FOR HEALTHCARE PROVIDERS

NATIONAL CANCER SCREENING REGISTER QUICK START GUIDE

Alternative Access to Kits model

What is the National Bowel Cancer Screening Program (NBCSP) Alternative Access to Kits model?

Healthcare providers can now bulk order free bowel cancer screening test kits (known as an iFOBT) and offer them to eligible patients during an appointment. This is in addition to the existing mail out model.

Talking with a healthcare provider or trusted person can be key in helping people decide to do the bowel screening test and will help increase low screening rates in some community groups.

How to order kits for your practice

Before ordering kits for the first time, you must complete some short <u>training</u> to understand the Alternative Access to Kits model and your role in it.

To order the kits, healthcare providers will be required to authenticate themselves via their <u>PRODA</u> account to gain access to the <u>NCSR Healthcare Provider Portal</u>. If you don't have a PRODA account, you can create one at <u>www.proda.humanservices.gov.au</u>.

Once you've logged into the Healthcare Provider Portal you can start the ordering process:

- Click on 'iFOBT Bulk Order' tab located at the top of the Portal screen
- Enter information into the required fields and choose how many kits to order (note: kits have an expiry of around 7 months)
- Once you've entered the required information, submit your order.

Issuing kits - things you need to know

This step generates a personalised Participant Details form and ensures the samples can be tested and the results and reminders can be sent to the participant and the healthcare provider. Use this opportunity to ensure the person is eligible, and check/update their personal details.

- Search for your patient in the Healthcare Provider

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- Select the "Alternative Access Model (Issue/Re-issue Kit) form
- Confirm your patients' details are correct
- Select the reason for issuing the kit, the kit issue date and expiry date of the kit (this is printed on the back of the kit)
- Submit and print the form to hand to your patient to return with their samples – remind them to complete the dates the samples were taken and to sign the form.

Notifications and patient follow-up

Once you submit the Alternative Access Model (Issue/ Reissue Kit) form, an icon will display on the Participant's Bowel record.

This shows healthcare providers, with access to this patient's record, that this person has received a kit via the Alternative Access to Kits model for this screening round.

To assist with patient follow up, under the 'My Correspondence' tab you will see if a result has not been received or is inconclusive. If a result has not been received this may indicate the patient has not completed the kit. If an inconclusive result is received, the Register will automatically issue a replacement kit to the participant to their address held by the Register. This section also displays when the patient is due to be issued a kit for their next screening round.

Where can I find more information?

Please refer to the <u>Healthcare Provider Portal user guide</u> for more detailed steps on access and use of the portal.

To find out more about the National Bowel Cancer Screening Program and iFOBT kits: visit <u>health.gov.au/nbcsp</u>

To find out more about the National Cancer Screening Register and the Healthcare Provider Portal: visit ncsr.gov.au or call **1800 627 701**.



