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 -

Arial	✓ 10 ✓ b / u
	REASON for Cervical Screening today - (Add reason number from list
Text	2 - Pathents reason for visit today was for cervical acreening
	2 - Potent offered cervical screening apportunistically
	3 – Other – (pinose note)
	OUTCOME from consultation today - (Add outcome number from list =)
	3 - CIT patient self-collected today
	2 - CST GP collected today
	3 - CD-Test performed patient symptomatic (please enter symptoms in examination)
	4 - Rebooked cennesi acreening -
	5 - Declined cendoal screening today - (please note why)
	d - Other (please note)
Shortcut	SCCS23
	Available to all users
	C My alable to al users

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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

nt Utilities View Setup Help
Search Ctrl+S
Stored prescriptions F9
Prescription lookup
Word processor F4 Australian Immunisation Register
Deleted clinical data
Deleted clinical data Messages F8
Daily message
To do list F6

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

cervical s				
Diagnosis	^	Search in		
Cervical screening		() Past	historu	
Cervical screening, abnormal		0.1		
Cervical smear		Reas	on for visit	
Cervical smear - negative				
Cervical smear - wart virus				
Cervical spinal cord injury				
Cervical spinal cord lesion				
Cervical spine ankylosis				
Cervical spine degenerative disc disease		AND	○ OR	○ NOT
Cervical spine fracture Cervical spine fusion				Add
Cervical spine rusion	~			Add
Condition				
AND Reason for visit = Cervical screening				
<				
s				

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

Visits

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

	🗶 Search for visits	×
	Seen by: All users	
	From: 18/09/2023	
	Τα 24/09/2023 🖉 🖌	
	Condition AND Seen since 18/09/2023 AND Seen on or before 24/03/2023	
	OK Cancel	
Visits date example -		

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

	Demographics	Drugs	Conditions	Visits	Immunisations	Cervical screening	Observations	Family/Social
	SELECT * FROM BPS_Patients WHERE StatusText =	'Active!					^	Run query Load query
	AND InternalID IN (SE	LECT InternalD FROM LECT InternalD FROM				ecordStatus = 1) 4' AND RecordStatus = 1		Save query
Example -							\sim	New query
·				amily/Soci	al			
				Run query				
7 - Run qu	ery (top o	of screen) 📃	Load query	<i>,</i>			

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

Search: cervical s		Keyword searc	h S	Synonyms	
Reason for visit	^	Reason:			1
Cervical screening					
Cervical screening, abnormal		Left	Right	Bilateral	
Cervical smear					
Cervical smear - negative		Acute	Chronic		
Cervical smear - wart virus		Mild 📃	Moderate	Severe	
Cervical spinal cord injury		Fracture:			
Cervical spinal cord lesion		Displaced	Undisplaced		
Cervical spine ankylosis					
Cervical spine degenerative disc disease		Compound	Comminuted		
Cervical spine fracture		Spiral	Greenstick		
Cervical spine fusion Cervical spine hyperextension injury					
Cervical spine hyperextension injuly	~				
Further details:		🗹 Add to Past His	tory		
	\sim	Active	🗌 Inactive		
		Confidential	🗌 Include in sur	nmaries	
		🗌 Add to diagnosi	s		
	Send to My Health Record				
	~				

(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)