



National Occupational Respiratory Disease Registry notification process

July 2025

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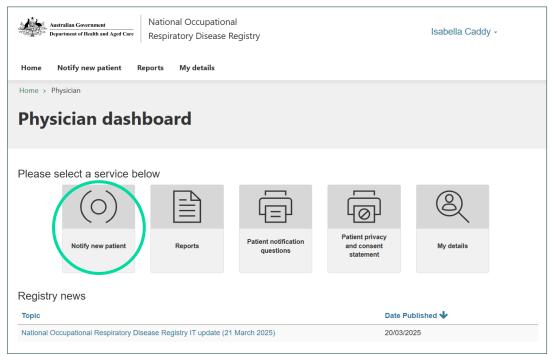
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Introduction

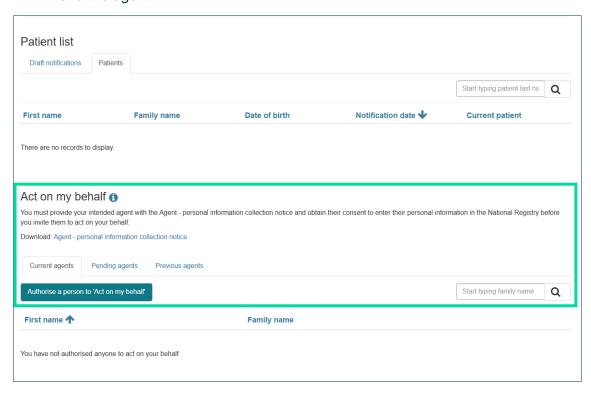
This document details the process of notifying an occupational respiratory disease to the National Occupational Respiratory Disease Registry (National Registry) as at July 2025, including parameters for data entry where applicable.

Create new notification

- Valid physicians are directed to the Physician dashboard after signing in.
- Physicians select 'Notify new patient' to create a new disease notification.

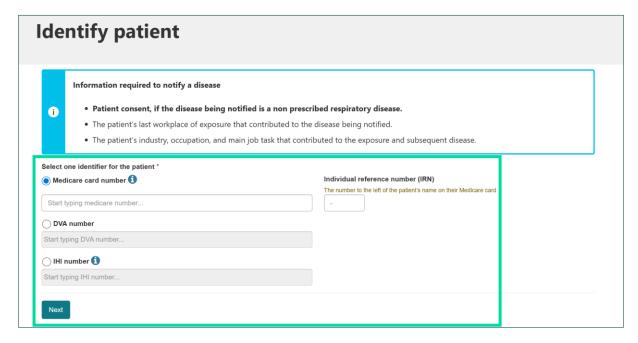


- Physicians can view submitted or draft disease notifications under 'Patient list'.
- Physicians can invite a third party to notify to the National Registry on their behalf in the 'Act on my behalf' section. The notification process is the same for the physician and the agent.



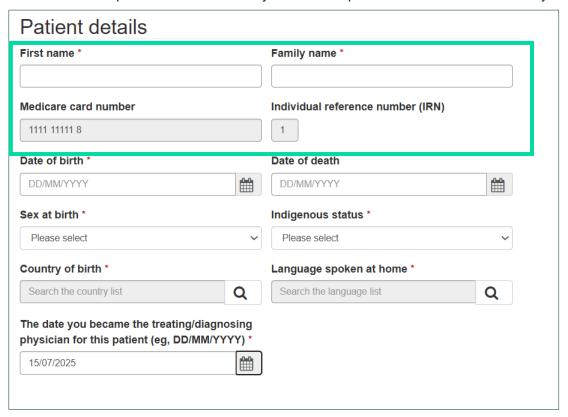
Identify patient

- Enter the patient Medicare card number, Department of Veteran Affairs (DVA) number or Individual Healthcare Identifier (IHI).
- Click next.

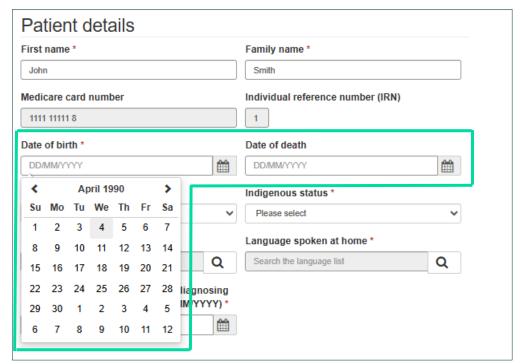


Patient details

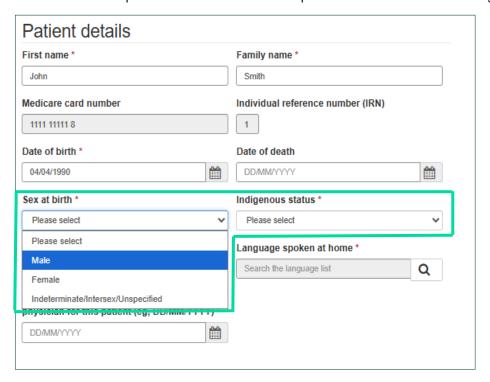
• Enter the patient's first and family name. The patient identifier is filled in for you.



