

Getting started with government digital health systems

GP and GP registrars checklist

The following checklist can be used as a starting point for GPs and GP registrars to set up access to government digital health systems.

1. Register for Provider Digital Access (PRODA)

- Confirm you do not already have a PRODA account
- Prepare identity documents (Digital ID via the myID app or 3 approved Australian identity documents)
- Ensure all identity details match exactly across documents
- Register for an individual PRODA account via Services Australia
- Successfully log in to PRODA and confirm account is active

2. Link Healthcare Identifiers to PRODA

- Link your Ahpra registration number to PRODA
- Link your Healthcare Provider Identifier–Individual (HPI-I) to PRODA
- Confirm identifiers are successfully linked in HPOS
- Understand that limited HPOS functionality applies if identifiers are not linked

3. Access Health Professionals Online Services (HPOS)

- Log in to HPOS using your PRODA account
- Confirm access to HPOS dashboard where all administrative and clinical tasks can be accessed, including:
 - Medicare online claiming
 - Department of Veterans' Affairs (DVA)
 - Pharmaceutical Benefits Scheme (PBS)
 - Australian Immunisation Register (AIR)
 - My Health Record
 - Healthcare Identifiers (HI) Service
 - Medicare provider number management
 - Personal and banking details management

4. Apply for Medicare provider number and PBS prescriber number

- Log in to HPOS and navigate to My details
- Apply for an initial Medicare provider number (if required)
- Apply for a PBS prescriber number (if required)
- Apply for additional Medicare provider numbers for each practice location (if applicable)
- Confirm provider number start dates. This must be done as soon as the number is received, and it is

recommended to wait at least 2 business days before using the number

- Record provider and prescriber numbers for practice onboarding

5. Access the Australian Immunisation Register (AIR)

- Confirm AIR access via HPOS
- Familiarise yourself with AIR functions, including:
 - Viewing patient immunisation histories
 - Recording and submitting immunisation encounters
 - Requesting immunisation reports
 - Viewing payment summaries for completed National Immunisation Program vaccine doses or catch up doses for children under age 7
 - Payment statements for completed National Immunisation Program doses or catch-up doses for children under age 7
 - Updating contact details
 - Using secure email to contact AIR

6. Access My Health Record

- Confirm your HPI-I is linked to your PRODA account
- Provide your HPI-I to the practice's Organisation Maintenance Officer (OMO) so your identity can be linked to the organisation for access to My Health Record
- Confirm OMO has linked your HPI-I to the practice's HPI-O
- Review the practice policies on My Health Record use and privacy

7. Final checks before commencing clinical work

- All HPOS access and identifiers confirmed
- Medicare provider number active for this practice location
- PBS prescriber number confirmed
- AIR access verified
- My Health Record access confirmed

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Please note: This resource does not cover all onboarding requirements for when a GP or GP registrar commences offering services at a new location.