**Transcript – Growth Hormone Online Authority demonstration**

Log in to Health Professional Online Services and select **My programs**.

Select PBS Authorities.

The location of the PBS Authorities tile may differ depending on the programs you have access to.

To request a new authority, select **Request Authority.**

Enter your patient’s 11 digit **Medicare Number**, and select **Search.**

The search results will display. Select your patient and then **Next**.

Enter the **Authority Prescription Number** as shown on the prescription, and select **Next.**

Search for the PBS medicine you want to prescribe. This can be done by either entering the generic or brand name as a **Keyword**, or by using the PBS **Item code**.

If searching for a PBS medicine using a **Keyword**, select the **Item code** tick box that you want to prescribe.

If searching for the PBS medicine using the PBS **Item code**, the tick box will already be selected.

We recommend that you use the ‘Dose and cartridge quantity calculator’ available at pbs.gov.au prior to completing the following prescription details.

Enter the

* Quantity
* Repeats
* Weekly Dose with the unit.

And then select **Next.**

All **Restriction Text, Notes & Cautions** can be viewed by selecting the **Display Restriction Detail** link.

Make your restriction selection by clicking the appropriate tick box, and select **Next**.

Select **Next** once you have read the **Restriction Text, Notes & Cautions** pop up.

Confirmation of the **Condition and Treatment** combination you’re prescribing will display.

To enable the system to make the correct assessment, select your patient’s **Biological Sex**.

Answer ‘yes’ or ‘no’ for each series of tier questions. Your response will determine what questions you will be asked next.

Select **Next Questions** to move through the **Eligibility Questions.**

If the PBS eligibility criteria are not met, relevant reason codes explaining why will return.

Questions are structured either as a single question, or a set of **AND** or **OR** questions.

* All **AND** sets of questions require a response to each question.
* **OR** sets of questions only require one response. This includes selecting ‘no’ to one of the questions if the patient does not meet any of the options.

Tier Questions can collapse or expand to assist with screen display.

After all the eligibility questions have been completed, enter your patient’s data into the fields provided. Select **Next**.

Review your application. If correct, agree to the **Declaration Statement** and **Privacy Declaration** by clicking the tick box, then **Submit.**

The assessment result will display in real-time.

If the application is approved, write the PBS **Authority Approval Number** and PBS **Item code** on the prescription.

Select **Exit** to return to the homepage.

For further information or any queries relating to your application, go to: humanservices.gov.au/health-professionals or call 1800 700 270.

For further information relating to Provider Digital Access go to:

humanservices.gov.au/health-professionals/services/medicare/proda

For further information relating to the Department of Health’s ‘Dose and Cartridge Quantity Calculator’, go to:

pbs.gov.au/browse/section100-gh