

# How to upload your Assisted Reproductive Technology (ART) Storage Funding Claim Form

Claiming periods for the ART Storage Funding Program are the months of January and July each year. Each claim will cover the previous 6 month period. If you are lodging a claim in January 2024, that claim will be for the period July 2023 to December 2023. Before uploading your completed form, please ensure your details are correct on the Organisation Register.

- Check your Organisation site **Contact** details are up to date.
- Check the **Program Registration** Tab and ensure you have registered for the ART Storage Funding Program.
- Check the **Services** tab and ensure you have selected 'Specialist Medical Services', checked the 'Specialist medical clinic service' box and selected the 'Services at Site location' service delivery type.
- On the **Accreditation** tab, check that you have recorded your Reproductive Technology Accreditation Committee (RTAC) accreditation.
- Ensure you have correct bank account details recorded on the **Banking Details** tab.

## How to upload your claim

1. Log into your **Provider Digital Access (PRODA)** account and navigate to **Health Professional Online Services (HPOS)** by selecting **Go to service**.

2. Select the **Messages** tile.

3. Select the **File upload facility** tile.

4. Select your Organisation from the drop-down list. Once you have selected your Organisation, a button will appear enabling you to choose your file. Once you have chosen your file, you **must** complete the declaration and confirm that patients have not been charged out of pocket costs associated with cryostorage.

5. Select the Upload button to upload your file for assessment. You will receive a notification in **My organisation(s) mailbox** confirming your claim upload.

6. If you have any further enquiries, please email the ART Storage Funding team directly via the HPOS mailbox.

### File upload

You can send a file to Services Australia using this screen.

1. Select Organisation.
2. Select a program or scheme for your file upload.
3. If required, select a reason for the file upload.
4. Select a file to upload.
5. Click Upload.

Select a file to upload

1. Select organisation:	2309595086 - ART TEST1
2. For this program/scheme:	ART Storage Funding (ART)
3. For this reason:	ART Claim Data
4. Upload this file:	<input type="button" value="Choose File"/> No file chosen

Patient has NOT been charged out of pocket costs associated with the cryostorage of materials for this Program

Patient has given consent to provide their personal details to Services Australia

### File upload history

Date / Time	File name	Program/scheme	Reason	Size
No records found.				

