

MyMedicare General Practice in Aged Care Incentive (GPACI)

If your practice or providers did not receive a **GPACI payment** as expected, this may be because your MyMedicare-registered patients weren't registered properly for GPACI in the Organisation Register.

Up until **31 March 2025**, practices who were registered for GPACI are allowed to **backdate** their **MyMedicare-registered patients' GPACI registration** so that any eligible services delivered from 1 July 2024 can be reassessed. Please note, GPACI registration **cannot** be backdated for **practices**.

Which patients can be backdated?

GPACI registration dates are allowed to be backdated for patients who received GPACI-eligible services and were registered:

- for MyMedicare but were **not** registered correctly for GPACI.
- for MyMedicare and GPACI but the GPACI registration date was **after** the eligible services were delivered by the Responsible Provider.

What date can I choose when backdating?

You can only select a date for your patient's GPACI registration if the following were also in place **on that date**:

- The **practice** was registered for **GPACI**.
- The **provider** being selected as the Responsible Provider was linked to your practice in the **Organisation Register**.
- The **patient** was registered with your practice for **MyMedicare**.
- **GPACI** had commenced (1 July 2024).

Step 1: Accessing your Patient List

1. Login to your **individual Provider Digital Access (PRODA)** account.
2. Under **My linked services**, select **Go to service** on the Health Professional Online Services (HPOS) tile.
3. Select the **Organisation** you are acting on behalf of in HPOS.
4. Select **Continue**. The HPOS home page will display.
5. Select **My programs, MyMedicare, Patient List** to view your MyMedicare-registered patients.
6. Select your **Organisation site** from the drop-down list.

7. Select **Search**.

*A maximum of 2,000 patients will display in the Search results. If your practice has more than 2,000 patients, you will need to search for patients individually using the **Patient detail fields**.

*You can use the **Patient Incentive** drop-down list to confirm the list of patients already registered for GPACI, then change their registration date if required.

8. Next, **go to**:

- **Step 2A** to select a patient **not yet registered** for GPACI.
- **Step 2B** to select a patient **already registered** for GPACI.

The screenshot shows the 'Patient List' search interface. It includes a 'Search criteria' section with the following fields:

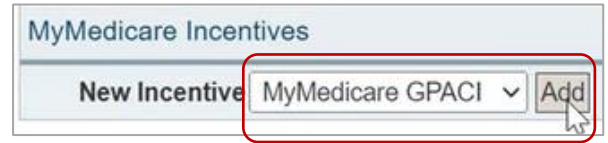
- Organisation site (dropdown menu)
- Medicare or DVA card number (text input)
- Patient first name (text input)
- Patient surname (text input)
- Preferred GP Medicare provider number (text input)
- Registration type (dropdown menu)
- Registration initiated by (dropdown menu)
- Patient Incentive (dropdown menu, currently set to 'MyMedicare GPACI')
- Registration created date (From and To date pickers)
- Registration start date (From and To date pickers)
- Registration withdrawal date (From and To date pickers)
- Withdrawn registrations (checkbox for 'Include in search results')

Buttons for 'Search' and 'Clear' are located at the bottom left of the search criteria section.

Step 2A: Selecting a patient not yet registered for GPACI

1. In the Search results, select **Details** on the relevant patient row to display the *Patient Registration Details* page.
2. Under *MyMedicare Incentives*, from the **New Incentive** drop-down list, select **MyMedicare GPACI**.

3. Select **Add**. The *MyMedicare GPACI Details* page will appear.



4. Next, **go to Step 3** to backdate the Incentive start date.

Step 2B: Selecting a patient already registered for GPACI

1. In the Search results, select **Details** on the relevant patient row to display the *Patient Registration Details* page.
2. Under *MyMedicare Incentives*, **MyMedicare GPACI** will be listed as a *Current Incentive*.

3. Select **Details** in the **Action** column to backdate the Incentive details.
4. Next, **go to Step 3** to backdate the Incentive start date.



