



# Cervical Screening

## A guide to updating Prior Notification Lists on Open Exeter



# Prior Notification Lists (PNL)

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Prior Notification Lists (PNL) identify women who are due to be invited for cervical screening.

**They are an essential part of the call/recall programme and should be completed by GP practices each week to ensure that women are invited for screening at the appropriate time.**

The lists can be viewed on Open Exeter 10 weeks before a woman's next test due date. This allows GP practices four weeks to check their lists and submit a response. An email advising practices that the PNL is available for completion is sent to the nominated practice email address\*.

**\*Please note:** It is recommended that a generic email address is used, rather than a named individual's email, to avoid notifications not being seen if that person is absent or leaves the practice. To check the email address details held on Open Exeter, visit the Organisation Maintenance Screen found on the main menu Application drop down list.



Open Exeter

[choose organisation](#) | [log-out](#) | [help](#)

You are currently logged in with organisation code XXX

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Application:

Organisation Maintenance ▼

Data Source:

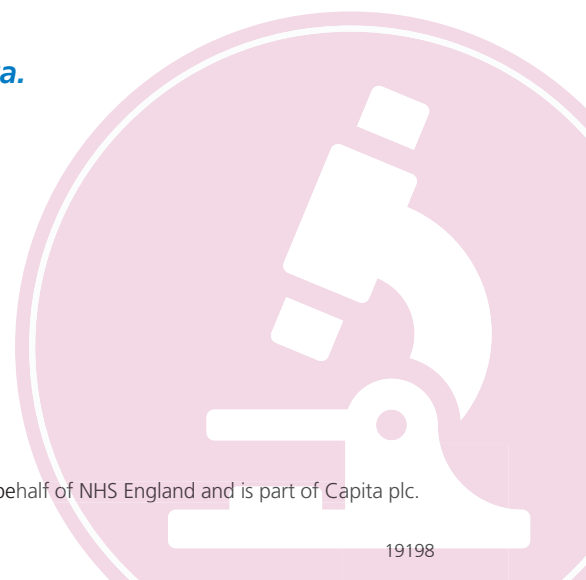
Lancashire and South Cumbria (LA) ▼

Continue

Save Quick Log-in Settings

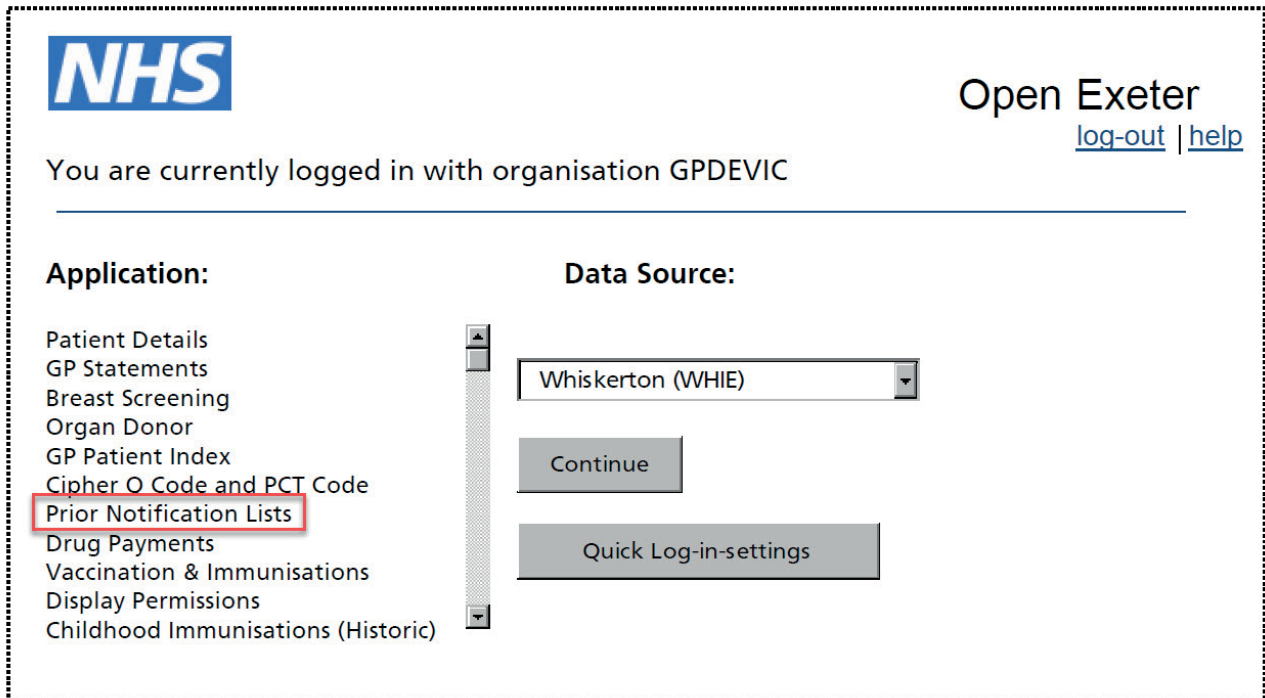
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*All screen shots in this guide contain dummy patient data.*



