

Register a patient for the Practice Incentives Program (PIP) Indigenous Health Incentive (IHI) online

An owner or authorised contact can register a patient for the PIP IHI through Health Professional Online Services (HPOS) using their Provider Digital Access (PRODA) account.

1 Complete the **PIP IHI patient registration and consent form (IP017)**.

2 Log in to HPOS. Select the **My Programs** tile. Select the **Practice Incentives Program (PIP)** tile. Select **Update** next to your Practice ID and Practice Name.

3 Select **Indigenous Health Incentive** from the **Main menu**. Then select **Patient Search/Register/Update**.

4 Enter the patient's details in **Search criteria 1**.

You'll need to tell us the patient's:

- Medicare Card Number
- Individual Reference Number (IRN)
- First Name.

OR

If no search results show, enter the patient's details in **Search criteria 2**.

You'll need to tell us the patient's:

- First Name
- Last Name
- Date Of Birth.

Confirm the **declaration**, then select **Search**.

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If no search results show, submit the completed **PIP IHI patient registration and consent form (IP017)** as per the instructions on the form. **Note** that the patient will not be registered through the PIP Online system (refer to question 4 on the form).

5 Enter your **patient's eligibility details**.

You'll need to tell us if they:

- have a chronic disease or a mental disorder
- have had, or been offered the appropriate health check
- are of Aboriginal and/or Torres Strait Islander descent
- want your practice to be their usual care provider
- want to participate in the Indigenous Health Incentive.

6 Enter the **date** from the **Patient consent and declaration section** of the **PIP IHI patient registration and consent form (IP017)**.

7 Select who gave consent (patient, parent or guardian) then select **Submit Registration**. For patients:

- under 15 years, a parent or guardian must provide consent
 - 15 years and older must provide their own consent.
- A guardian can provide consent where the patient does not have capacity to consent.

You must retain the signed patient declaration and consent section of the form for a period of **6 years**.

