

Entering Medicare provider numbers in your Trainee Portfolio

RACGP Training Management System

What is needed?

The Medicare provider number (MPN) for every main placement you have for the upcoming semester. We don't need MPNs for additional sites.

Why is it needed?

We will send your MPN to Services Australia as part of the payment request for your NCP registrar payment. Services Australia will use this to find your PRODA registration and arrange payment.

Where do I enter my MPN?

You provide your MPN in your **Trainee Portfolio**.

Step 1. Go to the Medicare tab in your Trainee Portfolio

1. On the left side of the page, click **Trainee Portfolio**
2. Click the **Trainee Details** tab, then the **Medicare** tab
3. You will see a list of current and past placements.

Don't see your current placements? Please contact your training coordinator for help.

Step 2. Enter your MPNs

1. Click on the **Update** button on the right-hand side of the table
2. Enter your provider number in the box provided, and click the consent checkbox.
3. Click **Submit**
4. You will be returned to the table, and your MPN will appear in the **Provider number** column.
5. Double check that your MPN is correct to prevent any hold up with your Services Australia payment.
 - Changes can be made at any time by clicking the **Update** button.
6. **Note:** We need you to enter any MPNs you have for every upcoming semester main placement, but you are welcome to add any previous MPNs as well.

Final Check – have you:

- Entered a Medicare provider number for each of your upcoming semester main placements?
- Provided an MPN for any past placements if you wish?
- Checked all your entries?