

# Audit4 Billing - PRODA for Web Services

Practices using Audit4 for Billing (new or transitioning sites) must do some setup within PRODA. This document provides only rough guidance to what is required in PRODA.

## Before you begin

The PRODA Setup process for Medicare Web Services will require the following:

- The organisation's (i.e. the practice's) **Australian Business Number** (ABN).
- The name of the organisation - exactly as it is registered in the Australian Business Register (ABR) – see **Entity Name**.
- The **ANZSIC** code, a mobile number and the suburb that the ABR has on record.

It is best to ensure you have a myGovId and you can login to the Australian Business Register and see the organisation's ABR details prior to starting the PRODA setup process.

<https://www.abr.gov.au/>

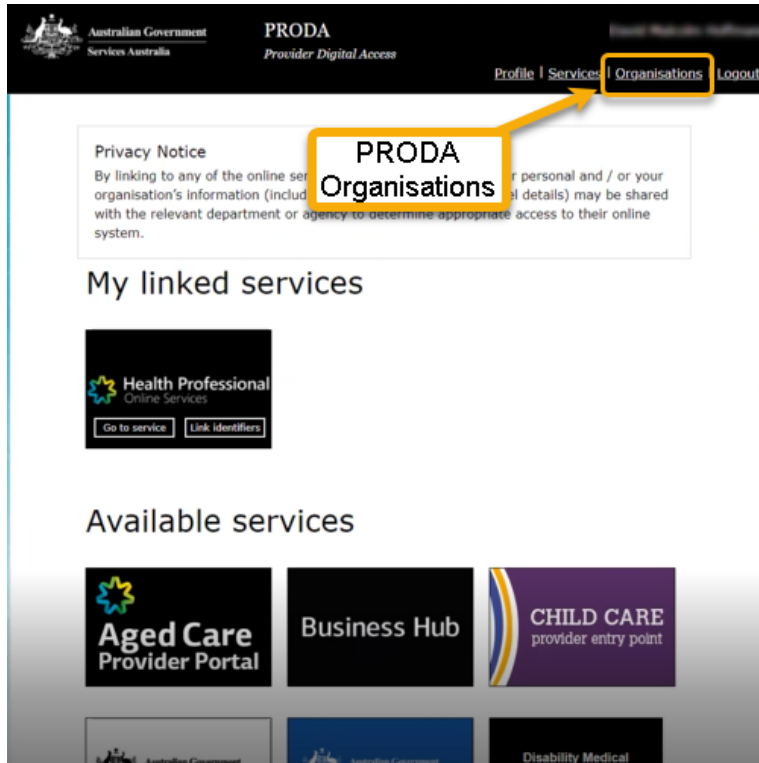
For more detailed information on what is required for the PRODA setup, please visit the following page.

<https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access/how-register-organisation>

# PRODA setup for Medicare Web Services

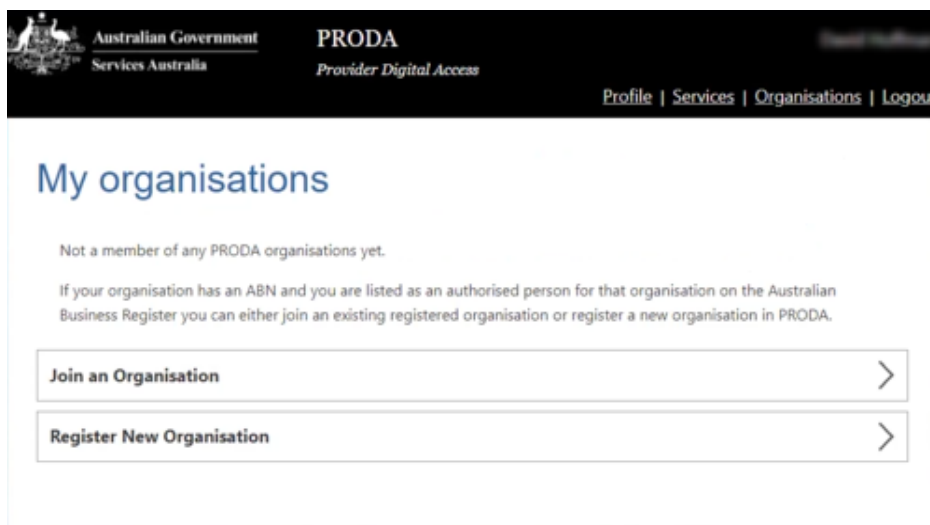
## 1. YOUR PRODA ORGANISATION

Login using your PRODA account and click on Organisations. A PRODA Organisation is not the same as the My Health Record Organisation that has a HPI-O in HPOS.



