

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 -

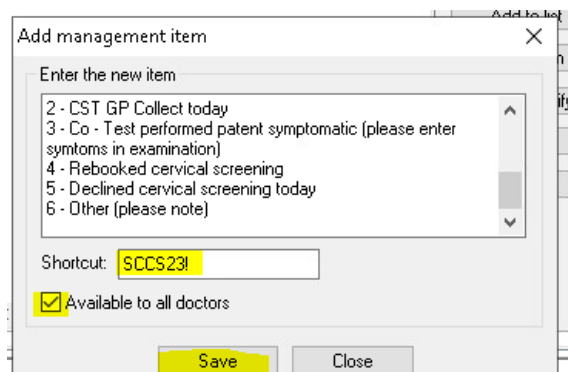
REASON for Cervical Screening today – (Add reason number from list =)

- 1 – *Patients reason for visit today was for cervical screening*
- 2 – *Patient offered cervical screening opportunistically*
- 3 – *Other – (please note)*

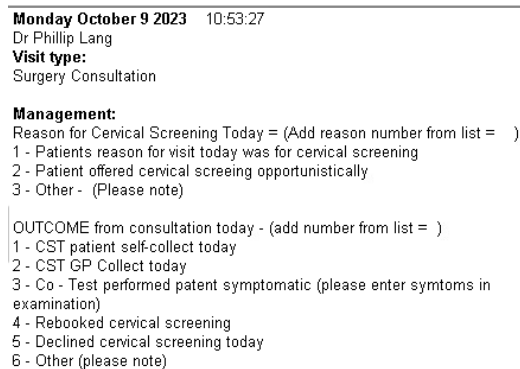
OUTCOME from consultation today – (Add outcome number from list =)

- 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 –



Consultation notes example -



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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.

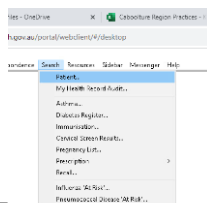
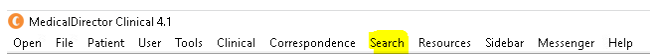
ADVISE GPs to use management autofill and advised how to use when in progress notes – (type in progress notes - sccs23! and enter) Text will populate in the progress notes - add number corresponding to required details from list beside = and complete consultation as normal.

PRACTICE MANAGER PROCEDURE – SEARCHING CERVICAL SCREENING CONSULTATIONS

PRACTICE MANAGER SEARCH – CERVICAL SCREENING (Reason for visit must be the same for all consultations)

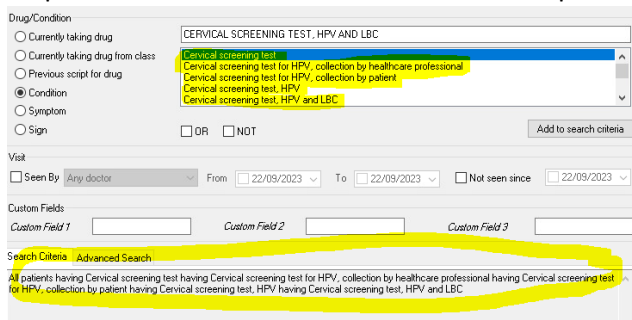
Search conditions –

Step 1 - from Medical Director home screen - SEARCH

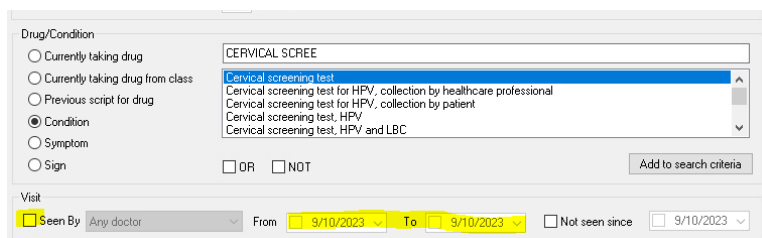


Step 2 – Select PATIENT

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



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



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.

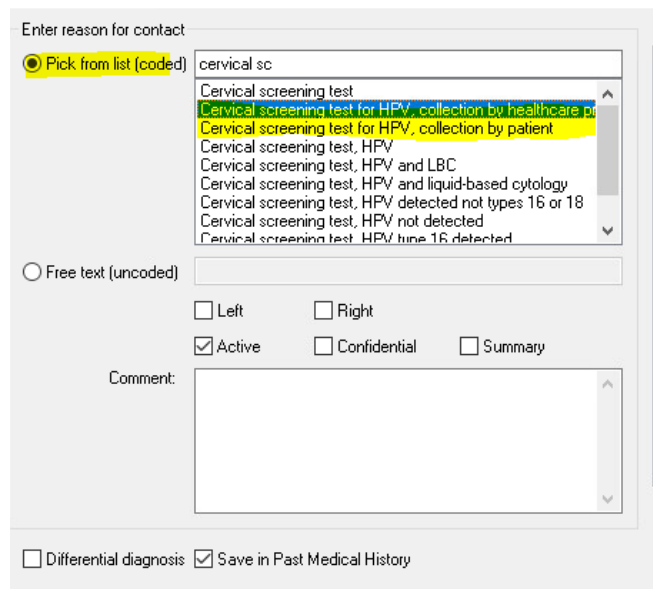
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GP PROCEDURE - ENTER CONSULTATION NOTES THAT ARE SEARCHABLE WITHIN MEDICAL DIRECTOR

(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

Reason for contact



(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)