

How to Register for the General Practice in Aged Care Incentive

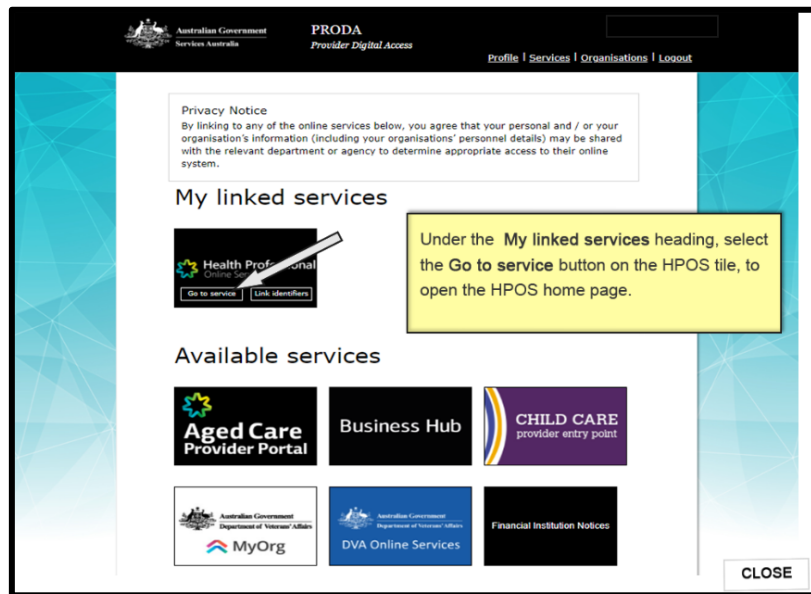
This guide outlines the following processes:

- 1. How to register your practice for the General Practice in Aged Care Incentive**
- 2. How your GPs register for the General Practice in Aged Care Incentive**
- 3. How to register your patients for the General Practice in Aged Care Incentive**

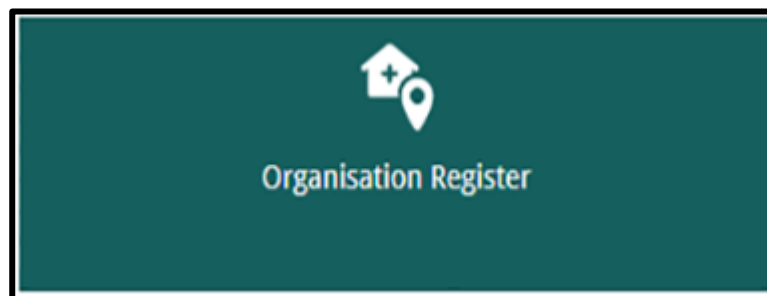
How to register your practice for the General Practice in Aged Care Incentive

To register for the General Practice in Aged Care Incentive, you need to follow these steps:

1. Log in to PRODA to access your Organisation's HPOS account.



2. Navigate to the Organisation Register and then the Organisation Site Record.



3. Under the MyMedicare Program Registration tab, select **Details** then **Add Banking Details**.

XXXX Program Registration Details					
Organisation Site Details					
Organisation Site ID	XXXXXXXXXXXX	Organisation Site Name	XXXXXXXXXXXX		
Physical Address	1 No Address Street, Generic NSW xxxx				
Registration Period					
Registration Start Date	30/05/2024	Registration End Date			
Banking Details					
BSB	Account Number	Account Name	Start Date	End Date	Action
					Add

4. Add **new** or **choose existing** bank account details, noting you may need to wait 24 hours after adding your bank account details, before you can register for the General Practice in Aged Care Incentive.

5. Under the Program Registration tab, go to **New Program**, then **MyMedicare GPACI** and add program.

6. Review details on the view only screen.
7. Check declaration and select **Save**.

How your GPs register for the General Practice in Aged Care Incentive

There is no formal General Practice in Aged Care Incentive registration process for GPs, other than being linked to their MyMedicare registered practice, in the Organisation Register. However, to receive General Practice in Aged Care Incentive payments, GPs must update their banking details as individuals in HPOS.

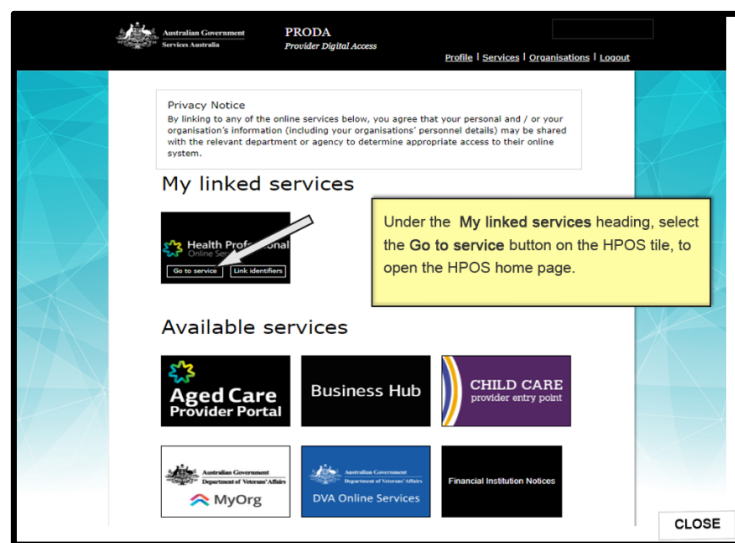
1. Log on to HPOS using your PRODA account.
2. Select **My details**.
3. Select **My personal details**.
4. Select **My banking details**. A list of all provider numbers and programs with bank details registered will display.
5. Select **add** or **update** against the provider numbers you will be providing eligible services for the General Practice in Aged Care Incentive under.
6. Enter the details or select an existing account from the drop-down list and select the acknowledgement check box.
7. Select **Submit**. A success screen will display to confirm the details have been updated.

