

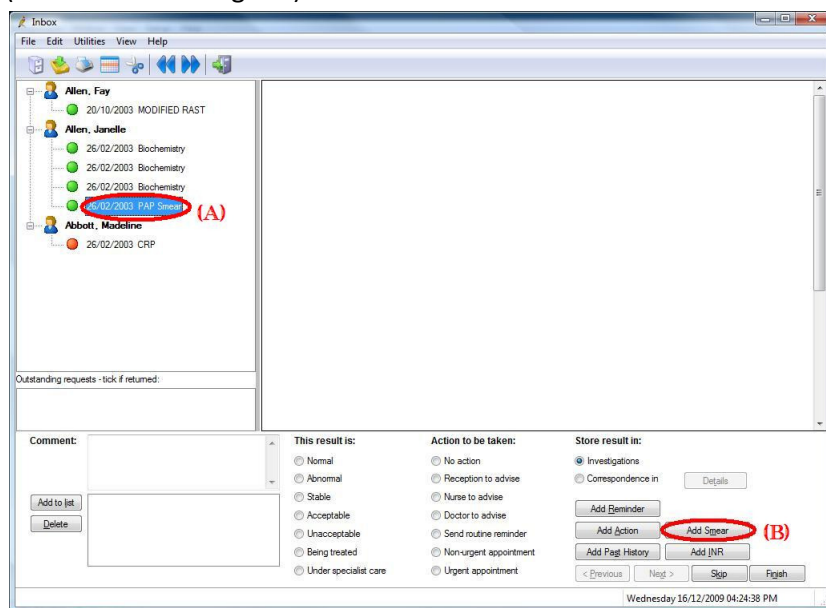


Adding a Pap Smear result to Best Practice

Pap smear results require some additional steps to be correctly imported into Best Practice. Please see below for the basic steps:

This procedure assumes that your Incoming reports are automatically imported by BP Link.

1. Make sure that no patient record is open and from the **View** menu select **Inbox** (shortcut: F3 or click on the inbox icon).
2. Select a patients Pap smear result by clicking on it (marked as A in diagram). Click on **Add Smear** (marked as B in diagram).



3. Using the drop down arrow select the **Result** (Negative, Unsatisfactory etc) and enter other information as required. To add a reminder to Best Practice click on **Add reminder**.

Cervical smear result

Date performed: 26/02/2003

Performed by: Dr. F. Findacure Include inactive providers

Result: Negative

Endocervical cells present

HPV changes present

Other information:



4. Select Pap smear from the **Reminder reason** and confirm the reminder date (it will default to 2 years). Click on **Save**.

| Reason | Default interval |
|------------------------|------------------|
| Immunisation | 1 month |
| Influenza Immunisation | 1 year |
| Mammogram | 2 years |
| Pap smear | 2 years |
| Pathology test | 6 months |
| Pneumovax Immunisation | 5 years |
| Prostate check | 1 year |
| Rotavirus Immunisation | 2 months |
| Semen analysis | 2 months |
| Skin check | 1 year |
| Tetanus Immunisation | 10 years |

5. Click on **Save** to save the smear result.

6. Fill in **This result is:** and **Action to be taken:** and then click on **Next>** to open the next record, or **Finish** to finish processing results.

Comment:

This result is:

- Normal
- Abnormal
- Stable
- Acceptable
- Unacceptable
- Being treated
- Under specialist care

Action to be taken:

- No action
- Reception to advise
- Nurse to advise
- Doctor to advise
- Send routine reminder
- Non-urgent appointment
- Urgent appointment

Store result in:

- Investigations
- Correspondence in

Add Smear

The Pap smear results should now be stored in Investigations in the patient's record and if a data extraction tool (such as the Canning or Pen CAT tools) is run on the Best Practice database it should be able to extract pap smear data.