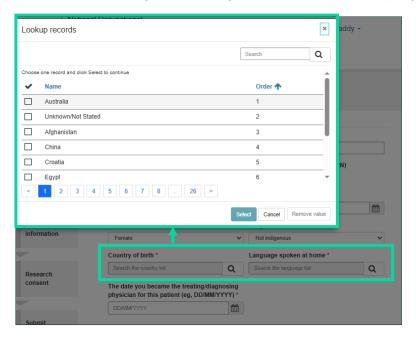
- Use the date selection tool to enter the patient's date of birth and date of death (if applicable), or type the dates in manually.
- The system will produce an error message if:
 - o Date of birth or date of death are in the future
 - Date of birth puts the patient at less than 10 years of age
 - Date of death is before date of birth



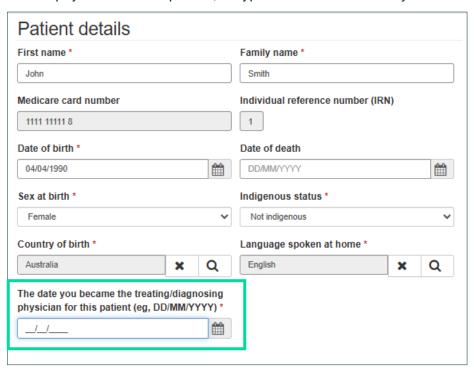
• Use the drop down menu to select the patient's sex at birth and Indigenous status.



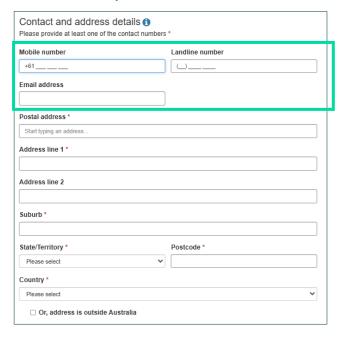
- Select the patient's country of birth and language spoken at home by pressing the search icon, then selecting the appropriate option from the dialogue box.
 - Physicians can search for the patient's country of birth or language in the dialogue box using the search bar in the top right hand corner.



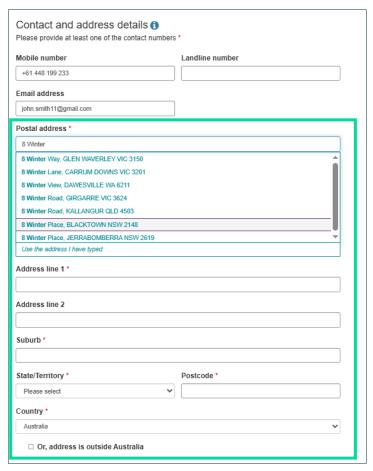
• Use the date selection tool to enter the date you became the treating/diagnosing physician for this patient, or type the dates in manually.



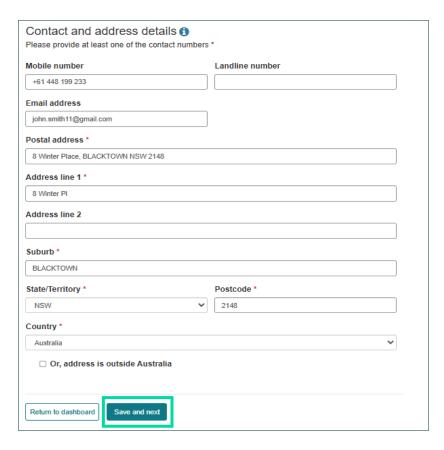
- Enter the patient's contact phone number and email address.
 - o It is mandatory to provide a mobile or landline number.
 - Mobile numbers that do not start with '+61 4', will be flagged as errors by the system.



- Enter the patient's postal address. Our address validation service searches for the patient's address and populates each field based on the physician's selection.
 - o If the patient lives overseas, select 'Or, address is outside Australia'.

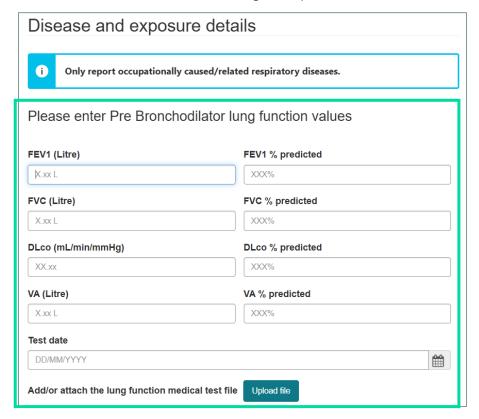


Select 'Save and next' to move to the next section: Disease and exposure details.

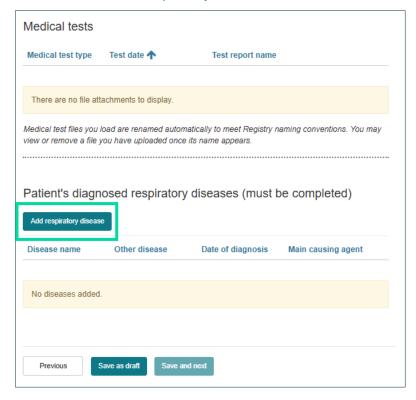


Disease and exposure details

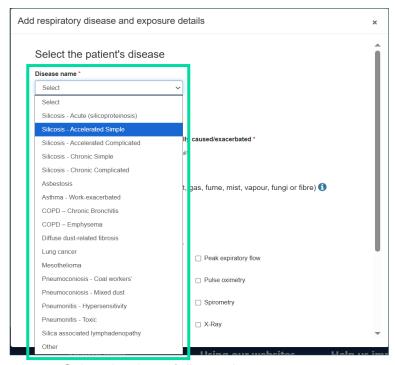
 Enter the patient's Pre Bronchodilator lung function values, or upload the lung function medical test file using the 'upload file' button below.



