

My Health Record: Add or remove an Organisation Maintenance Officer (OMO)

This factsheet provides instructions on assigning or removing Organisation Maintenance Officer (OMO) to an organisation in PRODA

The My Health Record and Healthcare Identifier Service require people working in registered organisation to be assigned roles which authorise them to carry out certain actions. The roles recognise the different responsibilities in an organisation from administration through to healthcare provision.

Every organisation requires a **Responsible Officer (RO)** who registers the organisation to the My Health Record system and has authority to act in any dealings with the System Operator. This is most often the business owner.

Additionally, organisations may assign an **Organisation Maintenance Officer (OMO)** who can act on behalf of the organisation in its day to day administrative dealings with the My Health Record system. This role may be assigned to the Practice Manager, and/or other senior staff who are familiar with the practice's clinical and administrative systems. Alternatively, the RO may take on the OMO role as well. Find out more about the [roles and responsibilities](#) of the My Health Record system.

To add a new Organisation Maintenance Officer (OMO):

1. The existing RO or OMO must log into PRODA <https://proda.humanservices.gov.au>.

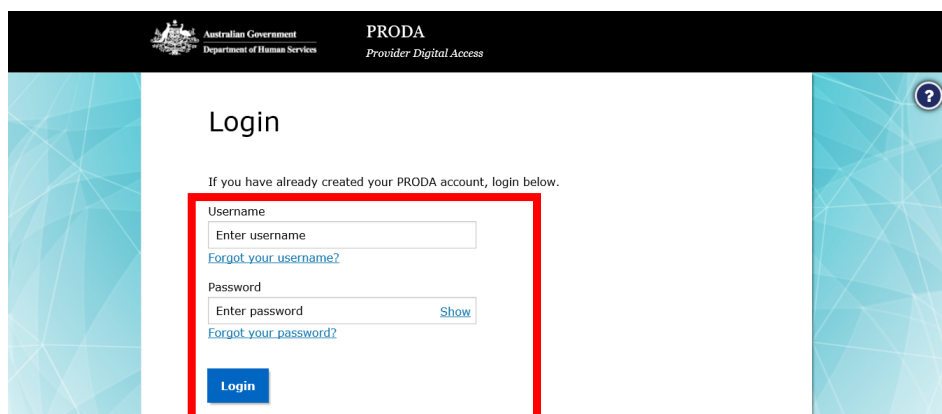


Figure 1

2. Open Health Professional Online Services (HPOS) by selecting *Go to service*

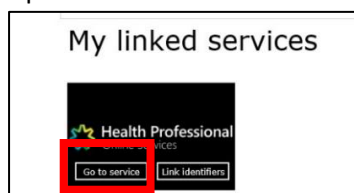


Figure 2

3. Select *My Programs*.

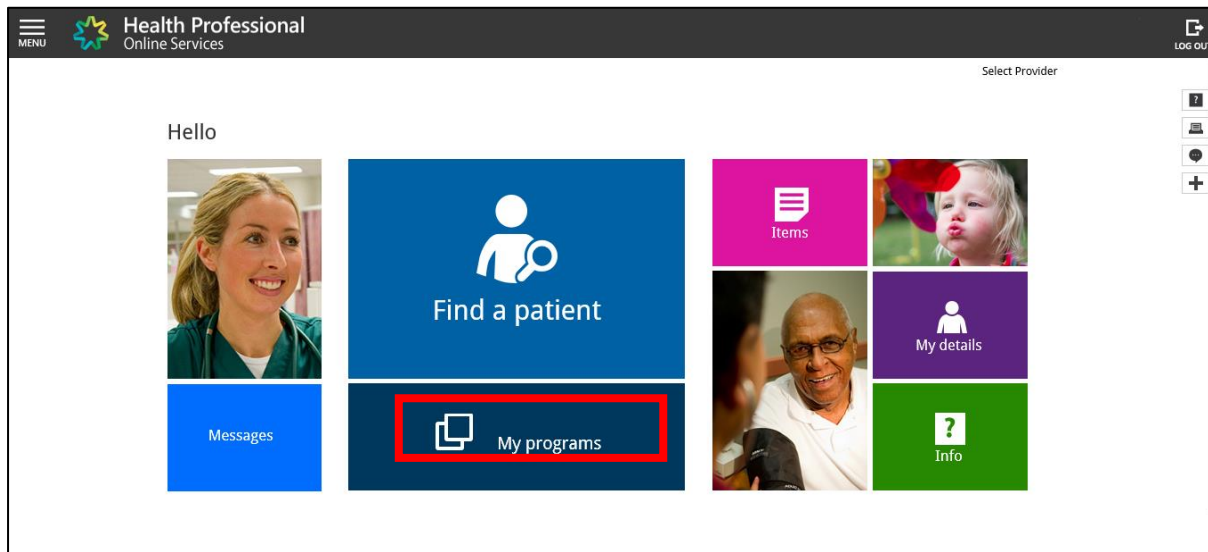


Figure 3

4. Select the *Healthcare Identifiers* tile.

