

MyMedicare Registration Steps and Tips

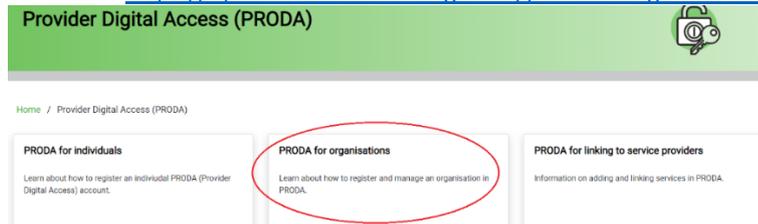
Step	Activity
<p>MyMedicare Overview</p>	<p>Services Australia - eLearning MyMedicare Overview Module: https://hpe.servicesaustralia.gov.au/MODULES/MYMED/MYMEDM01/index.html</p>  <p>MyMedicare - Overview This module contains information to help you understand MyMedicare.</p> <p>Note: if your practice 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.</p>
<p>Tips before you start registration</p>	<p>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</p>  <p>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</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>Practice Owners can be registered as the Associate, other staff as authorised contacts.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>If the RA number is not shown, contact the Human Services eBusiness Service Centre on 1800 700 199.</p>

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>

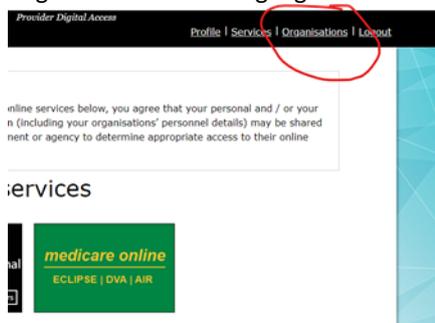


Tip 1: Your practice may have already registered and linked the Organisation to PRODA for access to the AIR, if this is the case, just complete steps 2 , 3 and 4 to be ready for MyMedicare.

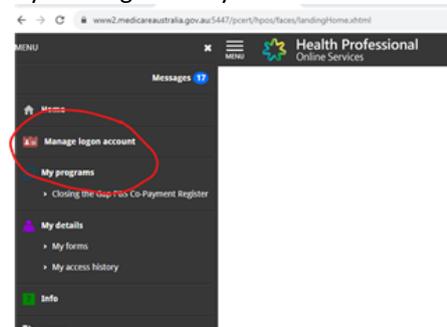
Find out what you need to do to register your practice in the Organisation Register to get ready for MyMedicare by visiting hpe.servicesaustralia.gov.au

<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>

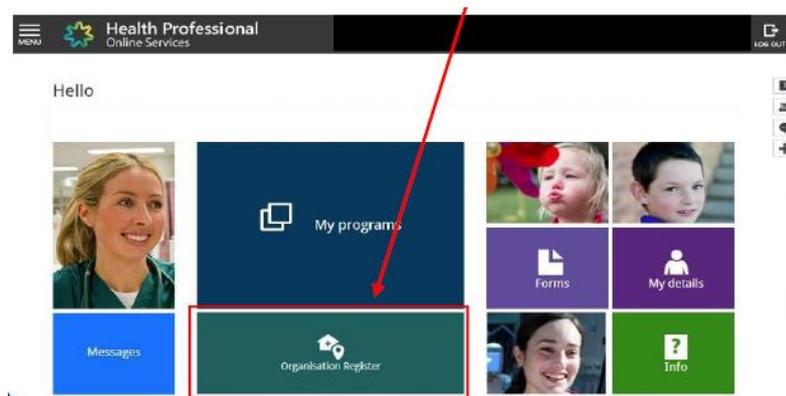


Linking an Organisation in PRODA to HPOS

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

Not available until 1 Oct 2023

Important note: You are unable to complete this step to finalise an Organisation Site Record until 1 October 2023. You are not able to finish the registration processes until this date when MyMedicare becomes a program option from the drop-down selection box as displayed on slide 5, item 5 of eLearning module 3.

Finalising an Organisation Site Record

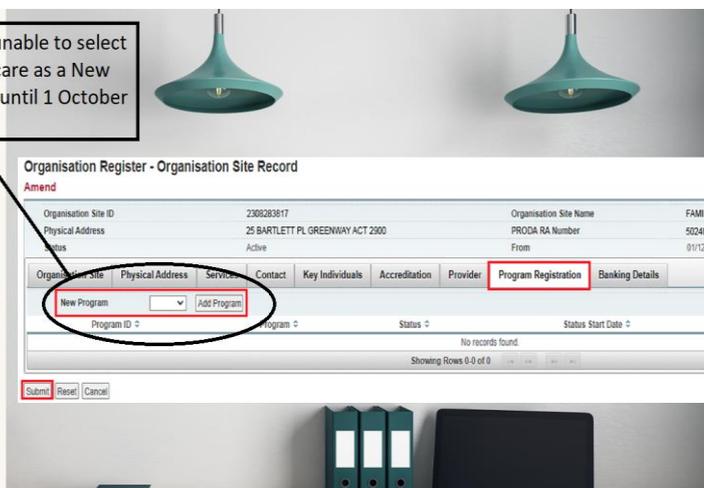
We are now at the **Program Registration** tab, which will display the programs the site is eligible for. Programs will be added to this at a later stage.

When programs are added, select the program which the user is registering for from the **New Program** drop down box.

Select **Add Program**.

Select **Submit**.

You are unable to select MyMedicare as a New Program until 1 October 2023



With your Organisation Record Complete you can record the details of the site or sites (practices) at which your organisation operates

Complete after 1 October 2023

Services Australia - eLearning: **Module 3 of 4:**
Creating an Organisation Site Record

Module <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)

Organisation Register - Organisation Site Record

Create

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

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

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.

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
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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 Organisation Site record

Services Australia - eLearning: **Module 4 of 4:**

[Organisation Register - Health Professional Education Resources \(servicesaustralia.gov.au\)](https://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