



NACCHO

National Aboriginal Community
Controlled Health Organisation

Guide to issuing and ordering bowel cancer screening kits

1 Accessing the portal

- Create PRODA Account
- Have a Medicare Provider Number or registered Identified Number ready
- Link PRODA account to National Cancer Screening Register (NCSR)
- Login to the NCSR Healthcare Provider Portal (HPP)

2 Staff order kits

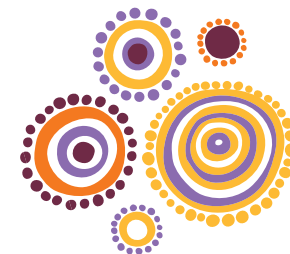
- Click the 'iFOBT Bulk Order' button (top of screen)
- Click 'Start order'
- Fill in the following details:
 - Clinic details
 - How many kits you would like to order
 - How many kits you currently have in stock
- Click 'Next'
- Confirm order and click 'Submit'

3 Staff issue kits

- Search the community members name in the portal
- Select 'Choose a form Alternative Access Model (issue/re-issue kit)'
- Confirm community member details and update if required (including health care provider details)
- Select reason for issuing kit (e.g. initial kit; replacement kit)
- Review Participant Details Form
- Submit and print the Participant Details Form

Handing a kit to a community member

- Help community member fill out any details
- Yarn with community member about how to do the test
- Ask community member to drop samples back to the clinic or if they would like their samples to be collected from their house (if available)



Bowel Cancer Program

