

Getting started at a Medicare Urgent Care Clinic

To start providing services at a Medicare Urgent Care Clinic (Medicare UCC), you first need to:

- apply for a Provider Digital Access (PRODA) account and register for Health Professional Online Services (HPOS)
- register your clinic as a new organisation in HPOS
- apply for a secondary provider number.

How to register your Medicare UCC in HPOS

To register your Medicare UCC as a new organisation you need to:

- link PRODA and HPOS to the Medicare UCC
- register your clinic on the Organisational Register in HPOS.

Follow these steps to link PRODA and HPOS to your Medicare UCC:

- Step 1** - Login to PRODA and select **Organisation** from the menu bar at the top of the page, then select your **Medicare UCC organisation**.
- Step 2** - Select **Add Service Provider** from the service provider menu.
- Step 3** - Select **HPOS** and Add Service Provider.
- Step 4** - Read the **Linking Terms and Conditions**. Tick all three boxes and select **Accept**. Your Medicare UCC ABN will pre-populate. Select **Next** twice, then **Finish**.
- Step 5** - Return to the PRODA services page and select **Go to Service** on the HPOS tile.
- Step 6** - Select the **Organisation** you're acting on behalf of, then **Continue**.
- Step 7** - Read the HPOS Terms and Conditions of Use and Access. If you agree, select **I agree**.
- Step 8** - Select Yes or No to notifications, then **Submit**. You'll now see the Organisation Register tile in HPOS.

Follow these steps to add a Medicare UCC as a program on the Organisation Register:

- Step 1** - **Login** to PRODA.
- Step 2** - Select **HPOS**, then **Organisation Register**.
- Step 3** - Go to Associated Sites and select the **Organisation Site ID** for your organisation site record.
- Step 4** - Go to Program Registration and select **Medicare UCC** then **New Program**.
- Step 5** - Select **Add program**, then **Submit**.

If you haven't registered your organisation in PRODA read more about how to register an organisation at servicesaustralia.gov.au/PRODA.

For more information about how to register for Medicare UCC, call **132 150**.



How to apply for a secondary Medicare provider number

You need to apply for a Medicare provider number for each Medicare UCC location where you provide services. You need to do this before you start providing the services.

Follow these steps to apply for a Medicare provider number:

1. Complete one of the following:
 - if you're a medical practitioner go to servicesaustralia.gov.au/hw019 and complete the 'Application for a Medicare provider number or prescriber number for a medical practitioner form'
 - if you're a nurse practitioner go to servicesaustralia.gov.au/hw088 and complete the 'Application for a Medicare provider number or prescriber number for a midwife or nurse practitioner form.'
2. Get your practice location address from your Practice Manager - the address you provide for your Medicare Provider Number in the form **must** match this.
3. Make sure you complete the following on the form:
 - tick **Yes** this is a 'government funded Medicare Urgent Care Clinic'
 - provide your **Organisation Site ID**.
4. Submit your completed form and other documents by:
 - **posting** to Services Australia Provider Registration Section GPO Box 9822 in your capital city
 - **faxing** to NSW/ACT 02 9895 3439, SA/Tas 08 8274 9307, Vic/NT 03 9605 7984, WA 08 9214 8201, Qld 07 3004 5634.

We'll link your Medicare provider number to your Medicare UCC so you can start bulk billing for your services.

For more information about how to register for a Medicare UCC provider number, call **132 150**.

For more information on what services can be billed, please contact **Ask MBS**.

