

# Register a patient for the Indigenous Health Incentive Online

An owner or primary and secondary authorised contact person can do this.

## Step 1

Log on to HPOS using your PRODA account. Select the **My Programs** tile. Select the **Practice Incentives Program (PIP)** tile. Select **Update** next to your Practice ID and Name.

## Step 2

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

## Step 3

Enter the patient's details in **search criteria 1**. You'll need to tell us the patient's:

- Medicare Card Number
- Individual Reference Number
- First Name.

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

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**.

If no search results show, submit the completed **PIP Indigenous Health Incentive Patient Registration and consent form (IP017)** by fax. You must submit the current version of the form. You can download the current form at [servicesaustralia.gov.au/hpforms](https://servicesaustralia.gov.au/hpforms).

## Step 4

Enter your patient's eligibility details. You'll need to tell us if they:

- have a chronic disease
- have had, or been offered the appropriate health check
- are of Aboriginal or Torres Strait Islander origin
- want your practice to be their usual care provider
- want to participate in the IHI.

## Step 5

Enter the **date** the patient signed the **patient consent form**. Then select **Submit Registration**. You must retain the signed patient declaration and consent section of the form for a period of **6 years**.

