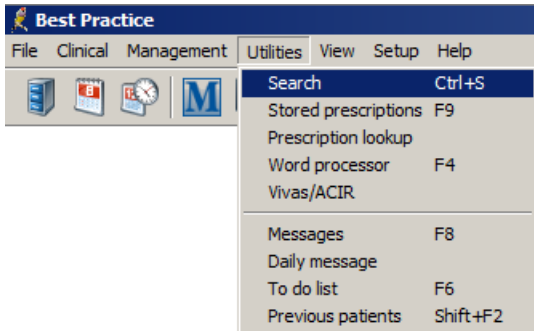


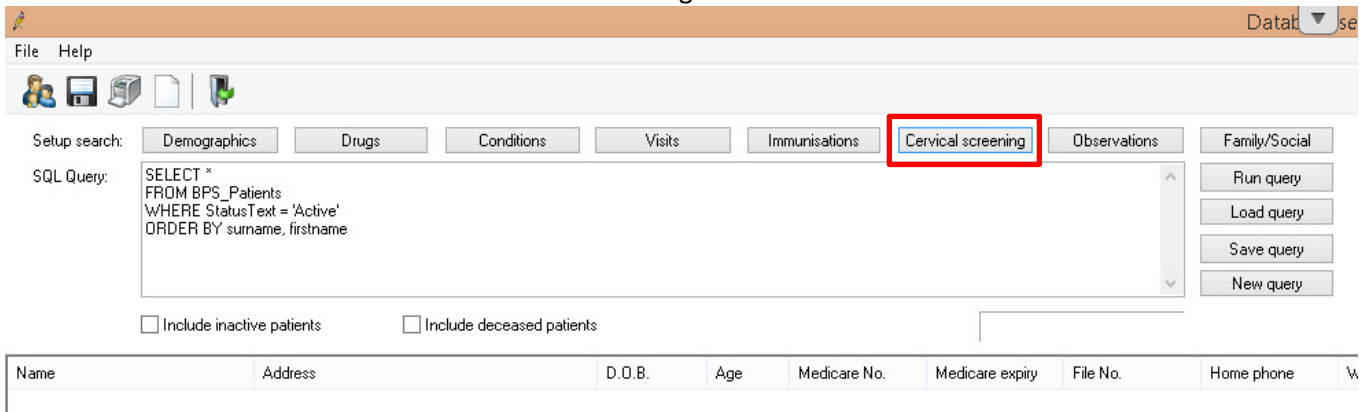
A guide to cervical smear monitoring in *Best Practice* software

The following steps will assist to identify eligible females within your general practice, who have not had a pap smear recorded in the last two years and recall those patients for cervical cancer screening aimed at early identification

1. On the Best Practice main screen – click on Utilities and select Search



2. On the Database search screen click on Cervical screening



The screenshot shows the 'Database search' screen. The 'Cervical screening' tab is selected and highlighted with a red box. The 'SQL Query' field contains the following text:

```
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
ORDER BY surname, firstname
```

Below the query field, there are two checkboxes: 'Include inactive patients' and 'Include deceased patients'. To the right of the query field, there are four buttons: 'Run query', 'Load query', 'Save query', and 'New query'.

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	V
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3. Use the option of “last screening over 4 years ago” and click OK

The dialog box is titled "Search for Cervical Screening results". It contains several options for filtering search results:

- ☐ Last screening test over 2 years ago
- ☒ Last screening test over 4 years ago
- ☐ Other

Under the "Other" option, there are checkboxes for screening methods and HPV results:

- Screening method: ☐ Pap smear only ☐ HPV Test only
- HPV 16: ☐ AND HPV16 detectec
- HPV 18: ☐ AND HPV18 detectec ☐ OR HPV18 detected
- HPV not 16/18: ☐ AND other HPV detectec ☐ OR other HPV detected

Other fields include:

- Cytology result: (dropdown menu)
- Endocervical cells: ☐ Yes ☐ No
- Pap smear HPV: ☐ Yes ☐ No
- Performed by: (dropdown menu, currently "All doctors")
- Between: ☐ 4/04/2019 ☐ And: ☐ 4/04/2019

A "Condition" box at the bottom contains the text: "Last recorded screening test before 04/04/2015". At the bottom right are "OK" and "Cancel" buttons.

