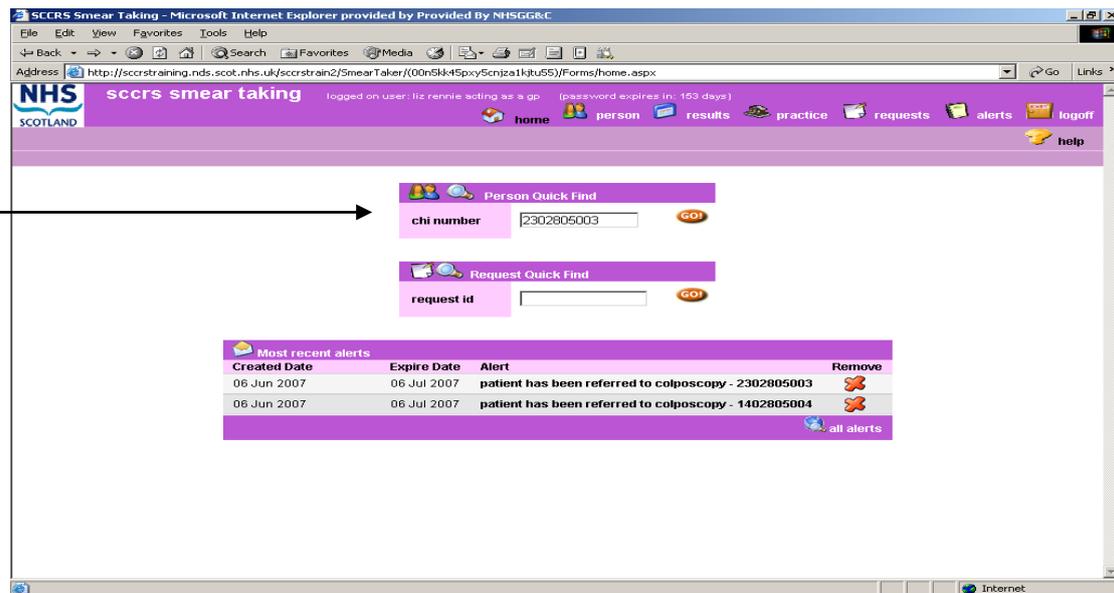


SCCRS Quick Guide

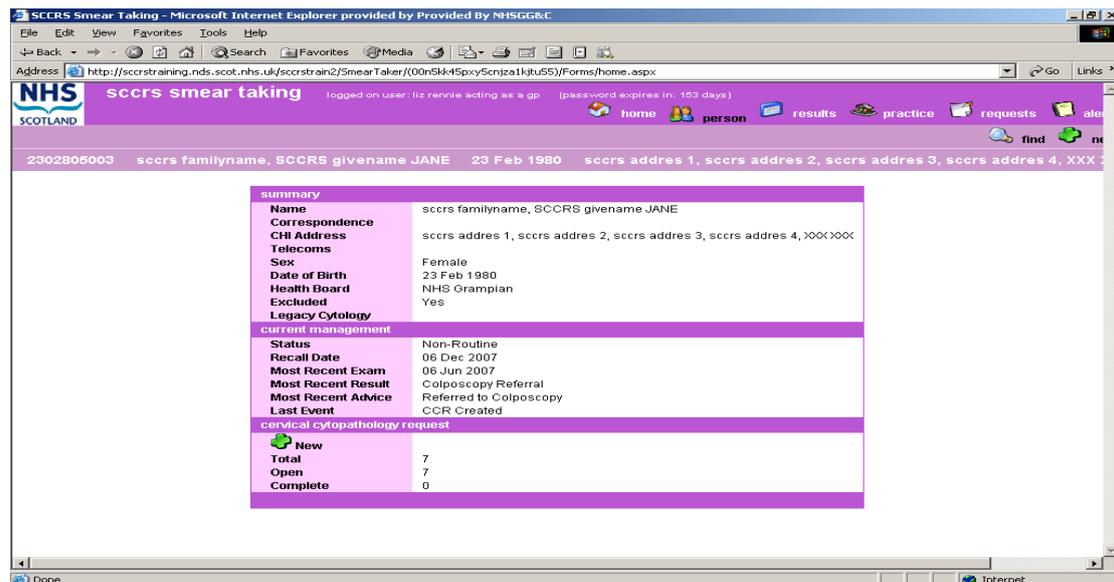
Browsing for Patients

- Log into SCCRS
- This will take you to the Homepage as detailed below
- Enter the patient's chi number into the "Person Quick Find" field as displayed below and click on "Go"

Enter Patient's chi number and click on Go



- This will bring you to the "Patient Summary Screen"



- From here you can view the patient's demographic details.