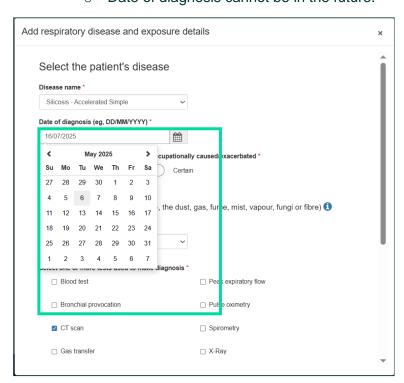
Select 'Add respiratory disease'.



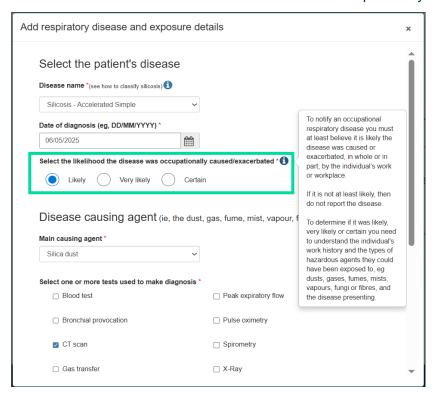
- Select a disease name from the drop down menu, or select 'Other' to type in the patient's disease name manually.
 - If the occupational respiratory disease selected is not prescribed, a pop-up box will appear seeking the patient's consent to notify. A guide to collecting patient consent is available in the Patient Privacy and Consent Statement.
 - Free text entries are validated by the National Registry Operator.



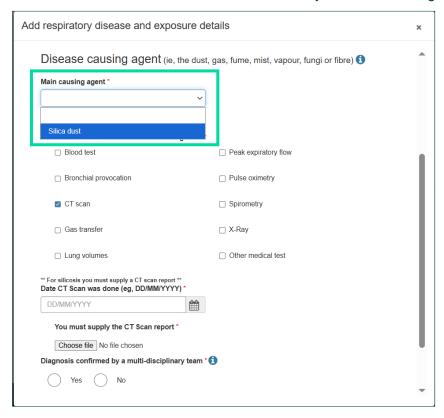
- Select the date of diagnosis.
 - Date of diagnosis cannot be before 1990.
 - o Date of diagnosis cannot be in the future.



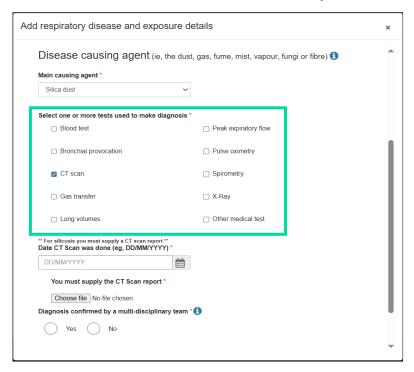
Select the likelihood that the disease was occupationally caused or exacerbated.



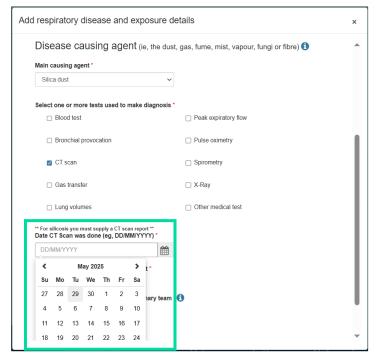
- Use the drop down menu to select the disease-causing agent that was mainly associated with the disease.
 - Main disease-causing agents will pre-populate based on the disease you have selected.
 - Free text entries are validated by the National Registry Operator.



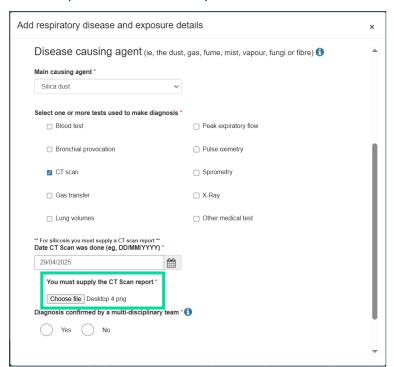
- Select all tests that were used to make the disease diagnosis.
 - For silicosis, it is mandatory to supply a CT scan. 'CT scan' will be automatically selected.
 - Free text entries are validated by the National Registry Operator.



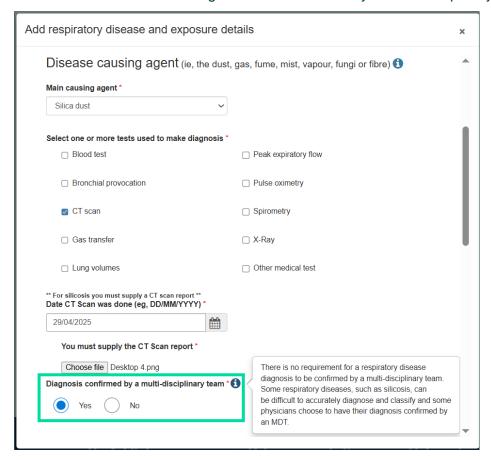
- Select the date the CT scan was completed.
 - o The date of the scan cannot be before 1990.
 - The date of the scan cannot be in the future.



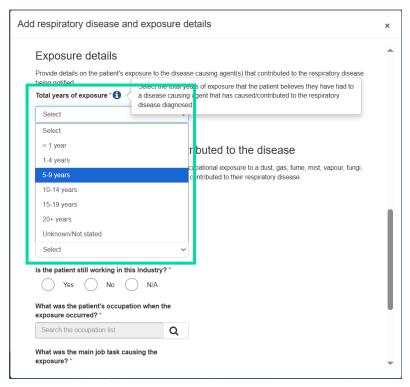
Upload the CT scan report.