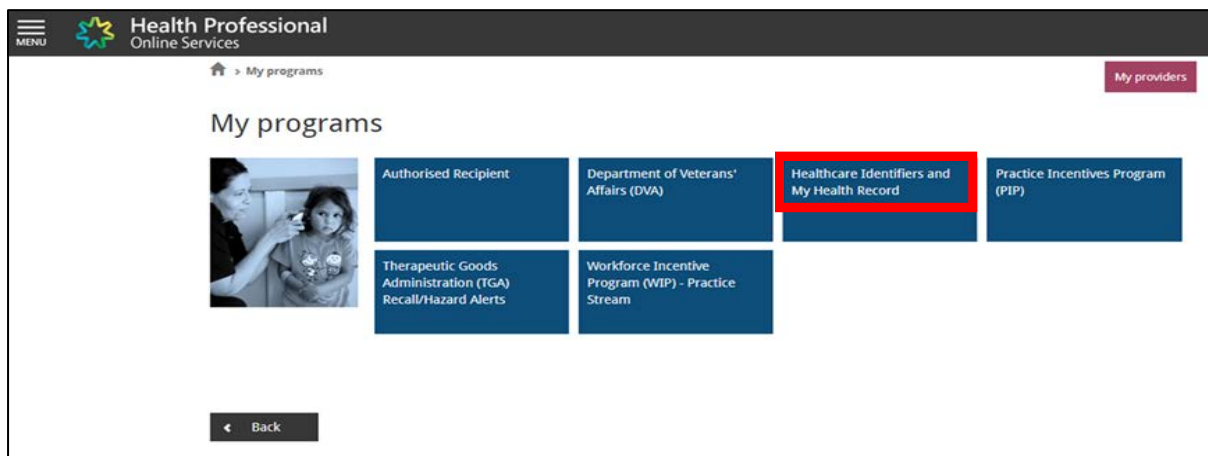


Figure 4

5. Select your organisation name.

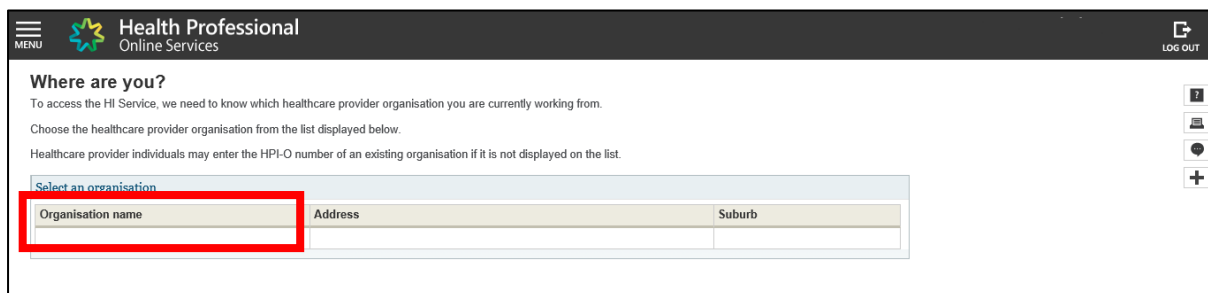


Figure 5

6. Select *My Organisation Details*.

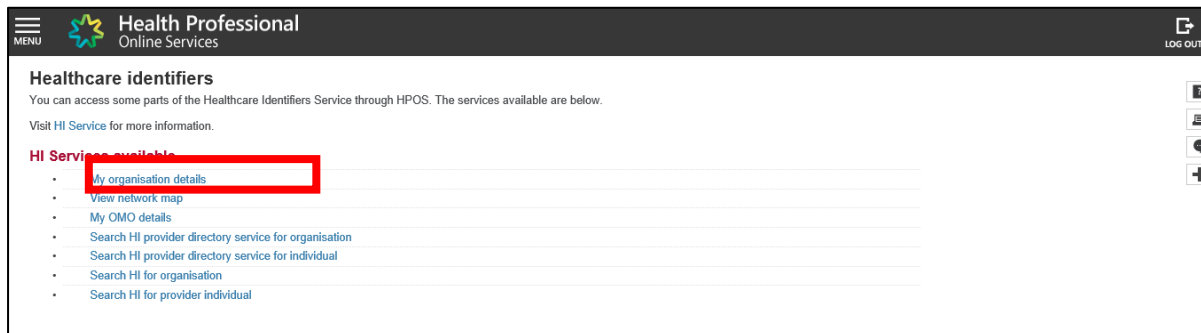


Figure 6

7. Select the *OMO* tab.

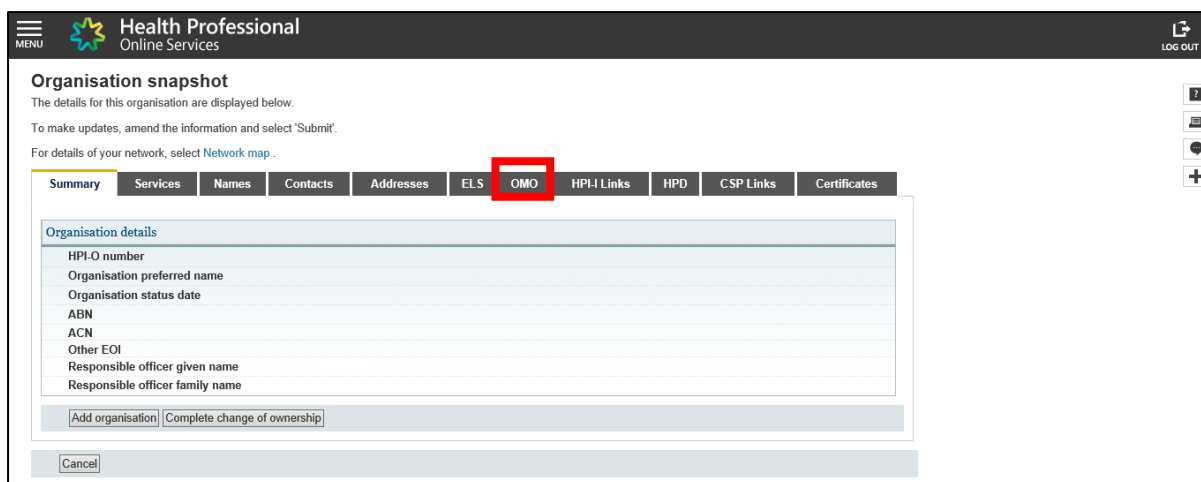


Figure 7

8. Select *Manage maintenance officers*.

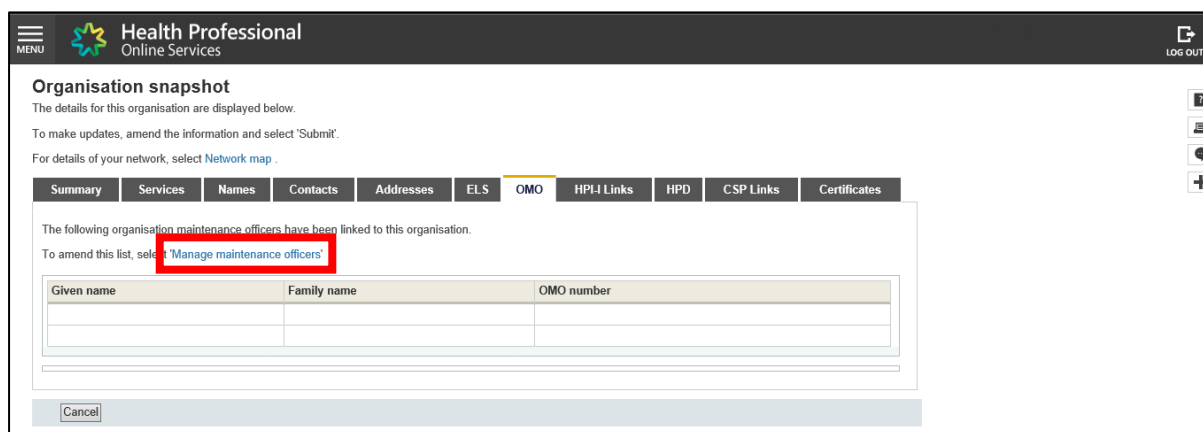


Figure 8

9. Select *Add*.

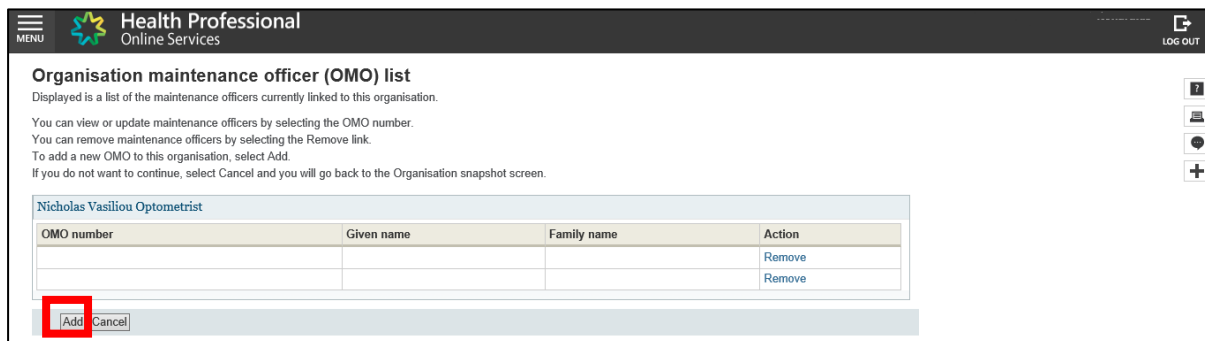


Figure 9

10. Input the details of the new OMO.

If the OMO you want to add has an existing identification number such as a HPI-I or Registration Authority (RA) number you can enter this as highlighted in figure 10. Note: to find the RA number, log into PRODA and then select Profile.

