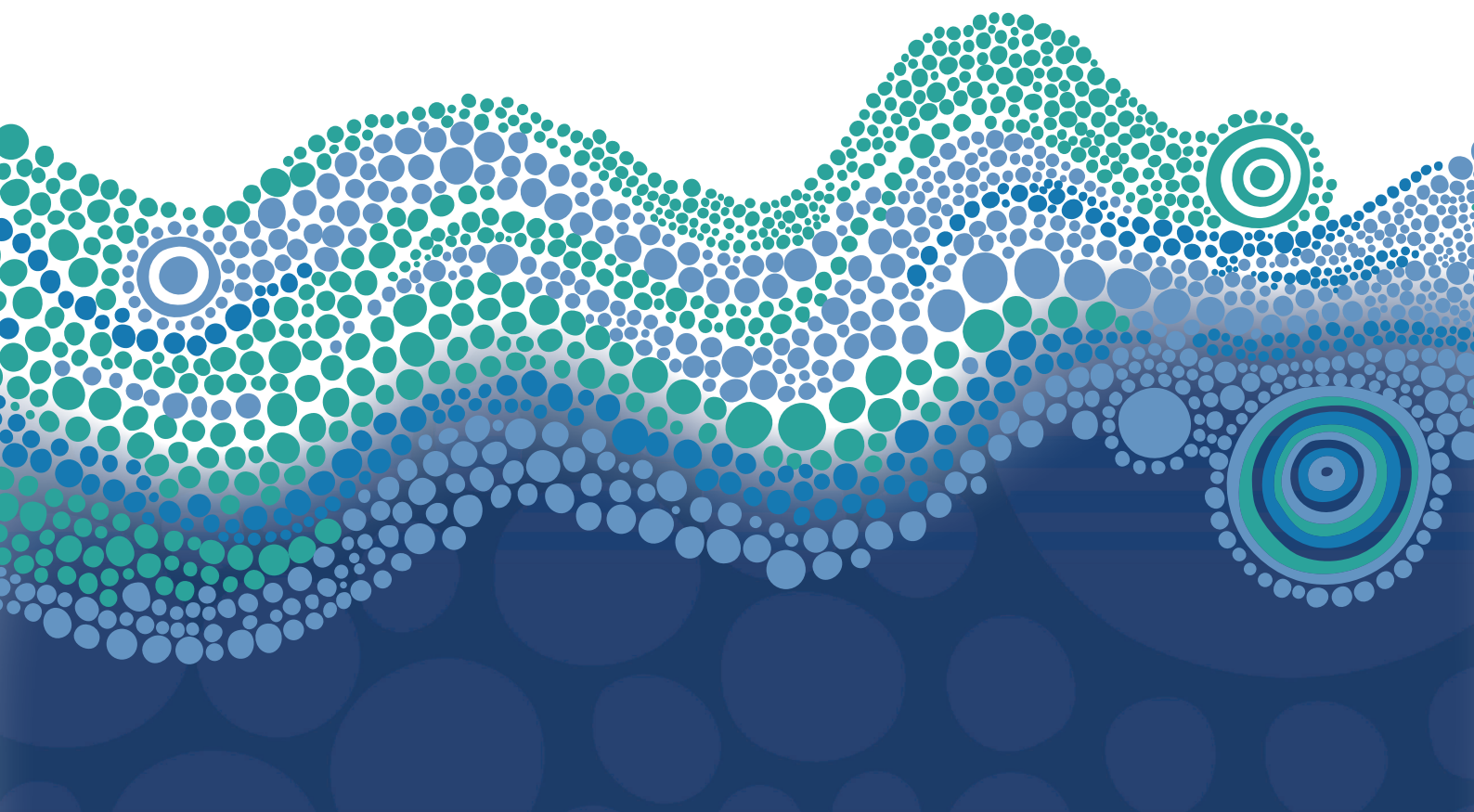




NACCHO
National Aboriginal Community
Controlled Health Organisation

National Bowel Cancer Screening Program

Step by step guide to ordering and
issuing bowel cancer screening kits





Training and initial kit delivery:

1. NACCHO will provide registered ACCHOs with training resources prior to the training
2. NACCHO will deliver live webinar and face to face training for the ACCHO sector. Recorded webinars will also be available
3. Initial kits will be sent directly to ACCHOs through communications with NACCHO and the Department of Health.

Getting started:

Provider Digital Access (PRODA) account:

Health care professionals require a registered PRODA account to access the National Cancer Screening Register (NCSR) Healthcare Provider Portal. Follow the steps below on how to set up a PRODA account:

4. To create a PRODA account, you will need 3 different identity documents (eg: Medicare card, drivers' licence, Australian passport etc)
See link: [PRODA Login](#)
5. A provider can approve delegate access for an authorised person to gain access the Healthcare Provider Portal
See link to access the Healthcare Provider Portal [The Healthcare Provider Portal](#)
6. If you already have a PRODA account, you can sign in through PRODA and click on the NCSR Healthcare Provider Portal tile to gain access.