- Name, CHI Address and Correspondence address can all be updated from here but **Please Note** the Correspondence address is the only area specific to SCCRS – if a patient does not wish her letters to go to her CHI address insert a correspondence address here. The Patient’s name and CHI address can be updated from within GPASS and will synchronize to SCCRS overnight.
- A patient can also be **Excluded** from being called for a smear from this window for example if the patient is pregnant, terminally ill etc
- The status of a patient’s exclusion can be viewed from here i.e. Yes if they are excluded, No if they are not

Click here to Exclude a patient

summary

Name	sccrs familyname, SCCRS givename JANE
Correspondence	
CHI Address	sccrs address 1, sccrs address 2, sccrs address 3, sccrs address 4, XXXXXX
Telecoms	
Sex	Female
Date of Birth	23 Feb 1980
Health Board	NHS Grampian
Excluded	Yes
Legacy Cytology	

current management

Status	Non-Routine
Recall Date	06 Dec 2007
Most Recent Exam	06 Jun 2007
Most Recent Result	Colposcopy Referral
Most Recent Advice	Referred to Colposcopy
Last Event	CCR Created

cervical cytopathology request

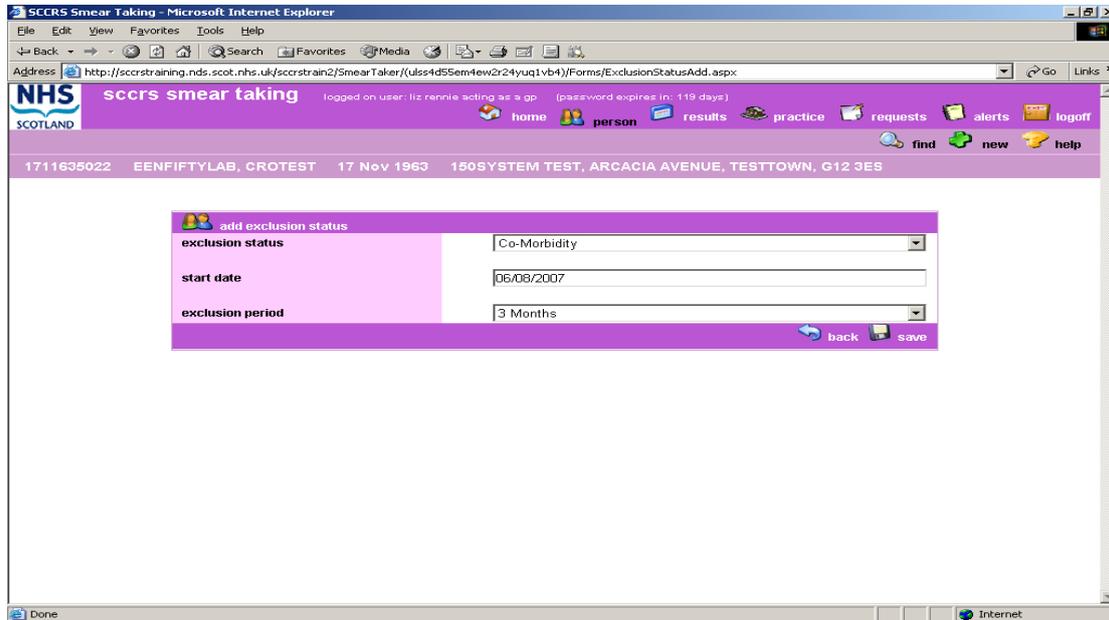
New	
Total	7
Open	7
Complete	0

- Click on the Excluded option to add a new exclusion or to view an existing exclusion

Click on Add

Description	Open Date	Close Date	Autoclose date	Closure method	Override
pregnant	17 Jul 2007		17 Oct 2007		
smear in progress	09 Jul 2007	09 Jul 2007	09 Oct 2007	CLOSED BY RESULT	
1					

