



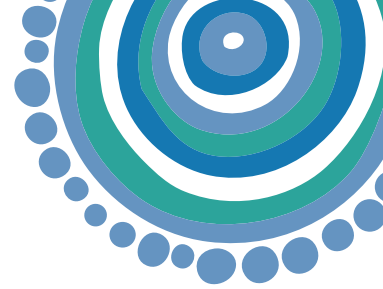
NACCHO

National Aboriginal Community
Controlled Health Organisation

National Bowel Cancer Screening Program

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





Getting started

Provider Digital Access (PRODA) account

Healthcare 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:

1. To create a PRODA account, you will need 3 different identity documents (eg: Medicare card, drivers' licence, Australian passport etc)
See link: [PRODA Login](#)
2. A provider can approve delegate access for an authorised person to gain access to the Healthcare Provider Portal. See link to access the Healthcare Provider Portal [The Healthcare Provider Portal](#)
3. 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

4. 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) and General Practitioners (GPs) will select this option**
 - ✓ Delegates of someone with a Medicare provider number (the AHP or GP 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).

How to order kits

5. Log into the National Cancer Screening Register (Healthcare Provider Portal) using your Medicare Provider Number or RIN/STAN number. You can login via your PIMS if it is integrated or open a separate window.
6. Click on the 'iFOBT Bulk Order' button at the top of the screen.
7. Fill in the following details:
 - ✓ Clinic details
 - ✓ How many kits you would like to order
 - ✓ On behalf of how many providers are you requesting kits
 - ✓ How many kits you currently have in stock
 - ✓ Click next
8. Confirm the order and click submit. You will be provided with an order number.

Please note: Healthcare providers must have undertaken training before ordering kits. This can be accessed via the NACCHO website or contact the NACCHO Cancer Team for further information on 02 6246 9348.

The recommended number of kits per order is 30.

If you would like to order more than 30 kits you will be asked to select a reason for the order after **step 7**. This helps the National Cancer Screening Register understand how large orders of kits will be used.

Note: If you would like further information on ordering additional kits, please refer to **step 24**.



Issuing kits to community members

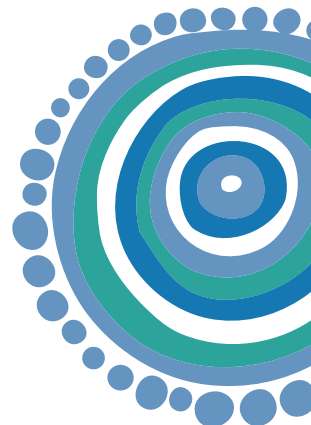
9. When ACCHO staff issue a kit they must first complete the 'Participants Details Form' electronically in the Healthcare Provider Portal.
10. To issue a kit, search for a community member's record in the Healthcare Provider Portal by entering their first name, last name, Medicare number and date of 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 and the nominated healthcare provider at the ACCHO clinic.
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 members mailing address listed in the National Cancer Screening 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 Healthcare Provider 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 for the large order being requested.
26. Healthcare providers must have undertaken training prior to ordering kits.

Communicating with community members

27. NACCHO has resources available to support healthcare 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
 - ✓ FAQ's Bowel Cancer Screening and the National Cancer Screening Register
 - ✓ Checklist for talking with your patients about doing a bowel cancer screening test
 - ✓ How to order bowel cancer screening kits
 - ✓ How to issue a bowel cancer screening kit.

