP Medicare provider number

Registration type

Registration initiated by

Patient Incentive  
MyMedicare GPACI

Registration created date  
From (DD/MM/YYYY) To (DD/MM/YYYY)

Registration start date  
From (DD/MM/YYYY) To (DD/MM/YYYY)

Registration withdrawal date  
From (DD/MM/YYYY) To (DD/MM/YYYY)

Withdrawn registrations  
 Include in search results

Search Clear

## Step 2A: Selecting a patient not yet registered for GPACI

1. In the Search results, select **Details** on the relevant patient row to display the *Patient Registration Details* page.
2. Under *MyMedicare Incentives*, from the **New Incentive** drop-down list, select **MyMedicare GPACI**.

3. Select **Add**. The *MyMedicare GPACI Details* page will appear.



4. Next, **go to Step 3** to backdate the Incentive start date.

## Step 2B: Selecting a patient already registered for GPACI

1. In the Search results, select **Details** on the relevant patient row to display the *Patient Registration Details* page.
2. Under *MyMedicare Incentives*, **MyMedicare GPACI** will be listed as a *Current Incentive*.

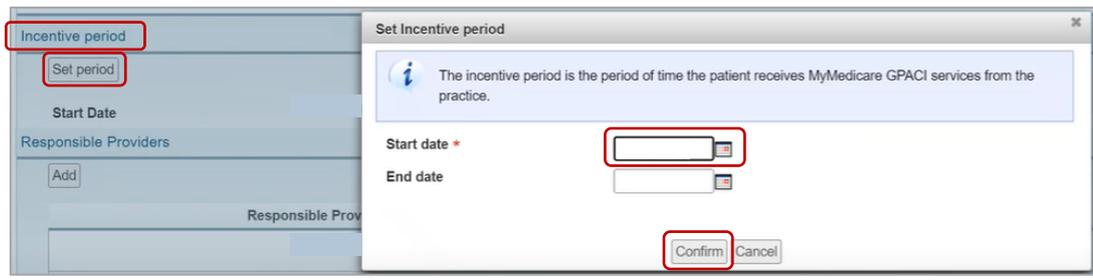
3. Select **Details** in the **Action** column to backdate the Incentive details.
4. Next, **go to Step 3** to backdate the Incentive start date.



## Step 3: Backdating the Incentive start date

1. Under *Incentive period*, select **Set period** and enter or change the patient's GPACI registration **Start date**.  
\*The start date cannot be prior to the date:
  - the patient was registered with your practice for MyMedicare (see **Date Registered** field)
  - the practice was registered for GPACI.
2. Select **Confirm**.  
\*You do not have to enter an *End date*.

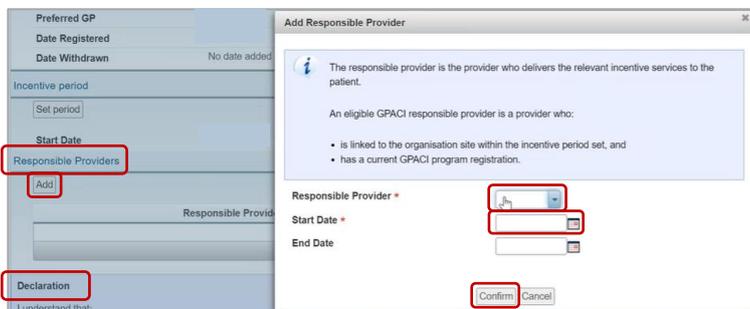
3. Next, **go to:**
  - **Step 4A** to add a Responsible Provider to a patient for the **first time**, or to add a **new** Responsible Provider.
  - **Step 4B** to backdate a **current** Responsible Provider's start date to match the backdated Incentive start date.



## Step 4A: Add a Responsible Provider and start date

To **add** a Responsible Provider for the **first time**, or to add a **new** Responsible Provider:

- Under *Responsible Providers*, select **Add**.
- Select the **relevant GP** from the **Responsible Provider** drop-down list.  
*\*If the relevant GP is not in the drop-down list, check they are linked to the Practice in the Organisation Register and that they have an eligible specialty code.*
- Enter the **Start date**.  
*\*The start date cannot be prior to the:*
  - Start date set for the Incentive Indicator
  - date the provider was linked to the practice in the Organisation Register.
- Select **Confirm**.  
*\*You do not have to enter an End date.*
- The *Incentive period Start Date* and the *Responsible Provider* will now display on the patient's **MyMedicare GPACI Details** page.
- Tick the box to agree to the **Declaration** at the bottom of the screen and select **Save**.
- MyMedicare GPACI* will display in the list of incentives linked to the patient's *MyMedicare profile*.



## Step 4B: Edit the current Responsible Provider's start date

To backdate a **current** Responsible Provider's start date to match the backdated Incentive start date:

- Under *Responsible Providers*, select **Amend** in the **Action** column on the row of the current Responsible Provider.



- Change the **Start date**.  
*\*The start date cannot be prior to the:*
  - Start date set for the Incentive Indicator
  - date the provider was linked to the practice in the Organisation Register.
- Select **Confirm**.  
*\*You do not have to enter an End date.*
- The *Incentive period Start Date* and the *Responsible Provider* will now display on the patient's **MyMedicare GPACI Details** page.
- Tick the box to agree to the **Declaration** at the bottom of the screen and select **Save**.
- MyMedicare GPACI* will display in the list of incentives linked to the patient's *MyMedicare profile*.

