



Organisation Register for MyMedicare

How to register step-by-step



Step 1

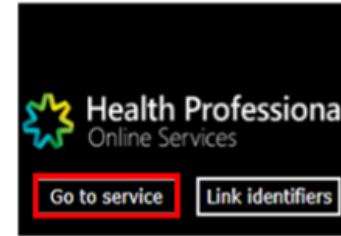
Organisation Register



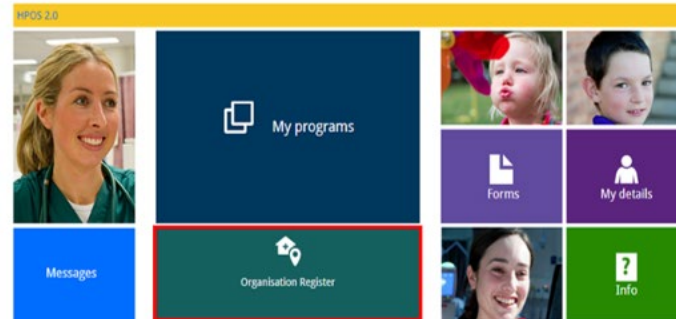
After logging into **PRODA**

Select **Go to Services** on HPOS tile

My linked services



Hello



Then, select the **Organisation Register** tile

Step 2

Organisation Details

To create an Organisation Record, details need to be entered in tabs:

- Contact
- Key Individuals
- Associated Sites

Associated Sites tab is used to register a health service provider location, such as a general practice.

Must be with the same ABN

Once all details have been entered select **Save** to make the record active



Organisation Register - Organisation Record

Amend

Organisation ID	2308283726	Entity Name	Organisation A
ABN	35 121 97 696	PRODA RA Number	5024039511
Status	Pending (System)	From	01/12/2022 10:10:51

Organisation	Contact	Key Individuals	Associated Sites
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The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

Organisation Details

ABN	35 121 97 696		
ACN			
Entity Name	Organisation A		
Entity Type	Limited Partnership		
ABN Registered Address	QLD 4000		
ABN Start Date	13/08/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

Ultimate Organisation

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

There is currently no Ultimate Organisation for this record.

Step 3

Ultimate Organisation Register



An **Ultimate Organisation** is the primary organisation of the Owner/Director

These details are voluntary and can be added if relevant to the organisation

Select **Add Ultimate Organisation**

Organisation Register - Organisation Record

[Amend](#)

Organisation ID	230890720	Entity Name	Organisation A
ABN	35 121 97 000	PRODA RA Number	5024030511
Status	Pending (System)	From	01/12/2022 10:10:51

Organisation Contact **Key Individuals** Associated Sites

The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

Organisation Details

ABN	35 121 97 000		
ACN			
Entity Name	Organisation A		
Entity Type	Limited partnership		
ABN Registered Address			
ABN Start Date	13/08/2020	ABN End Date	
Registered Start Date	01/12/2022	Registered End Date	

Ultimate Organisation

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

There is currently **no** Ultimate Organisation for this record.

Add Ultimate Organisation

Step 4

Ultimate Organisation Register



Enter **ABN** for the **Ultimate Organisation**

Select **Confirm**

Confirm the **Ultimate Organisation** details you have entered

Select **Submit**

A summary will appear, select **Save**

Step 5

Contact Tab

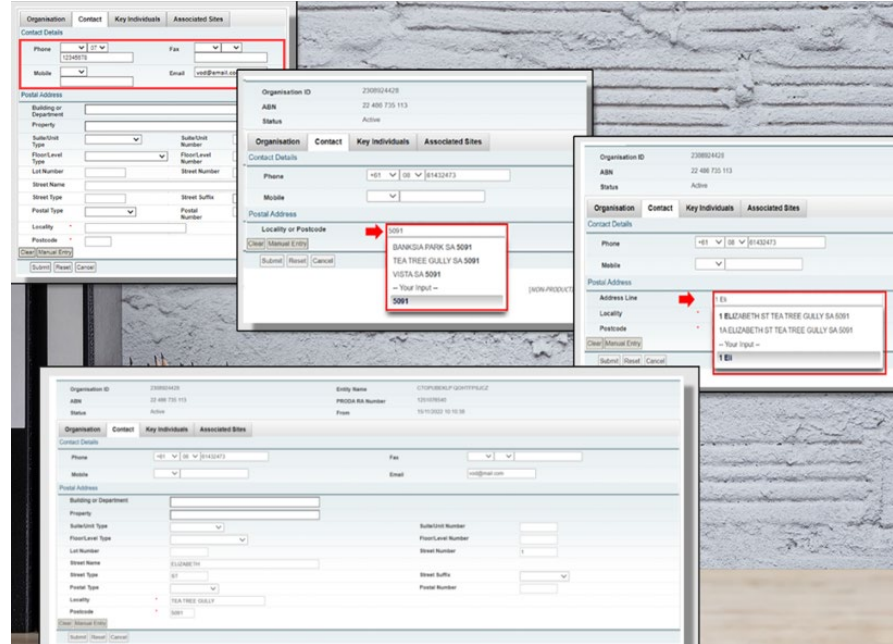


Provide mandatory details:

