



Form upload



The Form upload function is available in Messages from the HPOS landing page.

Note: Not all health professional forms can be submitted through this function.

Forms to upload are available on the Service Australia website.

Form upload procedure

1. Scan or photograph the completed and signed form.
 2. Log onto HPOS using your PRODA account.
 3. Select **Messages**.
 4. Select either **My mailbox** or **My organisation(s) mailbox**.
- Note: The My **organisation(s) mailbox** is for practices registered for PIP and WIP.
5. Select **Form upload**.
 6. Select **Form category** from the dropdown list.
 7. Select **Form category** from the dropdown list. Make sure the **form category** and **form type** selected match the form uploaded.
 8. Upload the form and supporting documentation.
 9. Select **Send**.



You can:

- ✦ see sent messages in **My Mailbox**
- ✦ write comments in the **text** section
- ✦ send 5 attachments in a message.

Delegates in HPOS have access to the upload function using their own PRODA account.