# Accessing the PNL Screen

To access the Prior Notification List, click on the Main Menu, select Prior Notification Lists from the Application drop down menu and click continue.



The screenshot shows the NHS Open Exeter interface. At the top left is the NHS logo. At the top right, it says 'Open Exeter' with links for 'log-out' and 'help'. Below this, it states 'You are currently logged in with organisation GPDEVIC'. The main area is divided into two sections: 'Application:' and 'Data Source:'. Under 'Application:', there is a list of options: Patient Details, GP Statements, Breast Screening, Organ Donor, GP Patient Index, Cipher O Code and PCT Code, Prior Notification Lists (highlighted with a red box), Drug Payments, Vaccination & Immunisations, Display Permissions, and Childhood Immunisations (Historic). Under 'Data Source:', there is a dropdown menu showing 'Whiskerton (WHIE)', a 'Continue' button, and a 'Quick Log-in-settings' button.



# Understanding the PNL screen

The following women on the list for your organisation are shortly to be invited for a cervical smear test. Please submit a return for **every** woman by ticking the "Submit" checkbox, including additional data for any woman to be ceased or delayed.

The cut-off date for notifying the HA of any woman to be delayed or ceased is **30.07.2010**. After that time any woman not ceased or delayed will be invited in the usual way.

The following women are of recall type **Repeat Advised**

NHS No	Title	Surname	Forenames	DoB	Next Test due	Local GP code
Submit			Reason for Cease/Delay	Delay until	Comments (max 59 chars)	
<a href="#">186 617 4177</a>	MISS	GLOBE	DONNA	01.03.1977	01.03.2003	000001
<input type="checkbox"/>						
<a href="#">333 344 0164</a>	MRS.	KABALE	CHRIS	06.02.1944	06.02.2003	000001
<input type="checkbox"/>						
<a href="#">333 344 0555</a>	MS	JANE	DONNA	24.03.1938	24.03.2003	000001
<input type="checkbox"/>						
				23.08.1944	23.08.2003	000001

The **PNL** screen displays a list of women due to be invited for screening. The date by which the response needs to be submitted is shown in red. If a PNL is not actioned in time the default is to send an invitation letter to the woman, so it is important the lists are accurately updated.

The lists are grouped according to the recall type (also shown in red), which are:

Recall Type	Definition
<b>Called</b>	Women who are being invited for the first time where no screening record is present.
<b>Routine</b>	Women whose last test was reported as negative with routine recall. Depending on the woman's age, the next test date will either be 3 or 5 years.
<b>Repeat Advised</b>	Women whose last test recommended an early repeat.
<b>Suspended</b>	Women whose last test was either taken at Colposcopy or the recommendation was that the woman was to be referred to Colposcopy. The next test due date shown for these women is a system default in accordance with National Screening Guidelines i.e. 12 months for abnormal results and not more than 15 months for negative results. The names are included in the list when their next test due date is reached. You need to confirm whether these women should be invited for screening or whether they are still under the care of Colposcopy. <b>In view of this it is recommended that the names in this section of the PNL are checked by a GP or Nurse.</b>
<b>Inadequate</b>	The last test was reported as inadequate and a repeat test is recommended.

