



# PRODA

## Maintain Organisation Register

This Process is for maintaining Current Organisation Sites and the associated GP and Locum Providers.

**1** Open the Healthcare Identifiers and My Health Record in HPOS

**2** Go to Associated Sites

**3** Select Site ID from the ID Column

**4** Ensure up to date info under Key Individuals

**5** Select Delegate to this Member

**6** Ensure up to date info under Provider

*\*\*The Provider must be registered to the Organisation Site to appear as a provider in MyMedicare*

The HPOS Operator must have delegated access to act on behalf of the Organisation (See PRODA - Maintain Organisation Members).