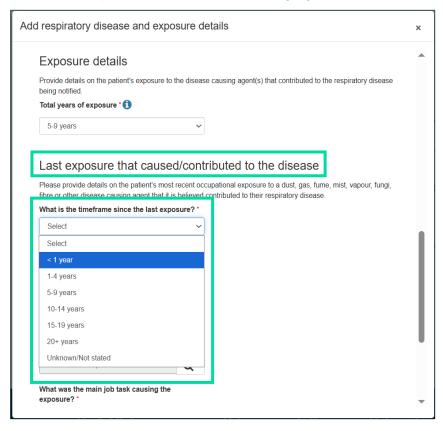
• Select whether the diagnosis was confirmed by a multi-disciplinary team.



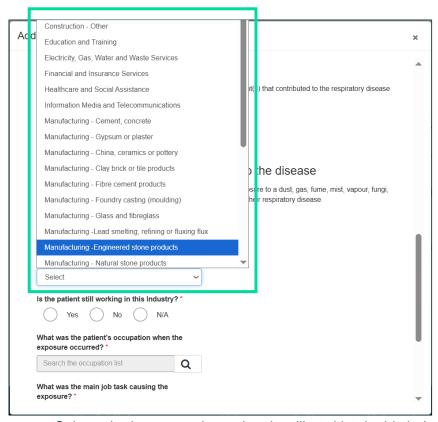
Use the drop down menu to select the total number of years the patient believes they
were exposed to the disease-causing agent.



 Use the drop down menu to select the timeframe since the patient believes they were last exposed to the disease-causing agent.



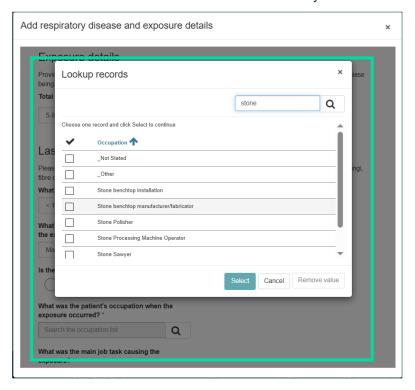
- Use the drop down menu to select the industry the patient was working in when they
 were exposed to the disease-causing agent.
 - Free text entries are validated by the National Registry Operator.



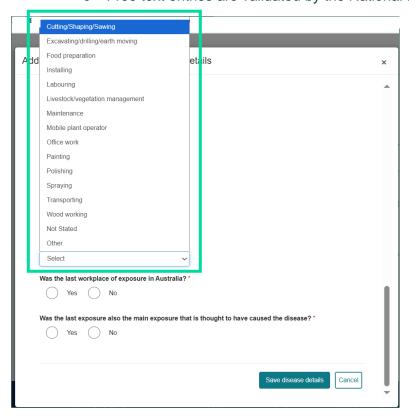
• Select whether or not the patient is still working in this industry.



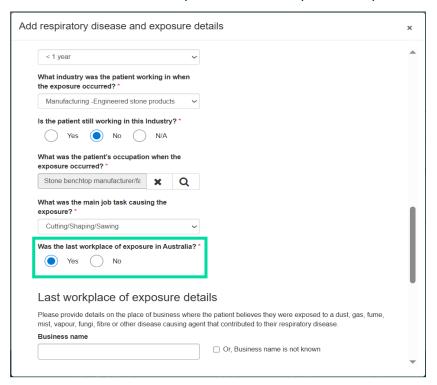
- Select the occupation the patient was working in by pressing the search icon, then selecting the appropriate option from the dialogue box.
 - Physicians can search for the patient's occupation using the search bar in the top right hand corner.
 - Free text entries are validated by the National Registry Operator.



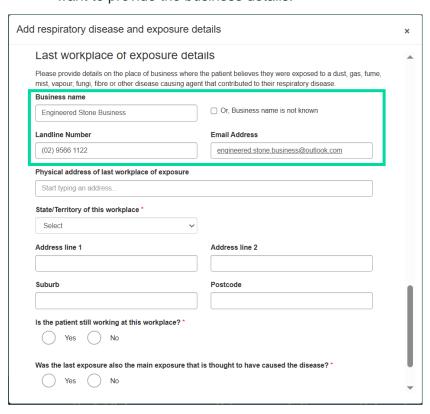
- Use the drop down menu to select the main job task the patient performed when they were exposed to the disease-causing agent.
 - Free text entries are validated by the National Registry Operator.



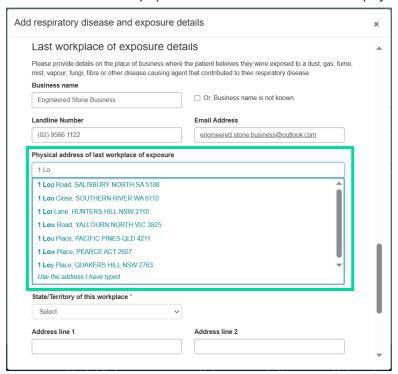
Select whether the patient's last workplace of exposure was in Australia.



