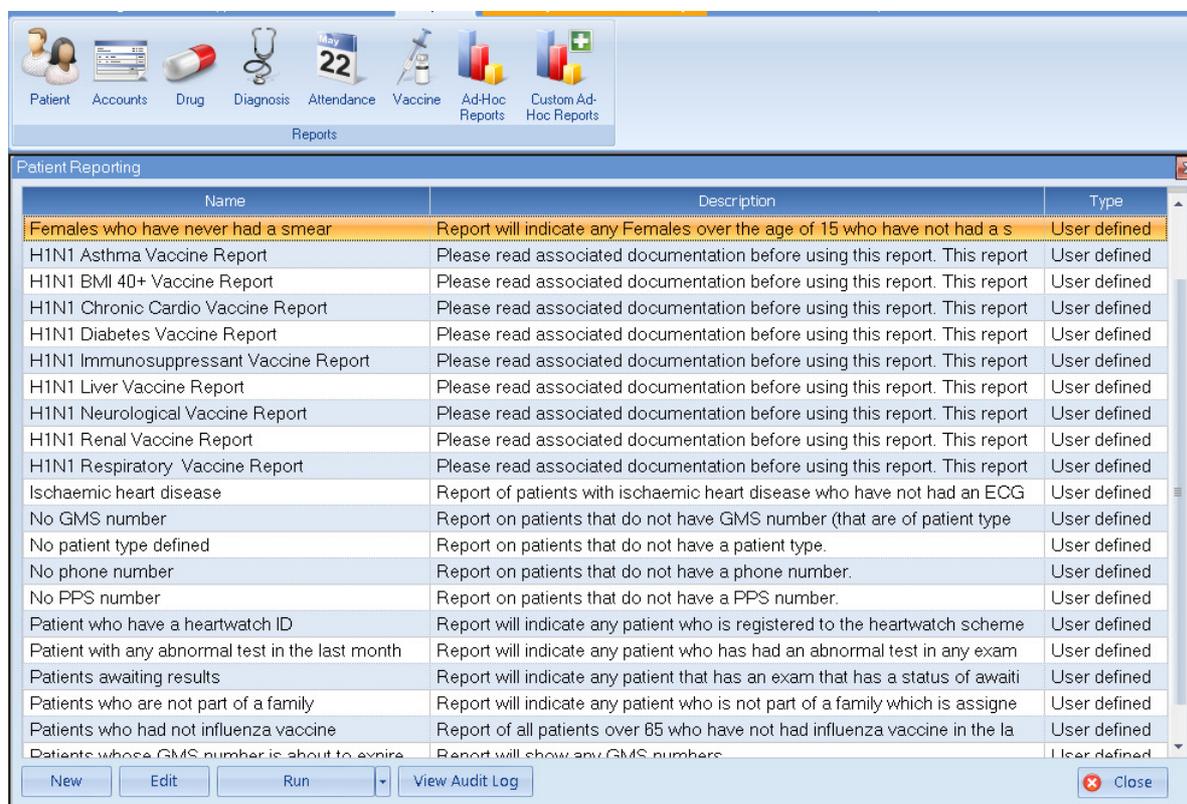


Identifying Target Population for Cervical Screening using Helix Practice Manager

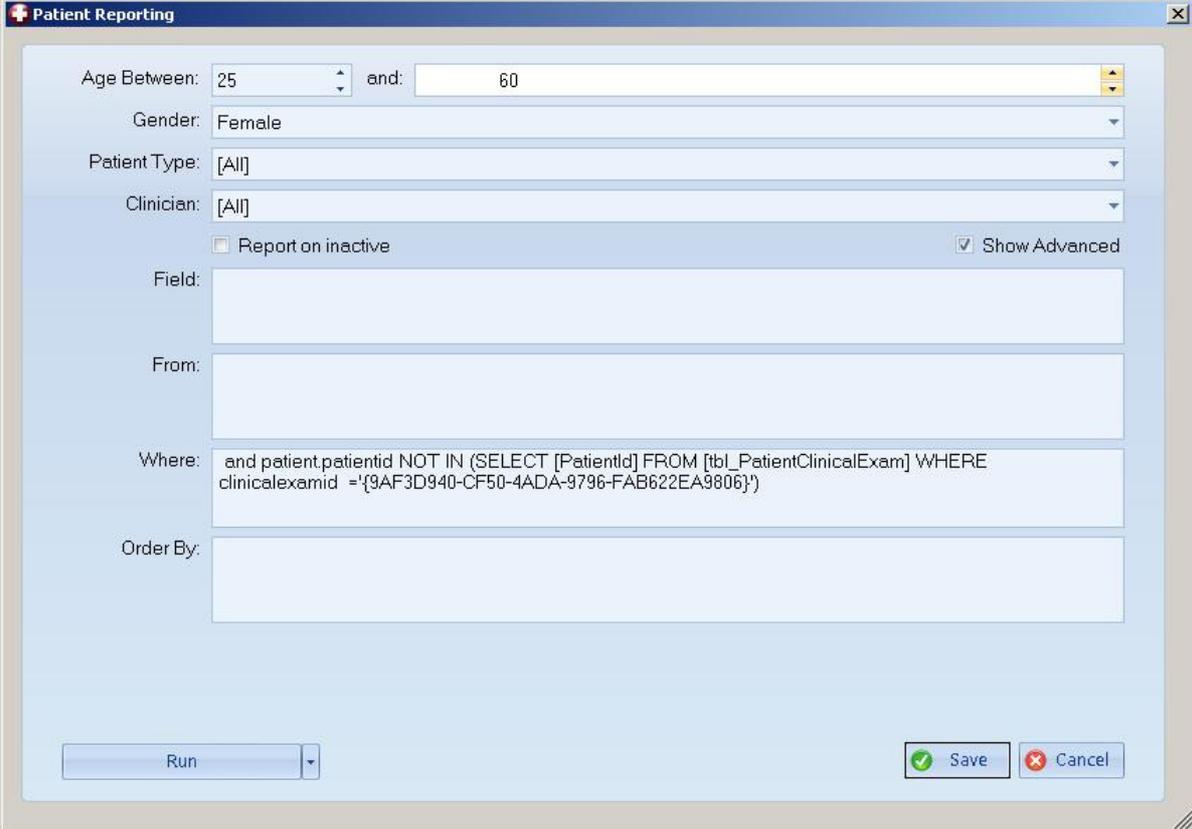
1. Helix Practice Manager (HPM) already contains a pre-defined search for women who are eligible for a smear and have not already had one, in some version however the target age of the women does not conform to the Cervical Check target population of age 25 to 60.
2. It is important to check to see what 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.



