PRODA Configuration - HPOS - Connecting clinicians/providers to your service

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Primary guide

What is HPOS? Services Australia describe it as:

> Health Professional Online Services (HPOS) is a secure way for health professionals and organisations to do business with us online.
>
> You must have a Provider Digital Access (PRODA) account to access HPOS. You can access HPOS as an individual, or on behalf of an organisation. If you don't have a PRODA account, register for PRODA online. Then follow the steps to set up your HPOS access.
>
> You can also manage your provider and prescriber numbers using HPOS.

Scenario: I am newly registering / do not have a PRODA account

Follow the steps to register for PRODA.

Scenario: I am a clinician and I have a PRODA account, new to this practice/location/organisation

You will need to apply for an additional provider number .

To do this online:

1. Log in to Provider Digital Access (PRODA) to use HPOS.

   Tip: If you are prompted for your RA Number, this can be found under PRODA > Profile.

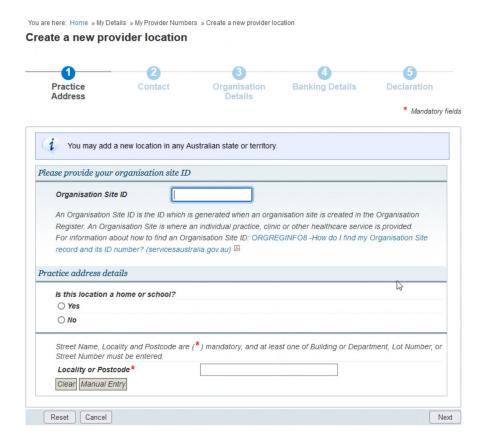2. Select **My details**, then **My provider numbers**.

My provider numbers

My provider number details

Create a new provider location

‹ Back

3. Select **Create a new provider location** and read the privacy note.

4. Submit answers to required questions.

Create a new provider location

① Practice Address   **②** Contact   **③** Organisation Details   **④** Banking Details   **⑤** Declaration

* Mandatory fields

i   You may add a new location in any Australian state or territory.

Please provide your organisation site ID

Organisation Site ID [ ]

An Organisation Site ID is the ID which is generated when an organisation site is created in the Organisation Register. An Organisation Site is where an individual practice, clinic or other healthcare service is provided. For information about how to find an Organisation Site ID: ORGREGINFO8 -How do I find my Organisation Site record and its ID number? (servicesaustralia.gov.au) 📄

Practice address details

Is this location a home or school?
◯ Yes
◯ No

Street Name, Locality and Postcode are (*) mandatory, and at least one of Building or Department, Lot Number, or Street Number must be entered.

Locality or Postcode * [ ]

[Clear] [Manual Entry]

[Reset] [Cancel]   [Next]

The organisation you are joining will provide the appropriate **Organisation Site ID**.