

# Register a patient for Closing the Gap (CTG) PBS Co-payment

You can register your patient through Health Professional Online Services (HPOS) with a Provider Digital Access (PRODA) account.

1. Using your individual PRODA account details, **log in** to access HPOS.
2. Select the **My programs** tile from the HPOS landing page, then select the **Closing the Gap PBS Co-payment Register** tile.
3. From the drop down menu select how you want to **search for your patient**, using **Medicare card** or **patient name details**.
4. Enter the required search criteria. Note: you'll need to read and agree to the declaration before the search button becomes active. Once active select **Search**.
5. If the patient isn't registered, their registration status will display as inactive. To register the patient the CTG registering practitioner or their delegate must select **Register** to make the patient active, **Save and Confirm** the registration.
6. If successful, the registration will change to **active** and the start date will be populated with today's date. Your patient is now immediately registered for CTG.