# Navigating around the PNL screen

1 NHS No	2 Submit	3 Title	Surname	Forenames	7 DoB	4 Next Test due	5 Local GP code	8
		Reason for Cease/Delay		6	7 Delay until	Comments (max 59 chars)		
<a href="#">186 617 4177</a>	<input type="checkbox"/>	MISS	GLOBE	DONNA	01.03.1977	01.03.2003	000001	
<a href="#">333 344 0164</a>	<input type="checkbox"/>	MRS.	KABALE	CHRIS	06.02.1944	06.02.2003	000001	
<a href="#">333 344 0555</a>	<input type="checkbox"/>	MS.	JANE	DONNA	24.03.1938	24.03.2003	000001	
<a href="#">333 344 1632</a>	<input type="checkbox"/>	MISS	WEALSKI	CHRISSE	23.08.1944	23.08.2003	000001	
<a href="#">333 344 2418</a>	<input type="checkbox"/>	MS.	QUAIFE	PHYLLIS S	27.08.1962	27.08.2003	000001	
<a href="#">333 344 2450</a>	<input type="checkbox"/>	MS.	SINGH	MARY ANNETTE	20.10.1950	20.10.2003	000001	
<a href="#">333 344 2620</a>	<input type="checkbox"/>	MS.	HARRIS	KAY IRIS	01.08.1983	01.08.2003	000001	
<a href="#">333 344 2744</a>	<input type="checkbox"/>	MS.	MORRIS	JULIE WENDY	02.12.1971	02.12.2003	000001	
<a href="#">333 344 3066</a>	<input type="checkbox"/>	MS.	WHITE	SUSAN FIONA	02.10.1947	02.10.2003	000001	
<a href="#">333 344 3163</a>	<input type="checkbox"/>	MS.	SMYTHE	ALISON SHARON	28.08.1941	28.08.2003	000001	

Reset 9 Submit>Returns 10 Page On

1. The **NHS Number** acts as a hyperlink, allowing you to view a woman's screening history available on NHAIS.
2. **Submit column** – used to indicate which record you want to submit. Click in the small white box to select the record, a tick will appear in the selected box. To de-select a record click on the box again to remove the tick.
3. **Title, Surname, Forename & DOB** – these are patient details which are sourced from the GP Registration details held on NHAIS.
4. **Next Test Due** – the date when the patient is next due to be screened.
5. **Local GP Code** – the GP code where the patient is registered.
6. **Reason for Cease/Delay** – a drop down menu of valid reasons for Ceasing or Delaying a woman from cervical screening. Valid reasons are: Recent test, current pregnancy, patient wishes to defer, under treatment relevant to screening, discharge from colposcopy
7. **Delay Until** – a drop down menu to select the period a woman's screening should be delayed until.
8. **Comments** – this is a free text field where additional information can be included. A maximum of 59 characters including spaces is available.
9. **Reset** – This can be used to correct any errors. Please be aware it will reset all the fields on the PNL since 'Submit' was last pressed. It is not possible to reset records that have already been submitted. If an error is made on a record that has already been submitted, you should contact the Call/Recall Administration service who can amend the record.
10. **Submit Returns** – It is not necessary to complete all the records at the same time. Any number of records can be completed and submitted, simply select the records ready for submission by using the tick boxes and then **Submit Returns**.
11. **Page On** – the number of women on the list may appear on multiple pages so please 'Page On' to see the complete list.

***It is important to note that ceasing a woman from recall will permanently remove her from the call/recall programme. Even if she moves to another practice her Ceased status will remain.***