Step 3: Backdating the Incentive start date

1. Under *Incentive period*, select **Set period** and enter or change the patient's GPACI registration **Start date**.

*The start date cannot be prior to the date:

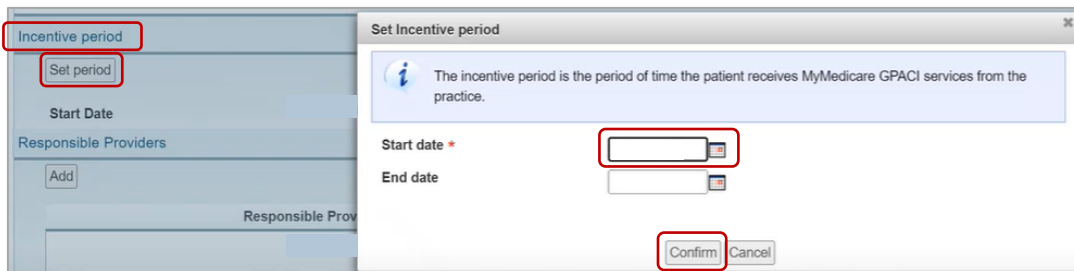
- the patient was registered with your practice for MyMedicare (see **Date Registered** field)
- the practice was registered for GPACI.

2. Select **Confirm**.

*You do not have to enter an End date.

3. Next, **go to:**

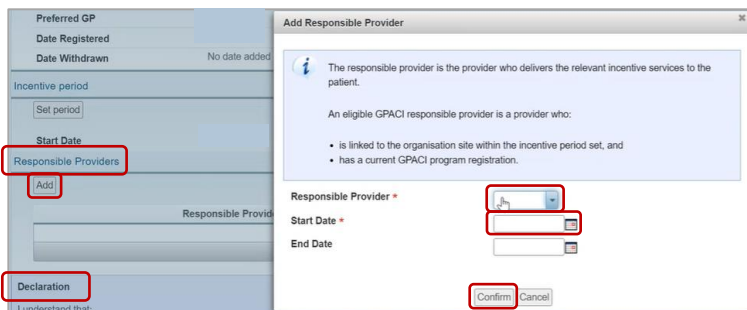
- **Step 4A** to add a Responsible Provider to a patient for the **first time**, or to add a **new** Responsible Provider.
- **Step 4B** to backdate a **current** Responsible Provider's start date to match the backdated Incentive start date.



Step 4A: Add a Responsible Provider and start date

To **add** a Responsible Provider for the **first time**, or to add a **new** Responsible Provider:

- Under *Responsible Providers*, select **Add**.
- Select the **relevant GP** from the **Responsible Provider** drop-down list.
**If the relevant GP is not in the drop-down list, check they are linked to the Practice in the Organisation Register and that they have an eligible specialty code.*
- Enter the **Start date**.
**The start date cannot be prior to the:*
 - Start date set for the Incentive Indicator
 - date the provider was linked to the practice in the Organisation Register.
- Select **Confirm**.
**You do not have to enter an End date.*
- The *Incentive period Start Date* and the *Responsible Provider* will now display on the patient's **MyMedicare GPACI Details** page.
- Tick the box to agree to the **Declaration** at the bottom of the screen and select **Save**.
- MyMedicare GPACI* will display in the list of incentives linked to the patient's *MyMedicare profile*.



Step 4B: Edit the current Responsible Provider's start date

To backdate a **current** Responsible Provider's start date to match the backdated Incentive start date:

- Under *Responsible Providers*, select **Amend** in the **Action** column on the row of the current Responsible Provider.



- Change the **Start date**.
**The start date cannot be prior to the:*
 - Start date set for the Incentive Indicator
 - date the provider was linked to the practice in the Organisation Register.
- Select **Confirm**.
**You do not have to enter an End date.*
- The *Incentive period Start Date* and the *Responsible Provider* will now display on the patient's **MyMedicare GPACI Details** page.
- Tick the box to agree to the **Declaration** at the bottom of the screen and select **Save**.
- MyMedicare GPACI* will display in the list of incentives linked to the patient's *MyMedicare profile*.

