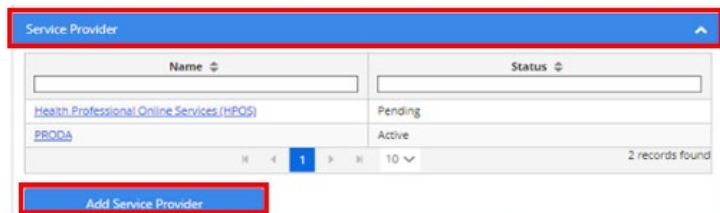


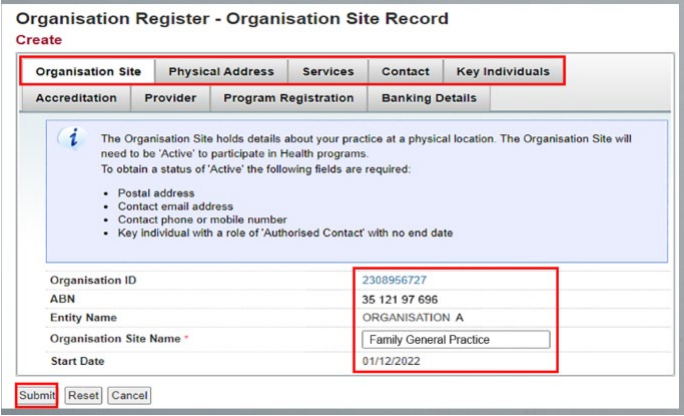
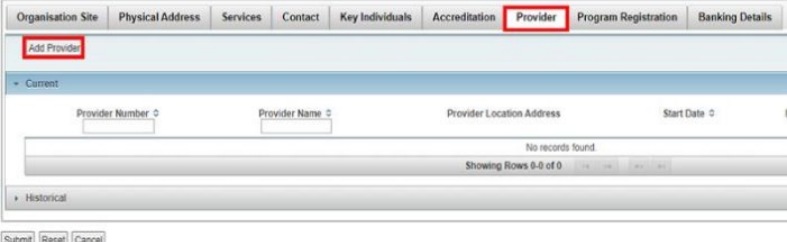
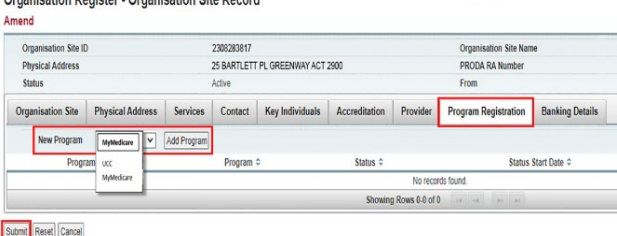
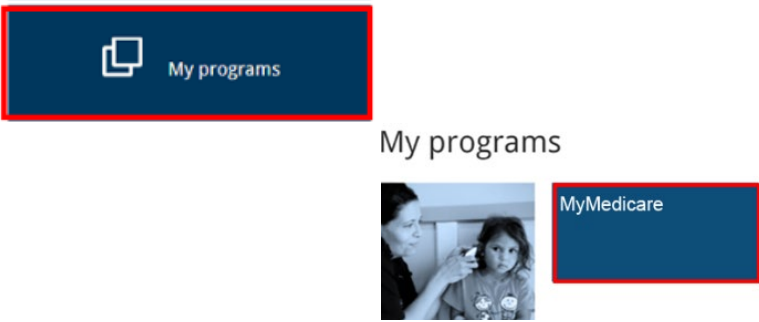
MyMedicare – Registration Checklist

This checklist is to guide practices to register for MyMedicare.

Any complex issues with registration should be referred to the Digital Health team for further support please contact 03 8514 4460 or email digitalhealth@semphn.org.au. If you are experiencing issues, please specify at which stage you were at when contacting the Digital Health team (e.g. section 3).

For further information, please visit SEMPHN's dedicated [MyMedicare webpage](#), including [practice](#) and [patient](#) registration resources.

