

How to Download a MyMedicare Patient Registration List in PRODA

1

Login to PRODA

2

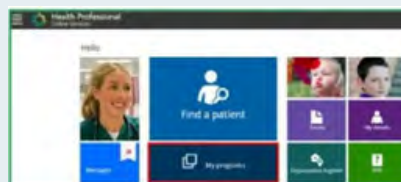
Select **Go to service**

3

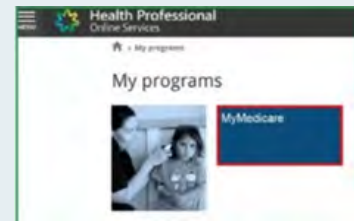
Select the PRODA-listed organisation you are acting on behalf of in **HPOS** and click **Continue**.

4

On the HPOS homepage, select **My Programs**



Then select **MyMedicare**



5

First ensure you have ticked the **Withdrawn registrations** box. Then select **Export complete registration list**.

You are here: Home > MyMedicare Patient List

Patient List
(Register a patient)

In the Patient List there is a tick box to include withdrawn registrations, when this is selected as part of the search criteria the withdrawn patients will appear under the Complete Registrations tab with the date withdrawn indicated. When you export the complete registration list (csv file) it will also include these patients with the date withdrawn.

Search criteria

Organisation site: XXXXXXXXX - Test Family Practice - SYDNEY

Medicare or Osk 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start date: From (DDMMYYYY) [] To (DDMMYYYY) [] Registration withdrawal date: From (DDMMYYYY) [] To (DDMMYYYY) [] Withdrawn registrations include in search results

[Search] [Clear]

Complete Registrations (2)
(Export Complete Registrations List)

The patient details in the Patient List are current as at the time the patient's registration was created.

First Name	Surname	DOB	Card Number	Preferred GP	Date Registered	Date Withdrawn	Initiated By	Action
Robert	Jones	09/08/1990	XXXXXXXXXX-8	00000000X	17/01/2024	18/01/2024	Practice	Details
Mary	Smith	19/08/1982	XXXXXXXXXX-8	00000000X	17/01/2024		Practice	Details

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Save the csv file in a location that is easily accessible.