

MyMedicare and GPACI program and patient registration

<p>Link providers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Login to PRODA (proda.humanservices.gov.au) <input type="checkbox"/> Go to services, continue under organisation <input type="checkbox"/> Select 'Organisation Register' tile <input type="checkbox"/> Click on the 'Associated Sites' tab, then click on the Site ID number (in blue) <input type="checkbox"/> Click on the 'Provider' tab, then select 'Add provider' <input type="checkbox"/> Repeat the below steps for each provider <input type="checkbox"/> Enter the Provider Number, then select find <input type="checkbox"/> Check the box to agree to the declaration, then select 'confirm' <input type="checkbox"/> If the address of the provider is different to the site address you may receive a warning message. This is a secondary check to ensure the provider is associated to your site. Check the box to 'agree', then select 'confirm' <input type="checkbox"/> Once all providers are added click 'Submit', scroll to the bottom and select 'save'
<p>Add MyMedicare Program</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Login to PRODA (proda.humanservices.gov.au) <input type="checkbox"/> Go to services, continue under organisation <input type="checkbox"/> Select 'Organisation Register' tile <input type="checkbox"/> Click on the 'Associated Sites' tab, then click on the Site ID number (in blue) <input type="checkbox"/> Go to 'Program Registration' tab, use the drop-down to select 'MyMedicare', then select 'add program' <input type="checkbox"/> Program registration details screen will appear, under banking details select 'add' <input type="checkbox"/> Choose type of account (bank) details, existing will provide bank details already in HPOS, or you can choose to add new bank details. <input type="checkbox"/> If you chose 'enter new account', under account details enter the bank details in the relevant fields



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



ISO 9001
QUALITY



	<ul style="list-style-type: none"> <input type="checkbox"/> Check the box to agree to declaration, select confirm, then select 'save' <input type="checkbox"/> Select 'submit', scroll down the page and then select 'save' <input type="checkbox"/> You now have to wait 24 hours before GPACI will appear as a program option. Proceed to complete steps to register patients to MyMedicare. After 24-hours, to complete GPACI registration go to Register your organisation for MyMedicare GPACI <input type="checkbox"/> Select 'details' in action column against the MyMedicare program <input type="checkbox"/> Select your MyMedicare preference for patient initiated pending registrations, then select save <input type="checkbox"/> Select submit, scroll to the bottom of the page and select 'save'
Patient eligibility requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Two face-to-face MBS and/or DVA services with the practice within the previous 24 months on separate days; or <input type="checkbox"/> One face to face MBS and/or DVA service with the practice in MMM 6 or 7 locations within the previous 24 months
Patient exemption eligibility	<ul style="list-style-type: none"> <input type="checkbox"/> Child under 18 registered at the same practice <input type="checkbox"/> Patient registered at preferred GP's previous practice <input type="checkbox"/> Practice check – one in 24 months with practice <input type="checkbox"/> Practice check – two in 24 months with practice <input type="checkbox"/> Parent/guardian registered at the same practice <input type="checkbox"/> Patient experiencing Family and Domestic Violence <input type="checkbox"/> Patient experiencing Homelessness
Register patients to MyMedicare for General Practice	<ul style="list-style-type: none"> <input type="checkbox"/> Login to PRODA (proda.humanservices.gov.au) <input type="checkbox"/> Go to services, continue under organisation <input type="checkbox"/> Select the MyPrograms tile, select the MyMedicare tile, then select Patient List <input type="checkbox"/> If you don't see the MyMedicare tile, ensure steps were completed to; <input type="checkbox"/> Activate organisation site record <input type="checkbox"/> Add MyMedicare under Program registration <input type="checkbox"/> Assign the correct attributes to your profile for the organisation in RPODA <input type="checkbox"/> Select 'Register a patient', find a patient screen will appear <input type="checkbox"/> Select search type, either DVA patient or Medicare patient, then select Medicare Card or DVA file number. (For

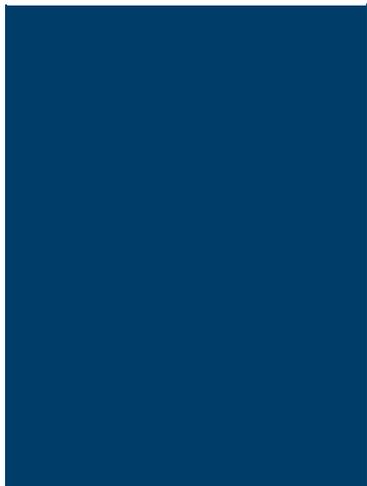


MyMedicare you can only use Medicare Card or DVA file numbers NOT the patient's name and DOB)

