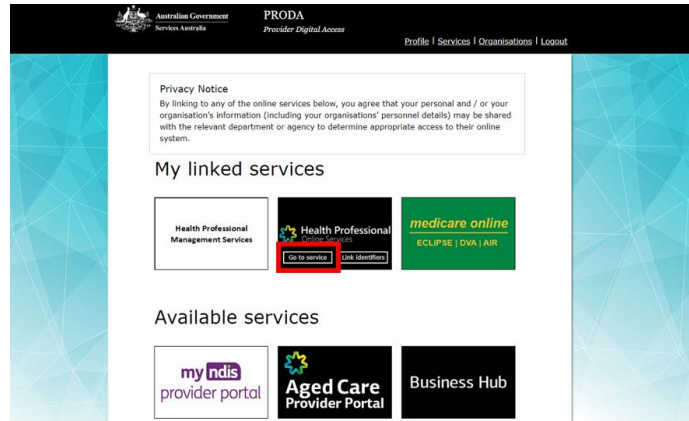


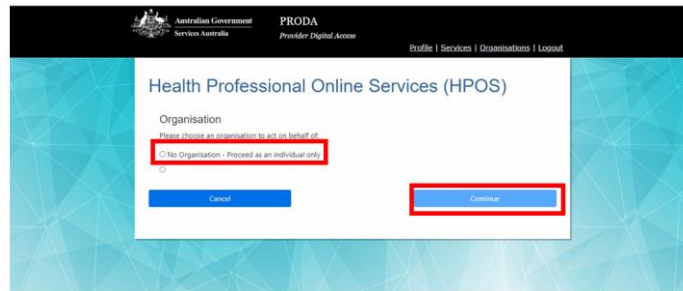


# Updating Individual Provider Banking Details for MyMedicare GPACI

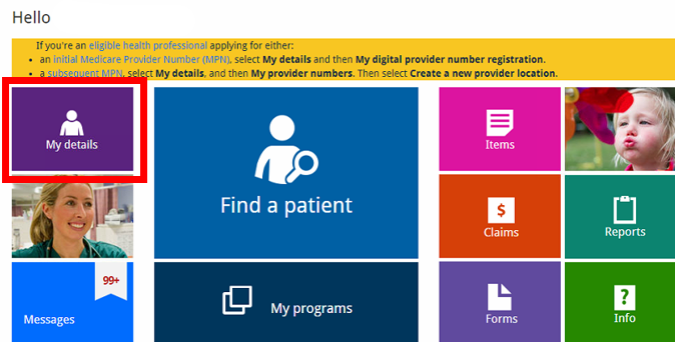
The individual GP must go into PRODA using their own login – **Go to services** through Health Professional Online Services



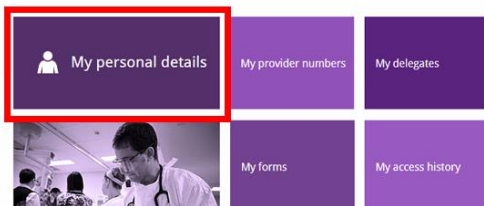
Proceed as an **Individual only**



Select the **My details** tile, then **My Personal details**, then **My banking details**



My details



My personal details





The **My banking details** window will appear. Here you will find a list of all the provider numbers, locations and programs where the GPs have previously worked.

You are here: Home > My Details > My Personal Details > My banking details

### My banking details

This screen displays a list of

- All programs you are currently registered for
- All locations where you are registered for these programs
- The details of those accounts you have previously nominated
- Locations without any program registrations will not appear on this list
- Updates to your Medicare banking details will automatically update your DVA banking details.

To change existing banking details select **Update**.

To enter banking details for a location where no banking details are recorded select **Add**.

To approve banking details entered by your delegate for a new location select **Review**.

More information about banking details is available on our website: [Resources tab - Managing your banking details in HPOS](#)

Program	Location	Location ID	BSB	Account no.	Account name	Status	Action
AIR						Approved	Update
AIR						Approved	Update
AIR						Approved	Update
AIR						Approved	Update
Medicare						Approved	Update
Medicare						Approved	Update
Medicare						Approved	Update
Medicare						Approved	Update

Scroll down until you find the **MyMedicare Incentive** listed for the practice the GP is trying to register for and select **Add** on the right-hand side of the table

MyMedicare Incentives							Add
MyMedicare Incentives							Add
MyMedicare Incentives							Add
MyMedicare Incentives							Add

The **Update banking details** window will now appear. Choose whether you would like to select an **existing account** or **enter a new account**. You will have the option to use the drop-down feature to link an existing account

You are here: Home > My Details > My Personal Details > Update banking details

### Update banking details

You can update the banking details displayed for this location and program by:

- replacing them with details of one of your existing accounts by making a selection from the Existing accounts section, or
- replacing them with details of a new account by completing the Account details section

Replacing your Medicare banking details will automatically update your DVA banking details.

Select **Submit** to confirm the changes or **Cancel** to return to the previous screen.

