

## ABOUT CLINICAL SOFTWARE INTEGRATION

Before users can enable the integration with the National Cancer Screening Register (NCSR), your **Responsible Officer or Approved Delegate** must complete a one-time registration process within PRODA and the NCSR Healthcare Provider Portal.

This guide outlines prerequisites and the steps required to complete registration.

### INTEGRATED USERS CAN:

- Access patient screening information and status (incl. overdue and follow-up alerts) and enrol patient's in the National Lung Cancer Screening Program
- View and submit screening results, incl. colonoscopy, colposcopy and radiology findings
- Order bowel screening program test kits
- Verify and update patient contact and demographic information
- View program-related correspondence
- Nominate a healthcare provider or personal representative for your patient



### Primary Care Onboarding Kit

Make the most of NCSR digital channels to support patients in the bowel, cervical and lung cancer screening programs.

[NCSR.gov.au/primary-care-onboarding-kit](https://www.ncsr.gov.au/primary-care-onboarding-kit)

## INFORMATION / REQUIREMENTS TO HAVE READY

- 1 Responsible Officer's PRODA account**
  - The Responsible Officer (must be an Associate or Authorised Person on the Australian Business Register) has an individual PRODA account.
  - [How to register for an Individual PRODA account](#)
- 2 Have your Healthcare Provider Identifier – Organisation (HPI-O) ready**
  - This must be the same HPI-O used to register for the organisation's National Authentication Service for Health (NASH) certificate.
  - [Register for Healthcare Identifiers \(HI\) Service](#)
- 3 Organisation registered in PRODA**
  - The Responsible Officer has registered the organisation in PRODA.
  - [How to register an organisation](#)
- 4 NCSR linked as a service provider**
  - The Responsible Officer has linked the NCSR as a Service Provider in PRODA.
  - [How to manage your organisation](#)
- 5 Delegate permissions (if applicable)**
  - If the person registering is a delegate of the Responsible Officer, they must be assigned the **NCSR CIS Terms and Conditions attribute** in PRODA.
  - [Managing members and delegations](#)

For any troubleshooting issues, call the PRODA Hotline – **1800 700 199**

## LINKING YOUR ORGANISATION IN THE HEALTHCARE PROVIDER PORTAL

### STEP 1:

- Log in to the [Healthcare Provider Portal](#) using your PRODA username and password and enter your two factor authentication code when prompted.

### STEP 2:

- Upon successful login, the **Link your account** page will display.
- Select **I would like to register a Practice using a practice management system or clinical information system using a HPI-O.**

### STEP 3:

- Enter your HPI-O number and select **Save** then **Register**.
- **Note:** You may register more than one HPI-O by selecting **Add HPI-O**.

### STEP 4:

- The NCSR will obtain your organisation's ABN and business name from Services Australia, and display this on screen.
- Confirm these details are correct or modify and correct the information presented.
- These details must match the organisation details in PRODA in order to proceed.

### STEP 5:

- Record details for your organisation, including Responsible Officer and alternate contact(s).
- Select **Continue**.
- Read and accept the **Terms of Use**.

## REGISTRATION TROUBLESHOOTING

### Error: Organisation details entered do not match with our records

- The organisation name and/or ABN does not match the PRODA organisation details.
- Confirm the HPI-O entered is correct, and aligns to the organisation name and ABN in PRODA.
- Contact the PRODA hotline for support:  
**1800 700 199**

### Error: Please resolve PRODA Service Attribute

- The PRODA organisation does not have the NCSR linked as a Service Provider.
- Link the NCSR as a Service Provider or contact the PRODA hotline for support:  
**1800 700 199**

## VENDOR GUIDES FOR ACTIVATING THE INTEGRATION

### Best Practice (Bp) Premier:

- [Bp Premier Knowledge Base](#)

### Communicare:

- [Communicare Knowledge Centre](#)

### MedicalDirector:

- [MedicalDirector Knowledge Centre](#)

### MMEx:

- [MMEx NCSR manual](#)

### More information and technical support



[NCSR.gov.au/integrations](https://www.ncsr.gov.au/integrations)



1800 627 701



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