

READINESS CHECKLIST



1 Set-up **PRODA** organisation



2 Get **AIR Provider Number**
↪ using **Form IM004**



3 Get **AIR Minor ID(s)**
from **GuildCare**

↪ Complete **HW027 form** (with **AIR Minor ID(s)**) then via **PRODA** link to **Medicare Online** (AIR Minor ID)



4 **PRODA:** register **B2B device**

↪ **GuildCare NG** – enter **PRODA Org RA Number, Device Name** and **Device Activation Code**



5 Set-up **website/bookings**

↪ **GuildDigital** (and **GuildCare NG**)

For support contact your
Guild Branch

GuildCare
1300 647 492

GuildDigital
1300 286 880