How to use Minor IDs correctly

Software developers who have previously developed Medicare functionality will be familiar with the Minor ID.

A Minor ID should uniquely identify the software developer and the site/location where health services are rendered. A Minor ID should be unique to each site/location, regardless of which organisation is authenticating the transmissions, and whether a cloud or on-premises architecture is used.

We are aware of examples where Minor IDs are being used incorrectly and ask that you take the necessary steps to correct how your Minor IDs are being used.

Below are some scenarios:

Minor ID used INCORRECTLY	Minor ID used CORRECTLY
Minor IDs being allocated per ABN	
A site has 10 different health professionals, each operating individually under their own ABNs. **Each health professional is allocated their own Minor ID** (10 Minor IDs are being used for claiming for services rendered at one site).	A site has 10 different health professionals, each operating individually under their own ABNs. The health professionals are individually identified by their provider number and do not require their own Minor ID. **The site has one Minor ID that is used to submit claims for all health professionals.**
Multi-site organisation with centralised billing/claiming	
An organisation has 20 different sites (locations) and all claiming is centralised from a single site. **A single Minor ID is being used for all claiming for the 20 sites.**	An organisation has 20 different sites (locations) and all claiming is centralised from a single site. Each of the 20 sites at which services are rendered has a unique Minor ID. **Claiming is performed from a centralised location using each individual Minor ID when transmitting claims to Services Australia.**

A single Minor ID being shared across multiple unrelated sites	
✗ A software developer allocates the same Minor ID to multiple sites that are unrelated i.e. separate sites. **Each separate site uses the same Minor ID to transmit claims for services rendered at the site.**	✓ A software developer has multiple sites that are unrelated i.e. separate sites. **Each separate site is allocated a unique Minor ID to transmit claims for services rendered at that site.**

In most cases, correcting the above examples will require new Minor IDs to be allocated to sites. This will also result in health professionals at those sites needing to update the Minor ID that is linked to their provider number.

Health professionals can update and link their Minor ID/s via the Online Claiming Provider Agreement Form (search 'HW027' on the Services Australia website). This form also allows health professionals to register their bank account details for payments.

The end-to-end process for Minor IDs is as follows. If you need to change how you're using minor IDs, doing so as part of your transition from adaptors to web services is an opportune time.

Step 1	You (the software developer) register your organisation in the portal and accept the Interface Agreement.
Step 2	**For new software developers, Services Australia assigns a Minor ID** (3 alphas and 5 zeros) to you. The 3 alphas are often (but not always) the first 3 letters of the developer's company name e.g. a company called Magic Software would likely be assigned a Minor ID of MAG00000.
Step 3	After you **complete product certification** (previously called Notice of Integration – NOI or Notice of Connection - NOC), you may deploy your product to your customers.
Step 4	You will assign a unique Minor ID to each site/location that is using your software e.g. first site MAG00003, second site MAG00004, etc. **Note**: some software developers have made the first numeric character of the Minor ID the first number of the site's postcode to easily identify which state the site is in e.g. MAG20001 for NSW, MAG30001 for Victoria etc.

Step 5	For Medicare Online and ECLIPSE - health professionals at each site use the HW027 form to link their Minor ID to their provider number (and bank account details if submitting claims). **Note**: Health professionals who used client adaptors to access Medicare Online, ECLIPSE, AIR, and/or DVA will **not** need to register again. Health professionals who have an existing Minor ID that is assigned to a site/location can skip this step unless their Minor ID is changing.
Step 6	Services Australia processes the relevant form and the Minor ID, provider number and banking details (if applicable) are all linked.
Step 7	For web services, the Minor ID must then be linked to the authenticating PRODA Organisation from within the PRODA User Interface. This step creates a 'pending link' between the authenticating PRODA Organisation and the Minor ID.
Step 8	The last step is to submit a production transmission with that PRODA Organisation's RA number and Minor ID. The status will change from '**pending'** to '**active'** after a successful web services transmission, such as an Online Patient Verification (OPV) web service, is sent by the organisation and Minor ID. This will confirm the linking was successful. The status of this link can be viewed in the PRODA User Interface.