

Adding Accreditation Details in PRODA:

1. Log in to [PRODA](#).
2. Click 'Go to Service' on the **Health Professionals Online Services** tile.

3. Proceed as 'acting on behalf of your **organisation**', rather than proceeding as an individual.
4. Open the **Organisation Register** tile and navigate to the **Associated Sites** tab.

Organisation ID	Entity Name
2308956728	Organisation A

ABN	PRODA RA Number
58 193 517 849	5024039511

Status	From
Pending (System)	01/12/2022 10:10:51

5. Click on the **Site ID hyperlink** for your clinic.

ID	Name	Physical Address	Start Date
xxxxxxxxxx	P&O ORGANISATION 4	1 TEST STREET TEST VIC XXXX	15/11/2022
xxxxxxxxxx	P&O ORG SITE	2 EXAMPLE STREET EXAMPLE QLD XXXX	22/12/2022

6. In the Organisation Site Record, go to the **Accreditation** tab and click **'Add Accreditation'**.

Organisation Register - Organisation Site Record
Amend

Organisation Site ID	XXXXXXXXXX	Organisation Site Name	
Physical Address		PRODA RA Number	
Status	Active	From	

Organisation Site | Physical Address | Services | Contact | Key Individuals | **Accreditation** | Provider | Program Registration

Accreditation may affect the eligibility of health programs.

Add Accreditation

▼ Current

7. Enter the details of your current accreditation, then select **'Confirm'**.

Health Professional Online Services

You are here: Home > Organisation Register

Organisation Register - Organisation Site Record
Amend

Organisation Site ID		Organisation Site Name	
Physical Address		PRODA RA Number	
Status	Active	From	

Organisation Site | Physical Address | Services | Contact | Key Individuals | **Accreditation** | Provider | Program Registration

Accreditation may affect the eligibility of health programs.

Add Accreditation

Type: RACGP Standards for general practices
 Accrediting Agency:
 Status: Accredited
 Certificate Number:
 Start Date:
 End Date:
 Confirm Cancel

Expand All Collapse All

▼ Current

Type: Accrediting Agency: End Date: Action

▼ Historical

Submit Reset Cancel

Important: To finalise the update, you must select both **'Submit'** and **'Save'** before exiting.

- The **'Submit'** button is located at the bottom left of the line item you just added.
- After submitting, scroll down and click **'Save'** at the bottom of the screen.