How to register your patients for the General Practice in Aged Care Incentive

To register your patients for the General Practice in Aged Care Incentive, there are two components: adding the incentive and linking the responsible provider.

To **add the new incentive**:

1. Log in to PRODA to access your Organisation's HPOS account.



2. In HPOS, select **My Programs** and then the **MyMedicare** Tile.



3. Navigate to the **Complete Registrations** List and in the **Action** column, select **Details**.

Complete Registrations (8)

[Export Complete Registrations List](#)

One or more Patient's preferred GP is not eligible to participate in the MyMedicare program. This is due to one or both of the following reasons:

- they are not linked to the Organisation Site in the Organisation Register, or
- their MyMedicare program registration has ceased at this practice and can no longer provide MyMedicare services to patients

The patient details in the Patient List are current as at the time the patient's registration was created.

<input type="checkbox"/>	First Name	Surname	DOB	Card Number	Preferred GP	Date Registered	Date Withdrawn	Initiated By	Action
<input type="checkbox"/>	EMILY	EXAMPLE	11/02/1970	1234567891-1	1234567F (not eligible)	24/05/2023		Practice	Details
<input type="checkbox"/>	PERCY	PERSON	10/06/1978	1234567891-1	1234567F	24/05/2023		Practice	Details
<input type="checkbox"/>	PETA	PATIENT	19/07/1983	1234567891-1	1234567F	24/05/2023		Patient	Details

4. You will be taken to the **Patient Registration Details** screen.

Patient Registration Details

▼ Patient Registration Details

Patient SANDY KNIGHTS
 DOB 13/11/1987
 Card number 1234567891-1
 Date registered 14/11/2023
 Date withdrawn No date added [Add](#)
 Preferred GP 1234567F [Change](#)

Organisation Site ID 1111111111
 Practice name ORGANISATION TEST SITE1
 Practice address 100 TEST ST MELBOURNE VIC 3000

Incentives

New Incentive [Add](#)

[Return to Patient List](#) [Demographics](#)

5. Select **MyMedicare GPACI** from the **New Incentive** drop-down list and select **Add**.

Patient Registration Details

▼ Patient Registration Details

Patient SANDY KNIGHTS
 DOB 13/11/1987
 Card number 1234567891-1
 Date registered 14/11/2023
 Date withdrawn No date added [Add](#)
 Preferred GP 1234567F [Change](#)

Organisation Site ID 1111111111
 Practice name ORGANISATION TEST SITE1
 Practice address 100 TEST ST MELBOURNE VIC 3000

Incentives

New Incentive **MyMedicare GPACI** [Add](#)

[Return to Patient List](#) [Demographics](#)

6. You will be navigated to the **MyMedicare GPACI** details screen. Select **Add**, under **Incentive Period** to add an incentive **Start Date**.

NOTE: Only enter an **End Date**, if applicable. Otherwise, leave this box blank.

Add Incentive Period

The incentive period is the period of time the patient receives incentive services from the practice.

Incentive: MyMedicare GPACI

Start Date*

End Date

Confirm Cancel

7. Select **Confirm**.

Once you have added the new incentive, you can **add the responsible provider**:

1. Select **Add**, under **Responsible Provider** to link the patient.

MyMedicare Incentive

The General Practice in Aged Care Incentive (GPACI) aims to support every aged care resident to receive continuity of quality primary care services from their regular general practitioner and practice. More information about the GPACI, including practice and patient eligibility requirements, can be found on the Department of Health website.

Incentive: MyMedicare GPACI

Incentive Period

Add

Start Date End Date

Responsible Provider

Add

Responsible Provider	Start Date	End Date	Action

Showing Rows 1-1 of 1

2. Select the **Responsible Provider** from the drop-down list.

NOTE: Only providers that are linked to the practice's organisation register, will appear.

Add Responsible Provider

The responsible provider is the provider who delivers the relevant incentive services to the patient. If the appropriate provider is not listed, they are not eligible to be nominated as the responsible provider for the incentive. Please discuss this with the provider.

Responsible Provider*

Start Date*

End Date

Confirm Cancel

3. Add an incentive **Start Date** and select **Confirm**.

NOTE: Only enter an End Date, if applicable. Otherwise, leave this box blank.

4. Select the **tick-box** in the Declaration section, then **save**.

Declaration

I understand that:

- the practice's eligibility to participate in the MyMedicare GPACI is dependent on your MyMedicare program eligibility
- the practice may receive incentives based on the eligibility of the practice and the MyMedicare GPACI services provided to the patient
- the nominated responsible provider may be eligible to receive incentives based on the MyMedicare GPACI services they provided to the patient

I declare that:

- The responsible provider is the provider who delivers the MyMedicare GPACI services to the patient
- The practice meets the eligibility requirements of the MyMedicare GPACI set out at MyMedicare
- The patient meets the eligibility requirements of the MyMedicare GPACI set out at MyMedicare

The information I am providing is true and correct, and I understand that giving false or misleading information is a serious offence.

Save Cancel

5. The **Patient Registration Details** screen will display the current MyMedicare incentive.

Patient Registration Details

Patient	SANDY KNIGHTS	Organisation Site ID	1111111111
DOB	13/11/1987	Practice name	TEST PRACTICE
Card number	1234567891-1	Practice address	100 TEST ST MELBOURNE VIC 3000
Preferred GP	1234567F Change		
Date registered	03/05/2024		
Date withdrawn	No date added Add		

MyMedicare Incentives

New Incentive [Add](#)

Current (1)

Incentive ID	Start Date	End Date	Responsible Provider ID	Action
MyMedicare GPACI	21/05/2024		123456AB	Details

Showing Rows 1 of 1