

# MyMedicare

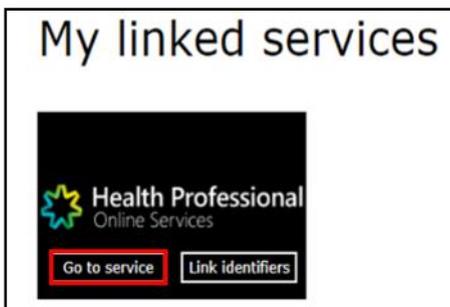
## Updating your accreditation details within your Organisation Register

A new accreditation record should be added each time accreditation is renewed. This will ensure all current, historical and future periods of accreditation contribute towards the eligibility of health programs where necessary.

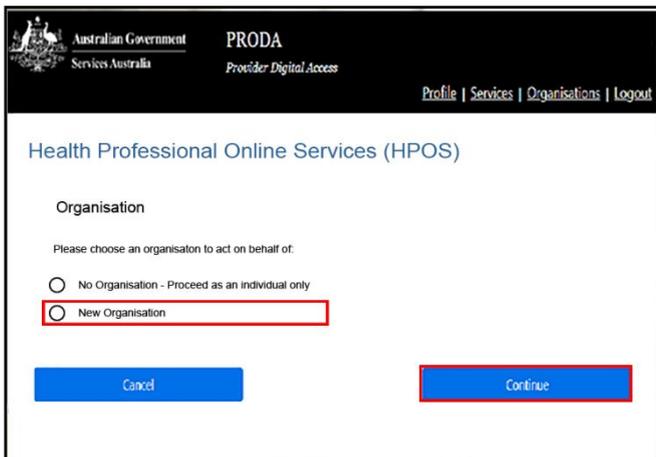
For ongoing program eligibility, it is important accreditation periods:

- Are maintained
- Entered separately for each period
- Are kept up to date, and
- Historical and current accreditation periods do not have a gap in dates.

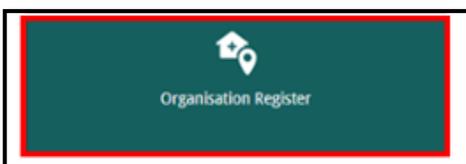
### 1. Log into PRODA and go to HPOS.



### 2. Select the organisation



### 3. Click on the Organisation Register tile



#### 4. Select the Associated Sites tab

**Organisation Register - Organisation Record**  
**Amend**

Organisation ID	2308956726	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](#)

*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

#### 5. Click on your site ID

Current Organisation Sites

ID	Name	Physical Address	Start Date
XXXXXXXXXX	P&O ORGANISATION 4	1 TEST STREET TEST VIC XXXX	15/11/2022

#### 6. Select the Accreditation Tab

Add your accreditation details. Amend is only to be used if you are correcting previously entered information.

**Organisation Register - Organisation Site Record**  
**Amend**

Organisation Site ID	XXXXXXXXXX	Organisation Site Name	ORGANISATION SITE 003
Physical Address		PRODA RA Number	XXXXXXXX
Status	Active	From	27/10/2023 11:40:36

[Organisation Site](#)
[Physical Address](#)
[Services](#)
[Contact](#)
[Key Individuals](#)
[Accreditation](#)
[Provider](#)
[Program Registration](#)

*Accreditation may affect the eligibility of health programs.*

[Add Accreditation](#)

Current

Type	Accrediting Agency	Status	Certificate Number	Start Date	End Date	Action
RACGP Standards for general practices	ACHS	Accredited	123456	04/12/2023	12/03/2025	<a href="#">Amend</a> <a href="#">Remove</a>

Showing Rows 1-1 of 1

Historical

Type	Accrediting Agency	Status	Certificate Number	Start Date	End Date	Action
No records found.						

Showing Rows 0-0 of 0

*Amend is used to correct previously entered information only. For new certificate numbers (recently issued) and renewals ensure you ADD accreditation details.*

## 7. Complete required details, submit and save to finalise your update

Selecting the **Add Accreditation** button enables you to update the Accredited information.

Select from the **Type** drop-down box.

Select from the **Accrediting Agency** drop-down box.

Select from the **Status** drop-down box.

Enter the **Accreditation Certificate Number**.

Enter the **Start and End Date**.

Then **Submit** and then **Save**.

Select here to view Accrediting Agency Certificate Number formats

**Organisation Register - Organisation Site Record**

**Amend**

Organisation Site ID	XXXXXXXXXX	Organisation Site Name	P&O ORGANISATION 4
Physical Address		PRODA RA Number	
Status	Active	From	15/11/2022 10:31:52

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

*Accreditation may affect the eligibility of health programs.*

Add Accreditation

Is the organisation site accredited or exempt? Accredited

Type \* RACGP Standards for General Practices

Accrediting Agency \* 
 ACHS  
 AGPAL  
 Global-Mark  
 IHCAC  
 QPA  
 RTAC

Status \* 
 Accredited  
 Registered

Certificate Number \*

Start Date \* 01/07/2022

End Date \* 30/06/2023

Submit
Reset
Cancel

**Accredited Status**  
 Organisation Site has a current certificate from an accrediting agency.

**Registered Status**  
 Organisation Site doesn't have a current certificate but is registered with an accrediting agency to acquire accreditation.

### Further information:

- Contact the **Practice Assist Help Desk** on 1800 2 ASSIST (1800 2 277 478) or 08 6278 7900 or via email [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)
- Go to Creating an Organisation Site Record **slide 9** within the Organisation Register eLearning Modules