

# Adding and linking HPOS for PBS for pharmacies



Learn how to add and link Health Professional Online Services (HPOS) to your organisation in Provider Digital Access (PRODA) to access Pharmaceutical Benefits Scheme (PBS).

Before you start the linking process make sure you have all the information you need ready. If you need help linking to HPOS, you can call or email the eBusiness Service Centre. If you need help with PRODA, you can contact the PRODA team.

## Steps

### Step 1: log in

Log in to **PRODA** and select **Organisations**.

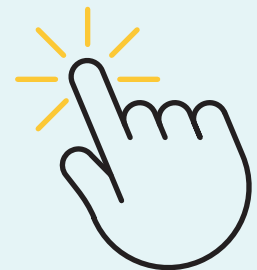
Select which organisation **name** you want to add HPOS to.

To add HPOS to a subsidiary organisation, expand **Subsidiary Organisations** and select a **subsidiary organisation**.

### Step 2: add HPOS as a service provider

Select **Service Provider**, and then select **Add Service Provider**.

Select **HPOS** and then select **Add Service Provider**.



### Step 3: Organisation Linking - Terms and Conditions

Read the **Linking Terms and Conditions**. If you agree to them, tick all 3 boxes and select **Accept**.

### Step 4: identify your organisation

Select **Pharmacy Approval Number** from the drop down list under **Identifier type**.

Enter your **pharmacy approval number** and select **Next**.

**Note:** This is the unique number given to you by the Department of Health and Aged Care as either:

- a section 90, section 92 or section 94 approved premise for the supply of PBS medicines.



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Steps continued

## Step 4: identify your organisation (Continued)

Your organisation has been identified successfully and a relationship to **HPOS for PBS** has been established.

Select **Next**.

You'll now receive confirmation that you can access HPOS services based on the identifiers you've linked.

Select **Finish**.

You'll now have the **HPOS tile** as a linked service provider under My linked services.

You can add additional identifiers to access other services within HPOS by selecting **Link identifiers**.

## Step 5: adding and managing your member's HPOS attributes

Select **Members** and then select **Add Member**.

Enter the **PRODA RA (Individual) number** and **Surname** of the person you want to add.

You need their consent to search and add them to your organisation in PRODA. If they consent, select the **confirmation box** and then select **Search**.

Make sure the **User Details** match the person you have searched.

You can change their membership **End date**, however the maximum period is 5 years.

Confirm if the **User Details** match, and then select **Add this member**.

Read the **PRODA Terms and Conditions**, and if you agree. Select the **declaration box** and then select **Add this member**.



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Steps continued

## Step 5: adding and managing your member's HPOS attributes (Continued)

Additional information on [Managing members and delegations in an organisation and understanding management attributes](#) is available on the Services Australia website.

Select **Attribute Delegations** then select **Delegate To This Member**.

Select **CHPROF: HPOS-Access**.

If you want the member to be able to re-delegate HPOS attributes to other members, select **Delegable**.

You can change their delegation end date in the **To Date** field. The maximum period is 5 years.

Select **Delegate**.

Once you've delegated HPOS access to the member. You'll see their name and attribute in **Attribute Delegations**.

You can also delegate **HPOS Org Finance** to your member so they can access financial statements for the organisation.

Once the green text displays indicating that delegation of the attribute was successful. You can confirm the attribute was added successfully by scrolling up and within the table you will see the attribute listed.

You can **remove** a member's delegation or change their **End date** in their attribute delegation details.

## Step 6: log out

For your privacy and security, log out when you've finished using your PRODA account.

Select **Logout**. Ensure you confirm you want to log out by selecting **Yes**.



Additional [PBS education resources](#) are available on the Health Professional Education Resources website.

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