

## Getting started with government digital health systems

### General practices checklist

The following checklist can be used as a starting point for your practice's manager or OMO to follow when a new GP commences.

#### 1. Provider Digital Access (PRODA) and Health Professional Online Services (HPOS)

- GP has an active PRODA account
- GP can successfully log in to PRODA
- GP linked to the practice in HPOS
- HPOS permissions assigned appropriately
- Practice Organisation Maintenance Officer (OMO) and Responsible Officer (RO) details confirmed

#### 2. Medicare provider number and PBS prescriber number

- Medicare provider number for this practice location obtained
- Provider number effective date confirmed
- PBS prescriber number confirmed
- Medicare provider number entered into clinical software
- PBS prescriber number entered into clinical software
- Registrar billing arrangements confirmed (if applicable)

#### 3. Healthcare Identifiers (HI) Service

- GP's Healthcare Provider Identifier-Individual (HPI-I) confirmed
- GP's HPI-I linked to your practice's HPI-Organisation (HPI-O) in HPOS
- HI Service access tested and confirmed

#### 4. MyMedicare registration

- GP linked to practice in HPOS Organisation Register
- GP visible for patient MyMedicare selection
- Reception staff informed of GP's MyMedicare status
- MyMedicare information provided to GP

#### 5. My Health Record

- GP's HPI-I linked to HPI-O for My Health Record access
- My Health Record access role assigned
- Mandatory My Health Record training completed
- Practice My Health Record policies reviewed
- Uploading and sharing processes explained

## 6. Electronic Prescribing

- Electronic prescribing enabled using conformant clinical software
- Prescriber number verified for ePrescribing
- Identity verification completed
- Training on electronic prescriptions completed

## 7. Real-Time Prescription Monitoring (RTPM)

- Access to state/territory RTPM system confirmed
- Mandatory RTPM training completed
- Documentation and compliance requirements explained

## 8. Secure Messaging

- GP added to secure messaging provider(s)
- Provider directory details verified
- Secure messaging training completed

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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.