- The above window displays a current exclusion of Pregnant, if the Close Date is blank the exclusion is still current.
- To add a new exclusion click on Add
- Select the Exclusion Status from the drop down list, the start date will take today's date and select the appropriate exclusion period and click on Save
- Click Back to return to the patient summary screen



- The middle section – **Current Management** informs the user of the patient's latest smear information, i.e. when next due for a smear, latest smear, latest advice.
- The last section – **Cervical Cytopathology Request** allows you to see the total number of smears done and do a new smear – see guide **“Creating a CCR”**

Alerts

- The 3rd area of the SCCRS homepage relates to Alerts.
- Alerts are information the practice needs to know about and may need to action these include: if a patient has been excluded, if a patient has a non routine result, if a patient has an infection, if a patient has died and if there is a Routine Call List (RCL)
- The Homepage displays the last 5 alerts but there may be more and these are held in the Alerts page. Access all the alerts by either clicking on the Alerts menu or on the All Alerts button

Created Date	Expire Date	Alert	Remove
06 Jun 2007	06 Jul 2007	patient has been referred to colposcopy - 2302805003	
06 Jun 2007	06 Jul 2007	patient has been referred to colposcopy - 1402805004	

- To view the details of the Alerts, click on the bold black text and this will open the patient summary or the results details

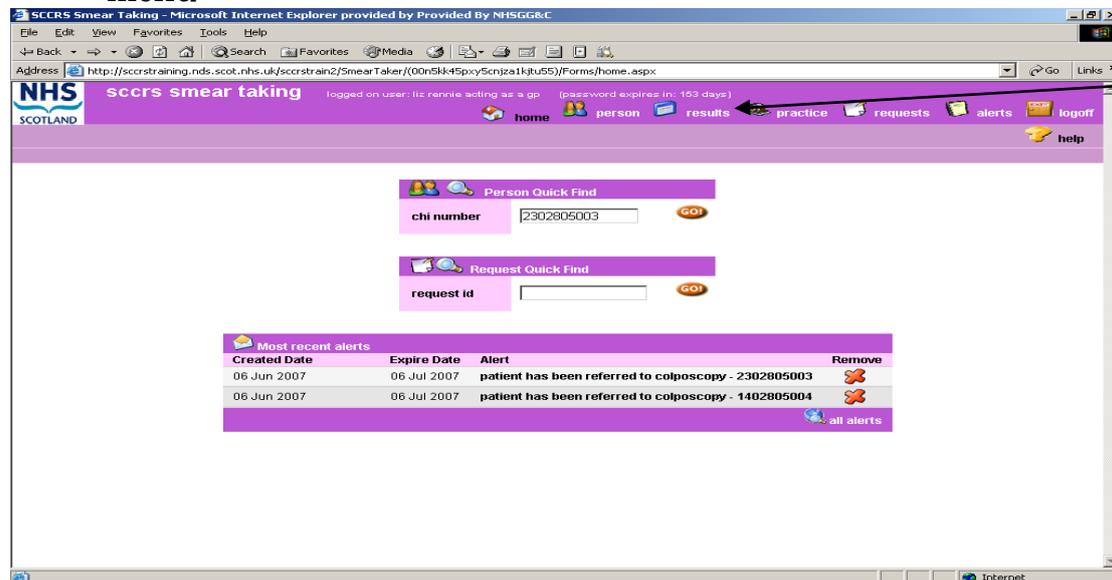
Please Note – It may be necessary to cross reference Alerts with the Recent Results list and also it may be necessary to print out Alerts to pass to the GP for action for example if the patient has an infection or had a hysterectomy

To Print – open alert as described above, click on the File Menu and choose Print.

