Health Professional Online Services (HPOS)

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An Australian Government Initiative

See 'PRODA, How to set up" instruction sheet

Once you have a PRODA account, you can use it to log on to HPOS.

- HPOS will allow you to check patients' Medicare card details, and to check what MBS items the patient has claimed (eg. for GPMP & TCA).

Nurse/admin will need to set up their own PRODA account, and the GP set up her/his own PRODA accounts.

- The GP uses their account to delegate HPOS authority to the nurse/admin – see point 7 on the "PRODA How to" instructions.

- Then the delegated person will be able to open HPOS, under programs, using their own PRODA account.

➢ There is an on-line learning module about HPOS here:
http://medicareaust.com/PROGRAMS/HPOSP01/index.html

MBS Items Online Checker

Health professionals have direct access to the MBS Items Online Checker, the MBS Partial Payment Calculator, the Medical Benefits Schedule (**MBS**), the Pharmaceutical Benefits Scheme (**PBS**) and the Child Dental Benefits Schedule (**CDBS**) online through the items tile.

The MBS Online Item Checker service enables you to:
- view and check patient eligibility based on their MBS history
- check your own eligibility for claiming MBS items
- check claiming conditions for MBS items

You must use your provider number to check patient eligibility. Follow the below steps.

Step 1 Select Items from the HPOS menu and select MBS Items Online Checker.
Step 2 Enter the patient's Medicare details.
Step 3 Declare that you have received the patient's consent
Step 4 Check MBS item(s) checkbox against the item number you want to check
Step 5 Select the correct provider number location.
Step 6 Select the appropriate tab for your item number.
Step 7 Select the item number you want to check.
Step 8 Select Search to perform the check.

The search results will show patient eligibility for each of the items you select.

➢ For more detail about HPOS go to https://www.humanservices.gov.au/organisations/health-professionals/services/medicare/hpos

➢ For more detail about the MBS on-line checker, to go https://www.humanservices.gov.au/organisations/health-professionals/enablers/using-mbs-items-online-checker-hpos/32586

NASH certificates: see over

Medicare NASH Organisation PKI Certificates

How to download your NASH Organisation PKI Certificate through HPOS Portal

Recent Medicare changes mean NASH Certificate CDs will no longer be sent to Practices. Healthcare provider organisations can now download NASH Organisation PKI certificates via HPOS (Healthcare Provider Online Services).

The new functionality allows the NASH certificate to be downloaded securely via HPOS by Organisation Maintenance Officers. The certificate will be available for download for a period of 30 days from when it is issued.

Click on the links below provide information for your organisation on how to apply, link, register and revoke NASH PKI certificates through HPOS.

• **Online NASH Certificate - Request Process v1.0**
• **Online NASH Certificate - PRODA-HPOS Login Process v1.0**
• **Online NASH Certificate - Revoke Process v1.0**

Please note that organisations whose existing NASH Public Key Infrastructure certificates expire after the 7th November, 2018 will no longer automatically receive a CD in the mail.

Instead, you will be sent a letter approximately 60 days before the certificate expires notifying you of the expiry date and directing you to download a new certificate through HPOS.

Check your NASH Organisation PKI Certificate Expiry

NASH certificates expire after two years and need to be regularly renewed to ensure ongoing connectivity. Check the expiry dates of your imported NASH Organisation KPI certificates in *Bp Premier* and document when you will need to import new certificates.

Click here