

## Guidance Note 5a

### Identifying Target Population for Cervical Screening using Complete GP

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In the ideal Practice all diagnosis are coded and required searches locate patients on that basis.

Below is a screen shot of selecting the Search from the main Menu to identify women who have never had a cervical smear.

1. Click on 'Actions' from the main menu
2. You will be presented with a list of options click on 'Search'
3. Click on 'List' from the Search options
4. Click on 'No Cervical Cytology'

The user will then be presented with a standard 'Save As' dialog where they can Store the results as a (Comma Separated Value) CSV file,

This file can be edited in Excel or Notepad. This will list the Patients ID, Name, Address and PPSN for future reference

