

What is PRODA & Why access?

PRODA is an online authentication system that is a fast and secure way for health professional to securely access multiple government online services.

You are able to quickly access patient Medicare numbers, apply for provider numbers, manage practice incentive payment programs and much more.

Who can register

Professionals including:

- Doctors & nurses
- Allied health practitioners
- Non-clinical staff
(Practice Managers, Receptionists etc)

Your Account

Your PRODA account does not expire. If you change your employer you keep the same PRODA account because it belongs to you as an individual.

How to register for a PRODA account

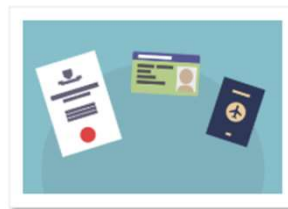
Create account

Use your current legal name as shown on your identity documents.



Verify documents

You will need three types of identification.

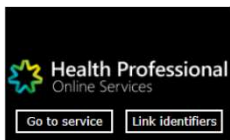


Link healthcare identifiers

Follow prompts or click link-identifiers and select relevant categories.



Some Available Services



Health Professional Online Services

HPOS is a fast and secure way for health professionals and administrators to do business with The Department of Human Services



National Provider Portal

Healthcare providers authorised by their healthcare organisation can access My Health Record to view and add patient health information.



National Disability Insurance Scheme

Deliver a support or service to a participant of the National Disability Insurance Scheme

Your log in details

You should not share your login details with anyone in order to maintain the security of your personal information. If you wish for staff without a provider number to have access to HPOS, you can list them as a delegate on your account.

Delegation

Staff without a provider number can perform tasks on behalf of providers in HPOS if listed as a delegate on their account. See over page for more information.

As a provider you can nominate someone to do tasks on your behalf in HPOS.

These tasks include but are not limited to: MBS items online checker, Medicare claims and secure form upload.

Locate your Registration Authority (RA) Number

Your RA number is your PRODA account identifier number which HPOS - you will need this number for delegation purposes. Click on **Profile** on the PRODA homepage to access your RA number.

Request or Nominate Delegation

Request (non-Providers)

2. Log onto *PRODA*

3. Select *Go to Service* on HPOS tile



4. Select *My providers* the HPOS home page.

My providers

5. Select *Request delegation*.

Request delegation

6. Enter the *RA number* of your nominated provider then select *Search*.

7. Specify delegation end date and the services you want to use on behalf of the provider.

8. Select *Request* and your request will be sent to the provider for approval.

Approve Delegation Request

Please note this must be completed within 14 days of the delegates request.

1. Complete steps 2-4 (from Nominate Delegate).

2. Select *Review* under *My delegation requests*.

Review

3. Select *Approve* to confirm the delegate.

Approve Reject Cancel

4. Approved requests will appear in *My delegates* list.

Nominate (Providers)

1. Log onto *PRODA*

3. Select *go to service* on HPOS tile

4. Select *My details*.

My details

5. Select *My delegates*.

My delegates

6. Select *Add new delegate*.

Add new delegate

7. Enter the *RA number* of your nominated delegate, then select *Search*.

RA Number *
Clear Search

8. Unselect services from the list, that you do not want your delegate doing on your behalf.

10. Select *Nominate* to confirm the delegate to act on your behalf. The new delegate will appear in the My delegates list.

Nominate

Access as Delegate

1. Log onto *PRODA*.

2. Select *Go to Service* on HPOS tile.



3. Select *My Providers* in top right corner of HPOS homepage.

My providers

4. Select *Provider*.

5. Perform required tasks on behalf of provider.