Introduction to Clinical Information System Integration

Before users can access the NCSR via clinical information system integration your PRODA Registered Officer / Responsible Officer must complete a one time registration process using PRODA and the National Cancer Screening Register (NCSR) Healthcare Provider Portal.

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

Pre-requisites to be completed in PRODA

Step 1:

Before commencing the NCSR registration process, check the following are complete:

Responsible Officer (must be an Associate or Authorised Person on the Australian Business Register) has an individual PRODA account

- Services Australia PRODA – How to register for an Individual account

Have your organisation's Healthcare Provider Identifier–Organisation (HPI-O) number ready. This must be the HPI-O that has been used to register for the organisation's National Authentication Service for Health (NASH) certificate. Most practices already have a HPI-O, however if required further details can be found at:

- Services Australia PRODA – How to apply for organisations

The Responsible Officer (must be an Associate or Authorised Person on the Australian Business Register) has registered their organisation in PRODA:

- Services Australia PRODA - How to register an organisation

The Responsible Officer has linked the NCSR as a Service Provider to the organisation within PRODA.

- Services Australia PRODA – How to manage your organisation

If the person registering is a delegate of the Responsible Officer, they must have been delegated the relevant attribute delegation in PRODA. Specifically, the 'NCSR CIS Terms and Conditions' attribute must be delegated to the person registering.

- Services Australia PRODA – Manage Delegations

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

Once the above are complete, proceed to step 2.

Register your practice with the NCSR

Step 2:

Login to the NCSR Healthcare Provider Portal using your PRODA username and password and enter your two factor authentication code when prompted.

Step 3:

Upon successful login, **Link you account page** displays. Select - 'I would like to register a Practice using a practice management system or clinical information system using a HPI-O'.

Step 4:

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 5:

The Register 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 6:

Complete the form, to record details for your organisation, Responsible Officer and alternate contact(s).

Select 'Continue'.

Step 7:

Read and accept the Terms of Use.

FOR HEALTHCARE PROVIDERS

NATIONAL CANCER SCREENING REGISTER
QUICK START GUIDE
**Clinical Information System Integration
One-off Practice Registration**

Registration trouble shooting

Error	Trouble shooting
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**
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 Software Setup

Refer to the vendor support material for guidance on installing and configuring the Clinical Information System software and enabling the NCSR functionality.

Clinical Information System Vendor	Support materials
Best Practice Premier	Refer to the Best Practice Premier Knowledge Base This can be accessed within Best Practice by selecting the Help Menu, then click on 'Online'
MedicalDirector	Refer to the Medical Director online help. This can be accessed within Medical Director by selecting the Help menu -> MedicalDirector Online Help Within the Online Help, select -> User Guides -> Clinical -> eHealth -> Widgets -> Telstra Health NCSR Widget
Communicare	Refer to the Communicare Knowledge Centre or within Communicare, select Help -> Communicare Help -> National Cancer Screening Register

Australian Government

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