# Create and submit Medical Report Disability Support Pension form

Log on to HPOS using your PRODA account.

Select **Centrelink Forms** from the main menu in HPOS.

Select **Medical Report - Disability Support Pension** from the page displayed.

Form instructions and a declaration will display. Accept **the declaration** and **Continue.**

Enter your **Patient Details**, select **Save and continue**.

Significant Impact Medical Conditions question responses determines which subsequent questions to answer. Mandatory fields require completion before moving to the next page. Once complete, select **Save and continue**.

Minimal or Limited Impact Medical Condition(s) question responses determines what information is entered. If the patient has medical conditions that cause minimal or limited impact on their ability to function, the details of the diagnosis and treatment must be supplied. Once complete, select **Save and continue**.

To provide a medical certificate with this report, select **Yes** and give the details of the medical certificate in the certification section. If you're not providing a medical certificate, select **No**. Once complete, select **Save and continue**.

Select **No** or **Yes** to the Release of Medical Information question. Select **Save and continue.**

The Provider Details page displays the Confidentiality of Information and allows you to check your details. Select the **Update** option to amend your address or phone details if required. Select **Save and continue**.

The form is now complete. Check the information in the Review and Submit screen. Use the **Update** option for each heading of the form to go back and correct any details.

If all the details are correct, select **Submit** and the form is submitted. Your patient's Centrelink record will be updated.

The form has now been submitted and the Success Screen is displayed. Select the **View PDF** option to print or save a copy for your records. Select **Finish** to close the form.