

Update Accreditation information for MyMedicare

To remain eligible for the MyMedicare program, accreditation details must be kept up to date in the Organisation Register

To update this information, individuals must have access to HPOS on behalf of the organisation

Step 1

Log into Proda

Access HPOS – Go to Service

Australian Government
Services Australia

PRODA
Provider Digital Access

Tess Tuser
[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

Privacy Notice
By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

My linked services

Health Professional Online Services
[Go to service](#) [Link identifiers](#)

medicare online
ECLIPSE | DVA | AIR

Available services

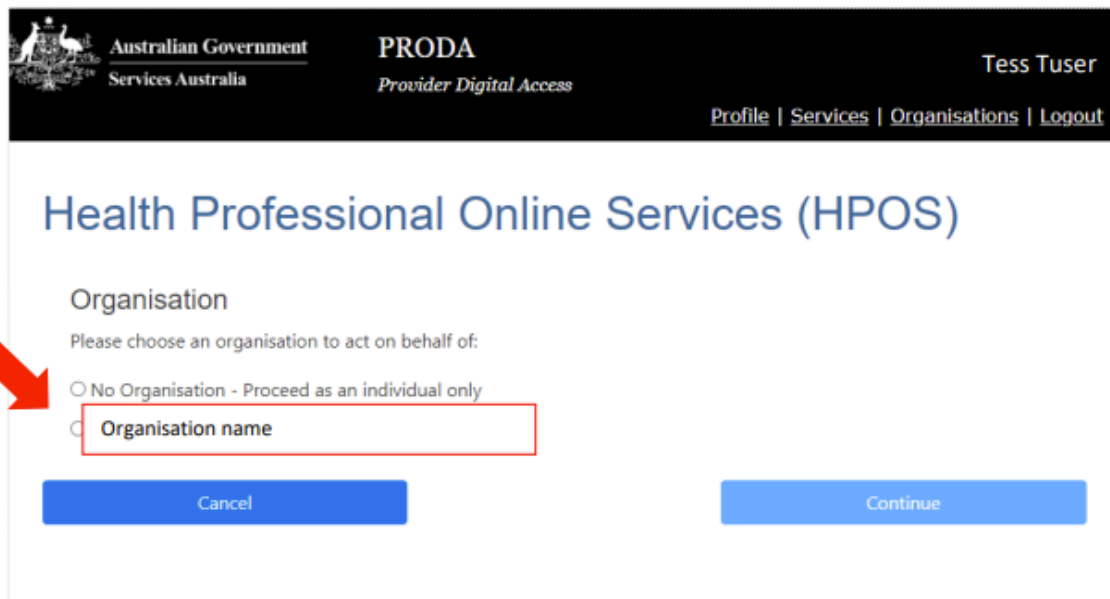
my ndis
provider portal

Aged Care

Business Hub

Step 2

Proceed on behalf of the organisation



Australian Government
Services Australia

PRODA
Provider Digital Access

Tess Tuser
[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

Health Professional Online Services (HPOS)

Organisation

Please choose an organisation to act on behalf of:

