

REGISTERING YOUR ORGANISATION FOR MY HEALTH RECORD

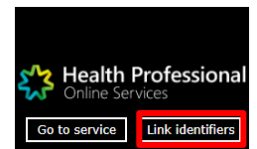
Create PRODA account

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](#)

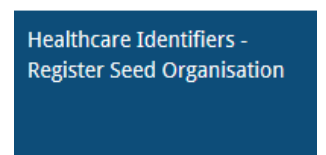
If you are a health provider, you will need to ensure your account is linked to your *Healthcare Identifiers* i.e. AHPRA registration or provider numbers

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

5. Complete all required fields in each tab

[Organisation Details](#) [RO Details](#) [Additional OMO Details](#)

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

Allow Health Practitioners to access My Health Record via the organisation

1. Log on to PRODA and select Go to Service on Health Professionals Online Services
2. Click My Programs



3. Select My Health Record System - Organisation Registration



4. Select Manage Authorisation Links



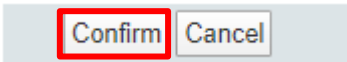
6. Select Add/Update for the relevant organisation

HPI-O Number and Organisation Name	Address	Manage HPI-I and CSP Authorisation Links
XYZ HPI-O Number: XYZ Organisation Name		Add/Update Links

7. Enter the HPI-I of the providers you want to give access to and select **Submit** and read details and then select **Confirm**.

Add healthcare Provider Individual or Contracted Service Provider.

Enter HPI-I or CSP number



Remove a Health Practitioner access for My Health Record (Deactivate Link)

1. Follow steps 1 to 4 from above
2. Select Deactivate Link for relevant provider

Linked Providers			
HPI-I Number	Provider Name	HI Status	Deactivate Link
XYZ HPI-I	XYZ Name	Active	Deactivate Link

Quick access to National Provider Portal

You can use the below link to access My Health Record.

<https://portal.ehealth.gov.au>

Tip: Create a bookmark in your preferred browser for quick access to the National Provider Portal (My Health Record).

Encourage your Clinical Software vendor to become conformant

We encourage you to contact your clinical software provider to express your desire to access My Health record via your clinical software. Health Providers using conformant software can view and upload to the My Health Record via their patients' files.

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