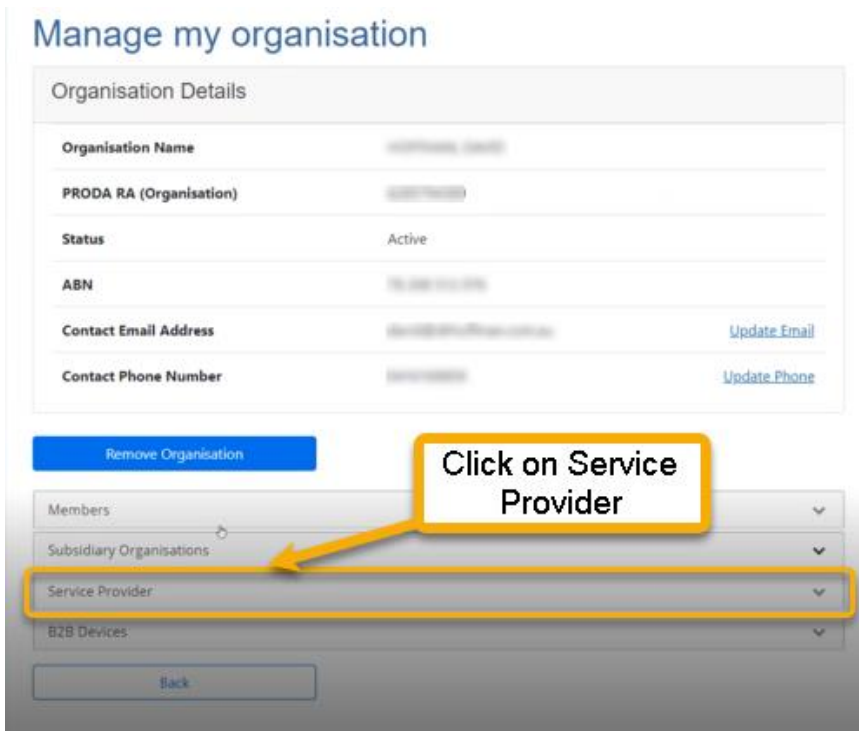
## 2. JOIN OR NEW

Click **Join** or **New Organisation** - whichever is appropriate (usually New). If unsure, contact Service Australia. Note that the name must match your ABN Entity Name.

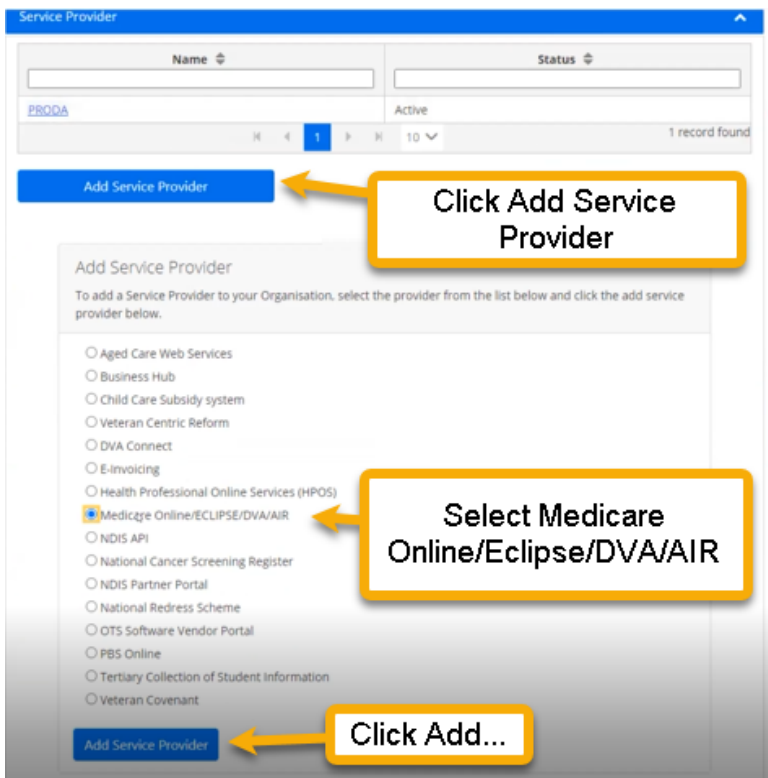


### 3. LINK MEDICARE ONLINE TO PRODA

Once you have your PRODA Organisation, add Medicare Online. as a Service Provider.



### 4. ADD MEDICARE ONLINE/ECLIPSE/DVA/AIR.



You will be required to accept the Terms and Conditions. Then enter your new Audit4 Minor ID provided to you by S4S Support.

## Organisation Linking - Create Relationships

### Identifying your organisation

\*Has your organisation been issued with a PKI site certificate by us?

Please select one

Yes  No

What is your PKI RA Number?