Alternatively, if they do not have an existing identification number, you can add their details manually. Tick the *Add new OMO* box as indicated in figure 11 which will bring up all of the demographic fields.

Once complete, select *Add*.

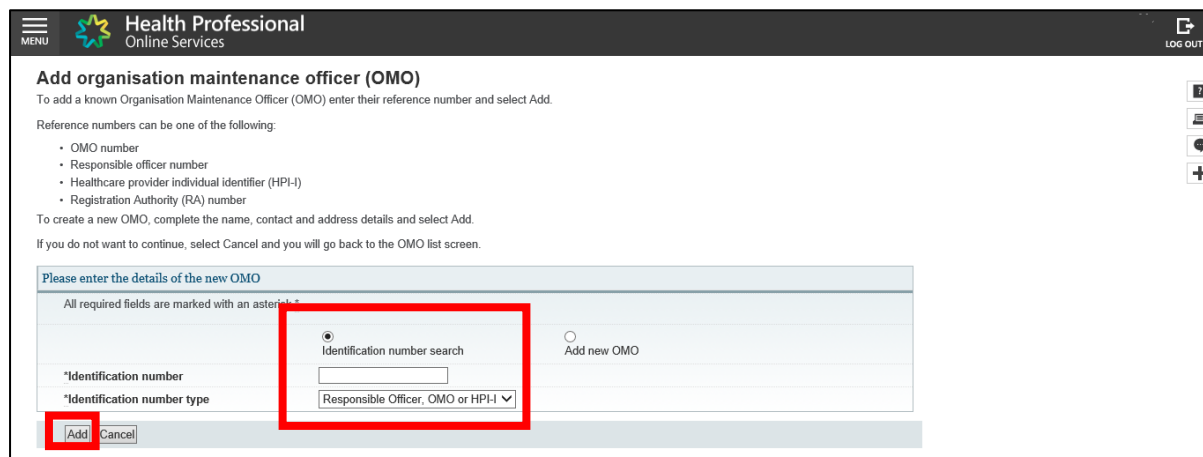


Figure 10

Add organisation maintenance officer (OMO)

To add a known Organisation Maintenance Officer (OMO) enter their reference number and select Add.

Reference numbers can be one of the following:

- OMO number
- Responsible officer number
- Healthcare provider individual identifier (HPI-I)
- Registration Authority (RA) number

To create a new OMO, complete the name, contact and address details and select Add.

If you do not want to continue, select Cancel and you will go back to the OMO list screen.

Please enter the details of the new OMO

All required fields are marked with an asterisk *.

