Gold Coast Primary Health Network

MyMedicare Registration

Step 1 Set up your organisation in PRODA

Does everyone have an individual PRODA?
Individual PRODA (Owner/Director, Practice Manager, Health Practitioners – Nurses, GP's nurse practitioners, allied health)
> *PRODA Logon*
> *PRODA Registration*
> *PRODA Resources* – *Services Australia*
>> **Tip:** Ensure you have a list of everyone's PRODA RA numbers for purposes of linking and delegations

Use the business owners PRODA to set up the Organisation PRODA
Organisation PRODA Owner/Director/Practice principal (Practice Manager can be allocated access)
> *PRODA Logon*
> *PRODA Resources* – *Services Australia*
>> **Tip:** The PRODA account used to register the organisation must belong to someone who is listed on the Australian Business Registry as an authorised person for that ABN (usually Owner/Director/Practice Principal)

Manage all of your Organisation PRODA delegations
Organisation PRODA Account - Adding Members/Managing Delegations
> *PRODA Logon*
> *PRODA Resources* – *Services Australia*

MyMedicare Registration

Step 2 Link your organisation to HPOS

Linking an Organisation in PRODA to HPOS

PRODA Logon

Organisation Register Resources – **Module 1 of 4**

Tip: The organisation PRODA may already be linked in PRODA but you may need to link it again using the ABN (Link Services on HPOS tile)

Step 3 Record details in the Organisation Record

Organisation Registration for MyMedicare

PRODA Logon

Organisation Register Resources – **Modules 2 of 4**

Tip: Watch the simulation

MyMedicare Registration

Step 4 Record details in the Organisation Site Record

Organisation Registration for MyMedicare

PRODA Logon

Organisation Register Resources – ***Modules 3 of 4***

Tip: If you try to add New program it will only list GPTP or UCC. MyMedicare option will be added in October however you can link all of your GP's in the meantime and add accreditation details on relevant TAB.

For any further support please contact Practice Support on:

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E: practicesupport@gcphn.com.au

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