



PRODA

Request Provider Delegation

Allows an individual HPOS operator to request Provider delegation to act on their behalf.

1 Open HPOS
if prompted
select No
Organisation

2 Select
My Providers

3 Choose
Request
Delegation

4 Search for
Provider RA#
select Provider
and click
Request

5 Wait for
Provider to
approve your
request

6 You can now
choose the
Provider by
clicking on My
Providers

***Remember to update Provider Delegation end date when required.*

Once you have completed acting on behalf of a Provider remember to press Stop Acting in top right hand corner.