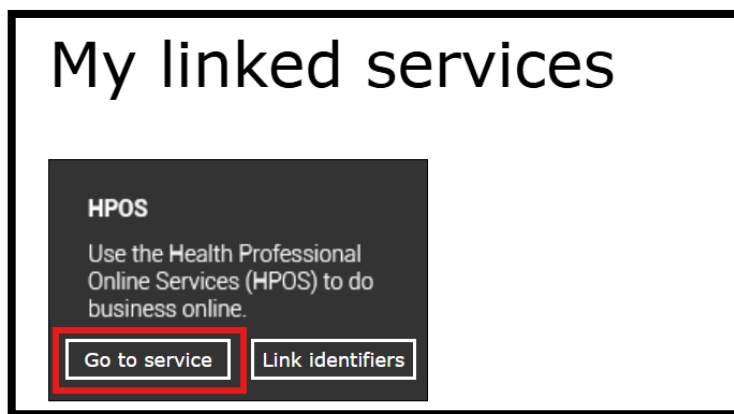


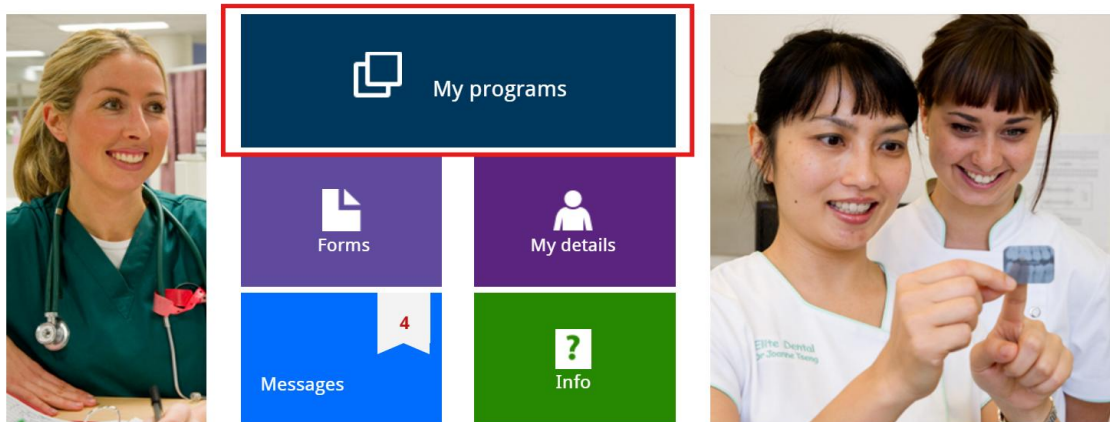
## PRODA Walkthrough

# How to obtain a list of patients from PRODA who are registered for General Practice Aged Care Incentive (GPACI)

1. Log in to **PRODA**
2. Identify **HPOS** under linked services and select '**Go to Service**'



3. Select the PRODA listed **organisation you are acting on behalf of in HPOS** – click '**Continue**'
4. Select '**My Programs**' found on the HPOS homepage



5. Select **'My Medicare'** tile – *if this tile doesn't display, you may not have the required access/delegations within your organisation*



6. Patient list will display – ensure you have selected the following:

- **'Patient Incentive'** drop down menu - select **GPACI**
- Tick **'Withdrawn Registrations'**



7. Select **'Search'** to obtain patient list



8. Select **'Export Complete Registration List'** — you will have access to the list in either CSV file or Excel format

You are here: Home > MyMedicare Patient List

### Patient List

[Register a patient](#)

> Search criteria

Organisation site

Medicare or DVA card number  Patient first name  Patient surname

Preferred GP/Medicare provider number  Registration type  Registration initiated by  Patient incentive

Registration created date From (DDMMYYYY)  To (DDMMYYYY)  Registration start date From (DDMMYYYY)  To (DDMMYYYY)  Registration withdrawal date From (DDMMYYYY)  To (DDMMYYYY)  Withdrawn registrations  Include in search result

Complete Registrations (38)

[Export Complete Registrations List](#)

**For any further assistance in extracting registered GPACI patient list from PRODA, please contact your PSO/PAO**