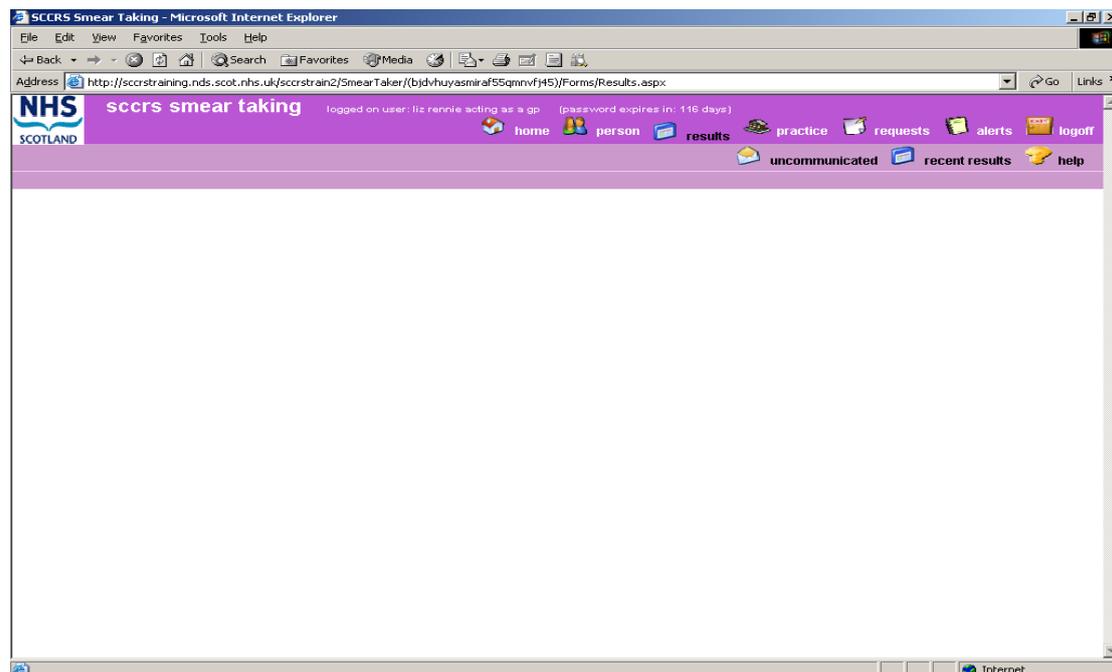
- Once you have dealt with an Alert, either by printing off for the GP, adding to GPASS or have taken note of the information for yourself (depends on what the alert is) click on the orange cross to remove the alert.

Results

- To access the practice's incoming results click on the Results menu



- You will be taken to the following screen



Uncommunicated

- Click on the Uncommunicated menu to view all non routine results
- **Note:** Patients who have a non routine result appear in this list initially. SCCRS waits 7 days before sending a non routine letter to give the practice time to contact the patient verbally to pre-empt the letter. If you contact the patient within the 7 day

period click on the communicate tick and the letter will be sent that night however if you choose not to contact the patient we would recommend to still click the communicate tick so the patient receives their result letter as soon as possible.

Recent Results

- Click on Recent Results to view all the smear results which have come into the practice in the last 90 days

Most Recent Results Within 90 Days

CHI No.	Request ID	Location	Exam Date	Date Read	Result Type	Recall Advice	Inf.	Authorisation I
4603996026	1001677154	SKENE MEDICAL GROUP	01 Jul 2007	09 Jul 2007	Moderate Dyskaryosis	Refer to Colposcopy	Yes	09 Jul 2007
4302675087	1001677047	SKENE MEDICAL GROUP	08 Jul 2007	08 Jul 2007	Severe Dyskaryosis	Refer to Colposcopy	No	08 Jul 2007
1112765441	1001639925	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
1211485463	1001639796	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
1211495469	1001639682	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
1111635528	1001639575	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
1111625441	1001639461	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
3110859823	1001639247	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
3110859807	1001639133	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007
3110859785	1001639026	SKENE MEDICAL GROUP	23 May 2007	23 May 2007	Severe Dyskaryosis	Refer to Colposcopy	No	23 May 2007

- The most recent results will sit at the top of the list
- Click on the Request ID

request 1001677154 Authorised

demographic location smear laboratory laboratory result

Surname: MIAOWCAT
Forename: JASMINE
DOB/CHI: 1503805026
Address: scrs address 1, scrs address 2, scrs address 3, scrs address 4, XXX XXX
Correspondence Address: 2 STEWART GROVE, HARTHILL, SHOTTS, LANARKSHIRE, ML7 5PZ

print label back

- Click on Print

Click on File and then Print

Cervical Cytopathology Request Form (Complete)

1001677154

1503805026

MIAOWCAT, JASMINE

sccrs addres 1, sccrs addres 2, sccrs addres 3, sccrs addres 4, XXX XXX
2 STEWART GROVE, HARTHILL, SHOTTS, LANARKSHIRE, ML7 5PZ

