

## Identifying Target Population for Cervical Screening using Helix Practice Manager

- 1. Helix Practice Manager (HPM) already contains a pre-defined search for women who are eligible for a smear and have not already had one, in some version however the target age of the women does not conform to the Cervical Check target population of age 25 to 60.
- 2. It is important to check to see what criteria your version of the software uses before you begin using this report. To do this click on the "Reports" button at the top of the screen.
- 3. Then click on the icon labelled "Patient" this should bring up a screen something similar to the one shown below.

Patient Accounts Drug Diagnosis Attendance Vacc	ine AdHoc Custom Ad- Reports Hoc Reports	
Patient Reporting	Description	Ture
Name	Description	туре
Hemales who have never had a smear	Report will indicate any Females over the age of 15 who have not had a s	User defined
HINT Astrina vaccine Report	Please read associated documentation before using this report. This report	User defined
HINI BMI 40+ Vaccine Report	Please read associated documentation before using this report. This report	User defined
HINI Chronic Cardio Vaccine Report	Please read associated documentation before using this report. This report	User defined
HINT Diabetes vaccine Report	Please read associated documentation before using this report. This report	User defined
HINT Immunosuppressant vaccine Report	Please read associated documentation before using this report. This report	User defined
	Please read associated documentation before using this report. This report	User defined
HINI Neurological vaccine Report	Please read associated documentation before using this report. This report	User defined
HINI Renal Vaccine Report	Please read associated documentation before using this report. This report	User defined
HINI Respiratory vaccine Report	Please read associated documentation before using this report. This report	User defined
Ischaemic heart disease	Report of patients with ischaemic heart disease who have not had an ECG	User defined
No GMS number	Report on patients that do not have GMS number (that are of patient type	User defined
No patient type defined	Report on patients that do not have a patient type.	User defined
No phone number	Report on patients that do not have a phone number.	User defined
No PPS number	Report on patients that do not have a PPS number.	User defined
Patient who have a heartwatch ID	Report will indicate any patient who is registered to the heartwatch scheme	User defined
Patient with any abnormal test in the last month	Report will indicate any patient who has had an abnormal test in any exam	User defined
Patients awaiting results	Report will indicate any patient that has an exam that has a status of awaiti	User defined
Patients who are not part of a family	Report will indicate any patient who is not part of a family which is assigne	User defined
Patients who had not influenza vaccine	Report of all patients over 65 who have not had influenza vaccine in the la	User defined
Datients whose GMS number is about to expire           New         Edit         Run         V	I Report will show any GMS numbers iew Audit Log	Close

- 4. The first predefined search is for "females who have never had a smear". You can see from the description of this search, it includes females from the age of 15. In order to change the parameters of this search click on the "Edit" button at the bottom left hand side of the screen.
- 5. Clicking on the "edit" button brings up the screen shown below. We simply now want to change the ages of the women included in the search and leave the rest of the search parameters unchanged.

## Guidance Note 5d



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Patient Reporting		×
Age Between:	25 🗘 and: 60	
Gender:	Female	
Patient Type:	[AII]	
Clinician:	[AII]	
	Report on inactive           Show Advanced	
Field:		
From:		
Where:	and patient.patientid NOT IN (SELECT [PatientId] FROM [tbl_PatientClinicalExam] WHERE clinicalexamid ='{9AF3D940-CF50-4ADA-9796-FAB622EA9806}')	
Order By:		
Run	▼ Save Save	

- 6. Change the "ages between" to 25 and 60 as shown and now click "save" at the bottom right of this dialogue box.
- 7. The system will now ask you if you wish to overwrite the original search report or save it as a new one as shown below

🔁 Save Report		x
	<ul> <li>Overwrite existing report</li> <li>Create new report</li> </ul>	
Name:	Females who have never had a smear	
Description:	Report will indicate any Females over the age of 15 who have not had a smear	
	Ok Cancel	



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8. It is best to save this as a new report and give it a new name and description as shown below

🚭 Save Report		×
	O Overwrite existing report 	
Name:	Females due smear under NCCP criteria	
Description:	Report will indicate any Females over the age of 25 and 60 who have not had a smear	
	📀 Ok 🔞 Cancel	

9. The report will now appear in your list of standard disease reports as shown. To run the report simply click the "Run" button at the bottom left of the screen.

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👩 👫 * 🕼 * 🖓 * 🔛 🖬 👘 👘	Helix Practice Manager : Kilmacud Medical Centre: Dr. Brian Meade		_ = X
Waiting Room Appointments	Patient Reports Tasks [10 unread exam results] Administration Help		
Patient Accounts Drug Diagnosis	Attendance Vaccine AdHoc CustomAd-		
B	Reports Hoc Reports		
	oporta		
Patient Reporting			
Name	Description	Туре	A
Expired GMS	Report will indicate Patients with expired GMS cards, I.E. the end date has passed	User defined	sks
Females due smear under NCCP	Report will indicate any Females over the age of 25 and 60 who have not had a smear	User defined	
Females who currently pregnant	Report will indicate a list of currently pregnant female patients. I.E. patients with a mate	User defined	
Females who have never had a s	Report will indicate any Females over the age of 15 who have not had a smear	User defined	
H1N1 Asthma Vaccine Report	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 BMI 40+ Vaccine Report	Please read associated documentation before using this report. This report will only pe	User defined	
H1N1 Chronic Cardio Vaccine Re	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 Diabetes Vaccine Report	Please read associated documentation before using this report. This report will only ret	User defined	=
H1N1 Immunosuppressant Vacci	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 Liver Vaccine Report	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 Neurological Vaccine Repo	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 Renal Vaccine Report	Please read associated documentation before using this report. This report will only ret	User defined	
H1N1 Respiratory Vaccine Repo	Please read associated documentation before using this report. This report will only ret	User defined	
Ischaemic heart disease	Report of patients with ischaemic heart disease who have not had an ECG in the last y	User defined	
No GMS number	Report on patients that do not have GMS number (that are of patient type GMS).	User defined	
No patient type defined	Report on patients that do not have a patient type.	User defined	
No phone number	Report on patients that do not have a phone number.	User defined	
No PPS number	Report on patients that do not have a PPS number.	User defined	
Patient who have a heartwatch ID	Report will indicate any patient who is registered to the heartwatch scheme	User defined	
Patient with any abnormal test in t	Report will indicate any patient who has had an abnormal test in any exam in the last m	User defined	
Datiente awaiting reculte	Report will indicate any nationt that has an exam that has a status of awaiting	I lear defined	<b>_</b>
New Edit Run	n View Audit Log	🙁 Close	
🏄 Start 🚺 Helix Practice Manag 🦉 h	pm -new report title.bm	IN « 🗞 🕡 📧 😏 🢽	20:40

10. The report generated will show a list of women in the target group together with their dates of birth and contact details.