Your Minor ID (aka Location ID)  
= SFS and 5 digits

\*Please provide an identifier that has been issued for the organisation

Identifier type

Minor Customer Id

Identifier

SFS

Link to Medicare Online /ECLIPSE/DVA/AIR - The id for your location, this number is unique to each locat

Next

**Medicare Online** will now be a service linked to your PRODA account and you will see the following confirmation.

## Organisation Linking - Create Relationships

### Verification of relationship

We have established your organisation's relationship with the following:

Medicare Online / ECLIPSE / DVA / AIR for Minor Customer Id SFS



Next

### Privacy Notice

By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

### My linked services



PRODA can now manage your access to medicare online.

### 5. B2B DEVICE:

You can manage the Business to Business (B2B) devices that are used within this organisation. This will generally be the server that Audit4 is installed on.

Manage my organisation

Organisation Details

Organisation Name	[REDACTED]
PRODA RA (Organisation)	[REDACTED]
Status	Active
ABN	
Contact Email Address	
Contact Phone Number	

Remove Organisation

Members

Subsidiary Organisations

Service Provider

B2B Devices

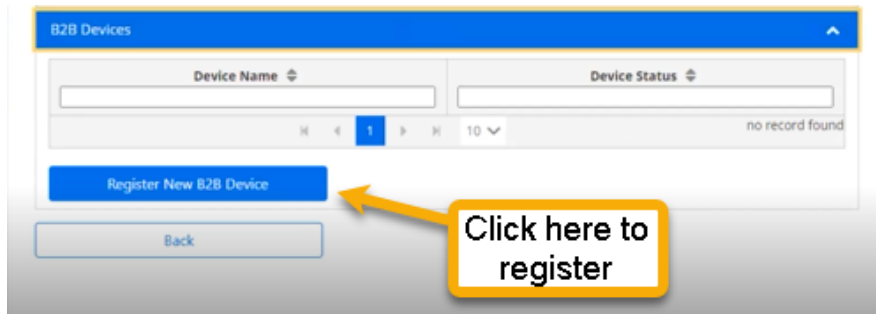
Back

The computer where the **S4S Audit4 Service** is running needs to be added as a B2B device.  
B2B = Business to Business secure communication.

## 6. REGISTER A NEW B2B DEVICE

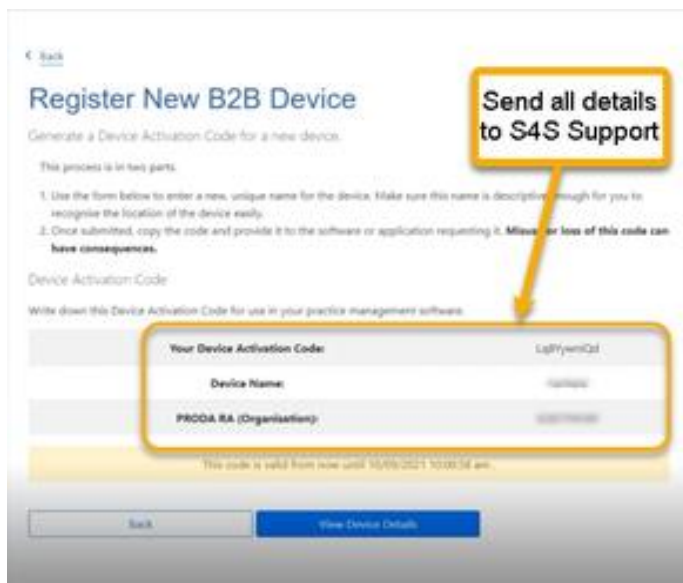
At this point it is best to get S4S Support on the phone to assist. The new B2B device will be created with an Activation code that only lasts 60 minutes.

The name and description can be anything but a good convention is to put the Computername in the name and the Practice/Location in the Description. If a site has more than one Audit4 database the Computername should be appended with the Site ID (e.g. SERVER-2123). If unsure, S4S Support can assist with these details.



## 7. SEND B2B DEVICE DETAILS TO S4S

You can send the new device details to [support@s4s.com.au](mailto:support@s4s.com.au) to get this configured in your Audit4. However, if the B2B device details are not entered into Audit4 within 60 minutes, the activation code will lapse, so best get S4S Support on the phone prior to creating the device.



## 8. AUDIT4 CONFIGURATION

S4S Support can now assist with the Audit4 Configuration which must be done before the 60-minute activation code expiry. If it does expire, the B2B Device registration will need to be repeated in PRODA - which is relatively quick and easy.

Note that your PRODA Device will require extending approximately every 6 months, so it is important to safely retain your PRODA Login details. If there is a change of staff – i.e. Practice Manager leaves and new Practice Manager starts, then they will need to be able to login to PRODA and manage this PRODA device.

When renewing a PRODA device every 6 months, there is no activation code requirement. Once you have done the B2B Device renewal in PRODA the next Medicare operation done in Audit4 will automatically retrieve the renewal.