- Enter the relevant details under Medicare Search, select the declaration tick-box, then select 'find'
- Results window will appear, select the correct patient, then select next
- Check again you have the correct patient, then select 'Register for MyMedicare'
- Choose 'select' in the action column, next to the relevant practice for patient registration. If practice has more than one site, a list of all sites will be available to select
- Select a preferred GP window will appear, choose 'select' in the action column next to the relevant preferred GP for the patient's registration
- If only one eligible provider at the practice, then the provider will automatically be assigned and you will be taken to the next screen
- System will verify if the patient claim history meets one of the eligibility requirements
- If verified, patient registration confirmation will appear, and patient eligibility reason will appear as 'Verified by system check'
- If not verified, a message will populate at top of the registration page, you're required to select an applicable patient eligibility reason to continue, then select next
- Note patient exemption on registration form if paper form was completed
- Select demographic option, according to if patient provided additional voluntary questions or not
- Select 'not provided' if patient didn't answer any of the questions
- Select 'Demographics', if patient answered all or some of the question
- Select the answer from the drop-down boxes for each question, then select next
- If an answer is not provided, select 'next, don't use 'prefer not to answer' unless the patient has specifically selected that answer.
- Select the 'tick-box' to accept the declaration, then select 'confirm'



	<ul style="list-style-type: none"><input type="checkbox"/> Select view patient list, then select the patient you have just entered and confirm that their registration type is 'completed', meaning the details were provided by the registration form and signed by a patient<input type="checkbox"/> If pending, go ahead and select 'completed, then select 'Next'<input type="checkbox"/> To view all registered patients, go back through the MyMedicare tile and simply click 'search' and your current register patients list for MyMedicare will appear
Add MyMedicare GPACI program	<ul style="list-style-type: none"><input type="checkbox"/> Login to PRODA (proda.humanservices.gov.au)<input type="checkbox"/> Go to HPOS, continue under organisation not individual<input type="checkbox"/> Go to Organisation register tile (green tile) on the HPOS home screen<input type="checkbox"/> Click on the Organisation name, it will open to 'Organisation Register – Organisation Record'.<input type="checkbox"/> Your organisation site and ID should appear, click on the site ID number<input type="checkbox"/> Navigate to the 'Programs' tab<input type="checkbox"/> Use the drop down and select 'MyMedicare GP ACI', then select 'add new program'<input type="checkbox"/> MyMedicare GPACI details screen will appear, review and complete the fields on the Program details screen and select 'save'<input type="checkbox"/> Select submit, scroll down and then select 'save'<input type="checkbox"/> MyMedicare GPACI should now appear and the banking details will match MyMedicare <p>Note: Banking details for the incentive are sourced from the MyMedicare program Registration, any changes to banking details must be made against the MyMedicare program registration 'details'</p>
Add GPACI Incentive Indicator to an Aged Care patient	<ul style="list-style-type: none"><input type="checkbox"/> Login to PRODA (proda.humanservices.gov.au)<input type="checkbox"/> Go to HPOS continue under organisation not individual<input type="checkbox"/> Select the My Programs tile, then select the MyMedicare tile<input type="checkbox"/> Select Patient Lists, select the organisation site (if more than one organisation site, if single site just continue to next step)<input type="checkbox"/> Use the search fields to search for patient, or click the search button without filling in any search criteria and scroll through your list to find the eligible patient<input type="checkbox"/> Select 'add' in action column, new MyMedicare GPACI details screen will appear



- Navigate to the 'New incentive' drop down list, select 'MyMedicare GP ACI', then select 'add'
- Under 'Incentive period' select 'Add' and add a start date (add an end date if applicable), then select 'Confirm'.
- Under responsible provider, select 'add'
- Select the responsible provider from the dropdown and add 'start date' (add end date if applicable)
- Select 'confirm', then check the box in the declaration section and select 'save'
- Repeat steps 7 – 12 for each eligible MyMedicare GPACI patient