

NATIONAL CANCER SCREENING REGISTER QUICK START GUIDE

For healthcare providers who perform
colonoscopy and histopathology

1. What is the National Cancer Screening Register?

The National Cancer Screening Register (NCSR) is a national electronic infrastructure that collects, analyses and reports information about the screening history of participants in the National Bowel Cancer Screening Program (NBCSP/Program) and National Cervical Screening Program (NCSP).

2. What is this Quick Start Guide for?

This Quick Start Guide supports healthcare providers to submit the:

- [Colonoscopy & Histopathology Report](#) – for the purpose of reporting the results of a colonoscopy procedure and histopathology of specimens collected during the colonoscopy procedure.
- [Procedure Report – Adverse Events](#) – to report adverse events which may have occurred during the colonoscopy procedure.

3. How do I report to the Register?

Specialists who provide colonoscopies report the results of a colonoscopy procedure, including adverse outcomes, via submitting the **NBCSP Colonoscopy and Histopathology Report**. An adverse outcome event for a participant should also be reported using the **Procedure Report – Adverse Events**.

Histopathology providers are asked to report the results of a histopathology from testing specimens collected during the colonoscopy procedure for Program participants using the relevant Program form.

You can download the Colonoscopy & Histopathology Report and Adverse Events Report, from the www.ncsr.gov.au website.

4. 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.



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

Program participants are aged between 50-74 years. If the patient's Healthcare Provider has not indicated their Program participation status on the referral form, and you're unsure whether a patient is a participant of the NBCSP, you can contact the National Cancer Screening Register Contact Centre on **1800 627 701**.

6. Why was a new report introduced and combined to include colonoscopy and histopathology reporting in one report?

To improve the collection of colonoscopy and histopathology from colonoscopic biopsy data by simplifying the reporting process. The report collects a more complete set of data for colonoscopic outcomes.

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

Page 4 of the Colonoscopy and Histopathology Report is specifically for the pathologist. After you have completed the colonoscopy section of the report, page 4 can be sent to the pathologist with the specimens and any other paperwork. The electronic version of the report allows you to select to print an extra copy of page 4 to be sent to the pathologist with the specimen(s).

8. How do I complete these forms and when do I have to submit it?

You can submit results using

- a) the online smart forms found on the www.ncsr.gov.au website.
- b) Downloading the form (in pdf) from the www.ncsr.gov.au website and either
 - i. faxing to 1800 115 062; or
 - ii. post to:
National Bowel Cancer Screening Program
Reply Paid 90965
SUNSHINE VIC 3020

Note: Use a black pen and write in BLOCK LETTERS in the boxes provided in the forms.

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Only complete the form fields as specified.

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

Always return forms straight after completion of a colonoscopy or histopathology service. Colonoscopists are not required to wait for the histopathology results to come back, or for treatment to take place.

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

If a report has missing information the NCSR will contact you to obtain missing information or may ask you to re-submit the form.

9. 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.

10. 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.

11. 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.

If you need to photocopy blank forms, please increase the darkness of the photocopy. When copying, please keep the forms in their original size to facilitate correct scanning.

12. Can I fax batches of forms?

Yes. If you are faxing forms to the National Cancer Screening Register 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.

13. 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.

14. 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.

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

Yes. Until 2020, the healthcare or pathology provider will be entitled to an information payment when the colonoscopy section or pathology section of the report is correctly completed and lodged with the National Register. However, in 2020, payments for program forms will conclude. Learn more about changes to [information payments](#).

16. Where can I find more information?

For more information on the National Bowel Cancer Screening Program, please visit www.cancerscreening.gov.au/bowel or call 1800 118 868.

For more information on the National Cancer Screening Register, please visit www.ncsr.gov.au or contact us on 1800 627 701.



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