

### Before you start registration

Relevant Links: [Setting up the Organisation Register for use](#)

You must log into the PRODA account of the principal GP (RO) and go through the process in their account regardless of if you are a delegate (OMO) or not

To amend organisation details including updating the personal details of an RO or OMO and to deactivate, reactivate and retire an HPI-O use [HPOS](#) or [these forms](#).

For further advice contact the HI Service 1300 361 457

When you log into PRODA to start the process, also have the Setting up the Organisation Register for program use simulation video open in your internet browser. You can stop and start this simulation as you go through the steps.

### Where do I find the RA number?

Relevant Links: [PRODA Login](#)

HPOS uses your RA number to link services to your account.

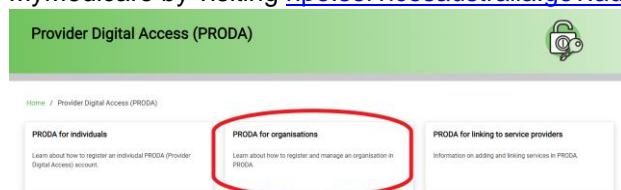
1. Login to your PRODA account.
2. Click Profile at the top right menu.
3. The RA number will be listed under the **My Details** section.

If the RA number is not shown, contact Human Services eBusiness Service Centre 1800 700 199.

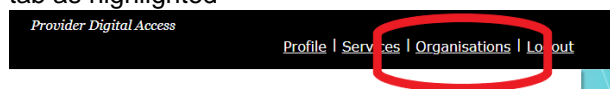
### Set up your organisation in PRODA

Your practice may have already registered and linked the Organisation to PRODA for access to the AIR, if this is the case, just complete steps 2, 3 and 4 to be ready for MyMedicare.

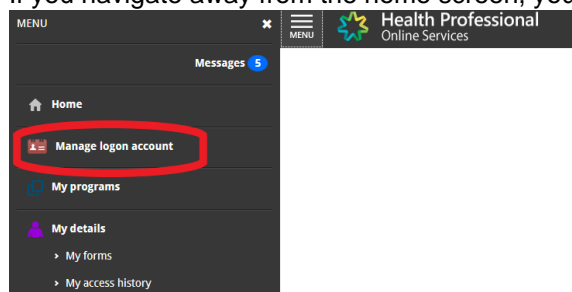
Find out what you need to do to register your practice in the Organisation Register to get ready for MyMedicare by visiting [hpe.servicesaustralia.gov.au](http://hpe.servicesaustralia.gov.au)



To register an organisation in PRODA, once you log in to your PRODA account, look for the Organisations tab as highlighted



If you navigate away from the home screen, you can find this again clicking on Manage logon account



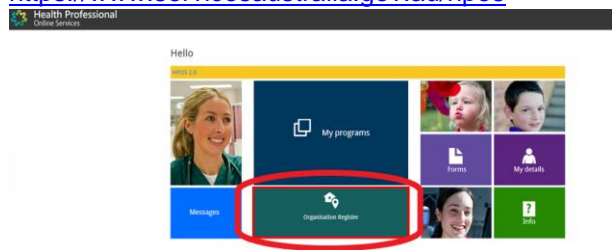
## Link your organisation in HPOS

Relevant Links: Services Australia – [eLearning Module 1 of 4](#)

Linking your organisation to HPOS with your ABN, allows you to unlock Organisation Register and get the green Organisation Register tile on the HPOS home screen

Once linked you can access the Organisation Register via the Organisation Register tile in HPOS at

<https://www.servicesaustralia.gov.au/hpos>



## Record details in the Organisation Record

Relevant Links: Services Australia – [eLearning Module 2 of 4](#)

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

## Record details in the Organisation Site Record

Relevant Links: Services Australia – [eLearning Module 3 of 4](#)

With your Organisation Record Complete you can record the details of the site or sites (practices) at which your organisation operates

In module 3, slide 3 the step shows the organisation site record with over 8 tabs including banking details, provider details etc (as below)

Organisation Register - Organisation Site Record

Create

Organisation Site	Physical Address	Services	Contact	Key Individuals
Accreditation	Provider	Program Registration	Banking Details	

The Organisation Site holds details about your practice at a physical location. The Organisation Site will need to be 'Active' to participate in Health programs. To obtain a status of 'Active' the following fields are required:

- Postal address
- Contact email address
- Contact phone or mobile number
- Key individual with a role of 'Authorised Contact' with no end date

Organisation ID: 2308956727

ABN: 35 121 97 696

Entity Name: ORGANISATION A

Organisation Site Name: Family General Practice

Start Date: 01/12/2022

Submit Reset Cancel

Save completed successfully

Organisation Register - Organisation Record

Amend

Organisation ID	Entity Name
2308956726	Organisation A

ABN: 35 121 97 696

Status: Active

PRODA RA Number: 5024039511

From: 01/12/2022 11:21:34

Organisation Contact Key Individuals Associated Sites

Before adding an Organisation Site, please ensure the following details are known about the organisation site:

- Organisation Site name
- Physical address

Add New Site

Current Organisation Sites

ID	Name	Physical Address	Start Date	Action
No records found.				

Showing Rows 0.0 of 0

Submit Reset Cancel

## Linking a Subsidiary Organisation in PRODA to an Organisation site record

Relevant Links: Services Australia – [eLearning Module 4 of 4](#)

### Further support - Services Australia - phone

13 21 50 - Services Aust - registration support & HPOS

1800 700 199 Services Aust - PRODA support

Or contact the Practice Facilitator team on [QI@westvicphn.com.au](mailto:QI@westvicphn.com.au) or 1300 176 271