MyMedicare Registration Steps and Tips

Step	Activity		
MyMedicare	Services Australia - eLearning		
Overview	MyMedicare Overview		
	Module: https://hpe.servicesaustralia.gov.au/MODULES/MYMED/MYMEDM01/index.html Image: servicesaustralia.gov.au/MODULES/MYMED/MYMEDM01/index.html Image: servicesaustralia.gov.au/module		
	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	Before commencing your registration, watch the following Services Australia video:		
start	Setting up the Organisation Register for program use.		
registration	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 <u>Setting up the Organisation Register</u> 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: Login to your PRODA account. Click Profile at the top right menu. 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	
	Provider Digital Access (PRODA)	
	Home / Provider Digital Access (PRODA)	
	PRODA for individuals PRODA for organisations PRODA for linking to service providers	
	Learn about how to register an individual PRODA (Provider Digital Access) account. Information on adding and Inking services in PRODA.	
	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:	
	Provider Digital Access Profile 1 Services 1 Organisations 1 Longut	
	Inline services below, you agree that your personal and / or your in (including your organisations' personnel details) may be shared nent or agency to determine appropriate access to their online	
	iervices	
	nal <u>medicare online</u> ECLIPSE DVA AIR	
	If you navigate away from the home screen, you can find the this again by following step:	
	C Next States and S	
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: <u>Linking and Organisation in PRODA to HPOS</u> Module: <u>https://hpe.servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM01/index.html</u>	
	Linking an Organisation in PRODA to HPOS	
	Module 1 of 4 - information needed to join the Organisation Register.	

	Tin			
	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):			
	Image: Service Service Hello Image: Service Service Image: Service Serv			
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: <u>Creating an Organisation Record</u>			
	Module: https://hpe.servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM02/index.html Image: servicesaustralia.gov.au/MODULES/ORGREG/ORGREGM02/index.html Image: servicesaustralia.gov.au/MODULES/ORGREG/ORGREG/ORGREGM02/index.html Image: servicesaustralia.gov.au/MODULES/ORGREG/ORGREG/ORGREGM02/index.html Image: servicesaustralia.gov.au/modulesaustralia.gov.au/			
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://https//https://https//https//htttps://htttps//https://https://https://https://https:/			
	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)			
	Organisation Register - Organisation Site Record			
	Create Organisation Site Physical Address Services Contact Key Individuals			
	Accreditation Provider Program Registration Banking Details			
	1 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			
	t 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 bank	ing details etc.		
		_		
	1 Save completed successfully			
	Organisation Register - Organisation Record			
	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	1		
	 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			
	Submit Reset Cancel	-		
Linking	Linking a Subsidiary Organisation in PRODA to an Organi	sation Site record		
	Services Australia - eLearning: Module 4 of 4:			
	Organisation Register - Health Professional Education Res	ources (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			