

REGISTERING YOUR ORGANISATION FOR MY HEALTH RECORD

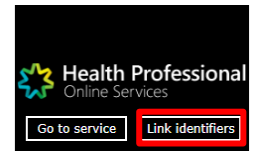
Create PRODA account

Provider Digital Access (PRODA) is an online platform where health professionals can do business with Medicare. Three identification numbers are required to verify your account. E.g. Medicare card, passport licence number.

Click here to create PRODA Account

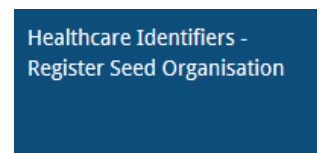
If you are a health provider, you will need to ensure your account is linked to your *Healthcare Identifiers* i.e. AHPRA registration or provider numbers

1. Click 'Link Identifiers' on the Health Professionals Online Services (HPOS) Tile
2. Enter your AHPRA Registration or Provider number and click search



Register your organisation to participate in My Health Record

1. Log on to PRODA and select 'Go to Service' on HPOS Tile
2. Select My Programs
3. Select Healthcare Identifiers - Register Seed Organisation
4. Read the information, enter your ABN or ACN and click **Apply Now**

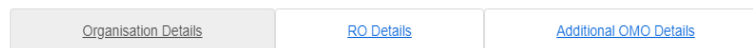


Begin the application process by supplying your organisation's ABN or ACN. Your ACN will be used to find your ABN.

Please enter ABN or ACN

Apply Now

5. Complete all required fields in each tab



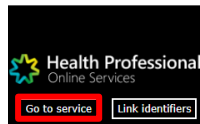
Note: a 'Documents' tab will appear if you **are not** known to HPOS or if your ABN is not registered to the same name as your AHPRA registration.

6. Check details on confirmation screen
7. Select **I Agree** and **Confirm** to submit your application

You will receive a letter in HPOS messages informing you of your successful application

Request NASH Certificate

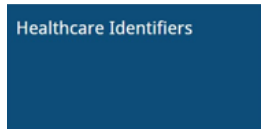
1. Log on to PRODA and select **Go to Service on Health Professionals Online Services**



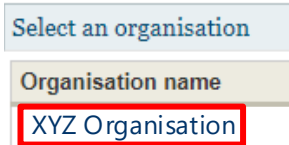
2. Click **My Programs**



3. Select **Healthcare Identifiers**



4. Select your organisations name



5. Select **My Organisation Details**

HI Services available

- [My organisation details](#)
- [View network map](#)
- [My OMO details](#)

6. Go to the **Certificates** tab



7. Select **Request NASH PKI Certificate**

- [Link existing PKI certificate](#)
- [Request a Medicare PKI site Certificate](#)
- [Request a NASH PKI site certificate](#)

8. Follow the prompts and select **Save Changes** and then select **Submit**

You will receive a text message with a verification code when the certificate is ready to download

Download NASH Certificate

1. Repeat steps 1-6 once you have received the confirmation text message

2. Select **Download** next to the available NASH Certificate and save this in an accessible location.

RA Number	Certificate Expiry Date	Status	Action
		Active	Download Revoke

You will also need a Medicare PKI site Certificate to access My Health Record through your software.

Link or Request Medicare PKI Site Certificate

1. Repeat steps 1-6 once of the 'Request NASH' Certificate section

2. Select 'Link existing PKI Certificate' OR 'Request a Medicare site Certificate' as applicable

Note: If you are unsure if you have a Medicare PKI certificate you can contact Medicare on 1800 700 199 to enquire.

3. Follow the prompts and select **Save Changes** and then select **Submit**

- [Link existing PKI certificate](#)
- [Request a Medicare PKI site Certificate](#)
- [Request a NASH PKI site certificate](#)

The requested Medicare Certificate will arrive in the mail to the registered business address.

Install Certificates to clinical Software

Your IT Support will need to contact your software company and quote your site ID for assistance with installing the NASH and/or Medicare Site Certificates.

For further assistance contact the Sydney North Health Network Digital Health team
digitalhealth@snhn.org.au or 02 9432 8250