Smear Taker ID	2123
Sender Location No.	2147
Sender Address	HICENTRE, DISCOVERY DRIVE, ARNHALL BUSINESS PARK, WESTHILL, AB32 6FG
Practice Address	HICENTRE, DISCOVERY DRIVE, ARNHALL BUSINESS PARK, WESTHILL, AB32 6FG

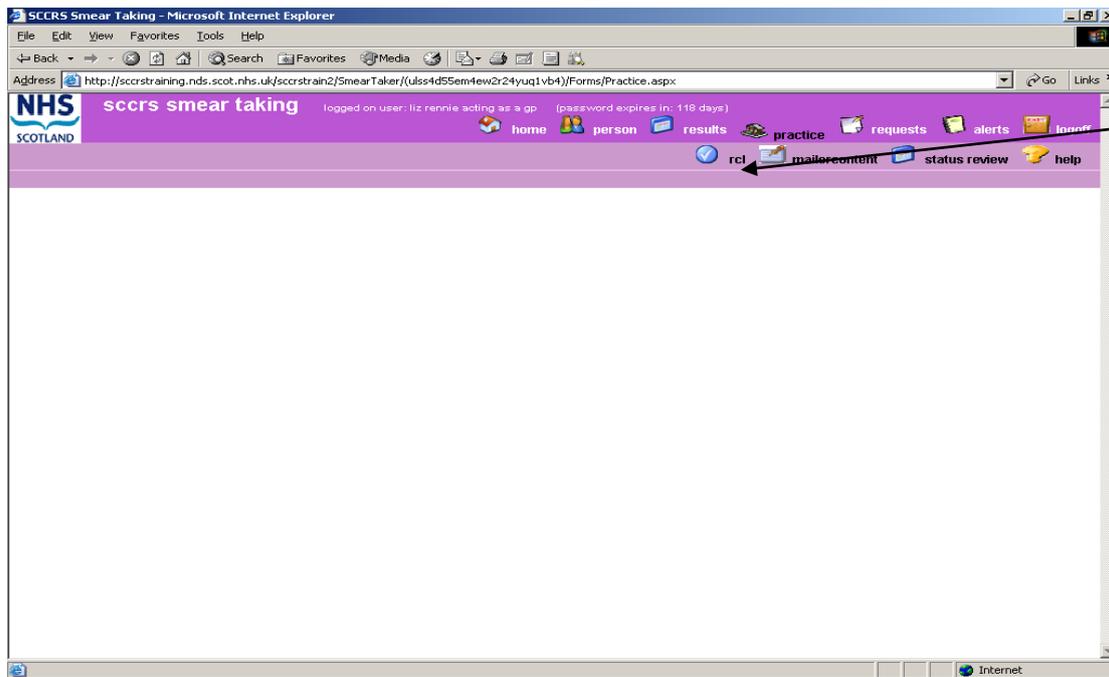
Type of Smear	Cervical
Appearance of Cervix	Normal
Current HRT	Not Given
I.U.C.D.	Not Given
Post Natal	Not Given
Currently Immunosuppressed	Not Given

Refer: **No Referral**

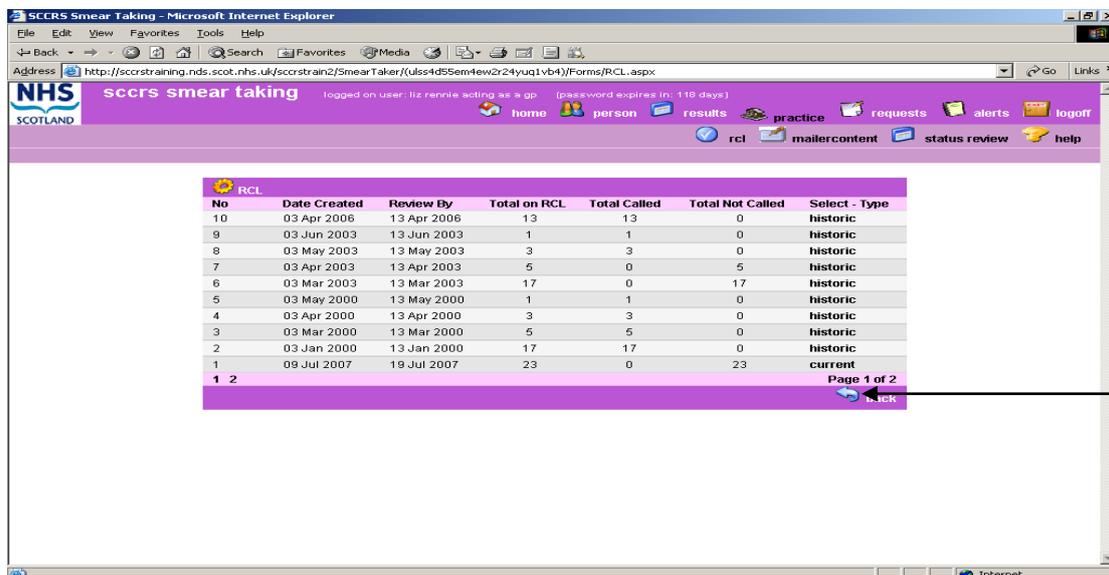
- Click on File and then Print
- Add the result to GPASS
- Sort the paper results into Non Routine and Routine
- Cross Reference the Non Routine Results with the Alerts Page, i.e. once you have printed a result and have added to gpass remove the alert
- Pass the Routine results to the girls for scanning and filing into Docman
- Pass the Non Routine results for scanning and filing but also for these to be workflowed to the GP to check and refer if appropriate
- It might be worth printing your recent results list on a daily basis so you always have a note of which was the latest result you received into the practice and also allows you to cross reference with your alerts list.

