

MyMedicare Practice Preparation Checklist

- [Register](#) your organisation for MyMedicare in PRODA
- [Delegation made in PRODA](#) if reception staff are required to accept the registrations or help patients register
- Print the [communication toolkit](#)
- Have a discussion with staff so they are aware of MyMedicare for any enquiries they may receive. [FAQ & website](#)
- Speak to your PHN practice support officer for practice and patient information flyers or order online
- Print copies of [patient registration forms](#) for patients who cannot register themselves and determine where they will be stored once completed.

Data cleanse

- Archive Inactive Patients (For MyMedicare registration, most patients will need to have 2 face-to-face visits recorded with the same practice in the previous 2 years to be eligible to register with that practice. [Best Practice](#) , [Medical Director](#) guides. RACPG define an active patient as a patient who has attended the practices 3 or more times in 2 years)
- Clean up uncoded past history diagnosis ([Best Practice guide](#) , [Medical Director Guide](#))

Plan

- Make a plan to register patients in groups, instead of all at once. You could choose to target patients with chronic conditions, hospital risk or by age. Consider that some patients may require assistance to register & these patients will need to fill out a registration form.
- Using Primary sense reports, extract reports to identify the patients for registration in the plan you made above. You can use the Patient Registration report.