Procedures for Practice Manager to set up and GP use of BP for Self-Collection Cervical Screening

PRACTICE MANAGER PROCEDURE – CREATING AUTO FILL

The aim is to make the process as simple for GPs documentation and create a reliable search function.

Create Auto Fill

Open any patient on "todays notes" screen - click "Autofill" (bottom left of screen) – ADD - PASTE in provided text below – Add shortcut (sccs23!) – Tick available to all users - SAVE
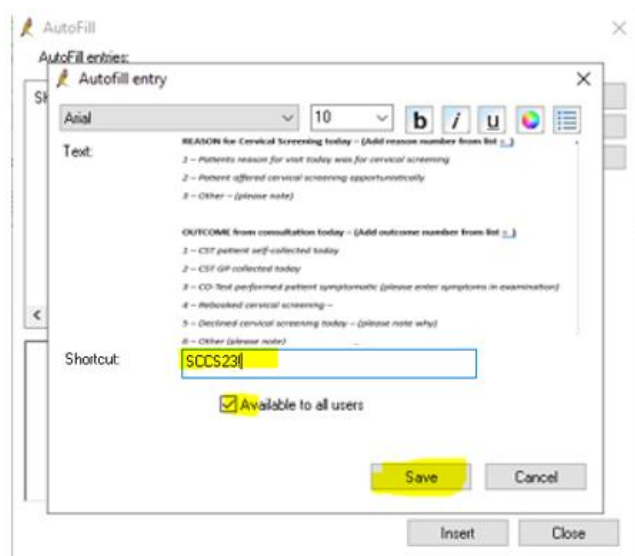
> ***COPY AND PASTE BELOW -***
>
> **REASON for Cervical Screening today – (Add reason number from list =)**
>
> *1 – Patients reason for visit today was for cervical screening*
>
> *2 – Patient offered cervical screening opportunistically*
>
> *3 – Other – (please note)*
>
> **OUTCOME from consultation today – (Add outcome number from list =)**
>
> *1 – CST patient self-collected today*
>
> *2 – CST GP collected today*
>
> *3 – CO-Test performed patient symptomatic (please enter symptoms in examination)*
>
> *4 – Rebooked cervical screening*
>
> *5 – Declined cervical screening today – (please note why)*
>
> *6 – Other (please note)*

Autofill example –

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GPs to select **reason for visit from coded** list **CERVICAL SCREENING** (additional reasons for visit as required) - complete further consultation notations and examination as normal.

The aim is to make the process as simple for GPs documentation as possible and have reliable search functionality.

ADVISE GPs to use autofill and advised how to use when in consult notes – (type in consult notes - sccs23! and enter) Text will populate in the consult - add number corresponding to required details from list beside = and complete consultation as normal.
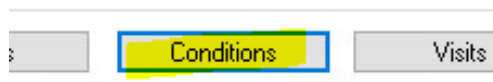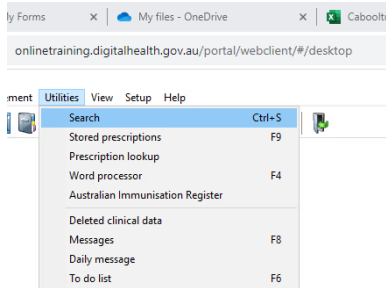

PRACTICE MANAGER PROCEDURE – SEARCHING CERVICAL SCREENING CONSULTATIONS

PRACTICE MANAGER SEARCH – CERVICAL SCREENING (Reason for visit must be the same for all consultations)
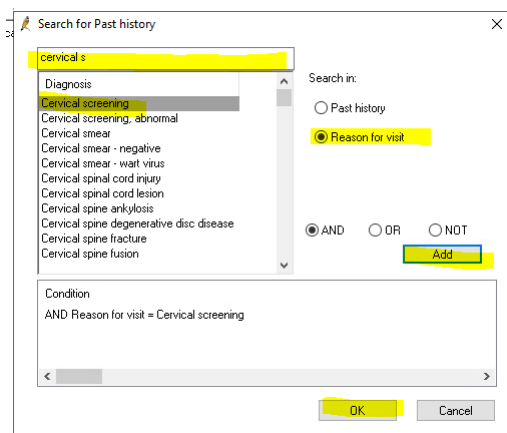
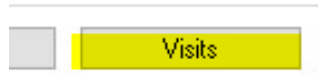1 – From BP home screen – click utilities

2 - Search

3 – Select conditions

4 – Search "Cervical Screening" (select from list) – tick "Reason for Visit" – Add (ensure details populate in condition box at bottom under CONDITION – OK.

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5 – Add date range to search – Click VISITS (top of page)

6 – Select SEEN BY (if required) – Enter date range FROM and TO (week you are searching for entries) – ADD (ensure date range is in box at bottom circled) – OK

Visits date example -

Ensure both search requests have populated in the box next to RUN query –

Example -

7 - Run query (top of screen)

8 – List of all patients will appear

9 – Engagement officer will ask you to entre each file to provide the reason for visit and outcome numbers provided by the GP for them to tally from the previous week.

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GP PROCEDURE - ENTER CONSULTATION NOTES THAT ARE SEARCHABLE WITHIN BEST PRACTICE

(Process change to continue to be used by GPs in the clinic post trails)

Step 1 – Add reason for Visit – "**CERVICAL SCREENING**" from the list

(CERVICAL SCREENING reason for visit must be the same for ALL cervical screening consultations) – SAVE

Step 2- Insert Auto Fill SHORTCUT to Consult notes (type - cssc23! - enter)

Step 3 – Complete notes by adding number associated to reasons and outcome to headings in the pre filled text - *GP can add other reason for visits and complete examination notes with these consultation notes.*

EXAMPLE -

> **REASON for Cervical Screening today – (Add reason number from list = 2)**
>
> *1 – Patients reason for visit today was for cervical screening*
>
> *2 – Patient offered cervical screening opportunistically*
>
> *3 – Other – (please note)*
>
> **OUTCOME from consultation today – (Add outcome number from list = 1)**
>
> *1 – CST patient self-collected today*
>
> *2 – CST GP collected today*
>
> *3 – CO-Test performed patient symptomatic (please enter symptoms in examination)*
>
> *4 – Rebooked cervical screening –*
>
> *5 – Declined cervical screening today – (please note why)*
>
> *6 – Other (please note)*