**Location/Program details**

Location: [redacted]  
 Location ID: [redacted]  
 Program: MyMedicare Incentives

**Choose type of account details**

Select an existing account  
 Enter a new account

**Existing account details**

Existing accounts: [dropdown menu]

**Account details**

Branch number (BSB): [redacted]  
 Name of bank, building society or credit union: [redacted]  
 Branch where account is held: [redacted]  
 Account Number: [redacted]  
 Account Name: [redacted]

**Acknowledgement**

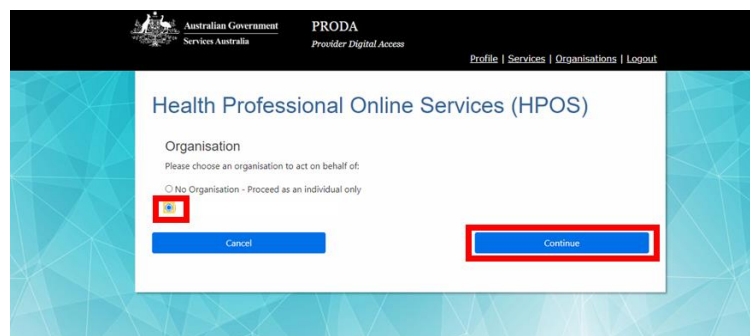
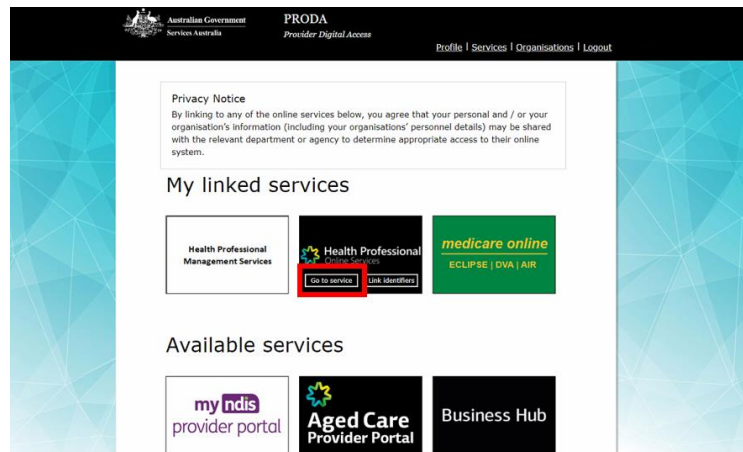
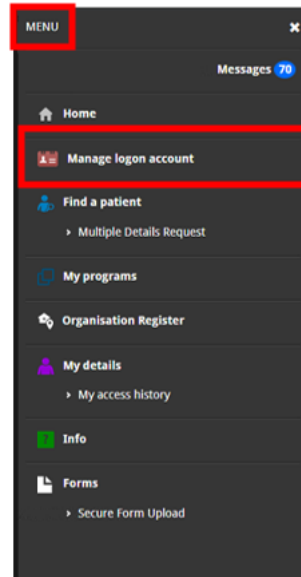
I acknowledge that: payment(s) related to my provider number(s) for the location(s) where I practice as identified on this form, including any additional practice locations attached to this form, will be paid to the bank account details that I have nominated. Services Australia may contact me to confirm these details for security or clarification purposes.

I undertake to: immediately notify my pay group(s) or third party payee(s) of any current and/or future notice(s) issued by Services Australia to garnish or intercept payments due to me or my provider number(s).



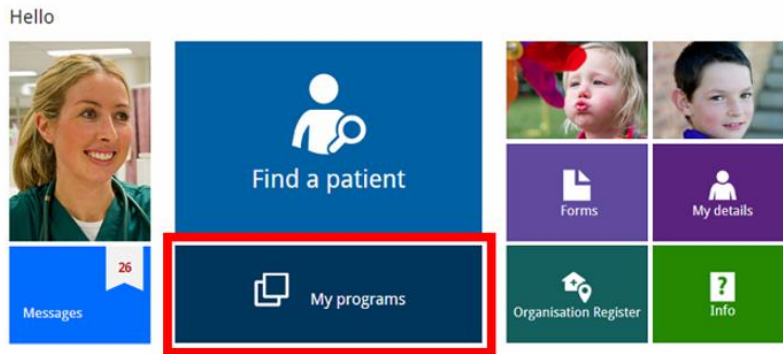
You will need to wait until the next day for the banking details to be updated before you can proceed to linking the Responsible Provider

To link the GP as a **Responsible Provider**, select **menu** and **manage logon account** then go back into HPOS under the organisation. You do not need to be under the provider to link them. This can be done by a practice delegate with MyMedicare access