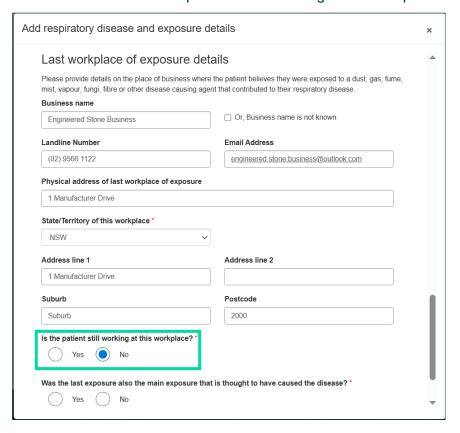
- Provide the name, landline number and email address of the business where the patient was last exposed to the disease-causing agent.
- Select 'Or, Business name is not known' if the patient does not know or does not want to provide the business details.



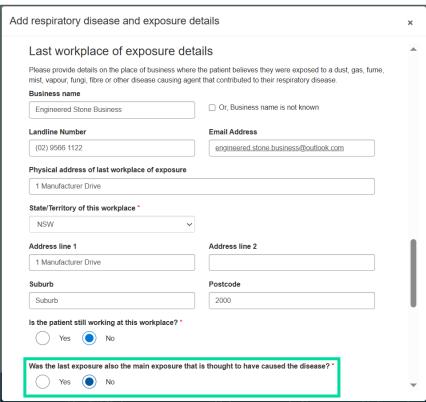
 Enter the address of this workplace. Our address validation service searches for the address and populates each field based on the physician's selection.



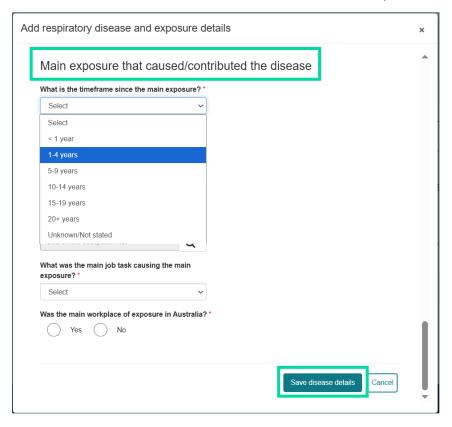
· Select whether the patient is still working at this workplace.



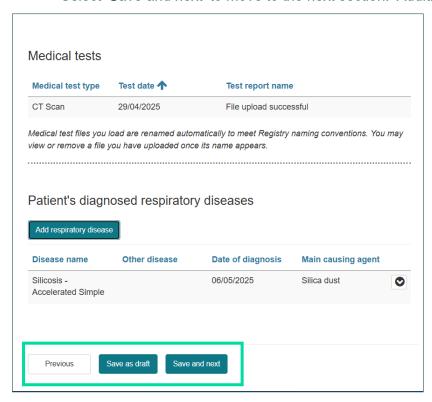
- Select whether the last exposure was also the main exposure thought to have caused the disease.
 - If yes, select 'save disease details' to close the dialogue box and complete this section.



If no, fill in the same information about the patient's main exposure.

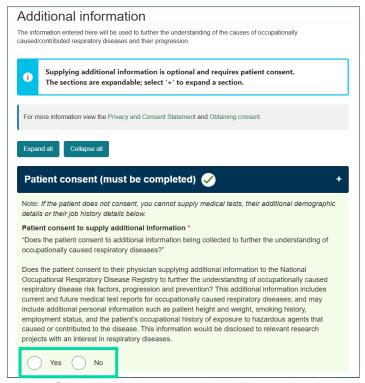


- Selecting 'Save disease details' will close the dialogue box. Some of the information
 you have entered will populate in the 'Medical tests' and 'Patient's diagnosed
 respiratory diseases' section.
- Select 'Save and next' to move to the next section: 'Additional information'.

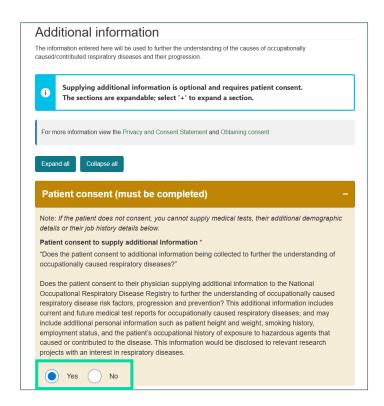


Additional information

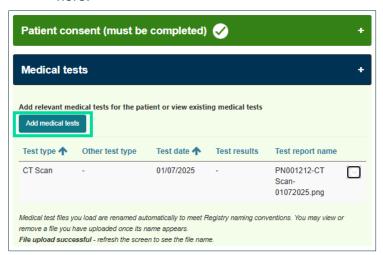
- The patient must consent to providing additional information.
- Provide the patient's consent by selecting 'Yes' or 'No'.
 - A guide to collecting patient consent is available in the <u>Patient Privacy and</u> Consent Statement.



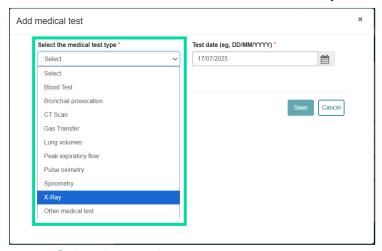
Selecting 'No' automatically directs the physician to the next page.



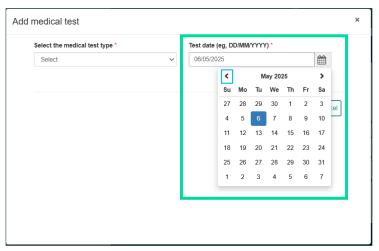
- Select 'Add medical tests' to provide additional relevant medical tests for the patient.
- Medical tests that have already been uploaded (e.g. CT scan for silicosis) will appear here.



