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

PRACTICE MANAGER TASKS

Set up Auto population of patient management notes -

Create Management Auto Fill

Open any patient on "Progress" screen - click "Management"

(bottom left of screen) -

Click - ADD TO LIST - 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)

Management notation example –

	Add to lie
Add management item	×
Enter the new item	
 2 - CST GP Collect today 3 - Co - Test performed patent symptomatic (please enter symtoms in examination) 4 - Rebooked cervical screening 5 - Declined cervical screening today 6 - Other (please note) 	<
Shortcut: SCCS23	

Consultation notes example -

Monday October 9 2023 Dr Phillip Lang Visit type: Surgery Consultation	10:53:27	
Management: Reason for Cervical Screen 1 - Patients reason for visit 2 - Patient offered cervical s 3 - Other - (Please note)	ng Today = (Add reason number from list = today was for cervical screening screeing opportunistically)
OUTCOME from consultation 1 - CST patient self-collect 2 - CST GP Collect today 3 - Co - Test performed pather examination) 4 - Rebooked cervical screen 5 - Declined cervical screen 6 - Other (please note)	on today - (add number from list =) today ant symptomatic (please enter symtoms in ming ing today	

	History	Examination	Reason	Review
,	Management	Comment	Procedure	Medicare

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GPs to select **reason for visit from coded** list **CERVICAL SCREENING TEST** (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 management autofill and advised how to use when in progress notes – (type in progress notes - sccs23! and enter) Text will populate in the progress notes - 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)

Search conditions -

Step 1 - from Medical Director home screen - SEARCH



Step 2 – Select PATIENT

Step 3 – TICK CONDITION – select one or multiple entries from the coded list- SEARCH.

Drug/Condition				
 Currently taking drug 	CERVICAL SCREENING TEST, H	PV AND LBC		
Currently taking drug from class Previous script for drug Condition Symptom	Cervical screening test Cervical screening test for HPV, co Cervical screening test for HPV, co Cervical screening test, HPV Cervical screening test, HPV and L	llection by healthcare professional llection by patient BC		¢
⊖ Sign	OR NOT		[Add to search criteria
Visit	✓ From 22/09/2023 ✓	To 22/09/2023 ∨	Not seen since	22/09/2023 🗸
Custom Fields Custom Field 1	Custom Field 2	Cust	om Field 3	
Search Criteria Advanced Search				
All patients having Cervical screening to for HPV, collection by patient having Ce	st having Cervical screening test for H rvical screening test, HPV having Cerv	PV, collection by healthcare profes ical screening test, HPV and LBC	sional having Ce	ervical screening test

Step 4 – Add date range and specify Dr as required.

Drug/Condition Currently taking drug Currently taking drug from class Previous script for drug © Condition Symptom Sign	CERVICAL SCREE Cervical screening test for HPV, collection by healthcare professional Cervical screening test for HPV, collection by patient Cervical screening test, HPV Cervical screening test, HPV Cervical screening test, HPV Add to s		
Visit	From 9/10/2023 To 9/10/2023 V Not seen since	9/10/2023 ~	

Step 5 – SEARCH

Step 6 - List of all patients will appear.

Step 7 - 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 MEDICAL DIRECTOR

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

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

The former and the second s				_	
Pick from list (coded)	cervical sc	cervical sc			
	Cervical scre	Cervical screening test			
	Cervical scre	ening test for HPV, co	lection by healthcare p		
	Cervical scre	ening test 101 HPV, co	lection by patient		
	Cervical scre	Cervical screening test, HPV and LBC			
	Cervical scre	Cervical screening test, HPV and liquid-based cytology			
	Cervical scre	ening test, HPV detec	ted not types 16 or 18		
	Cervical scre	Cervical screening test, HPV not detected			
	L ervical scre	ening rest HEV flipe i	6 defected	_	
O Free text (uncoded)					
	Left	🗌 Right			
	Active 🗸	Confidential	Summary		
Comment:				\wedge	
				\sim	

(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)