- Contact Number
- Email Address
- Postcode
- Suburb
- Address

Once details have been entered, select **Submit**

Then, select **Save**



Step 6

Key Individuals



The **Key Individuals** tab requires a minimum of **two** Key Individuals

One Associate – Owner/Director listed against the ABN on the ABR

And,

One Authorised Contact – Practice Manager/OMO

Select **Add Key Individual**

Organisation Register - Organisation Record

Amend

Organisation ID	2308659720	Entity Name	Organisation A
ABN	35 121 97 000	PRODA RA Number	5024039511
Status	Pending (User)	From	01/12/2022 10:54:48

Organisation Contact **Key Individuals** Associated Sites

Add Key Individual

Current

Name	Date of Birth	Role	Phone/Mobile	Start Date	End Date
No records found.					

Showing Rows 0-0 of 0

Historical

Submit Reset Cancel

Step 6 cont. Key Individuals



Enter details in the popup window:

- Role
- ID Type (such as PRODA RA No.)
- ID Number (such as RA Number)
- First Name
- Surname
- Date of Birth
- Contact Number
- Email Address

Once details are entered for Associate, select **Confirm**

Do the same for Authorised Contact

The screenshot shows a web application interface. On the left is the 'Organisation Register - Organisation Record Amend' window. It displays details for Organisation ID 2308859728 and ABN 35 121 97 590. The 'Key Individuals' tab is active, and an 'Add Key Individual' button is visible. On the right is a modal popup window titled 'Add Key Individual'. It contains a text block explaining the role types: 'Associate', 'Sole trader', 'Authorised Contact', and 'Authorised Contact of the ABN with the ABR'. Below this are form fields for: Role (dropdown menu with 'Associate' selected), ID Type (dropdown menu with 'PRODA RA Number' selected), ID (text field with '1608264625'), First Name (text field with 'First name'), Surname (text field with 'Surname'), Date of Birth (calendar icon with '01/01/1970'), Phone (text field with '+61 02 01432470'), Mobile (dropdown menu), Email (text field with 'VOD@gmail.com'), Start Date (text field with '01/12/2022'), and End Date (text field). At the bottom of the popup are 'Confirm' and 'Cancel' buttons.

Step 6 cont.

Key Individuals



Confirm the **Key Individual's** details are correct

Select **Submit**

You are here: [Home](#) > [Organisation Register](#)

Organisation Register - Organisation Record

[Amend](#)

Organisation ID	2308283726	Entity Name	Organisation A
ABN	35152197696	PRODA RA Number	5024039511
Status	Active	From	19/01/2022 16:24:35

Organisation **Contact** **Key Individuals** **Associated Sites**

▼ Current

Name	Date of Birth	Role	Phone/Mobile	Start Date	End Date	Action
Jim Smith	01/01/1970	Associate	+61 02 61432473	19/01/2022		Amend End View
Jim Smith	01/01/1970	Authorised Contact	+61 02 61432473	19/01/2022		Amend End View

Showing Rows 1-2 of 2

▶ Historical

Step 7

Organisation Record Summary



Confirm the organisation details are completed and correct

Select **Save**

BB02 - All of the following details are required for the Organisation record to become 'Active'.

- Postal address
- At least a phone or mobile
- An email
- At least one key individual with the role Associate
- At least one key individual with the role Authorised Contact

This record can still be saved in a Pending status until all required information is provided.

8034036611

Organisation Register Summary

Organisation ID: 230
Status: Pending

The Organisation report will hold details about the ABR (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

ABN	35 121 97 696	ADN	
Entity Name	Organisation A	Entity Type	Limited partnership
ABN Registered Address	03/3 4033		
ABN Start Date	13/03/2022	ABN End Date	
Required Start Date	01/12/2022	Registered End Date	

Ultimate Organisation:

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

ABN	35 121 97 696
Entity Name	Organisation A
Date Rescoped	01/12/2022

Contact

Phone		Fax	
Mobile		Email	
Postal Address			

Key Individuals

Current	Name	Date of Birth	Role	Phone/Mobile
		05/01/1970	Associate	

Historical	Name	Date of Birth	Role	Phone/Mobile
No records found.				

