

Activating MyMedicare Registration

Once your practice has registered for MyMedicare, you will need to complete these final steps to 'activate' your registration.

1. Log into the organisation PRODA account and select 'Go to service'.



2. Select your organisation and click continue.

**************************************	Provider Digital Access	
		Profile Services Organisations Logout
Health Professional	Online Services (H	POS)
Organisation		
Please choose an organisaton to	act on behalf of:	
O No Organisation - Proceed a	is an individual only	
New Organisation		
Cancel		Continue

3. Click on green tile 'Organisation Register'.



4. Click on 'Associated Sites' from the tabs at the top of the page.

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Organisation	Contact	Key Individuals	Associated Sites	
i The Organ	nisation record	will hold details about t	e ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register).	. If these deta
Organisation Deta	ils			
ABN		35 121 97 696		
ACN				
Entity Name		Organisation A		
Entity Type		Limited partnershi		
ABN Register	ed Address			/
ABN Start Dat	e	13/08/2020		
Registered St	art Date	01/12/2022		2
Ultimate Organisa	tion			

5. Towards the bottom of the page, click on the ID number and a new screen will appear. Select 'Program Registration'. From the drop down options for 'New Program, select 'MyMedicare'. Submit and save.

Organisation Site ID			308283817			Organisation Site Name			FAMILY
Physical Address		25 BARTLETT PL GREENWAY ACT 2900			PRODA RA Number		5024039		
Status			Active			From			01/12/20
Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details	
New Program	~	Add Program	1		h				
Program ID ≎			Program Status			Status Start Date \$			
						No recor	ds found.		
		Showing Rows 0-0 of 0 is as as							

6. Practice can start patient registration in HPOS under 'My Programs' via the MyMedicare blue tile. You can access instructions for Patient Registration by following the instructions in this <u>online training module</u>. Patient registration steps start from slide 5.

