



Health Professional Online Services (HPOS)

Quick Reference Guide to locating the ACIR secure site via HPOS

Step 1

Go to the Medicare Australia website www.medicareaustralia.gov.au

Step 2

Click on the **For health professionals** tab on the Medicare Australia homepage.

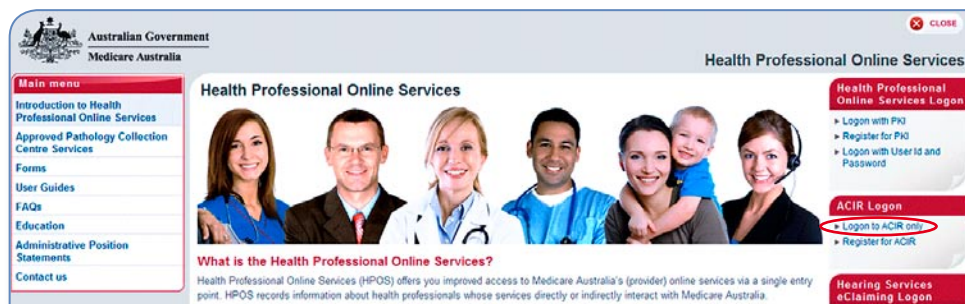
Step 3

Select the **Health Professional Online Services Logon** at the top right.



Step 4

Select **Logon to ACIR only** from the panel at the top right.



Step 5

The **Security Alert** pop up window will appear. Click **Yes** to proceed.

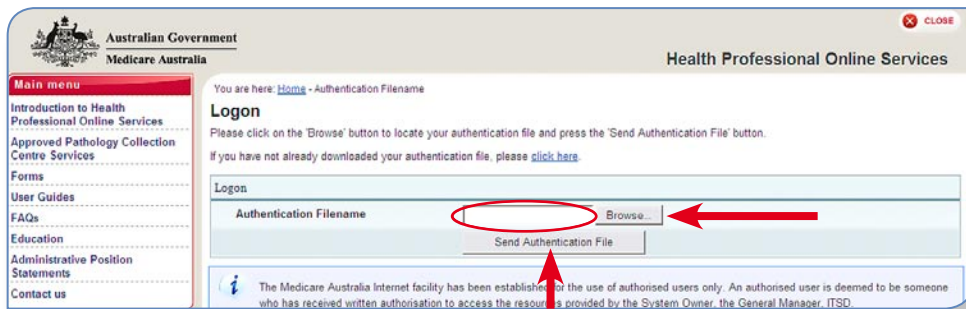


Step 6

The **authentication logon** page will appear.

Enter your authentication file name (if known) or click **Browse** to extract the file name (if it is already saved on your computer).

Click **Send Authentication File** to proceed.



Step 7

The **user name and password** pop up window will appear.

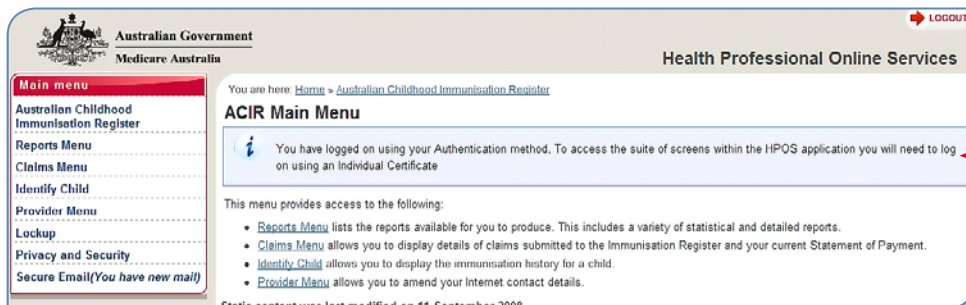
Enter your user name and password for this authentication file name.

Click **OK** to proceed with logon or **Cancel** to return to the HPOS logon page.



Step 8

The **ACIR Main Menu** page will appear.



To access the full range of HPOS information and services, you will need a Public Key Infrastructure (PKI) individual certificate. To register for PKI, visit the HPOS website.

HPOS offers a single entry point for all your online provider needs, making it easier for you to do business with us. Medicare Australia will continue to enhance HPOS and add new services regularly. More quick reference guides are available from the HPOS logon page.

For more information about HPOS visit www.medicareaustralia.gov.au then go to **For health professionals > HPOS** or call **1800 700 199*** (option 5)

For more information about ACIR visit www.medicareaustralia.gov.au then go to **For health professionals > Other programs > ACIR** or call **1800 653 809***.

*Call charges apply.