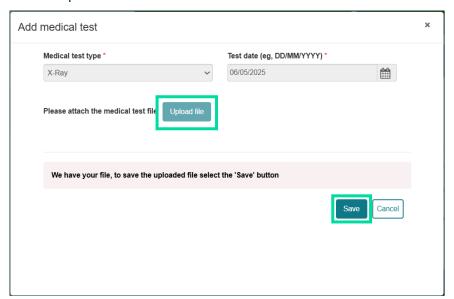
- Select the medical test type from the dropdown menu.
 - o Other medical tests are validated by the National Registry Operator.



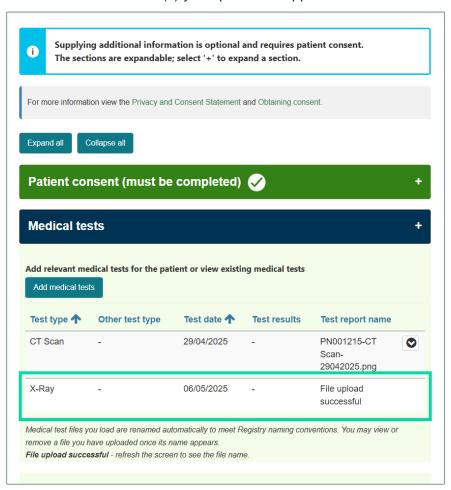
- Select the test date.
 - Test date cannot be in the future.



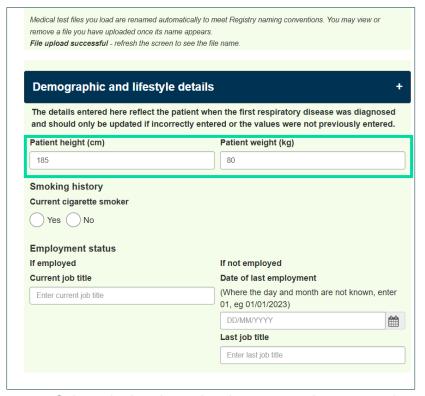
Upload the medical test file and select 'Save'.



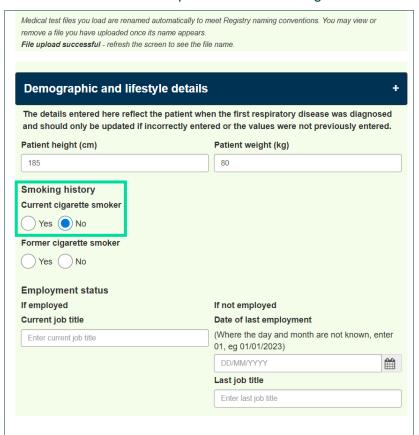
• The medical test(s) you upload will appear in the 'Medical tests' box.



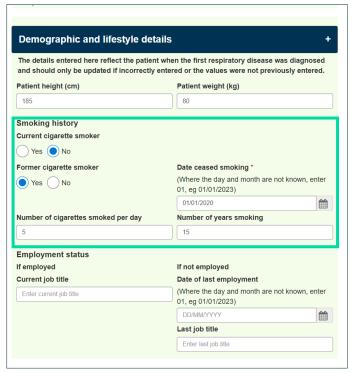
- Enter the patient's height and weight.
 - Height can be between 50cm and 300cm.
 - Weight can be between 20kg and 400kg.



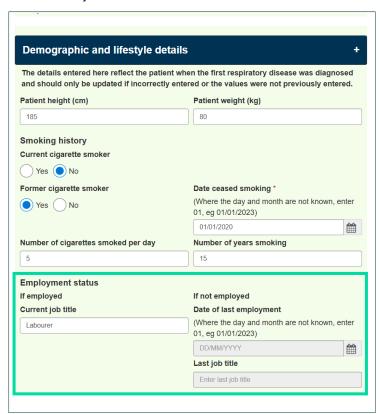
Select whether the patient is a current cigarette smoker.



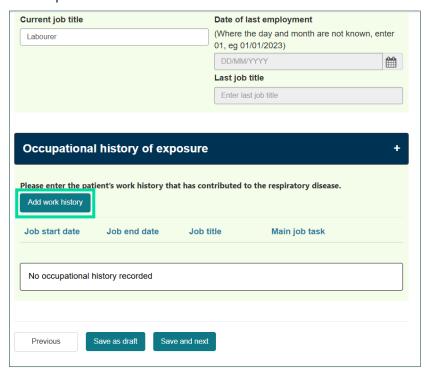
- Select whether the patient is a former cigarette smoker.
- If yes:
 - Select the date the patient ceased smoking (cannot be in the future).
 - List the number of cigarettes smoked per day.
 - List the number of years the patient smoked for.



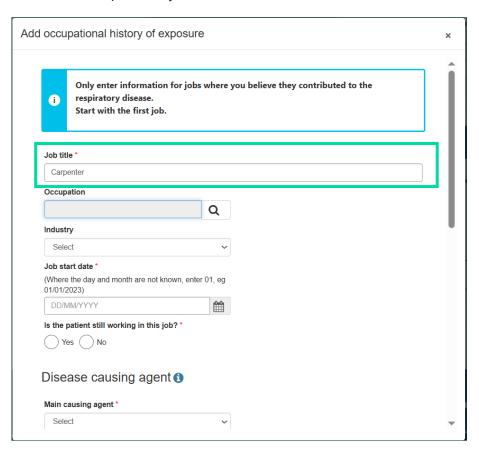
- If the patient is still employed, list their current job title.
- If the patient is not employed, select the date they were last employed and list their last job title.



