

Applying online for an initial Medicare provider number (MPN)

Check if you can apply for your initial MPN online: [Can I apply online for a Medicare provider number \(MPN\)?](#)



1. Authenticate yourself

Register for Provider Digital Access (PRODA).

PRODA is an online individual identity or organisation verification and authentication system

For more information, go to the [PRODA tile](#) on the Health Professional Education Resources website.



Link PRODA account to Health Professional Online Services (HPOS).

HPOS is a simple and secure way for eligible providers or organisations to do business with Services Australia online.

You can use your Ahpra* registration number to link PRODA with HPOS.

For more information, go to the [HPOS tile](#) on the Health Professional Education Resources website.

*Ahpra = Australian Health Practitioner Regulation Agency



2. Complete your online application

Navigating HPOS

Log in to your **PRODA** account to access **HPOS**.

→ Navigate to the **My Details** tile on the HPOS home page

→ Select **My Digital Provider Number Registration**

→ Select **Apply**

Filling out your online application



Medical Practitioner



Medical Intern

1. Confirm Details



Confirm your Ahpra details are correct.

If correct, select **save**.

2. Personal Details



Enter your **personal address** and **personal contact details**.

3. Residency Details



If required, enter your **residency status**:

- Aus citizen; or
 - NZ citizen; or
 - Aus/NZ temporary resident
 - Aus/NZ permanent resident.
- Aus = Australian
NZ = New Zealand

4. Additional Details



- Answer the question '**do you want a prescriber number**'.
- Provide **specialist recognition**, if any
- Provide **3GA program details** if any.

5. Location Details



Provide:

- practice address
- practice contact details
- Organisation Details
- Banking Details.

6. Documentation Upload



Upload any **requested supporting evidence** in **PDF format**.

7. Review & Submit



A summary of all your entered details will be displayed.

If satisfied, agree with the **declaration** and select **submit**.

8. Confirmation



A pop-up message will appear on screen confirming that your application has been submitted for processing.



3. Your application will be processed

Online initial MPN and prescriber applications will require additional processing by Services Australia.

How do I receive the outcome of my MPN application?

- If your MPN and/or prescriber number is **approved** or **rejected**, you will be notified through your HPOS My Mailbox.
- If more information is needed, you will receive a notification through your HPOS My Mailbox.

For more information about managing HPOS notifications, refer to the [Services Australia](#) website.

Organisation Details

For Refer and Request MPNs, you do not need to provide Organisation and Banking Details.

For other types of MPNs Organisation and Banking Details are mandatory.



Australian Government



Services Australia

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