

Registering and linking your Medicare Provider Number

Medicare
Urgent Care Clinics

You may now be eligible to apply for your Medicare Urgent Care Clinic (Medicare UCC) Medicare Provider Number (MPN) **online** if you will be working for a Medicare Urgent Care Clinic as a:

- General Practitioner
- Nurse Practitioner.

1. Authenticate who you are

Provider Digital Access (PRODA) is an online authentication system used to securely access certain government online services.

Register for **PRODA**

Link PRODA account to **HPOS**

Health Professional Online Services (HPOS) is an online service that provides a fast and secure way for you to do business with us online.

2. Complete your online application

Navigate to application

1. Go to “My details” on the HPOS home page
2. Select “My provider numbers”
3. Select “Create a new provider location”.

Step 1

Location Details > Practice Address:

- Tick the box for “This is a government funded Medicare Urgent Care Clinic, covered under S19(2) Exemption”.
- Providing your Organisation Site ID is mandatory for Medicare UCCs only. If you are unsure, ask your practice manager for this.
- Complete the Prescriber Number question as applicable to you.
- Provide your Practice Address: When linking a provider number to an organisation site, the street number, street name, suburb/town, state and post code **must** match the Organisation Site address. If they don't, then the provider can't be linked to the record.

Step 2

Contact:

Provide Practice Contact Details.



Registering and linking your Medicare Provider Number

Medicare Urgent Care Clinics

Step 3

Location Details > Organisation Details:

There will be a number of screens to complete your organisation details, please ensure you complete all mandatory fields, marked with an asterisk.

Step 4

Location Details > Banking Details:

Enter Practice Banking Details.

Declaration

Please review and complete any declarations that apply to you.

Review

- Prior to submission, review the information provided.
- If any changes are required, select “back” and amend the data as needed.
- If satisfied, agree with the declaration and select “Submit”.

If you are an eligible General Practitioner

- Your MPN is issued instantaneously.
- Refer to the [Frequently Asked Questions \(FAQs\) Infographic](#) for eligibility requirements.

If you are an eligible Nurse Practitioner

- Your application will be sent to Services Australia for processing.

3. Adding your Medicare UCC MPN to your Organisation Site

Once your Medicare UCC MPN is issued, Services Australia will automatically add your Medicare UCC MPN to the Organisation Site. You will be notified that you have been successfully added via pop up message on the screen and also via your HPOS Mailbox.

If adding your Medicare UCC MPN to the Organisation Site is unsuccessful, please refer to the [Frequently Asked Questions \(FAQs\) Infographic](#) for troubleshooting assistance.