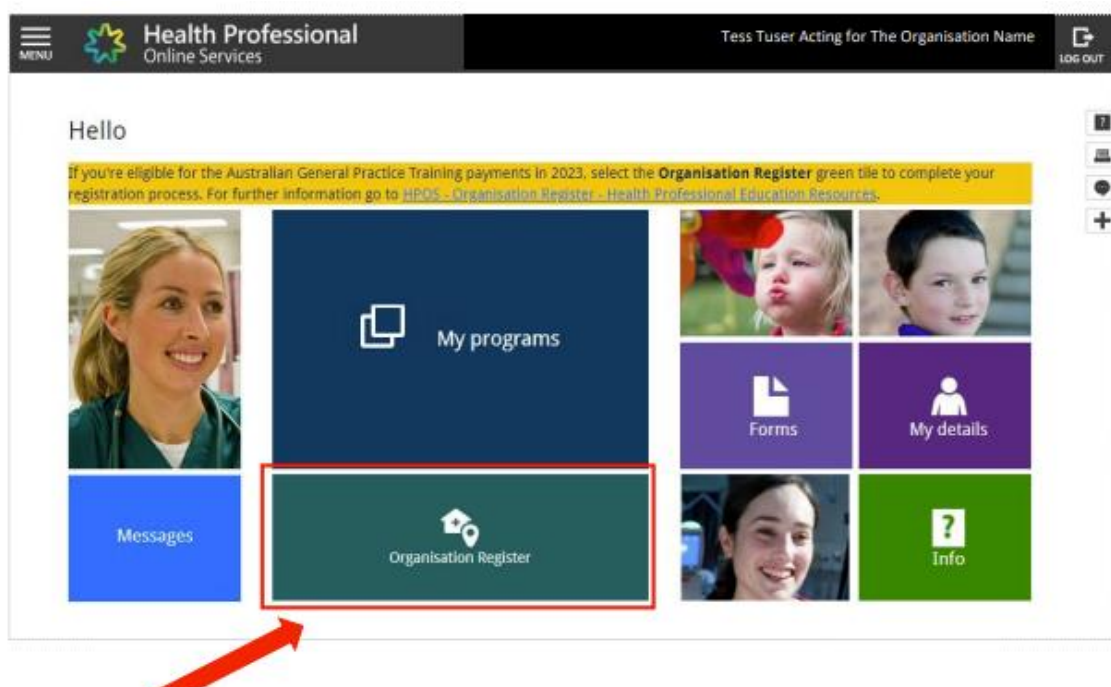
☐ No Organisation - Proceed as an individual only

☒ Organisation name

Cancel Continue

Step 3

Select the 'Organisation Register' tile



Health Professional
Online Services

Tess Tuser Acting for The Organisation Name
LOG OUT

Hello

If you're eligible for the Australian General Practice Training payments in 2023, select the **Organisation Register** green tile to complete your registration process. For further information go to [HPOS - Organisation Register - Health Professional Education Resources](#).

My programs

Messages

Forms

My details

Organisation Register

Info

Step 4

Select the '**Associated Sites**' tab (on the very left) and select the **Site ID** (Blue Hyperlink under ID)

The screenshot shows a web application interface with a top navigation bar containing 'Status' and 'From' tabs. Below this is a sub-navigation bar with tabs: 'Organisation', 'Contact', 'Key Individuals', and 'Associated Sites'. The 'Associated Sites' tab is selected. A blue information box contains the text: 'Before adding an Organisation Site, please ensure the following details are known about the organisation site:' followed by a list: 'Organisation Site name' and 'Physical address'. Below this is an 'Add New Site' button. A table titled 'Current Organisation Sites' is shown with columns: 'ID', 'Name', 'Physical Address', 'Start Date', and 'Action'. A red arrow points from the 'Associated Sites' tab to the 'ID' column header. The 'ID' column contains a blue hyperlink.

Step 5

Select the '**Accreditation**' tab

Select '**Add Accreditation**' and add new certificate details (do not use the 'amend' button). for new certificates, you must ensure you ADD the details as a new entry)

Step 6

Ensure you **select SUBMIT** to confirm any changes – A preview page will appear

Scroll to the bottom of the page and **select save**

The screenshot shows a web application interface with a top navigation bar containing 'Organisation Site ID', 'Physical Address', 'Status', 'Organisation Site Name', 'PRODA RA Number', and 'From'. Below this is a sub-navigation bar with tabs: 'Organisation Site', 'Physical Address', 'Services', 'Contact', 'Key Individuals', 'Accreditation', 'Provider', and 'Program Registration'. The 'Accreditation' tab is selected. A blue information box contains the text: 'Accreditation may affect the eligibility of health programs.' Below this is an 'Add Accreditation' button, which is highlighted with a red box. A table titled 'Current' is shown with columns: 'Type', 'Accrediting Agency', 'Status', and 'Certificate Number'. The table contains one row: 'RACGP Standards for general practices', 'ACHS', 'Accredited', and '123456'. At the bottom, there is a pagination bar showing 'Showing Rows 1-1 of 1' and a dropdown menu set to '10'.