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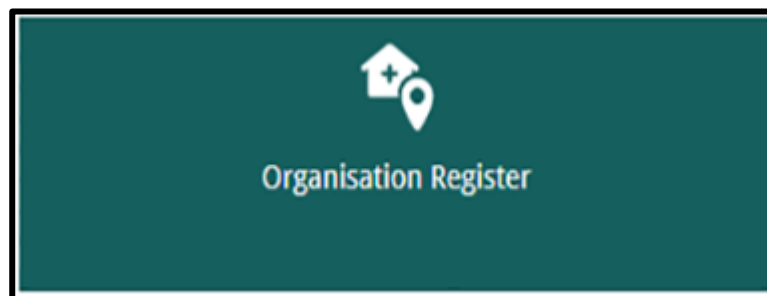
How to register your practice for the General Practice in Aged Care Incentive

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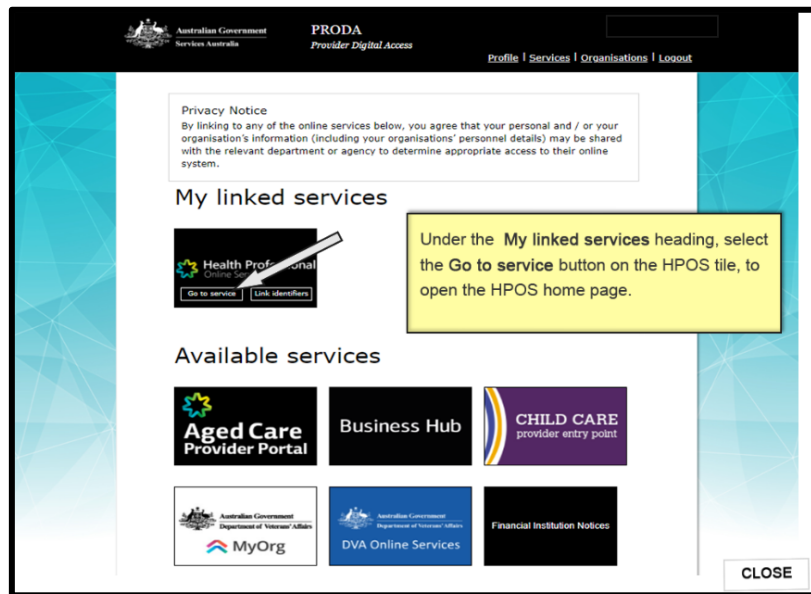
2. Navigate to the Organisation Register and then the Organisation Site Record.

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

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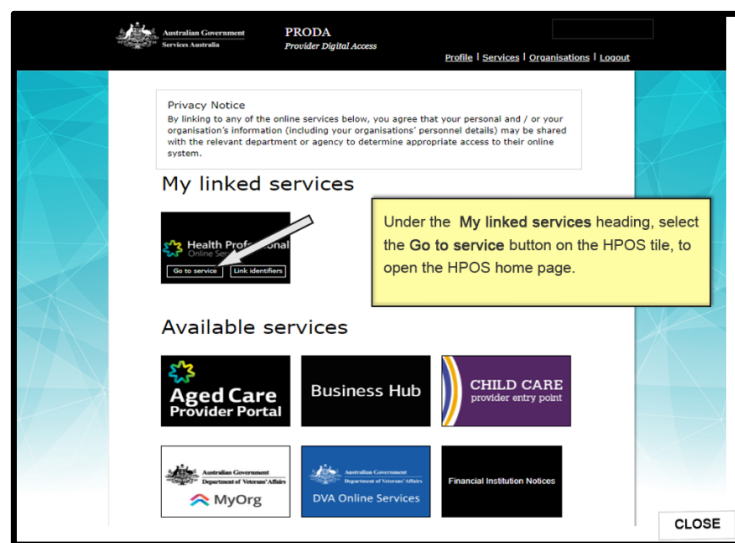
2. In HPOS, select **My Programs** and then the **MyMedicare** Tile.

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

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

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

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.*

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.

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

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

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**.

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