



# How to issue a bowel cancer screening kit



**1. Integrate** your Patient Information Management System (PIMS) with the National Cancer Screening Register (NCSR). If you need help to do this, contact the NCSR on **1800 627 701**.

*Please note: If your PIMS is not compatible with the NCSR you can still issue kits by logging into the Healthcare Provider Portal directly.*

**2. Log into** the National Cancer Screening Register (Healthcare Provider Portal) using either your:

- Provider Digital Access (PRODA) account (if you don't have one, follow the steps online to make a [PRODA account](#))
- Medicare Provider Number or
- State and Territory Access Number / Register Identifier Number (STAN/RIN)

**2. Search** the community members name in the portal

**3. Select** 'choose a form – Alternative Access Model (issue/re-issue kit)'

**4. Confirm** community member details and update if required (including healthcare provider details)

**5. Select** reason for issuing kit (e.g. initial kit, replacement kit)

**6. Review** the Participant Details Form

**7. Submit and print** the Participant Details Form and ask the community member to:

- ✓ complete the dates they collect their samples
- ✓ sign the form
- ✓ put the form and completed samples in the reply-paid envelope

