

Checklist and steps to register for MyMedicare on the Organisation Register

Before you get started, have the following information handy to save time

- Australian Business Number (ABN) of the Organisation.
- Details of an Associate who is listed against the ABN on the Australian Business Register (ABR).
- Details of an Authorised Contact, including their individual Registration Authority (RA) number. This person doesn't need to be listed against the ABN, such as a Practice Manager. It can also be the same person as the Associate.
- Provider location numbers of the GPs that are providing services at your practice so you can link them to the Organisation Site.
- Details of your accreditation or relevant exemption as outlined on the [Department of Health and Aged Care](#) website.



If you've already set up your organisation site/s (practices at which your organisation operates) for another program, such as the General Practice Training Payment (GPTP) program or Medicare Urgent Care Clinics, you don't need to complete steps 1, 2 and 3 again. You may need to add accreditation details at step 4 before starting step 5.

You can commence linking your providers to your practice now. From 1 October 2023, you'll be able to add the MyMedicare program in the program registration tab and register patients if your practice is eligible.

Steps to register

1. Set up your Organisation in Provider Digital Access (PRODA)

The person setting up the Organisation in PRODA must have an individual PRODA account, and also be listed against the ABN on the ABR as an associate or authorised contact.

If you haven't already done it, setting up your practice as an Organisation in PRODA is required for accessing the Organisation Register and MyMedicare program. This includes any Subsidiary Organisations.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > [Provider Digital Access \(PRODA\)](#) > [PRODA for Organisations](#) > [How to register an Organisation](#)

2. Link your Organisation to Health Professional Online Services (HPOS)

Linking your organisation to HPOS with your ABN allows you to unlock the Organisation Register. This will give you the green Organisation Register tile on the HPOS home screen.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > [Organisation Register](#) > [Linking an Organisation in PRODA to HPOS](#)

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3. Create an Organisation Record

Using the Organisation Register tile on the HPOS home screen, you can record details of your Organisation in the Organisation Record.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Organisation Register > Creating an Organisation Record

4. Create an Organisation Site Record

With your Organisation Record complete, you can create organisation site/s (the practices at which your organisation operates).

To ensure your practice is set up to register patients in MyMedicare from 1 October 2023, please make sure that:

- the **Organisation Site Name** and **Physical Address** fields are up to date and recognisable to patients. Patients will see this information when registered or when they're using their myGov, Medicare Online Account, or Express Plus Medicare mobile app to search for your practice to register.
- relevant practice accreditation details or exemption details, as outlined on the [Department of Health and Aged Care](https://www.health.gov.au) website, are updated on your record.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Organisation Register > Creating an Organisation Site Record

If you have a Subsidiary Organisation

Linking your Subsidiary Organisation is optional and provides restricted access for staff between multiple sites. You must first link the Parent Organisation in PRODA to HPOS using your ABN. Then create the Organisation Site Record to get the Organisation Site ID to proceed with linking a Subsidiary Organisation.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Organisation Register > [Linking a Subsidiary Organisation in PRODA to an Organisation Site Record](#)

5. Link providers

All GPs providing services at your practice are linked to your organisation site.

For GPs providing services at your practice, ensure **their provider location number address is the same as the recorded address of your Organisation Site Record**, to allow them to be linked.

From 1 October 2023

6. Add health programs

The MyMedicare program will become available in the Program Registration tab to add to your Organisation Site Record.

7. Start patient registration

You can start patient registrations for your practice in HPOS under My Programs via the MyMedicare tile. Information on how to register patients will be available soon.