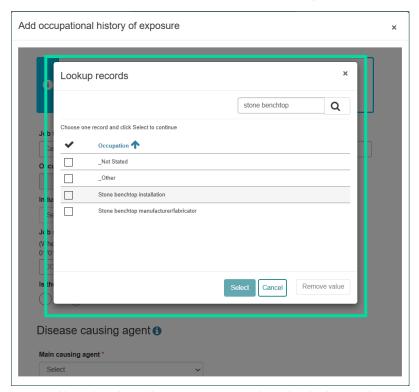
 Select 'Add work history' to record a detailed occupational history of exposure for the patient.



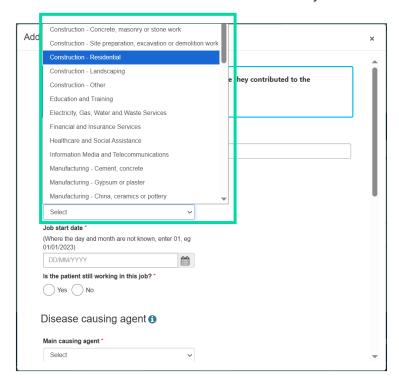
List the patient's job title.



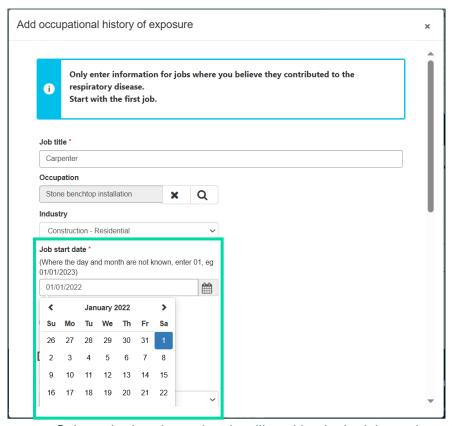
- Select the occupation the patient was working in by pressing the search icon, then selecting the appropriate option from the dialogue box.
 - Physicians can search for the patient's occupation using the search bar in the top right hand corner.
 - Free text entries are validated by the National Registry Operator.



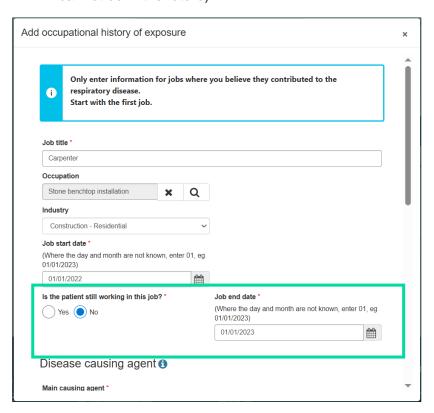
- Use the drop down menu to select the industry the patient was working in.
 - Free text entries are validated by the National Registry Operator.



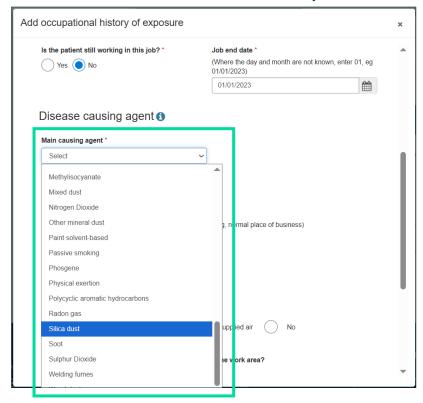
Select the date the patient started this job (cannot be in the future).



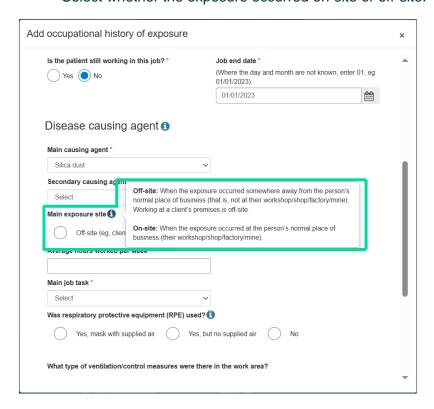
- Select whether the patient is still working in the job you have listed.
- If not, select the date the patient stopped working in the job you have listed (date cannot be in the future).



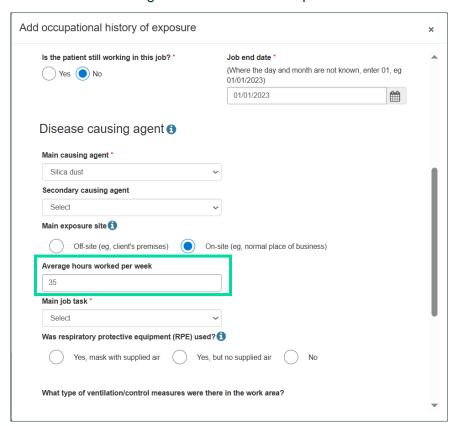
- Use the drop down menu to select the disease causing agent that was mainly associated with the disease.
 - Free text entries are validated by the National Registry Operator.