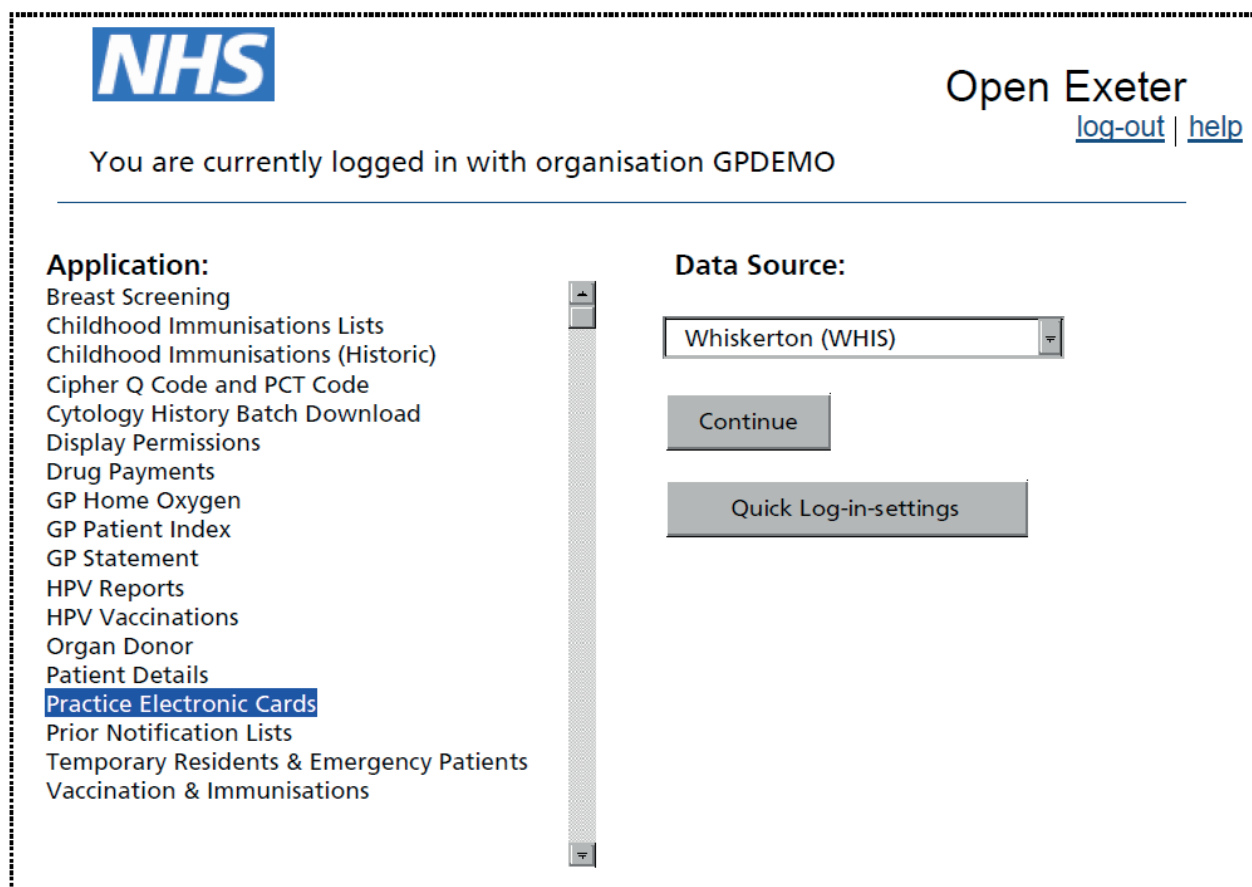
# Non Responder Guide

## Notification of Non Responder

Non Responder notifications are sent to practices if there is no record of a woman attending for a test after having been sent invitation and reminder letters.

## How to access the Non Responder notifications

1. The Non Responder notifications are listed in the Electronic Cards application of the Open Exeter system, together with other screening notifications.
2. Click on the main menu and select **Practice Electronic Cards** from the **Application** drop down list.



3. Click **Continue** and the following screen will be displayed (NB. If you have no notifications to process, a screen will be displayed advising you that there are no outstanding notifications for your organisation).

Generate CSV

Reset

Refresh

## Electronic Card Summary

Card Produced*	NHS Number	Surname	Title	Forenames	DOB	GP Code	Notification Type	Recall Type
						All	All	All
26/03/2009	<a href="#">333 344 0830</a>	BABBAGE	Miss	Jill	28/04/49	000006	Re-registered Ceased	Ceased- (8)
27/03/2009	<a href="#">333 344 2329</a>	JESSOP	Ms	Pauline	08/09/63	000006	Re-registered Ceased	Ceased –(9)
30/04/2009	<a href="#">2160</a>	PEACEMAKER	Mrs	Sally	12/04/71	000006	Final Non- Responder	Called
23/09/2009	<a href="#">333 344 2809</a>	BROWN	Ms	Alison Denise	14/04/50	000001	Abnormal Follow-up	Early Repeat
30/09/2009	<a href="#">333 344 3066</a>	WHITE	Ms	Susan Fiona	28/02/67	000001	Re-registered Ceased	Ceased – (7)
30/09/2009	<a href="#">333 344 6715</a>	MCLEAN	Ms	Susan Yvonne	20/07/45	000006	Abnormal Follow-up	Inadequate
09/12/2009	<a href="#">333 344 2671</a>	FOOT	Ms	Alison M	25/08/54	000001	Recently Ceased	Ceased – (6)

The electronic card summary screen is used to notify the practice of all women who have not responded to invitation and reminder letters (non responders).

