ORGANISATION REGISTER

Provider Digital Access (PRODA) and Health Professional Online Services (HPOS)

Attributes at a Glance

PRODA Organisation Attributes - HPOS Organisation Register Access

HPOS-Access

a. access Health Professional Online Services (HPOS) - this is on behalf of the organisation and is not the same as for an individual account.

HPOS-Org-Admin

Access to the Organisation Record and subsequent Organisation Site Record via HPOS in the Organisation Register.
This comprises:

a. Organisation Tab
b. Contact Tab
c. Key Individuals Tab, a minimum of 2 relationships must be added (1 x Associate and 1 x Authorised Contact)
d. Associated Sites Tab
e. All tabs in the Organisaiton Site Record as for the HPOS-Org-Site-Admin attribute below
f. My Organisation Mailbox.

HPOS-Org-Site-Admin

Access to the Organisation Site Record via HPOS in the Organisation Register.
This comprises:

a. Organisation Site Tab
b. Physical Address Tab
c. Services Tab
d. Contact Tab
e. Key Individuals Tab, minimum of 1 relationship must be added (1 x Authorised Contact)
f. Accreditation Tab
g. Provider Tab
h. Program Registration Tab.

HPOS-Org-Finance

Access to add or amend banking details in the Program Registration tab using the Details button next to the relevant program and then the Banking Details expandable section on the MyMedicare Program Registration Details page.
Users must also have the following attributes:

a. HPOS-Access
b. HPOS-Org-Admin, to add new banking details not previously recorded in HPOS and update existing banking details or HPOS-Org-Site-Admin, to update existing banking details only.

HPOS-MyMedicare-Program-Staff

Access to the MyMedicare tile (under My programs)

a. find and register a patient
b. patient list and search.

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ORGANISATION REGISTER

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Attributes at a Glance

PRODA Organisation Attributes - PRODA Access

Owner-Access

Assigns all 'ownership' attributes/functions.

A person with Owner Access will have full management control functions granted as appropriate to their business needs.

This includes:

- add and remove members
- assign attributes to members
- delegate access to members
- register Business to Business (B2B) devices
- add and remove Service Providers
- remove the organisation from Provider Digital Access (PRODA).

Employee-Management

- add and remove members
- manage membership end dates.

Service-Link-Management

- add and link the organisation in PRODA to Service Providers (e.g. HPOS)
- remove a Service Provider from the organisation.

Sub-Org-Management

- add, remove or update Subsidiary Organisations (sub orgs).

Device-Management

- add, remove or update B2B devices
- manage B2B device activation end dates.

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