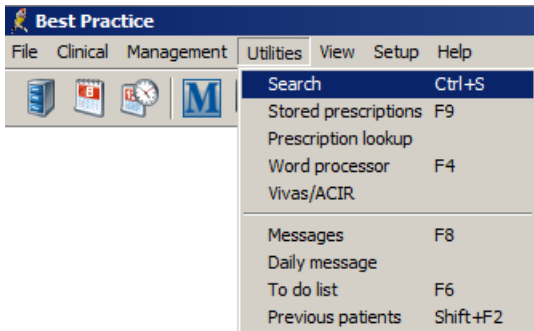


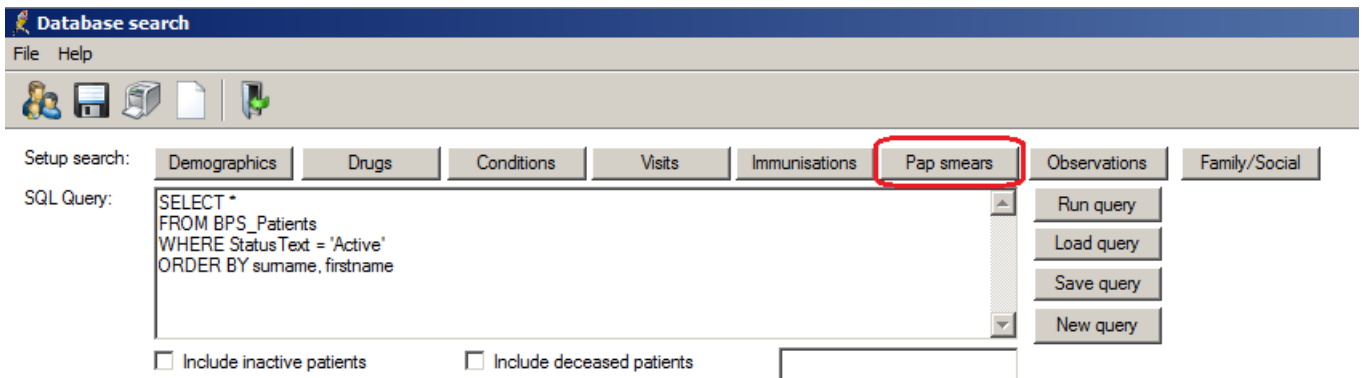
## A guide to cervical smear monitoring in *Best Practice* software

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

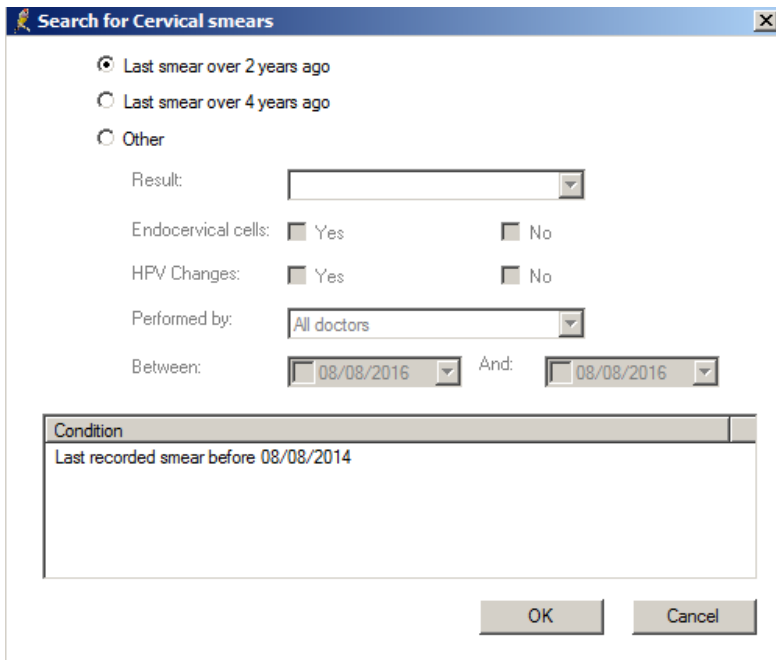
1. On the Best Practice main screen – click on Utilities and select Search



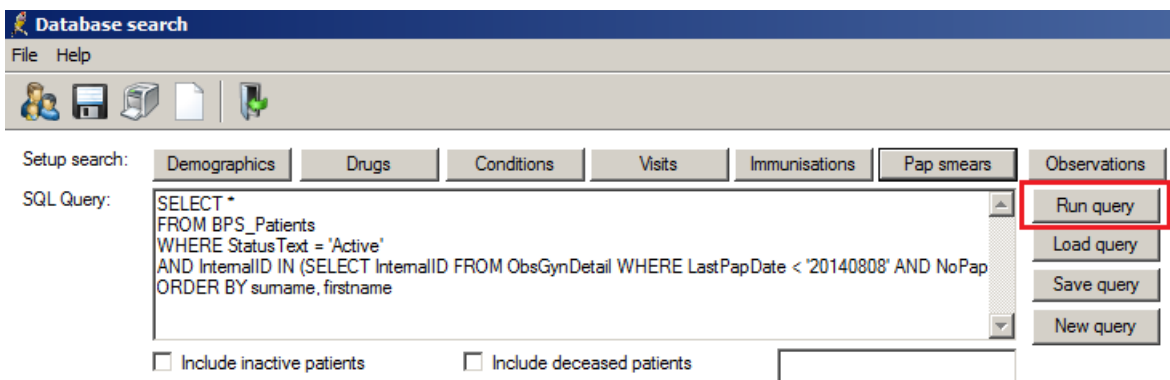
2. On the Database search screen click on Pap smears



3. Make sure the “last smear over 2 years ago” option has been selected and then click OK

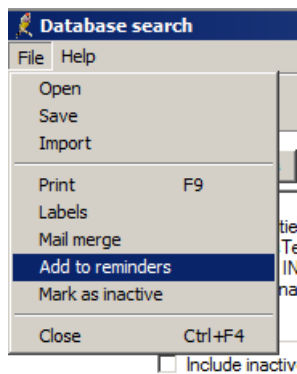


4. You will now see your query in the SQL Query box. Once there click on Run query



5. The list of patients will now appear in the section below the SQL Query

6. From here you can add a recall/reminder<sup>1</sup> for these patients by doing the following steps: -  
 a. Click on File and select Add to reminders



<sup>1</sup> Best Practice uses the term 'reminders' to cover both recalls and reminders

- b. In the Reminder screen select the appropriate doctor and select Pap Smear as the reason and click save

**Reminder**

To see:

Remind in:   Weeks  
 Months  
 Years

Reminder reason:

Reason	Default interval
DVA review	1 year
Faecal Occult Blood	1 year
Full medical	1 year
Health assessment	1 year
HPV Immunisation 2	2 months
HPV Immunisation 3	4 months
Immunisation	1 month
Influenza Immunisation	1 year
Mammogram	2 years
<b>Pap smear</b>	2 years
Pathology test	6 months
Pneumovax Immunisation	5 years

Reminder date:

Automatically update this reminder when sent to patient

Update interval:   Weeks  
 Months  
 Years

Other reason:

- 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

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: Alcohol: Elite sports: Ethnicity:

Blood Group: BreastFeeding: Parity: G2P2 Pregnant: No

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