

Steps required to add the MyMedicare General Practice in Aged Care Incentive

Note: The steps below follow on from the [Checklist and steps to register for MyMedicare on the Organisation Register](#) infographic. This infographic will follow the steps required to participate in MyMedicare Incentives such as General Practice in Aged Care Incentive.

- ▶ **To start**, log in to your Individual Provider Digital Access (PRODA) account and select **Go to service** on the Health Professional Online Services (HPOS) tile. Select the Organisation you are acting on behalf of (if applicable), then select the **Organisation Register** tile.

1. Add banking details for MyMedicare

To receive payments for MyMedicare Incentives such as the General Practice in Aged Care Incentive, you will need to add banking details in the Organisation Site Record (practice) for MyMedicare under the Program Registration tab in the Organisation Register.

Note: If you registered for MyMedicare prior to 1 July 2024, you'll need add your banking details and then wait until the next day before adding the MyMedicare General Practice in Aged Care Incentive.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Organisation Register > Creating an Organisation Site Record

2. Add the MyMedicare General Practice in Aged Care Incentive

Once you have added banking details for MyMedicare, you will need to add the incentive you wish to participate in such as the MyMedicare General Practice in Aged Care Incentive.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Organisation Register > Amend your Organisation Site Record through HPOS

3. Add Incentive Indicators to your patients' registrations

Once you have added the MyMedicare General Practice in Aged Care Incentive in the Organisation Register, you will need to add the incentive indicators for your aged care patients under their MyMedicare Registration.

This can be done through the MyMedicare program tile in HPOS.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > MyMedicare > MyMedicare – Managing patient registrations

4. Add banking details for Responsible Providers

Responsible Providers will need to update their banking details as individuals in HPOS. This will be updated for MyMedicare Incentives for each provider number location they are nominated as a Responsible Provider.

For information on how to do this, search:

hpe.servicesaustralia.gov.au > Health Professional Online Services (HPOS) > Manage your details > Managing your banking details using HPOS

