

# MyMedicare Patient Registration

You'll need the patient's Medicare or DVA card number

# 1

Open the MyMedicare program  
in PRODA

# 2

Look for a patient

From the Patient List screen, select **Find a Patient**.  
Search for the patient by Medicare/DVA number.  
Select **Register for MyMedicare**.

# 3

Set the registration type

Select a Registration type of 'Pending' for patients  
who will consent online (MyGov or App),  
or set to 'Complete' for those who completed  
the printed form.

# 4

Select the practice location  
and GP

If you have more than one practice location  
with the same ABN, select the patient's preferred  
practice location.

# 5

Review the selections  
and proceed

If the patient completed the printed form,  
the Demographic Details screen will appear.  
Select **Not provided** and proceed.

# 6

Finish the registration

Tick the declaration checkbox and select  
**Confirm**. Online patients will be notified through  
MyGov or the Medicare app.