

## Step-by-step guidance: MyMedicare practice and patient registration

### Add MyMedicare GPACI program

1. Login to [PRODA](#)
2. Go to HPOS, continue under organisation **not** individual
3. Go to Organisation register tile (green tile) on the HPOS home screen
4. Click on the Organisation name, it will open to 'Organisation Register – Organisation Record'.
5. Your organisation site and ID should appear, click on the site ID number
6. Navigate to the 'Programs' tab
7. Use the drop down and select 'MyMedicare GP ACI', then select 'add new program'.
8. MyMedicare GPACI details screen will appear, review and complete the fields on the Program details screen and select 'save'
9. Select submit, scroll down and then select 'save'.
10. MyMedicare GPACI should now appear, and the banking details will match MyMedicare.

**Note:** Banking details for the incentive are sourced from the MyMedicare program Registration, any changed to banking details must be made against the MyMedicare program registration 'details'.

### Add GPACI Incentive Indicator to an Aged Care patient

1. Login to [PRODA](#)
2. Go to HPOS continue under organisation not individual
3. Select the My Programs tile, then select the MyMedicare tile
4. Select Patient Lists, select the organisation site (if more than one organisation site, if single site just continue to next step)
5. 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
6. Select 'add' in action column, new MyMedicare GPACI details screen will appear
7. Navigate to the 'New incentive' drop down list, select 'MyMedicare GP ACI', then select 'add'.
8. Under 'Incentive period' select 'Add' and add a start date (add an end date if applicable), then select 'Confirm'.

9. Under responsible provider, select 'add'
10. Select the responsible provider from the dropdown and add 'start date' (add end date if applicable)
11. Select 'confirm', then check the box in the declaration section and select 'save.'
12. Repeat steps 7 – 12 for each eligible MyMedicare GPACI patient.

### Contact for more information

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