

How to add the MyMedicare General Practice in Aged Care Incentive as a new program in the Organisation Register

Pre-requisites

- Your Organisation Site must be registered and eligible for MyMedicare and your MyMedicare program must have banking details recorded.
- You can only nominate one bank account for the MyMedicare program and its associated MyMedicare Incentives.
- The banking details from MyMedicare will automatically populate when you register for a MyMedicare Incentive.
- If you registered for MyMedicare prior to 1 July 2024, you'll need to add your banking details and then wait until the next day before adding the MyMedicare General Practice in Aged Care Incentive.

1. Access the Organisation Register and select the required Organisation Site.
2. Select the Program Registration tab.
3. Select MyMedicare GPACI from the New Program field and select Add Program.

You will be presented the MyMedicare GPACI Program Registration Details screen:

- this is a view only screen. Banking Details for the incentive are sourced from the MyMedicare program registration
- any changes to banking details must be made against the MyMedicare program registration
- any changes made to banking details in the MyMedicare program registration will automatically update for the incentive.

4. Check the declaration box and select Save to finalise registration.
5. MyMedicare GPACI displays in the Program Registration table and the banking details will match MyMedicare.

Note: The practice can now add the incentive indicator for patients, see [MYMEDINFO4](#) for more.