Associated Sites

Current Organisation Sites	ID	Name	Physical Address
No records found.			

Save Cancel

Step 8

Organisation Record Active



The Organisation Record Status will now be **Active**

The Associated Sites tab now displays an **Add New Site**

Select **Add New Site**

BB02 - All of the following details are required for the Organisation record to become 'Active'.

- Postal address
- At least a phone or mobile
- An email
- At least one key individual with the role Associate
- At least on key Individual with the role Authorised Contact

This record can still be saved in a Pending status until all required information is provided.

The Organisation record will hold details about the ABR (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

ABN	35 121 97 696	ACN	
Entity Name	Organisation A	Entity Type	Limited partnership
ABN Registered Address	000-000	ABN End Date	
ABN Start Date	13/03/2021	Registered End Date	
Registered Start Date	01/12/2022		

Ultimate Organisation

This is the recognised legal entity that you consider to have hierarchical control of your organisation.

ABN	35 121 97 696
Entity Name	Organisation A
Date Resourced	01/12/2022

Contact

Phone		Fax	
Mobile		Email	
Postal Address			

Key Individuals

Current	Name	Date of Birth	Role	Phone/Mobile
		01/01/1970	Associate	

Historical

	Name	Date of Birth	Role	Phone/Mobile
No records found.				

Associated Sites

Current Organisation Sites	ID	Name	Physical Address
No records found.			

Save Cancel

Step 9

Organisation Site Record



This window allows you to enter Organisation Site details via the tabs, such as for your General Practice.

The system will pre-populate the details

Enter the Organisation Site Name

Organisation Register - Organisation Site Record

Create

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

i 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 *	<input type="text" value="Family General Practice"/>
Start Date	01/12/2022



Step 9a

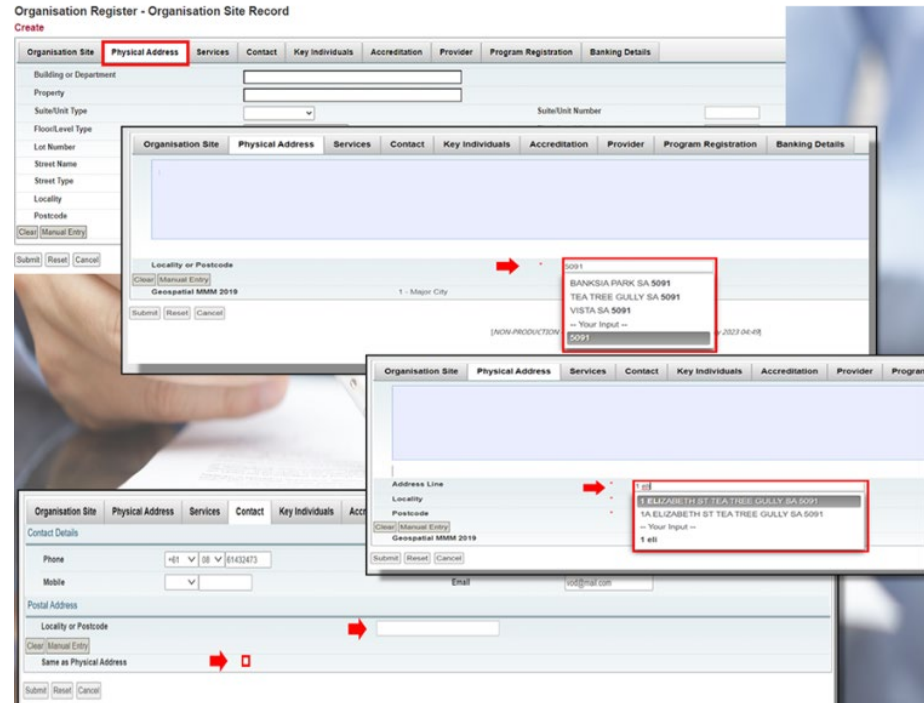
Organisation Site Record – Physical address



Physical Address tab allows you to enter the address of you General Practice

Postcode and Suburb must be entered first

Enter the Address into address line



Step 9b

Organisation Site Record – Services

The **Service** tab details what health service the practice will provide.

In **Service Descriptions**, select the dropdown box

Select the **Service Types** provided

Select how the services will be delivered in **Service Delivery Types**:

- More than 1 can be selected

If any of the first four options were selected in Service Delivery Types. An address at what locations that service will be provided outside the original address.