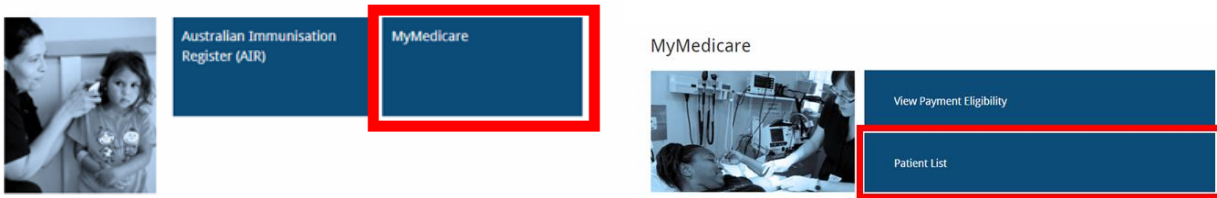




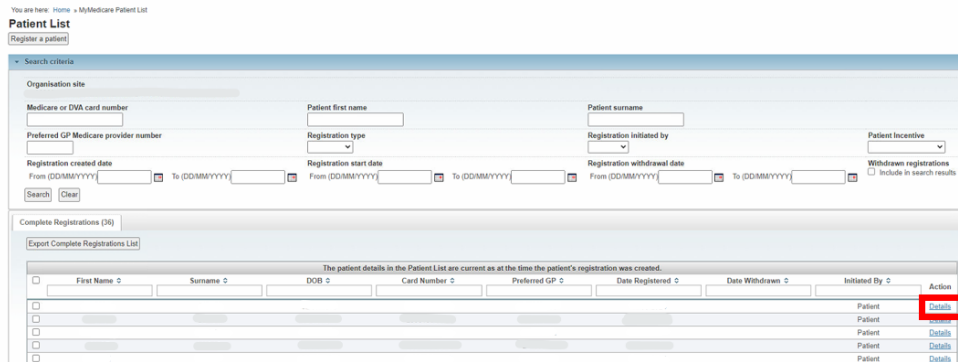
Go to **My programs** and select the **MyMedicare** tile, then **Patient list**



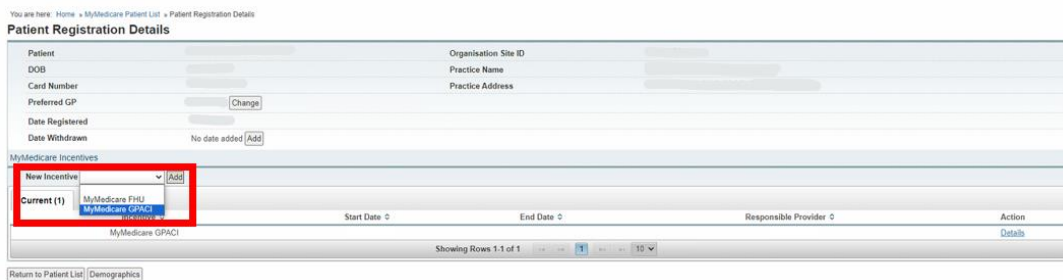
My programs



Under the **Patient List** you can update the **Responsible Provider**. Search for the patient you wish to link then select **Details**.



Under the **MyMedicare Incentive**, add the new incentive **MyMedicare GPACI** and select **Add**





You will need to set the **Incentive period** (you do not have to put an end date) and add the **Responsible Provider**.

Health Professional Online Services

### MyMedicare GPACI Details

Patient	Organisation Site ID
DOB	Practice Name
Card Number	Practice Address
Preferred GP	
Date Registered	
Date Withdrawn	No date added

**Incentive period**

Start Date: End Date:

**Responsible Providers**

Responsible Provider	Start Date	End Date	Action
			<input type="button" value="Cancel"/> <input type="button" value="Remove"/>

Showing Rows 1 of 1

**Declaration**

I understand that:

- the practice's eligibility to participate in the General Practice in Aged Care Incentive is dependent on the practices MyMedicare program eligibility
- the practice may receive incentives based on the eligibility of the practice and the General Practice in Aged Care Incentive eligible services provided to an eligible patient.
- the nominated responsible provider may be eligible to receive incentives based on the General Practice in Aged Care Incentive eligible services they provided to an eligible patient.

I declare that:

- the responsible provider is the provider who is responsible for the delivery of the General Practice in Aged Care Incentive eligible services to the patient.
- the practice meets the eligibility requirements of the MyMedicare program set out at MyMedicare
- the patient has provided consent to be a General Practice in Aged Care patient for the purposes of the General Practice in Aged Care Incentive.
- the patient meets the eligibility requirements of the General Practice in Aged Care Incentive set out at MyMedicare GPACI

## Resources

[MyMedicare - eLearning - Health Professional Education Resources \(servicesaustralia.gov.au\)](https://servicesaustralia.gov.au)

[MyMedicare - Infographics - Health Professional Education Resources \(servicesaustralia.gov.au\)](https://servicesaustralia.gov.au)

[General Practice in Aged Care Incentive program guidelines – July 2024 | Australian Government Department of Health and Aged Care](https://www.health.gov.au/resources/publications/general-practice-in-aged-care-incentive-program-guidelines-july-2024)

[General Practice in Aged Care Incentive | Australian Government Department of Health and Aged Care](https://www.health.gov.au/resources/publications/general-practice-in-aged-care-incentive)