

MyMedicare

Registration Steps and Tips

<p>Before you start registration</p>	<p>To ensure your registration for MyMedicare is as smooth as possible, please collect the necessary information as listed below to register:</p> <ul style="list-style-type: none"> • Australian Business Number (ABN) of the Organisation. • A copy of the Organisation details as listed on the Australian Business Register (ABR). • Details of an Authorised Contact including their individual Registration Authority (RA) Number, Date of Birth (DOB), mobile phone number and email address. • Responsible Officer Number (RO) • Organisation banking details • For GPs that you will be linking to the Organisation Register, have their provider location numbers, prescribing number, mobile number and DOB details. • Organisation Accreditation details or relevant exemption details.
<p>Pre-registration tips</p>	<p>PRODA Compatibility with browsers: It is recommended to access PRODA to use one of the following minimum web browsers:</p> <ul style="list-style-type: none"> • Firefox 72.x • Google Chrome 80.x • Microsoft Edge 79.x • Safari 14.x. <p>Older versions or other browsers may work but may not display correctly and are not tested or supported.</p> <p>Important: The person setting up the Organisation in PRODA must:</p> <ul style="list-style-type: none"> • Have an individual PRODA account. • Be the Associate or Authorised contact for the organisation on the ABR. • The individual PRODA account name matches your name as recorded on the ABR. If they do not match, you will not be able to complete the registration process. Contact the ABR if you need to update your name or organisation information recorded on the ABN. <p>To check your ABR details online, refer to: https://www.abr.gov.au/checking-your-abr-details-online</p> <p>To register an organisation in PRODA, the organisation must have an active ABN.</p>
<p>Registration process</p>	<p>Refer to the following 3 resources to step through the registration process:</p> <ol style="list-style-type: none"> 1. Checklist and steps to register for MyMedicare on the Organisation Register

	<p>(Services Australia)</p> <p>Check list: MYMEDINFO1-Checklist and steps to register for MyMedicare on the Organisation Register (servicesaustralia.gov.au)</p> <p>2. Setting up the Organisation register for program use (Services Australia)</p> <p>Simulation video: ORGREGM01_1 Setting up the Organisation Register for program use – including for General Practice Training Payments (GPTP) (servicesaustralia.gov.au)</p> <p>3. PRODA and MyMedicare Registration: Guide on how to register (Darling Downs and West Moreton PHN)</p> <p>Use this resource in conjunction with resource 2 above to step through the registration process</p> <p>Guide: PowerPoint Presentation (emphn.org.au)</p>
<p>Registration Trouble shooting</p>	<ul style="list-style-type: none"> • 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. • Your practice may have already registered and linked the Organisation to PRODA for access to programs such as the General Practice Training Program (GPTP), therefore, you do not need to complete a second registration process. However, will need to add: <ul style="list-style-type: none"> - Accreditation details - Linking providers to your organisation - Banking details - From 1 October, add MyMedicare Program in the program registration tab • The final step of registration to add the MyMedicare Program to your Organisation Site Record in PRODA will not be available until 1 October 2023. It will be important to complete this final step to enable patient registration to commence. • Practice Owners can be registered as the Associate, other staff as authorised contacts. • You must log into the PRODA account of the principal or owner (RO) and go through the process in their account regardless of if you are a delegate (OMO) or not. <p>When linking HPOS to an organisation in PRODA and HPOS is not listed in service provider section list:</p> <ul style="list-style-type: none"> • Return to home screen and select ‘Link Identifiers’ as RO AHPRA number had not been linked in initial set up. • If the submit and summary save option at the end of each page is not enabled: <ul style="list-style-type: none"> - RO (associate) must be logged in. - Organisation RA must be used. - PRODA organisation site ID
<p>Updating your Organisation details in PRODA</p>	<p><u>Updating your organisation’s personnel details - Services Australia</u></p> <p>Webpage: https://www.servicesaustralia.gov.au/updating-your-organisations-personnel-details-healthcare-identifiers-hi-service?context=22876</p>
<p>Updating your business details with ABR</p>	<p>Contact Australian Business Register (ABR) to confirm or update details if:</p> <ul style="list-style-type: none"> • Name in ABR and ABN do not match. • PRODA not accepting organisation information as in ABR. • Associate details need to be amended.

	<p>How to update your ABN details</p> <p>You can update details:</p> <ul style="list-style-type: none"> • online through Australian Business Register: https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details • through your registered tax agent or BAS agent • by calling the Australian Business Register Infoline on 13 92 26. • by lodging a Change of registration details form (search for NAT 2943) https://iorder.com.au/publication/main.aspx
<p>Where do you find your RA number?</p>	<p>HPOS uses your RA number to link services to your account. Here's how to find your RA number:</p> <ul style="list-style-type: none"> • 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.
<p>Support</p>	<p>PRODA Helpline Phone: 1800 700 199, Option 1</p>

Further PHN support for healthcare providers:
Eastern Melbourne PHN (EMPHN)
practicesupport@emphn.org.au