Then select **Submit**



Organisation Register - Organisation Site Record

Create

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

Service Descriptions

The Service Description is based on your Australian and New Zealand Standard Industrial Classification (ANZSIC) classification. This is based on the main business activity the Organisation Site provides. More than 1 Service Description can be added.

Add/Amend Organisation Site Type General Practice

Service Type ("Select 1 or more")

General Practice Service

Aged Care Residential Services
Ambulance Services
General Practice
Mental Health Hospitals
Optometry and Optical Dispensing

Service Unit
No available Service Units

Confirm Cancel

Organisation Site Type/Service Type/Service Unit

No records found.

Showing Rows 0-0 of 0

Last Updated

Service Delivery Types

Aboriginal Community Controlled Health Services (ACCHS) at Site location and/or other locations

Aboriginal Medical Services (AMS) at Site location and/or other locations

Mobile Services at other locations

Outreach Services at other locations

Services at Site location

Service Locations

*Service Location is a location outside of the Organisation Sites physical address, where providers service patients on a repeated or extended basis.

Before a Service Location can be added to the Organisation Site, the status of the Organisation Site must be 'Active'.

Name	Address	Geospatial MMM 2019	Spoke	Date Recorded
No records found.				

Showing Rows 0-0 of 0

Submit Reset Cancel

Step 9c

Organisation Site Record – Contact



The **Contact** tab requires mandatory details:

- Phone Number
- Email Address
- Postal Address

You may use same address as the Site address, otherwise enter **alternative** postal address.

Organisation Register - Organisation Site Record

Create

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
Contact Details								
Phone	+61	02	61432473			Fax		
Mobile						Email	PM@gmail.com	
Postal Address								
Building or Department								
Property								
Suite/Unit Type								
Floor/Level Type								
Lot Number								
Street Name								
Street Type								
Postal Type								
Locality								
Postcode								
Same as Physical Address								

[Submit] [Reset] [Cancel]

Step 9d

Organisation Site Record – Key Individuals



Key Individuals tab requires a minimum of one Key Individual.

Enter details in the popup window:

- Role
- ID Type (such as PRODA RA No.)
- ID Number (such as RA Number)
- First Name
- Surname
- Date of Birth
- Contact Number
- Email Address

Once details are entered for Authorised Contact

Select **Confirm**

Organisation Register - Organisation Site Record
Create

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

Add Key Individual

Role * **Role Authorised Contact**

ID Type * PRODA RA Number

ID * 132521249

First Name Jim

Surname * Smith

Date of Birth * 01/01/1970

Phone +61 02 61432473

Mobile

Email * VOD@gmail.com

Start Date * 01/12/2022

End Date

Confirm Cancel

Organisation Register - Organisation Record
Amend

Organisation ID 2306956726 Entity Name Organisation A
ABIN 35 121 97 696 PRODA RA Number 5024039511
Status Active From 01/12/2022 11:21:34

Organisation | Contact | **Key Individuals** | Associated Sites

Add Key Individual **Expand All** **Collapse All**

Name	Date of Birth	Role	Phone/Mobile	Start Date	End Date	Action
Jim Smith	01/01/1970	Associate	+61 02 61432473	01/12/2022		Amend End View
Jim Smith	01/01/1970	Authorised Contact		01/12/2022		Amend End View

Showing Rows 1-2 of 2

Submit **Reset** **Cancel**

Step 9e

Organisation Site Record – Accreditation



Accreditation tab does not need to be completed for the General practice Training Payments Program.

This tab will be used when new functions and programs are added.


You can select accredited or exempt from the dropdown box

Organisation Register - Organisation Site Record

Amend

Organisation Site ID	2308956826	Organisation Site Name	P&O ORGANISATION
Physical Address	141 TURBOT STREET BRISBANE ADELAIDE STREET QLD 4000	PRODA RA Number	
Status	Active	From	01/12/2022 12:49:38

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

 Accreditation may affect the eligibility of health programs.

Is the organisation site accredited or exempt?

Step 9f

Organisation Site Record – Provider



Provider tab does not need to be completed for the General practice Training Payments Program.

This tab will be used when new functions and programs are added

Select **Add Provider**

You can search for the providers using their **Provider Number**.

