

Register Organisation for MyMedicare

1

Add your practice to PRODA

If you claim through Medicare online, you've already done this.

2

Link your practice to HPOS

Link your ABN to make the organisation register available as a program to select in HPOS

3

Add your practice to the Organisation Register

Follow the prompts in the organisation register. When the practice's status is set to Active, the option to Add New Site in the Associated Sites tab of the organisation register will be enabled.

4

Add a practice location as an Organisation Site

Add contact details for at least one practice that shares the ABN in the Organisation Record.

5

Add providers to the Organisation Site Record

The location address for a provider's provider number must be the same as the address recorded for the Organisation Site in step 4.

6

Activate MyMedicare program

Go back into your Organisation Register, add the MyMedicare program from the options, and activate MyMedicare to make your practice available to patients to register.