

MyMedicare **How To** Download a General Practice Aged Care Incentive (GPACI) patient registration list in PRODA



1

LogintoPRODA

2

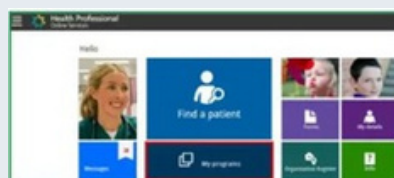
Select **Go to service**

3

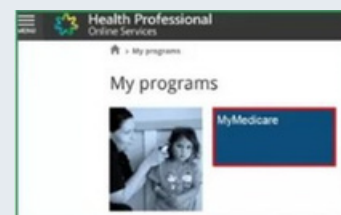
Select the PRODA-listed organisation you are acting on behalf of in **HPOS** and click **Continue**.

4

On the HPOS homepage, select **My Programs**



Then select **MyMedicare**



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First ensure you have ticked the **Withdrawn registrations** box and select GPACI in the **Patient Incentive** field. Then export Complete Registration List.

Patient List

In the Patient List there is a tick box to include withdrawn registrations, when this is selected as part of the search criteria the withdrawn patients will appear under the Complete Registrations tab with the date withdrawn indicated. When you export the complete registration list (csv file) it will also include these patients with the date withdrawn.

Search criteria

Organisation site: 3000000000 - Test Family Practice - SYDNEY

Medicare or DUK card number: [] Patient first name: [] Patient surname: []

Preferred GP Medicare provider number: [] Registration type: [] Registration initiated by: []

Registration created date: From (DD/MM/YYYY) [] To (DD/MM/YYYY) [] Registration start date: From (DD/MM/YYYY) [] To (DD/MM/YYYY) [] Registration withdrawal date: From (DD/MM/YYYY) [] To (DD/MM/YYYY) []

Patient Incentive: GPACI

Withdrawn registrations: ☒ Include in search results

Search [] Clear []

Complete Registrations (0)

Export Complete Registrations List

The patient details in the Patient List are current as at the time the patient's registration was created.

First Name	Surname	DOB	Card Number	Preferred GP	Date Registered	Date Withdrawn	Initiated By	Action
Robert	Jones	09/09/1980	3000000000.X	00000004	17/11/2024	18/11/2024	Practice	Details
Mary	Smith	10/10/1982	3000000000.X	00000004	17/11/2024		Practice	Details

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You can now access the list in either a CSV file or an Excel document.

General Practices or Practitioners requiring more information or support with GPACI can contact your practice facilitator or email digitalhealth@emphn.com.au

emphn.org.au/mymedicare