Step by step guidance to register, setup and maintain PRODA

Create an Individual Login

1. Go to PRODA registration website and select Register now.

2. Enter your details as they appear on your identity documents.

3. Create a username and password.

4. Select 3 security questions and provide the answers.

5. Verify your personal email address by retrieving the code from the email address provided and entering in the email code field.

6. Your RA number and registration details will be sent to your email. Provide your RA number to your employer.

7. Select from the list of identity documents you wish to use to verify your details. Repeat until 3 identity documents have been provided. Use this form if you could not verify your identity online.

8. Select your verification code preference, this will be required each time you log in to your PRODA account.

Register your Organisation

1. Check that your organisation has an active Australian Business Number (ABN).

2. Check that you are an associate or authorised contact for the organisation on the Australian Business Register (ABR) and your individual PRODA account name matches your name on the ABR.

3. Log in to your individual PRODA account, select Organisations, then select Register New Organisation and follow the prompts to enter the relevant organisation details.

4. Answer the 3 proof of ownership questions. You can view or update your ABN details online using the myGovID.

5. Verify the organisation email by entering the activation code sent to your organisation email address in the Email code field.

6. Take note of the Registration Authority (RA) number provided, confirming you successfully registered your organisation.

7. Review and understand management attributes
Only members with the Employee-Management attribute can add new members.

8. To add a member, you will need their RA number and surname.

9. You need the person's consent to add them to your organisation in PRODA.

Setup & Maintain Organisation Members

1. Log in to your PRODA account, select Organisations and select the organisation name you want to add a member to.

2. Select Add Members and then select Add Member.

3. Enter the members RA number and surname.

4. Select the confirmation box if they consent and then select search, if user details match select Add this Member.

5. Update the members delegations by selecting the members.

Setup & Maintain Organisation Delegations

1. Log in to your PRODA account, select Organisations and select the applicable organisation name.

2. Select the members name whose delegation you wish to manage.

3. Select Attribute Delegations and then select Delegate to this member.

4. Select which attribute delegations you want the member to have. Select Delegable if you want them to re-delegate the attributes to other members. Select Delegate.

5. Change their end date or remove a member's delegation by accessing their attribution delegation details.

Changing the Responsible Officer (RO)

1. Current RO to login to PRODA account to access HPOS.

2. Select My Programs.

3. Select Healthcare Identifiers and My Heath Record.

4. Select Healthcare Identifiers – Change Responsible Officer and follow the prompts to change responsible officer.

5. Receive email confirmation from Services Australia once request has been processed.

6. Adding New Organisation Maintenance Officers (OMO) – Responsible Officer (RO) must complete these steps

7. Create PRODA account and link to HPOS if new OMO does not have an existing PRODA account.

8. Log in to existing PRODA account, select the Healthcare Identifiers & My Health Record tile.

9. Click the Healthcare Identifiers – Manage existing records tile.

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10. Click the name of your organisation and click the My organisation details heading.

11. Click the OMO tab and select manage maintenance officers, then click Add.

Add the Organisation Register tile in HPOS

1. Login to PRODA

2. Under My Linked services, go to 'link identifiers'

3. Select ABN from drop down and select next

4. Review organisation linking verification of relationship screen, select Finish

5. Return to PRODA service page, then select 'Go to service' on HPOS tile

6. Select the organisation, then continue

7. Read and accept the T&Cs and complete the declaration, then select Continue

8. You should now see a dark green 'Organisation Register' tile on HPOS home screen.

9. Go to services, continue under organisation

10. Select 'Organisation Register' tile

11. Click on 'Contact' tab, enter phone, email and address for the organisation

12. Click on 'Key Individuals tab', add select 'add new key individual', must add 1 associate and 1 Authorised contact

13. Require contacts name, RA number, DOB, email and contact phone number

14. Once details are entered, select 'save'

15. Scroll down and select 'submit'

16. Review details to ensure they are correct, scroll to bottom and select 'submit'

Create and activate your organisation site record

1. Login to PRODA

2. Go to HPOS, continue under organisation not individual (if option doesn't appear, you will need to follow the link provided above to register an Organisation in HPOS)

3. Go to Organisation register tile (green tile) on the HPOS home screen

4. Click on the Organisation name, it will open to 'Organisation Register – Organisation Record'.

5. Go to the Associated Sites tab, select 'add new site'. New page 'Organisation Register – Organisation Site Record should now appear.

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6. (note: ensure the site name and physical address are recognizable to patients as this is what they will see when they are searching for your practice to register)

7. Scroll down and enter Organisation Site Name

8. Click on 'Physical Address' Tab, enter Location or postcode and select correct option from list.

9. Start typing the full address and select the correct address from the list provided. If the address doesn't appear, select manual entry and fill in the required address fields. Once entered, select 'save'.

10. Click on the 'Services' tab, use the drop down next to 'add/amend organisation site type' to select the correct services description. Then tick the appropriate service types and select 'confirm'.

11. Scroll down, select any relevant service delivery types

12. Scroll to the bottom and select 'submit', review the information, scroll to the bottom and select 'save'.

13. Click on the 'Contact tab', enter phone number and email address of the site

14. Select option for Postal address, either enter new or select 'same as Physical address.

15. Click on 'Key Individuals tab', add select 'add new key individual', must add 1 associate and 1 Authorised contact

16. Require contacts name, RA number, DOB, email and contact phone number

17. Once details are entered, select 'save'

18. Click submit, review the details page, scroll to the bottom and select 'save'

19. An error message will appear at the top if you are missing information or if there is an issue with the information provided

20. Your organisation status should now appear at the top as 'active'.

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