ORGANISATION REGISTER
PRODA Attributes at a Glance

PRODA Organisation Attributes - HPOS Organisation Register Access

HPOS-Access

a. access Health Professional Online Services (HPOS) - this is on behalf of the organisation and is not the same as for an individual account.

HPOS-Org-Admin

Access to the Organisation Record and subsequent Organisation Site Record access via Health Professional Online Services (HPOS) in the Organisation Register.

a. Organisation Tab
b. Contact Tab
c. Key Individuals Tab, a minimum of 2 relationships must be added (1 x Associate and 1 x Authorised Contact)
d. Associated Sites Tab
e. My Organisation Mailbox when Organisation records created.

HPOS-Org-Site-Admin

Access to the Organisation Site Record via HPOS in the Organisation Register.

a. Organisation Site Tab
b. Physical Address Tab
c. Services Tab
d. Contact Tab
e. Key Individuals Tab, minimum of 1 relationship must be added (1 x Authorised Contact)
f. Accreditation Tab
g. Provider Tab
h. Program Registration Tab
i. Banking Details Tab.

HPOS-Org-Finance

Access to the Organisation Register, Organisation Site Record, Bank Details Tab via HPOS.
When attributed with:

a. HPOS-Org-Admin - allows user to add existing or new bank details for a program or,
b. HPOS-Org-Site-Admin - allows user to add existing bank details only for a program.

New
HPOS-MyMedicare-Program

Access to view the Organisation Site Record.
When attributed with:

a. MyMedicare tile (under My programs)
b. Find a patient
c. Organisation Register tile - view only access to Organisation Site or Sites (practice or practices)
d. HPOS Messages - will be able to access the Organisation in PRODA Messages and MyMedicare messages for each Organisation Site or Sites (practice or practices).

PRODA Organisation Attributes - PRODA Access

Owner-Access

Assigns all 'ownership' attributes/functions.

A person with Owner Access will have full management control functions granted as appropriate to their business needs.
- add/remove members
- assign attributes to members
- delegate access to members
- register Business to Business (B2B) devices
- add and remove Service Providers
- remove the organisation from Provider Digital Accss (PRODA).

Employee-Management
- add/remove members
- manage membership end dates.

Service-Link-Management
- add and link the organisation in PRODA to Service Providers (e.g. HPOS)
- remove a Service Provider from the organisation.

Sub-Org-Management
- add, remove or update Subsidiary Organisations (sub orgs).

Device-Management
- add, remove or update Business to Business (B2B) devices
- manage B2B device activation end dates.

HPOS-Access
- access Health Professional Online Services (HPOS) - this is on behalf of the organisation and is not the same as for an individual account.