The list is generated weekly and you will receive an email when it is available to view/action.

NB. To only view the non responder notifications, select 'non responder' from the drop down list under the heading 'Notification type'.

Generate CSV

Reset

Refresh

### Electronic Card Summary

NHS Number	Surname	Title	Forenames	DOB	GP Code	Notification Type	Recall Type
<a href="#">333 334 2450</a>	SINGH	Ms	Mary Annette	27/01/79	000001	Final Non-Responder	Called
<a href="#">333 334 6537</a>	BISHOP	Ms	Debbie D	18/02/76	000006	Final Non-Responder	Called
<a href="#">333 334 6650</a>	MORRIS	Ms	Lynne V	02/12/69	000006	Final Non-Responder	Called
<a href="#">333 344 6693</a>	UNGER	Ms	Urusla R	16/11/74	000006	Final Non-Responder	Called
<a href="#">333 334 6766</a>	POOLE	Ms	Ursula Hazel	28/07/50	000006	Final Non-Responder	Called
<a href="#">?156</a>	DEANE	Ms	Mollie	02/03/74	000001	Final Non-Responder	Called
<a href="#">?159</a>	DELTARD	Mrs	Samantha	12/12/67	000006	Final Non-Responder	Early Repeat
<a href="#">?160</a>	PEACEMAKER	Mrs	Sally	12/04/71	000006	Final Non-Responder	Called

The list will refresh and only the names of those women who are being notified as non responders will be displayed.

(NB. You can return to the full list at any time by clicking the 'Reset' button).

Click on the NHS number to access each woman's details, which will appear as below:

Open Exeter

Logged in as: GPDEMO – GP PRACTICE DEMO
[Back](#) [OE Menu](#) [Help](#) [Log-out](#)

Print Record    Reset

### Notification Details

<b>?160 Mrs. Sally PEACEMAKER</b>		DOB 12/04/1971 (age 39)	
124, Granville Close, St James, Exeter		GP 000006 Edward Robertson Grey	
Notification Type	Non-Responder	Type	Final
Recall Date	12/04/2004	Recall Type	Called
Invitation Date		Notification Date	
No of Tests	0 <a href="#">show history</a>	FNR Count	0    Positive/Doubtful    N
PCO Action Required?	<input type="radio"/> No <input type="radio"/> Yes	Submit Record	
Required Action	<div style="border: 1px solid black; padding: 5px;"> <p>– Please Select –</p> <p>– Please Select –</p> <p><i>Defer Recall</i></p> <p>Recent Test</p> <p>Current Pregnancy</p> <p>Under treatment relevant to screening</p> <p><i>Cease from Recall</i></p> <p>No cervix</p> <p>Patient's informed request for no further smear test</p> </div>		
Delay Until			
Additional Details			



- If you wish to notify that recall for this patient should be postponed or ceased, click the **Yes** option next to the **PCO Action Required** field.
- Three additional fields will be displayed.
  - The first is a drop down list of reasons to defer or cease the woman from recall. The reasons are the same as those used for PNLs and require a **Delay Until** date to be entered.
  - The **Delay Until** field is read only (you cannot type in it) but clicking on either the text field or the calendar icon beside it will make the pop-up calendar appear.

The screenshot shows the NHS system interface for managing a patient's notification details. The patient is Mrs. Sally PEACEMAKER, DOB 12/04/1971 (age 39), living at 124, Granville Close, St James, Exeter. The notification type is Non-Responder, with a recall date of 12/04/2004. The PCO Action Required? field is set to Yes (DEFER). The Required Action is 'Under treatment relevant to Screening'. A 'Delay Until' field is present with a calendar icon. A 'Submit Record' button is visible. The NHS logo and user information (GPDEMO) are at the top.

- Select the date you wish the woman to be recalled.
- As with PNLs, you can only defer recall by a maximum of 18 months.
- Any additional details can be filled in the final text field (max. 60 characters)
- Once all the information has been entered, click **Submit Record** and the name will be removed from the list of non responders on your screen.
- If no action is required for this patient, select **No** on the **PCO Action Required?** field and click on **Submit Record**. This will set the record to requiring no action and remove it from your list, returning you to the Electronic Card summary screen.
- Once you have actioned the non responder notifications, you should click on the **Reset** button to ensure your screen shows the full list of all notification types.