Healthcare Provider Portal

7. Once a PRODA account has been created, you can sign into PRODA and click on the NCSR Healthcare Provider Portal tile to gain access. You will be asked to select the type of user you are and link your account with either:
 - ✓ A Medicare provider number – **Aboriginal Health Practitioners (AHPs) will select this option**
 - ✓ Delegates of someone with a Medicare provider number (the AHP you are requesting delegation from must be registered with the Healthcare Provider Portal) – **Aboriginal Health Workers (AHWs) and practice managers will select this option**
 - ✓ Nurses providing Cervical Screening Tests that already have a State and Territory Access Number (STAN) or Register Identifier Number (RIN).
8. **By the end of October 2022**, Providers can:
 - * Register for the NCSR Healthcare Provider Portal using a practice management system, this is a once off authentication for practices accessing the Portal through their clinical software system
 - * Issue kits to eligible community members through the NCSR Healthcare Provider Portal
 - * Order kits through the Healthcare Provider Portal or via the NCSR Contact Centre. Kits cannot be ordered via practice management systems.

It is important to note:

- ✓ Integration partners currently include Medical Director, Communicare and Best Practice
- ✓ Practices must be running the latest software release available.

Issuing kits to community members

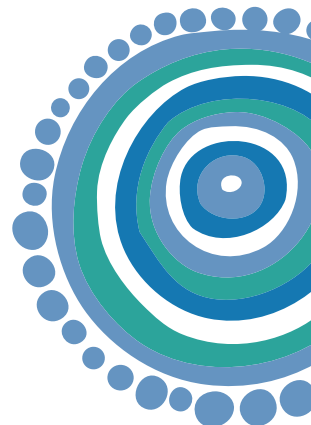
9. When ACCHO staff issue a kit they must first complete the 'Participants Details Form' electronically in the Healthcare Provider Portal.
10. To issue a kit, search for a community member's record in the Healthcare Provider Portal by entering their first name, last name, Medicare number and date of birth.
11. Once you have found their record, click on the link next to the "Bowel" tab.
12. Under the Form tab, click on 'Choose a Form' and select 'Alternative Access Model' (Issue/Reissue kit).
13. Confirm and update the community member's details (as needed) and enter details of the community member's nominated healthcare provider who will get a copy of their results.
14. The ACCHO staff member must complete and submit the 'Participants Details Form' electronically.
15. The ACCHO staff member must print the 'Participant Details Form' for the community member and ask that they:
 - ✓ complete the **date they collect their samples**
 - ✓ **sign the form**
 - ✓ and **put it in the reply-paid envelope** with their completed samples.

Notifications and patient follow-up

16. After you issue a kit to a community member, an icon will display in the Healthcare Provider Portal against that community member's bowel record.
17. 2-4 weeks after a kit has been issued, results will be posted to the community member the ACCHO that is listed as the nominated provider.
18. ACCHO staff can also go to 'My Correspondence' and will be able to see if a result has been received for a particular community member.
19. If a result has not been received this may indicate that the community member has not completed the kit.
20. If a test result is inconclusive, the Register will automatically send a replacement kit to the community member to the mailing address held by the Register.
21. If you experience any systematic challenges accessing test results or have any other general queries about the bowel cancer screening test please contact your affiliate, NACCHO or the National Cancer Screening register at www.ncsr.gov.au or calling **1800 627 701** for support.

Non-integrated Patient Information Management Systems (PIMS):

22. If you do not use Communicare, Medical Director and Best Practice, you will need to order and issue kits via the Healthcare Provider Portal and manually note that a kit has been issued for a community member in your PIMS.
23. Future efforts will focus on supporting members to use PIMS data for Continuous Quality Improvement initiatives relating to bowel cancer screening.



Ordering additional kits:

24. A Healthcare Provider can order up to 100 kits through the HCP Portal, noting the kits have an approximate seven-month expiry date.
25. If an ACCHO wishes to order more than 100 kits, they will need to contact the National Cancer Screening Register directly and provide a brief explanation regards the large order being requested.
26. Providers must have undertaken training prior to ordering kits.

Communicating with community members:

27. NACCHO has resources available to support health professionals communicate with community members at all stages of the screening process.
28. These resources include:
 - Bowel cancer screening flip chart
 - FAQs for health professionals
 - FAQs for community members
 - Checklist for talking with your patients about doing a bowel cancer screening test.