Select **Confirm**

The screenshot displays the 'Organisation Register - Organisation Site Record' interface. The 'Provider' tab is selected and highlighted with a red box. Below the tabs, there is an 'Add Provider' button, also highlighted with a red box. The main content area shows a table with columns for 'Provider Number', 'Provider Name', 'Provider Location Address', 'Start Date', and 'End Date'. A message indicates 'No records found' and 'Showing Rows 0-0 of 0'. An 'Add Provider' dialog box is open, showing a search field for 'Provider Number' with the value '280595' and a 'Find' button. Below the dialog, there are fields for 'Start Date' (01/12/2022) and 'End Date'. A 'Declaration' section is highlighted with a red box, containing the text: 'The information you have provided is true and correct, and you understand that giving false or misleading information is a serious offence.' Below the declaration is a checked checkbox labeled 'I agree' and 'Confirm' and 'Cancel' buttons.

Step 9g

Organisation Site Record – Program Registration



Program Registration tab will display programs the site (General Practice) is eligible for.

Programs will be added at a later stage

When available, select the program you wish to register for from the **New Program** dropdown box

Select **Add Program**

Select **Submit**

Organisation Register - Organisation Site Record

Amend

Organisation Site ID	230825143	Organisation Site Name	New Organisation
Physical Address	25 BARTLETT PL GREENWAY ACT 2900	PRODA RA Number	5024039511
Status	Active	From	

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details	
Organisation ID								2308956727	
ABN								35 121 97 696	
Entity Name								New Organisation	
Organisation Site Name *								<input type="text" value="Family General Practice"/>	
Start Date								01/12/2022	

Organisation Register - Organisation Site Record

Amend

Organisation Site ID	230825143	Organisation Site Name	New Organisation
Physical Address	25 BARTLETT PL GREENWAY ACT 2900	PRODA RA Number	5024039511
Status	Active	From	01/12/2022 12:49:38

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation	Provider	Program Registration	Banking Details
New Program	<input type="text" value=""/>	<input type="button" value="Add Program"/>						
Program ID ↕	<input type="text" value=""/>	Program ↕	Status ↕	Status Start Date ↕	Status End Date ↕			
2308285143			Eligible	01/12/2022				

Showing Rows 1-1 of 1

Step 9h

Organisation Site Record – Banking Details



Banking Details tab allows you to add banking details for the organisation site.

This requires an organisation site to hold a **HPOS-Org-Finance Attribute**

Select **Add**

Enter bank account details

Or,

Select existing account details

Agree to the Declaration statement

Click **Confirm** button

Organisation Register - Organisation Site Record

Amend

The screenshot shows the 'Organisation Register - Organisation Site Record' interface. At the top, there are fields for 'Organisation Site ID', 'Physical Address', 'Status', 'Organisation Site Name', 'PRODA RA Number', and 'From'. The 'Status' is 'Active' and the 'From' date is '01/12/2022 12:49:38'. Below this is a navigation bar with tabs: 'Organisation Site', 'Physical Address', 'Services', 'Contact', 'Key Individuals', 'Accreditation', 'Provider', 'Program Registration', and 'Banking Details'. The 'Banking Details' tab is selected and highlighted with a red box. Below the navigation bar is a message: 'Updates to banking details will take affect and have a start date of tomorrow:'. Below this is a table with columns: 'Program', 'BSB', 'Account No', 'Account Name', 'Start Date', 'End Date', and 'Action'. The 'Action' column has an 'Add' button highlighted with a red box. Below the table is a modal form titled 'Add Banking Details'. The modal has a 'Program' dropdown set to 'GTP'. Under 'Choose type of account details', the 'Enter a new account' radio button is selected. Below this is the 'Existing account details' section with a dropdown for 'Existing accounts'. The 'Account details' section is highlighted with a red box and contains fields for 'Branch number (BSB)', 'Name of bank, building society or credit union', 'Branch where account is held', 'Account Number', and 'Account Name'. Below this is the 'Declaration' section with a checkbox for 'I agree' and a 'Confirm' button highlighted with a red box.

Step 10

Organisation Site Record – Summary



Organisation Site Summary will appear once you Submit details

Check details entered are correct

Click Save button

Organisation Register - Organisation Site Record

Summary

Organisation Site ID		PRODA RA Number	
Status		From	

Organisation Site

Organisation ID	2308283726
ABN	35 121 97 696
Entity Name	35 121 97 696
Organisation Site Name	New Organisation
Start Date	01/12/2022

Physical Address

Accreditation

Is the organisation site accredited or exempt?	Exempt
Type	Working towards accreditation
Start Date	01/12/2022
End Date	30/06/2023

Provider

Current	Provider Number	Provider Name	Provider Location Address	Start Date	End Date
	No records found.				

Historical	Provider Number	Provider Name	Provider Location Address	Start Date	End Date
	No records found.				

Program Registration

Program ID	Program	Status	Status Start Date
No records found.			

Banking Details

Program *	BSB	Account No	Account Name	Start Date
No records found.				