

Adding the MyMedicare General Practice in Aged Care Incentive Indicator

You can add the MyMedicare Incentive to patients from the **Completed Patient Registration List**.

1

- Login to your individual Provider Digital Access (PRODA) account.
- Under linked services, select **Go to service** on the Health Professional Online Services (HPOS) tile.

2

- Select the organisation in PRODA you are acting on behalf of in HPOS, then select **Continue**.
- The HPOS home page will display. In the top right-hand corner, your name and organisation you are acting on behalf of will display.

3

- Select the **My programs** tile.
- Select the **MyMedicare** tile.
- Select **Patient List**.
- Select an **Organisation Site** (if more than one), then select **Search** to display the Patient List. If you only have one Organisation Site, select **Search** to display the Patient List.

Add New Incentive

- In the Action column, select **Details**.
- You will be navigated to the Patient Registration Details screen.
- Select **MyMedicare GPACI** from the New Incentive drop-down list.
- Select **Add**.
- You will be navigated to the MyMedicare GPACI details screen.
- Select **Add** under **Incentive Period** to add an incentive **Start Date**. Add an End Date if applicable.
- Select **Confirm**.

Add Responsible Provider

- Select **Add** under **Responsible Provider** to link the patient.
- Select the **Responsible Provider** from the drop-down and add a **Start Date**. Add an End Date if applicable.
- Select **Confirm**.
- Select the **tick-box** in the Declaration section.
- Select **Save**.

The Patient Registration Details screen will display the current MyMedicare incentive.

Note: The Responsible Provider that is nominated will need to register banking details as an individual in HPOS to receive provider based incentive payments.