1	☐ Are you able to see your practice on the Express Plus Medicare app? 	If no, your practice is not registered for MyMedicare. If yes, your practice is registered – refer to patient registration resources.												
2	☐ Is your practice accredited, registered for accreditation, or exempt? (circle)	If yes, continue with registration process. If no and no plans to become accredited within 12 months, your practice is not eligible for MyMedicare.												
3	☐ Is your Organisation registered in PRODA? - Select <i>Organisations</i>, - If Yes, the relevant organisation will be under My organisations. - If No, select <i>Register New Organisation</i>													
4	☐ Is HPOS linked to your organisation as a service provider? - If no, <i>Add Service Provider</i> and choose HPOS. - If <i>Pending</i>, click on HPOS in blue and link identifier (it should default to ABN).													
5	☐ Does your Organisation Register tile appear in HPOS? - If unable to act on behalf of your organisation, review attribute delegations (need HPOS-Access, HPOS-Org-Admin)	Please choose an organisation to act on behalf of: ☐ No Organisation - Proceed as an individual only ☒ New Organisation 												
6	☐ Have you completed the Organisation Record details in the Organisation Register? - <i>Contact</i>: requires phone, email, and postal address. - <i>Key Individuals</i>: requires associate & authorised contact. o Ensure the PRODA RA number used in Key Individuals is not your organisation’s PRODA RA.	Organisation Register - Organisation Record Amend <table><tr><td>Organisation ID</td><td>2308956726</td><td>Entity Name</td><td></td></tr><tr><td>ABN</td><td>58 193 517 849</td><td>PRODA RA Number</td><td></td></tr><tr><td>Status</td><td>Pending (System)</td><td>From</td><td></td></tr></table> Organisation Contact Key Individuals Associated Sites	Organisation ID	2308956726	Entity Name		ABN	58 193 517 849	PRODA RA Number		Status	Pending (System)	From	
Organisation ID	2308956726	Entity Name												
ABN	58 193 517 849	PRODA RA Number												
Status	Pending (System)	From												
7	☐ Have you created an Organisation Site Record under the <i>Associated Sites</i> tab? - <i>Add New Site</i> will only appear once the Status is <i>Active</i> for the Organisation Record. - Note each practice location requires an Organisation Site Record.	Organisation Register - Organisation Record Amend <table><tr><td>Organisation ID</td><td>2308956726</td><td>Entity Name</td><td>Organisation A</td></tr><tr><td>ABN</td><td>35 121 97 696</td><td>PRODA RA Number</td><td>5024039511</td></tr><tr><td>Status</td><td>Active</td><td>From</td><td>01/12/2022 11:21:34</td></tr></table> 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	Organisation ID	2308956726	Entity Name	Organisation A	ABN	35 121 97 696	PRODA RA Number	5024039511	Status	Active	From	01/12/2022 11:21:34
Organisation ID	2308956726	Entity Name	Organisation A											
ABN	35 121 97 696	PRODA RA Number	5024039511											
Status	Active	From	01/12/2022 11:21:34											

8 ☐	Have you completed each tab in your Organisation Site Record? - Enter Organisation Site Name and Physical Address as they are known to patients. - When entering addresses, do not use autofill. Instead, select from the dropdown options that will appear as you type. - Take note of i messages that appear in blue boxes. <i>*Banking Details is not relevant for MyMedicare</i>	
9 ☐	Have you added all Providers working at your practice under the Provider tab? - Ensure you use the <i>Add Provider</i> button to enter the provider number. - Note the last character of the provider number will be cut-off, this is ok.	
10 ☐	Have you added the MyMedicare program in the Program Registration tab?	
11 ☐	Log out and log back in to PRODA. Can you see the MyMedicare tile under My Programs in HPOS? - If no, check that the HPOS-Access and HPOS-MyMedicare-Program-Staff attributes have been delegated to the member of organisation. The Director of the organisation will automatically have these.	
12 ☐	Is your practice visible on the Express Plus Medicare app? 	If yes, practice is registered and can begin patient registration. If no, refer to Digital Health team for follow-up