Identification number search Add new OMO

Titles

Given names

Only name indicator

*Family name

Suffixes

Preferred name indicator

*Name usages Registered name (Legal name) Reporting name
 Newborn name Professional or Business name
 Maiden Name (name at birth) Other name (Alias)

*Name usage start date

*Start date accuracy indicator

*Date of birth

*Date of birth accuracy indicator

*Sex

*At least one of the following contact details must be provided

Telephone
 Mobile
 Fax
 Email

*Country Australia

Unstructured address indicator

*Postal delivery type

Postal delivery number

Unit type

Unit number

Level type

Address site name

*Street name

Street type

Street suffix

*Suburb/town/locality

*State

*Postcode

*Address type Business
 Mailing or Postal
 Temporary Accommodation
 Residential (Permanent)
 Not Stated/Unknown/Inadequately Described

*Address start date

*Start date accuracy indicator

Preferred address

Figure 11

To remove an Organisation Maintenance Officer (OMO):

1. Complete steps 1-8 of the above instructions *To add a new Organisation Maintenance Officer (OMO)*.
2. Identify the OMO that you would like to remove and click the *Remove* button next to their name.

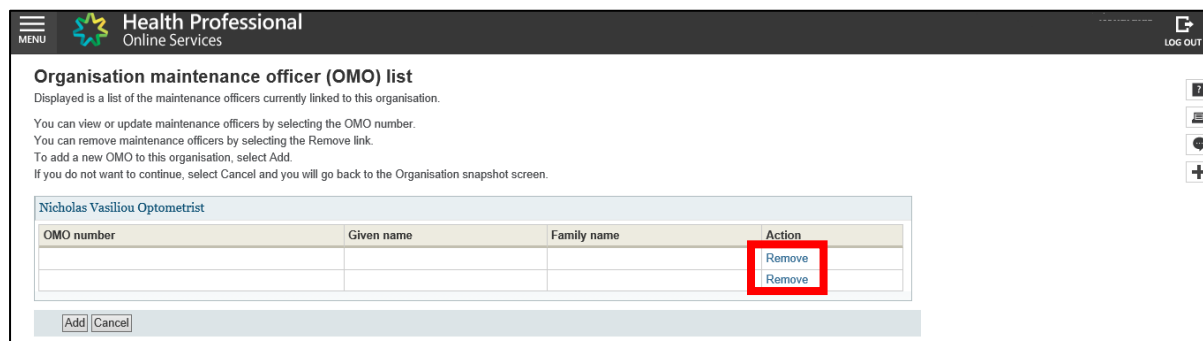


Figure 12

3. Review the OMO details and click *Confirm* to remove OMO

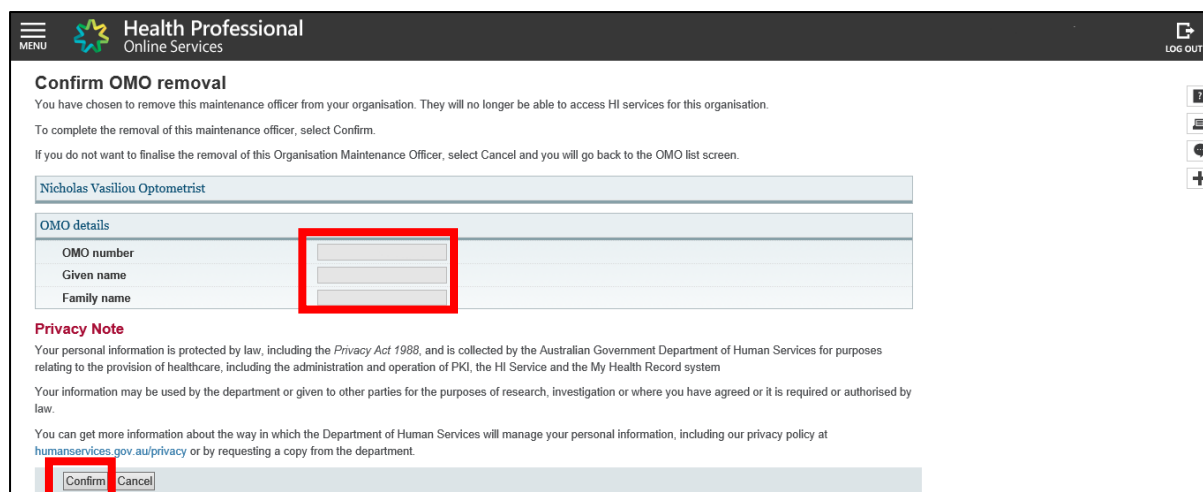


Figure 13