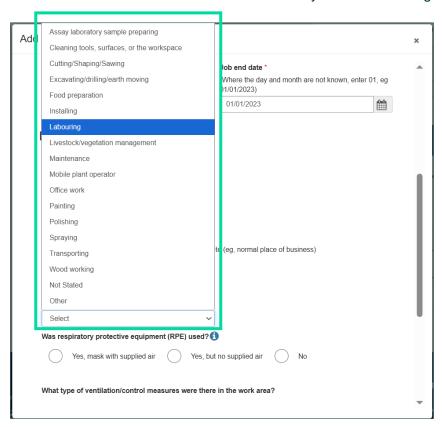
• Select whether the exposure occurred on-site or off-site.



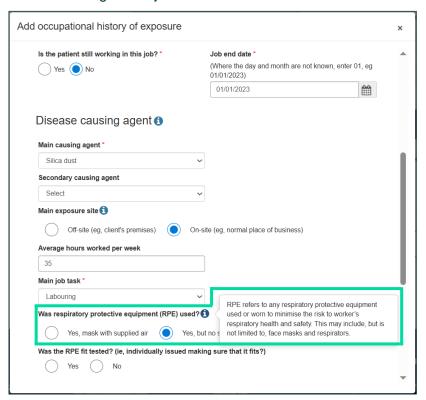
• List the average number of hours the patient worked each week in this job.



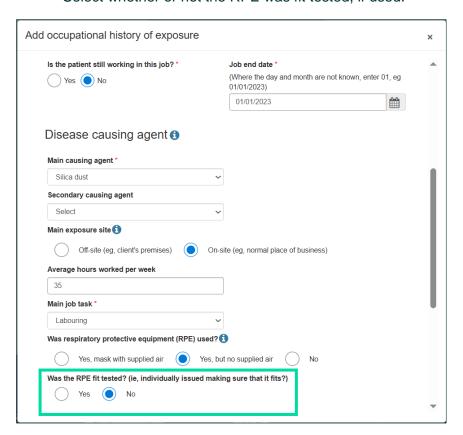
- Use the drop down menu to select the main job task the patient performed when they
 were exposed to the disease-causing agent.
 - o Free text entries are validated by the National Registry Operator.



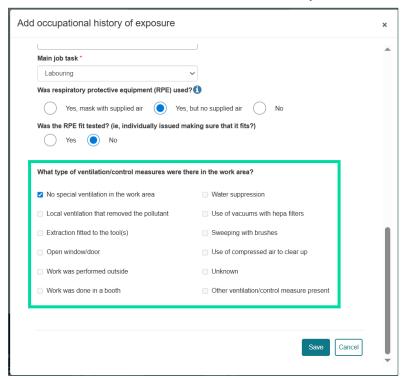
 Select whether the patient used respiratory protective equipment (RPE) when working at this job.



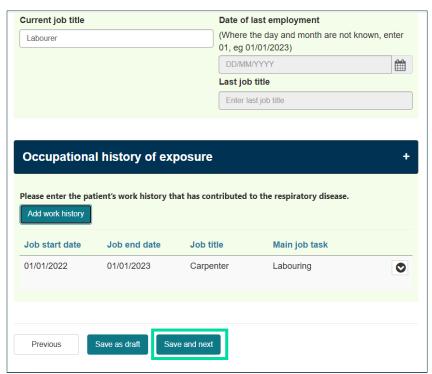
Select whether or not the RPE was fit tested, if used.



- Select what type of ventilation or control measures were in the work area when the patient was working in this job.
 - Free text entries are validated by the National Registry Operator.

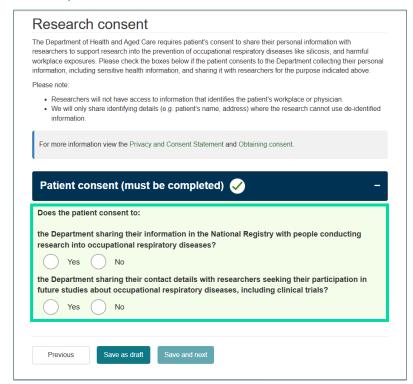


- Selecting 'save' will close the dialogue box. Some of the information you have entered will populate in the 'Occupational history of exposure' section.
- Select 'Save and next' to move to the next section: 'Research consent'.

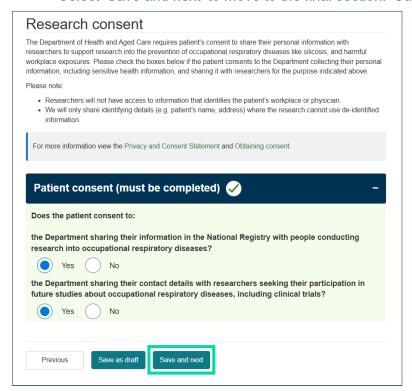


Research consent

• Select 'Yes' or 'No' based on the patient's response to each research consent question.

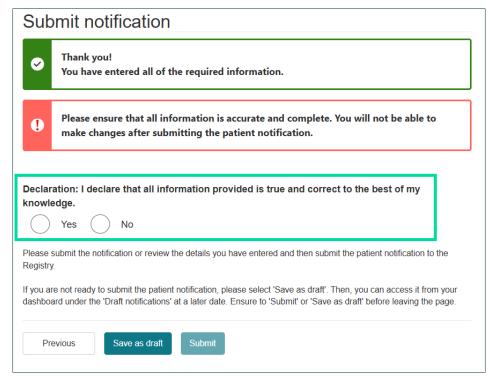


• Select 'Save and next' to move to the final section: 'Submit notification'.



Submit notification

· Complete the declaration by selecting 'Yes'.



- Select 'Submit' to submit the notification.
- Physicians who are not ready to submit the notification can select 'Save as draft'.

