



**Note:** Select the links to access more information

# Connecting Pharmacies to PRODA for PBS Online and HPOS

## PBS HPOS

Pharmacy staff can access HPOS on behalf of the pharmacy once they are added as members to your organisation in PRODA and delegated the HPOS- Access attribute.

You can access HPOS to:

- use **Find a Patient**
- [Infographic - How to find a patient using HPOS](#)
- use the **PBS Stationery Online Ordering System**
- [Infographic - Order PBS Stationery Online using HPOS](#)
- search for a patient in the **Closing the Gap (CTG) Co-payment Register**

## 1. Register for PRODA

Provider Digital Access (PRODA) is required to connect to PBS Online and Health Professional Online Services (HPOS).

**You'll need to register your pharmacy as an organisation in PRODA.**

To do this, you need to be listed as an Associate or Authorised Contact for the organisation on the Australian Business Register. Only one person in the pharmacy needs to do this and they must first register an individual PRODA account.

- [eLearning - How to register for an individual account](#)
- [eLearning - How to register an organisation](#)
- [eLearning - Registering subsidiary organisations](#)
- [eLearning - Managing members and delegations](#)
- [Infographic - Registering your organisation in PRODA](#)

## 2. Add services and link to PBS

This enables your pharmacy to access PBS services using PRODA.

When asked to provide an identifier, select **Pharmacy Approval Number** as the identifier type and enter your PBS Pharmacy Approval Number as the identifier.

If you have already linked to HPOS using another identifier, such as your AIR Provider Number, you will need to click 'Link Identifiers' on the HPOS tile to link your Pharmacy Approval Number.

- [eLearning - Adding and linking to PBS Online in PRODA](#)
- [eLearning - Adding and linking to HPOS for PBS](#)

## 3. Register your B2B device in PRODA

This enables your pharmacy dispensing system to submit PBS Online claims using PRODA instead of a Public Key Infrastructure (PKI) certificate.

Only do this step when your software developer provides upgraded pharmacy software.

Please follow instructions within your dispensing software on how to activate and use the Business to Business (B2B) device you have registered in PRODA.

- [eLearning - Managing B2B devices](#)

