Linking an Organisation in PRODA to HPOS

How to link step-by-step

Step 1

Login to PRODA
- Enter Username
- Enter Password

An authentication code will be sent to your preference previously chosen:
- •Email
- •SMS
- •PRODA app

Login

If you have already created your PRODA account, login below.

Username

JKirk

Forgot your username?

Password

••••••••   Show

Forgot your password?

Login

<Back

2-step verification

Enter the verification code from your SMS below.

If you cannot access your SMS at this time we can send a code to a backup channel.

Enter Code

Show

Didn't receive your code?

Next

Step 2

Once logged in proceed to click on **<u>Organisations</u>** button

Step 2
My Organisations

Select the organisation
you're acting on behalf of

Step 3
Manage My Organisations

Expand the Service Provider menu

Select **Add Service Provider**

Step 4

Select **Health Professional Online Services** (HPOS)

Click **Add Service Provider**

Step 5

The status will be **Pending** until linking is completed.

Status will then change to **Active** once complete

Step 6
Terms and Conditions

PRODA connects the user to the Provider Linking System (PLS)

The Organisation Linking screen will appear

Read the **T&C's**

Select the tick box for **declaration** and **agree** and **understand** the T&C's

Click on **Accept**

Step 7
Organisation Linking – Create Relationships

Once the HPOS Service has been added,
the **Create Relationships** screen will appear

Select **ABN** as the identifier

The organisation **ABN** will pre-populate the
Identifier box

Click **Next**

Step 8
Confirmation

A confirmation message will verify linking relationship with HPOS

Click **Next**

The next screen confirms that the organisation in PRODA can access HPOS services.

Click **Finish**

Organisation Linking - Create Relationships

Verification of relationship

We have established your organisation's relationship with the following:

Health Professional Online Services (HPOS) for ABN 35152197696 ✔

Next

Organisation Linking - Next Steps

You can now access HPOS services based on the identifiers you have used to link.

Select **Go to service** on the **Health Professional Online Services** tile in **PRODA - My services**.

Select the organisation you have linked

First time access:

- The HPOS terms and conditions will display, you must read them and select **I agree**
- Provide an email address and select **submit**

The **HPOS home page** opens.

To return to your PRODA account from HPOS select **Manage logon account** from the main menu.

Go to My services page in PRODA by clicking Here.

Finish

Step 9

Return to PRODA main menu

Click **Go to Service** on the HPOS tile

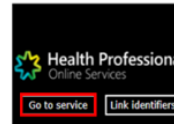Select the organisation you are acting on behalf of in HPOS

Continue as **Your Organisation**

Step 10
Terms and Conditions

When you access HPOS as your organisation, you will have the Terms and Conditions of Use and Access appear.

Read **T&C's**

Click **I Agree** button

Step 11
Mail Centre Notifications

An email must be provided to access HPOS mail centre and receive notifications.

Enter **Organisation Email Address**

Select **Yes** to receive notifications

Select **Immediate notification for new correspondence from the dropdown** box

Click on **Submit**

Step 12
Linking Process Completion

Linking process is now complete!

HPOS will now display
the **Organisation Register** tile