My Health Record - Register an organisation

For access via conformant software

Step 1 – Register for a PRODA Account

PRODA is a method of authentication to provide users with access to government services online. Healthcare providers and administrators can manage their organisation's My Health Record registration via PRODA. Access PRODA here.

PRODA registration requires three forms of identification from the following list.

- Australian passport
- Medicare card
- Australian driver's licence
- ImmiCard
- Australian birth certificate
- Australian Visa and foreign passport
- Citizenship certificate
- Certificate of registration by descent

Password hint: cannot include more than one special character. Complete the registration and login.

Step 2 – My Health Record Seed Organisation Registration

Once you are logged into PRODA, click *Health Professional Online Services (HPOS)* from the list of services.

If this is your first time using PRODA...

You will be prompted to *Search for your existing records* by entering an identifier (i.e. AHPRA registration, HPI-I, HPI-O or RO/OMO number). Using this function will simplify the registration process.

You will then be prompted to accept the terms and conditions, set your email address, and set your notification preferences. We recommend that you select *Immediate notification for each new correspondence.*

Once your PRODA and HPOS are linked...

Click *My Programs* and then *Healthcare Identifiers – Register Seed Organisation.* Begin by entering your ABN or ACN.

If you are already a known representative for this organisation you will see three tabs, otherwise you will see four.

The first two tabs identify the organisation and your details. The third tab allows you to nominate an Organisation Maintenance Officer (OMO).

If you are not already known to the Department of Human Services, you will need to provide evidence of your authority to act on behalf of the organisation. The following documents may be provided, see the HPOS screen for a complete list.

- Certificate of company registration from ASIC
- Notice by registrar of Australian Business Register
- Business bank statement
- Lease agreement or Rates notice
- Other document (i.e. a statutory declaration)

Submit the form, your process will end with a Pending status. The *HPOS Mail Centre* will notify you when the registration is complete.

Step 3 – Request a NASH Certificate

Once your HPI-O has been issued, click *My Programs* and then *Healthcare Identifiers*. Select *My organisation details* and select your organisation.

From the *Organisation snapshot* screen, click the last tab *Certificates* and then *Request a NASH PKI site certificate* at the bottom of the screen.

Complete the *Mobile Number* and other required fields, click *Save changes*. You will receive an SMS when the certificate is ready for download from HPOS (from the *Certificates* tab).

Step 4 – Link your existing PKI certificate

From the HPOS *Organisation snapshot* screen, click the last tab *Certificates* and then *Link existing PKI certificate* near the bottom of the screen. Identify the correct PKI certificate to link to your HPI-O.

Need Help?

PRODA: 1800 700 199
(Mon – Fri 8am to 5pm AWST)

HPOS: 13 21 50
(Mon – Fri 8am to 5pm AWST)

Certificates: 1800 700 199
(Mon – Fri 8am to 5pm AEST)