MyMedicare Registration Steps and Tips
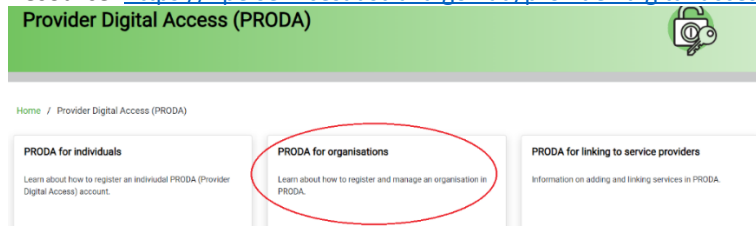
Step	Activity
MyMedicare Overview	Services Australia - eLearning **MyMedicare Overview** **Module:** https://hpe.servicesaustralia.gov.au/MODULES/MYMED/MYMEDM01/index.html MyMedicare - Overview This module contains information to help you understand MyMedicare. **Note:** if your practice is already registered and all participating providers are linked in the **Organisation Register**, you do not need to complete a second registration process. Once registered, practices are not required to complete further steps until patient registration becomes available from **1 October 2023**.
Tips before you start registration	Before commencing your registration, watch the following Services Australia video: **Setting up the Organisation Register for program use.** **Video:** https://hpe.servicesaustralia.gov.au/sim_orgreg.html Setting up the Organisation Register for program use. This simulation will run for approximately 10 minutes and includes information on General Practice Training Payments (GPTP) program registration and banking details Have all your required details at hand ahead of time as you will be logged out of the system if you leave the application open without action for a period of time. Details required for registration include: • Registration Authority Number (RA) • Responsible Officer Number (RO) • Banking details • Provider Number • Prescribing Number and • Details of the staff you wish to register including their mobile numbers and date of birth. Practice Owners can be registered as the Associate, other staff as authorised contacts. You must log into the PRODA account of the principal GP (RO) and go through the process in their account regardless of if you are a delegate (OMO) or not. When you log into PRODA to start the process, also have the Setting up the Organisation Register for program use simulation video open in your internet browser. You can stop and start this simulation as you go through the steps. **Note**: **Where do you find your RA number?** HPOS uses your RA number to link services to your account. Here's how to find your RA number: 1. Login to your PRODA account. 2. Click **Profile** at the top right menu. 3. The RA number will be listed under the **My Details** section. If the RA number is not shown, contact the Human Services eBusiness Service Centre on **1800 700 199**.

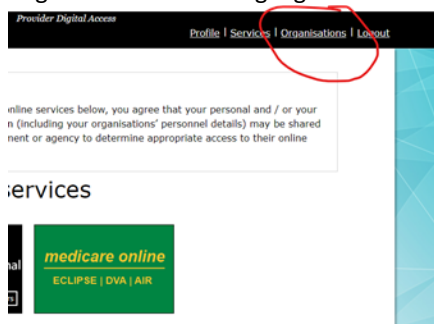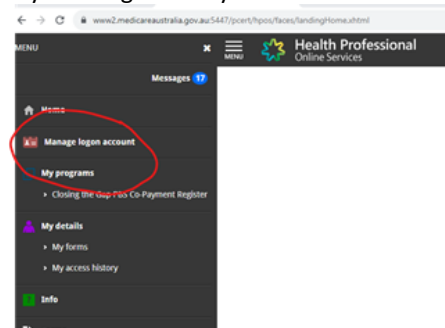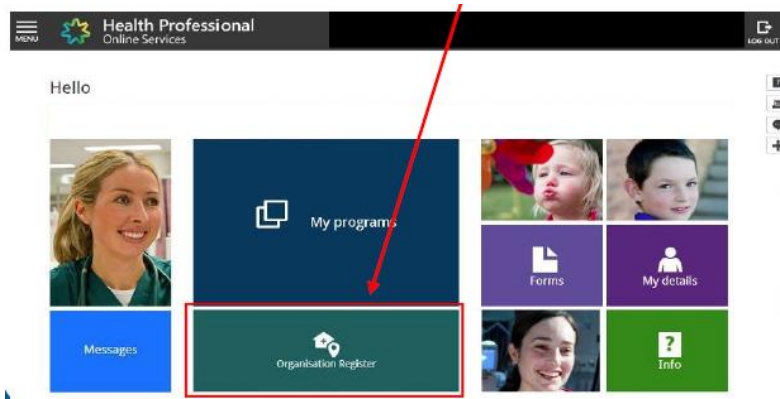|	
Step 1: Set up your organisation in PRODA	If you haven't already done it, setting up your practice as an Organisation in PRODA is key to accessing the Organisation Register. **Provider Digital Access (PRODA) - Health Professional Education Resources** **Resource:** https://hpe.servicesaustralia.gov.au/provider-digital-access.html **Tip 1:** Your practice may have already registered and linked the Organisation to PRODA for access to the AIR, if this is the case, just complete steps 2 , 3 and 4 to be ready for MyMedicare. Find out what you need to do to register your practice in the Organisation Register to get ready for MyMedicare by visiting hpe.servicesaustralia.gov.au https://www.servicesaustralia.gov.au/how-to-register-organisation-proda?context=33786 **Tip 2:** To register an organisation in PRODA, once you log in to your PRODA account, you find the Organisations tab as highlighted below: If you navigate away from the home screen, you can find the this again by following step:
Step 2: Link your organisation in HPOS:	Registration starts with linking an Organisation in PRODA to Health Professional Online Services (HPOS) Services Australia - eLearning: **Module 1 of 4:** **Linking and Organisation in PRODA to HPOS** **Module:** https://hpe.servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM01/index.html **Linking an Organisation in PRODA to HPOS** Module 1 of 4 - information needed to join the Organisation Register.

	Tip: Linking your organisation to HPOS with your ABN, allows you to unlock Organisation Register and get the green Organisation Register tile on the HPOS home screen (as below):
	Once linked you can access the Organisation Register via the Organisation Register tile in HPOS at https://www.servicesaustralia.gov.au/hpos
Step 3: Record details in the Organisation Record	Using the Organisation Register tile on the HPOS home screen you can record details of your organisation in the Organisation record. Services Australia - eLearning: **Module 2 of 4:** **Creating an Organisation Record** Module: https://hpe.servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM02/index.html **Creating an Organisation Record** Module 2 of 4 - information needed to join the Organisation Register.
Step 4: Record details in the Organisation Site Record	With your Organisation Record Complete you can record the details of the site or sites (practices) at which your organisation operates Services Australia - eLearning: **Module 3 of 4:** **Creating an Organisation Site Record** Module https: https://hpe.servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM03/index.html **Creating an Organisation Site Record** Module 3 of 4 - information needed to join the Organisation Register.

	Tip: In module 3, slide 3 the step shows the organisation site record with over 8 tabs including banking details, provider details etc (as below) It is not clear how to find this. You find it by - clicking on Associated sites (circled below) – add new associated sites – this unlocks the extra tabs such as banking details etc.
Linking	**Linking a Subsidiary Organisation in PRODA to an Organisation Site record** Services Australia - eLearning**: <mark>Module 4 of 4:</mark>** Organisation Register - Health Professional Education Resources (servicesaustralia.gov.au) Linking a Subsidiary Organisation in PRODA to an Organisation Site Record Module 4 of 4 - information needed to join the Organisation Register if you have Subsidiary Organisations.
Support	PRODA Helpline **Phone:** 1800 700 199, Option 1