

What is the National Cancer Screening Register (NCSR)?

The National Cancer Screening Register (NCSR) is an interoperable digital platform that supports the Australian Government's bowel, cervical and lung cancer screening programs by:

- Maintaining a single electronic record for each participant
- Sending invitations and reminders to participants and their healthcare providers
- Following up with individuals who have abnormal results.

What is this Quick Start Guide for?

To provide guidance on submitting clinical forms for the National Bowel Cancer Screening Program (NBCSP / Program):

- [Colonoscopy & Histopathology Report](#)
For reporting the results of a colonoscopy procedure and histopathology of specimens collected during the colonoscopy procedure.
- [Adverse Events Report](#)
For reporting adverse events from diagnostic procedures for program patients.

What should be reported?

Specialists who provide colonoscopies or pathologists providing histopathology services should report the results to the NCSR.

This can be done by submitting a **Colonoscopy Report and/or a Histopathology Report**.

Providing this information ensures your patient's National Bowel Cancer Screening Program (NBCSP) record is up to date and that they are on the correct screening pathway.

You will also be in compliance with Colonoscopy Clinical Care Standard, Quality Statement 9 which requires you report information to the NCSR for NBCSP participants.

If relevant, adverse outcome events should also be reported using the aforementioned Colonoscopy Report or the standalone **Adverse Events Report**.

Should I submit forms for patients who are NOT participants of the NBCSP?

No. The purpose of NBCSP forms is to provide information to the NCSR about participants in the Program.

How do I know if a patient is a participant of the NBCSP?

Program participants are aged between 45 to 74 years.

If the patient's healthcare provider has not indicated their Program participation status on the procedure referral, and you're unsure whether a patient is a participant of the NBCSP, you can check using the **Healthcare Provider Portal** or by calling the NCSR on **1800 627 701**.

Why is there a combined Colonoscopy and Histopathology reporting form?

The combined Colonoscopy and Histopathology Report is intended to simplify and streamline the reporting process for healthcare providers and other NCSR users.

The combined form will be mailed to colonoscopists who performed colonoscopy procedures reported to the NCSR for NBCSP participants after a positive iFOBT test.

How do I send the histopathology section of the report to the pathologist?

Colonoscopists are not required to wait for the histopathology results to come back, or for treatment to take place before submitting the colonoscopy section of the form. However, if you have histopathology information available, you can also submit the histopathology section.

If you don't have the histopathology information at hand, page 3 can be sent to the pathologist to complete with the specimens and any other paperwork.

The digital PDF version of the combined form, available for download from the website, includes an option to print an additional copy of page 3 for submission to the pathologist along with the specimen(s).

How do I complete and submit the forms?

- You can submit the Colonoscopy Report and/or the Histology Report forms by either the **Healthcare Provider Portal** or your **integrated clinical software**.

Find out more:

[NCSR.gov.au/register-access](https://www.ncsr.gov.au/register-access)

- [You can download a fillable PDF form](#) from the NCSR website and return by fax or post:
 - **Fax:** 1800 115 062
 - **Postal address:**
National Bowel Cancer Screening Program
Reply Paid 90965
SUNSHINE VIC 3020

Pathologists can submit the histopathology section of the form directly to the NCSR.

Please do not supply any internal clinical reports to the NCSR.

Always return forms straight after completion of a colonoscopy or histopathology service.

The NCSR may contact you to obtain clarifying information or ask you to resubmit the form if required.

For forms submitted by fax or post:

Why do I need to write the patient's Medicare number on all pages of the form?

It is important to write the patient's Medicare number at the top of all pages of the form so that if they are separated during the faxing or scanning process, they can be correctly matched to the patient.

What if the patient does not have a Medicare number?

For patients' who do not provide their Medicare numbers, please clearly handwrite the patient's name and date of birth on top of all the pages so they can be correctly matched.

Should I mail the forms to the NCSR after I have faxed them?

No. Once you have faxed a form to the NCSR, there is no need to also mail the original.

Healthcare providers who provide colonoscopies and pathology providers are encouraged to keep a copy for their own records.

Can I photocopy and submit forms?

Please do not submit photocopied forms.

The boxes on photocopied forms are lighter than the original which prevents the form from being properly scanned.

Can I fax batches of forms?

Yes. If you are faxing forms to the NCSR in a batch, please send the pages for the same patient before sending the next patient's form. This allows for ease of matching data and prevents a call for clarification.

Can I report using a different form or format?

No. Colonoscopies and Histopathology results should be reported using the approved **Colonoscopy and Histopathology Report**.

Optical Character Recognition is unable to scan information reported in other formats.

Do I receive an information payment when I complete the colonoscopy part of the report?

No. In late-2020, payments for program forms concluded.

More information and technical support



For more information on clinical reporting requirements for the NBCSP, visit: [NCSR.gov.au/bowel/hcp](https://ncsr.gov.au/bowel/hcp)



[NCSR.gov.au/bowel](https://ncsr.gov.au/bowel)
[Health.gov.au/NBCSP](https://health.gov.au/NBCSP)



1800 627 701



Book a call back from our technical support team: [NCSR.gov.au/support](https://ncsr.gov.au/support)