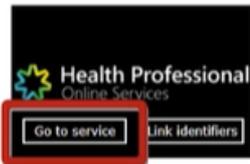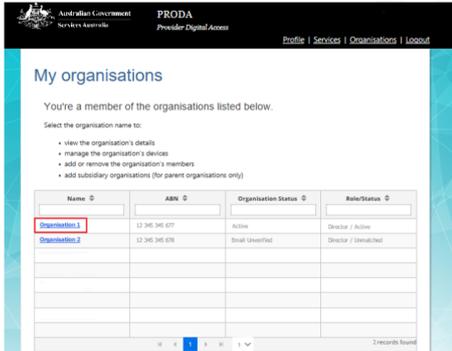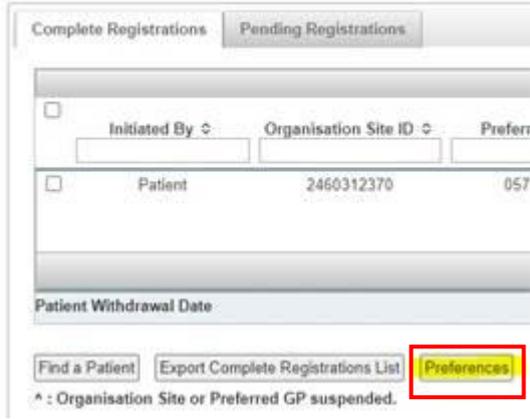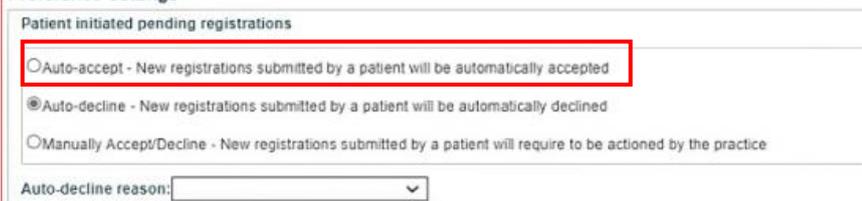# PRODA Guide: Updating MyMedicare Preferences to enable Auto Accept of patient led registrations.

Patients can commence the registration process in their Medicare online services (Medicare Online Account (MOA) or the Express Plus Medicare mobile application) and practice staff can then accept or decline the registration in MyMedicare system.

Steps for how patients register using their Medicare Online Account (MOA) or Express Plus Medicare Mobile App: Register for MyMedicare - Express Plus Medicare mobile app - Services Australia

MyMedicare Preferences settings allow the practice to manage new **Patient initiated pending registrations** submitted via MOA. Set up your preferences in MyMedicare Programs to enable 'Auto Accept' of any new patient led registrations. This will avoid your practice teams needing to accept each registration manually in PRODA.

Adding Members to Organisation Account in PRODA

*Adding members to **PRODA organisation account by** authorised representative of an organisation, allows the delegation of access to authorised members within the organisation.*

Step 1 Log onto PRODA, enter Authentication Code. Under Linked Services, select Health Professionals Online Service (HPOS) – **Go to service**	
Step 2 Select the Organisation in PRODA you are acting on behalf of in HPOS and select **Continue.**	
Step 3 Select **My programs** tile.	

Step 4 Select the **MyMedicare** tile and the patient list will display	
Step 5 Select **Preferences**	
Step 6 Select **Auto - accept** to ensure patients who enrol via the Medicare express app are automatically enrolled with your practice without your admin team manually doing this for each patient.	
PRODA support	**Provider Digital Access (PRODA)** **Phone:** 1800 700 199 **Email:** proda@servicesaustralia.gov.au

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