

Checklist and steps to register for the Assisted Reproductive Technology (ART) Storage Funding Program

Before you get started, have the following information handy to save time

- Australian Business Number (ABN) of the Organisation.
- Details of an Associate who is listed against the ABN on the Australian Business Register (ABR).
- Details of an Authorised Contact, including their individual Registration Authority (RA) number. This person does not need to be listed against the ABN, such as a Practice Manager. It can also be the same person as the Associate.

If you've already set up your organisation site/s (practices at which your organisation operates) for another program, such as the General Practice Training Payment (GPTP) program, MyMedicare or Medicare Urgent Care Clinics, you don't need to complete steps 1, 2 and 3 again.

Steps to register

1. Set up your Organisation in Provider Digital Access (PRODA)

The person setting up the Organisation in PRODA must have an individual PRODA account and be listed against the ABN on the ABR as an Associate or Authorised Contact. If you haven't already done it, setting up your practice as an Organisation in PRODA is required for accessing the Organisation Register and the ART Storage Funding Program. This includes any Subsidiary Organisations.

For information on how to do this, search: [hpe.servicesaustralia.gov.au/Provider Digital Access \(PRODA\)/PRODA for Organisations/How to register an Organisation](https://hpe.servicesaustralia.gov.au/Provider-Digital-Access-(PRODA)/PRODA-for-Organisations/How-to-register-an-Organisation)

2. Link your Organisation to Health Professional Online Services (HPOS)

Linking your organisation to HPOS with your ABN allows you to unlock the Organisation Register. This will give you the green Organisation Register tile on the HPOS home screen.

For information on how to do this, search: [hpe.servicesaustralia.gov.au/Organisation Register/Linking an Organisation in PRODA to HPOS](https://hpe.servicesaustralia.gov.au/Organisation-Register/Linking-an-Organisation-in-PRODA-to-HPOS)



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3. Create an Organisation Record

Using the Organisation Register tile on the HPOS home screen, you can record details of your Organisation in the Organisation Record.

For information on how to do this, search: [hpe.servicesaustralia.gov.au/Organisation-Register/Creating an Organisation Record](https://hpe.servicesaustralia.gov.au/Organisation-Register/Creating-an-Organisation-Record)

4. Create an Organisation Site Record

With your Organisation Record complete, you can create organisation site/s (the practices at which your organisation operates).

For information on how to do this, search: [hpe.servicesaustralia.gov.au/Organisation-Register/Creating an Organisation Site Record](https://hpe.servicesaustralia.gov.au/Organisation-Register/Creating-an-Organisation-Site-Record)

5. Update the Services tab

For the ART Storage Funding Program you are required to select 'specialist services' and 'services at site location'. This records your services against the relevant ANZIC code.

6. Add ART Program

The ART Program will become available in the Program Registration tab to add to your Organisation Site Record.

7. Record your Organisation Site banking details

This is to receive ART Storage Funding.

For more information about how to register for the ART Storage Funding Program, visit health.gov.au/our-work/assisted-reproductive-technology-art-storage-funding-program