RCL – Recommended Call List

- The RCL is produced on the 3rd of every month. The list needs to be checked in case there are any patients who should be excluded from recall. You are allocated 2 weeks to check the list, if this is not done the patients will be called regardless.
- From the Home Page click on the Practice Menu
- Click on RCL



- All your RCLs will be displayed, previous lists are known as “Historic” and your currently monthly one will be called “Current”
- Click on Current to view your list of patients being called this month



- If a patient is not to be called click on Status

RCL Created On 09 Jul 2007
Please Review this RCL by 19 Jul 2007

No	Chi Number	Name ↑	Address	Call ↑↓	status
1	1711635022	EENFIFTYLAB, CROTEST	150SYSTEM TEST, ARCACIA AVENUE, TESTTOWN, G12 3ES	Did NOT Call	status
2	2209595002	LAMB, LARRY	273SYSTEM TEST, ARCACIA AVENUE, TESTTOWN, G12 3ES	Did NOT Call	status
3	2308605103	NMCBGRAMPAA, ANN	FARTHINGALE HOUSE, PENNY LANE, BANCHORY, AB10 1UP	Did NOT Call	status
4	2308615060	NMCBGRAMPAB, CLAIRE	PINCH HOUSE, 2 LEAN LANE, ABERDEEN, AB16 5UU	Did NOT Call	status
5	2308625104	NMCBGRAMPAC, NOREEN	GORGIE HOUSE, GORGIE ROAD, ABERDEEN, AB15 9EP	Did NOT Call	status
6	2308645121	NMCBGRAMPAD, LENA	TREE HOUSE, LARCH GROVE, ABERDEEN, AB10 1UP	Did NOT Call	status
7	2308645148	NMCBGRAMPAE, JULIA	CHINA HOUSE, CEYLON STREET, ABERDEEN, AB24 3NG	Did NOT Call	status
8	2308655186	NMCBGRAMPAF, KAREN	SEEK HOUSE, HOPE STREET, ABERDEEN, AB21 9DG	Did NOT Call	status
9	1709475005	ONEFIFTYSEVENLAB, CROTEST	157SYSTEM TEST, ARCACIA AVENUE, TESTTOWN, G12 3ES	Did NOT Call	status
10	1711475009	ONEFORTYTWO LAB, CROTEST	142SYSTEM TEST, ARCACIA AVENUE, TESTTOWN, G12 3ES	Did NOT Call	status

Page 1 of 3
back

Click on Status

- Click on Add

1711635022 EENFIFTYLAB, CROTEST 17 Nov 1963 150SYSTEM TEST, ARCACIA AVENUE, TESTTOWN, G12 3ES

Description	Open Date	Close Date	Autoclose date	Closure method	Override
pregnant	17 Jul 2007		17 Oct 2007		
smear in progress	09 Jul 2007	09 Jul 2007	09 Oct 2007	CLOSED BY RESULT	
1					

add back

Click on Add

- Select the Exclusion Status from the drop down list, the start date will take today's date and select the appropriate exclusion period and click on Save
- Click Back to return to the RCL window