4. Then on the Database search screen click on go to the Demographics section on the query and then add Age ≥ 20 and add Age ≤ 74 to the query box and click OK

The dialog box is titled "Search for patients". At the top, there are three tabs: "Setup search:", "Demographics", and "Drugs". The "Demographics" tab is selected and highlighted with a red box.

Below the tabs, there is a list of "Column name" options:

- Title
- Firstname
- Surname
- Middle name
- Preferred name
- Age
- Date of Birth
- Address
- City
- Postcode

To the right of the list is a search criteria builder with a dropdown menu for operators (>, >=, =, <=, <) and a text input field. A red asterisk is visible next to the operator dropdown.

Below the search criteria builder is an "Add" button.

A "Condition" box at the bottom contains the text:

```
DOB > DateAdd(Year, -75, GetDate())
DOB < DateAdd(Year, -20, GetDate())
```

At the bottom right are "OK" and "Cancel" buttons.

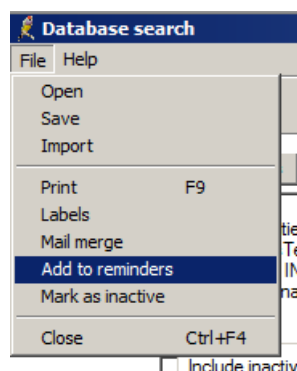
5. Based on your option selection in the previous step will now see your query in the SQL Query box. Once there click go to the numeric date text and change the year (first 4 characters) to one number less e.g. change 2015 to 2014 to transform the query to search for clients where “last screening was over 5 years ago”.

Demographics Drugs Conditions Visits Immunisations Cervical screening Observations

```
SELECT *
FROM BPS_Patients
WHERE StatusText = 'Active'
AND DOB > DateAdd(Year, -75, GetDate())
AND DOB < DateAdd(Year, -20, GetDate())
AND InternalID IN (SELECT InternalID FROM ObsGynDetail WHERE LastPapDate < '20150404' AND NoPap = 0 AND OptOut = 0 AND RecordStatus = 1)
ORDER BY surname, firstname
```

☐ Include inactive patients ☐ Include deceased patients

6. Then click on Run query
7. The list of patients will now appear in the section below the SQL Query
8. From here you can add a recall/reminder¹ for these patients by doing the following steps: -
 - a. Click on File and select Add to reminders



- b. In the Reminder screen select the appropriate doctor and select **Cervical screening** as the reason and click save

¹ Best Practice uses the term ‘reminders’ to cover both recalls and reminders

Reminder

To see: Any doctor ▼

At location: Main surgery ▼

Reminder Type: All ▼

Reminder reason:

Reason	Default interval
6mth Immunisation	2 months
12mth Immunisation	6 months
4-5y Immunisation	3 years
ADF Post Discharge GP He...	1 year
Asthma review	1 year
BP Check	1 year
Breast check	1 year
Care plan	1 year
Cervical screening	5 years
Cholesterol check	1 year
Colonoscopy	1 year

Other reason:

Reminder date: 4/04/2024 📅

April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 4/04/2019

☐ Automatically update this reminder when sent to patient

Update interval: Days Weeks Months Years

Reminder comments:

Save Cancel

- c. Alternatively a reminder can also be added directly from the patient's main screen when the patient's file is open by clicking on Reminder and going through the aforementioned step

Mrs. Madeline Jane Abbott

File Open Request Clinical View Devices PCEHR Help

Family members: Jump Open

Name: Madeline Abbott D.O.B.: 14/02/1978 Age: 38 yrs Sex: Female 0m 57s Finalise visit

Address: 12 John St Albany Creek 4035 Phone: 07 50505050 Mobile: 09789751131 Work:

Medicare No: 4133180467 - 2 12/08 Record No.: 102 Pension No.: Comment:

Occupation: Tobacco: Elite sports: Ethnicity:

Blood Group: BreastFeeding: Parity: G2P2 Pregnant: No

Allergies / Adverse Drug Reactions: Reactions Actions/Reminders: Preventive Health Actions **Reminders**