

Connecting a Provider Digital Access (PRODA) account with the National Cancer Screening Register (NCSR)

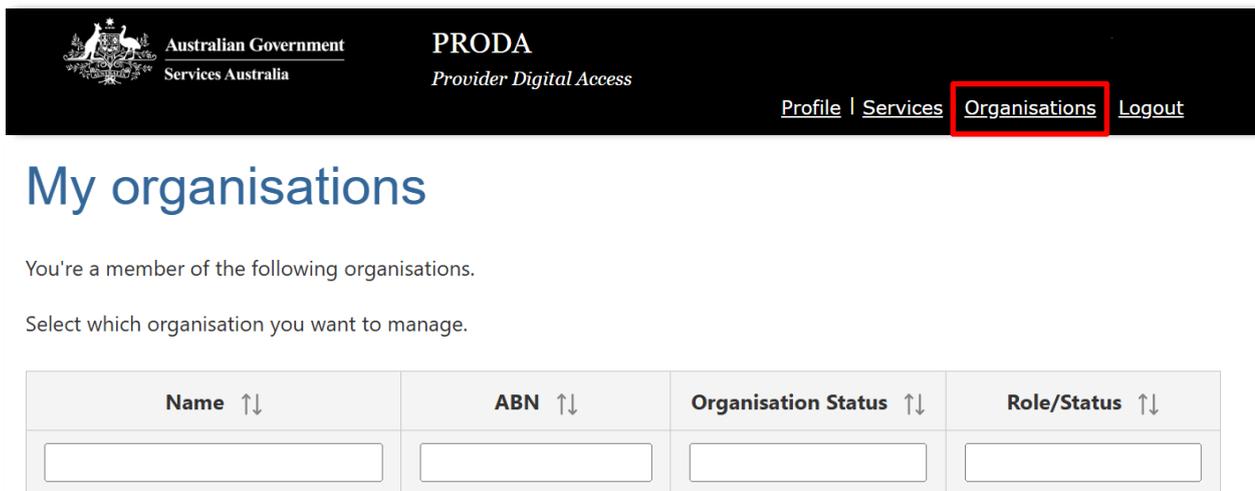
This document provides step-by-step instructions for connecting a Provider Digital Access (PRODA) account with the National Cancer Screening Register (NCSR).

The instructions include the following steps:

- Verify access through the Organisations and Members sections.
- Locate the NCSR service tile.
- Link your account via the HCP Portal.
- Register your HPI-O.
- Activate the NCSR integration within your practice management software.

Step 1: Verify access through the Organisations and Members sections

Log in to your PRODA account and navigate to the **Organisations** section.



Australian Government
Services Australia

PRODA
Provider Digital Access

[Profile](#) | [Services](#) | **[Organisations](#)** | [Logout](#)

My organisations

You're a member of the following organisations.

Select which organisation you want to manage.

Name ↑↓	ABN ↑↓	Organisation Status ↑↓	Role/Status ↑↓
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Locate your organisation and navigate to the **Members** section.



Members >

Look for your name and verify whether you can access NCSR.



[NCSR CIS Terms and Conditions](#) | National Cancer Screening Register | **No**

If you do not have access to the NCSR, you will need to get delegation.

You must be assigned the role of either:

- **Responsible Officer:** Typically has login access to your organisation's Australian Business Register (ABR) account.
- **Approved Delegate:** Someone designated by the Responsible Officer to manage functions in PRODA on behalf of the organisation who must have the NCSR CIS Terms and Conditions Attribute Delegations assigned to their PRODA account.

The **Responsible Officer** or **Approved Delegate** must be listed as an **Associate** or **Authorised Contact** in the Australian Business Register (ABR) with a matching PRODA account name.

Step 2: Locate the NCSR service tile

After you verify access to the NCSR, navigate back to the **Services** section.



Navigate to the **Available services** section.

Available services

Locate and click on the **NCSR** tile.



Step 3: Link your account via the HCP Portal

After clicking on the **NCSR tile**, locate your organisation.

National Cancer Screening Register

Organisation

Please choose an organisation to act on behalf of:

Navigate to the **HCP Portal** page to link your account.

The screenshot shows the 'HCP Portal' page of the National Cancer Screening Register. On the left, there is a header with the Australian Government and NCSR logos, and a section titled 'HCP Portal' with the text 'Welcome to the National Cancer Screening Register Portal.' On the right, there is a 'Link your account' section with the heading 'What type of user are you:'. Below this heading are five radio button options. The second option, 'I would like to register a Practice using a practice management system or clinical information system using a HPI-O', is highlighted with a red box. At the bottom right of the form, there is a 'Continue' button, also highlighted with a red box.

Check the box that says:

*I would like to register a Practice using a practice management system or clinical information system that uses a **HPI-O***

Click the **Continue** button.

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Rural Health West is funded by the Australian Government and WA Country Health Service.

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Alternative Contact (mandatory)

Full Name:

Job Title/Role:

Reason to Contact:

Phone Number (day time):

Mobile Number (after hours):

Email Address:

[Add another alternative contact](#)

I represent that I am a Responsible Officer of the organisation holding the HPI-O, and am authorised by the organisation to make these changes.

I represent that the information provided by me above is true and accurate, and it is a serious offence to provide false or misleading information under the Criminal Code Act 1995 (Cth).

After you have entered the required information, **tick the check box** and click the **Continue** button.

You will receive a message if the registration was successful or not.

Step 5: Activate the NCSR integration within your practice management software

Once you receive a message that your registration was successful, you can activate the NCSR integration within your practice management software.

For instructions on how to activate the NCSR integration within your software, select the relevant link below:

- Best Practice: [Set up NCSR Integration](#)
- Medical Director: [Installing the NCSR Hub Widget](#)
- Communicare: [Knowledge Centre - NCSR](#)
- MMEx: [ISA Healthcare Solutions - Login](#)

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Cheat Sheet

V1 / February 2026

Further information

If you would like further information or assistance, call the PRODA team on 1800 700 199 or email proda@servicesaustralia.gov.au or refer to the links below:

- [Services Australia: PRODA](#)
- [NCSR Primary Care Onboarding Kit](#)

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