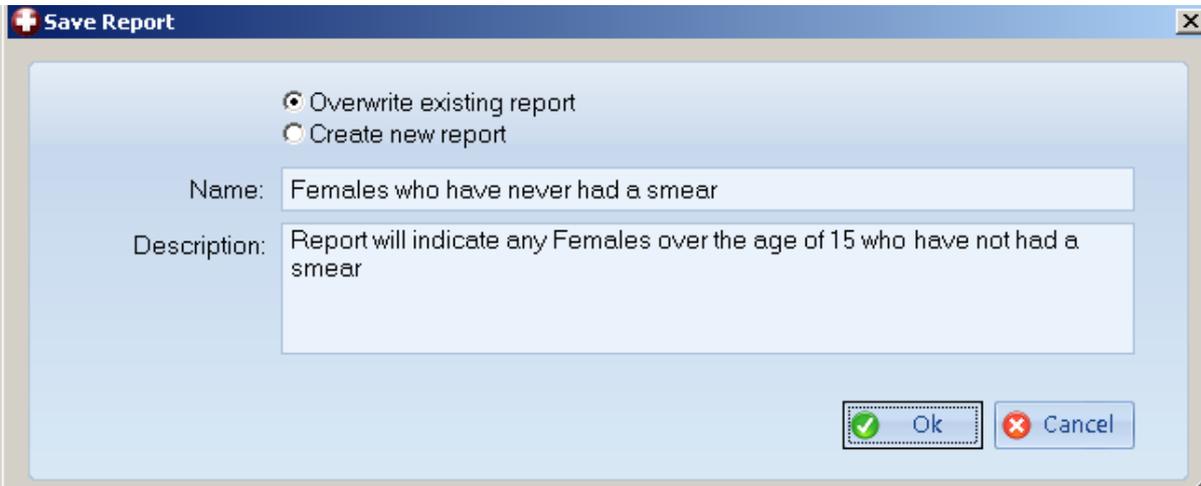
4. The first predefined search is for “females who have never had a smear”. You can see from the description of this search, it includes females from the age of 15. In order to change the parameters of this search click on the “Edit” button at the bottom left hand side of the screen.
5. Clicking on the “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

Identifying Target Population for Cervical Screening using Helix Practice Manager

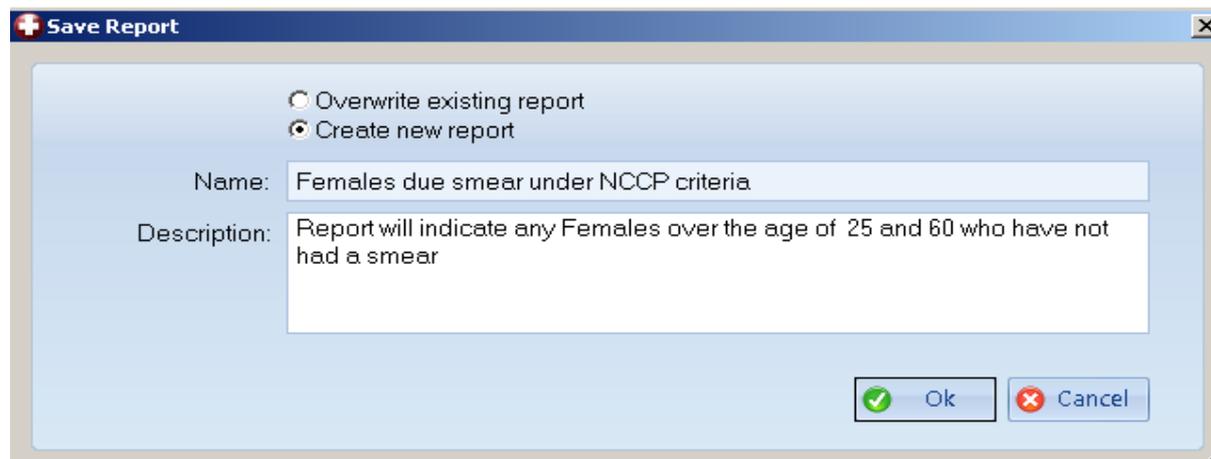


6. Change the “ages between” to 25 and 60 as shown and now click “save” at the bottom right of this dialogue box.
7. The system will now ask you if you wish to overwrite the original search report or save it as a new one as shown below

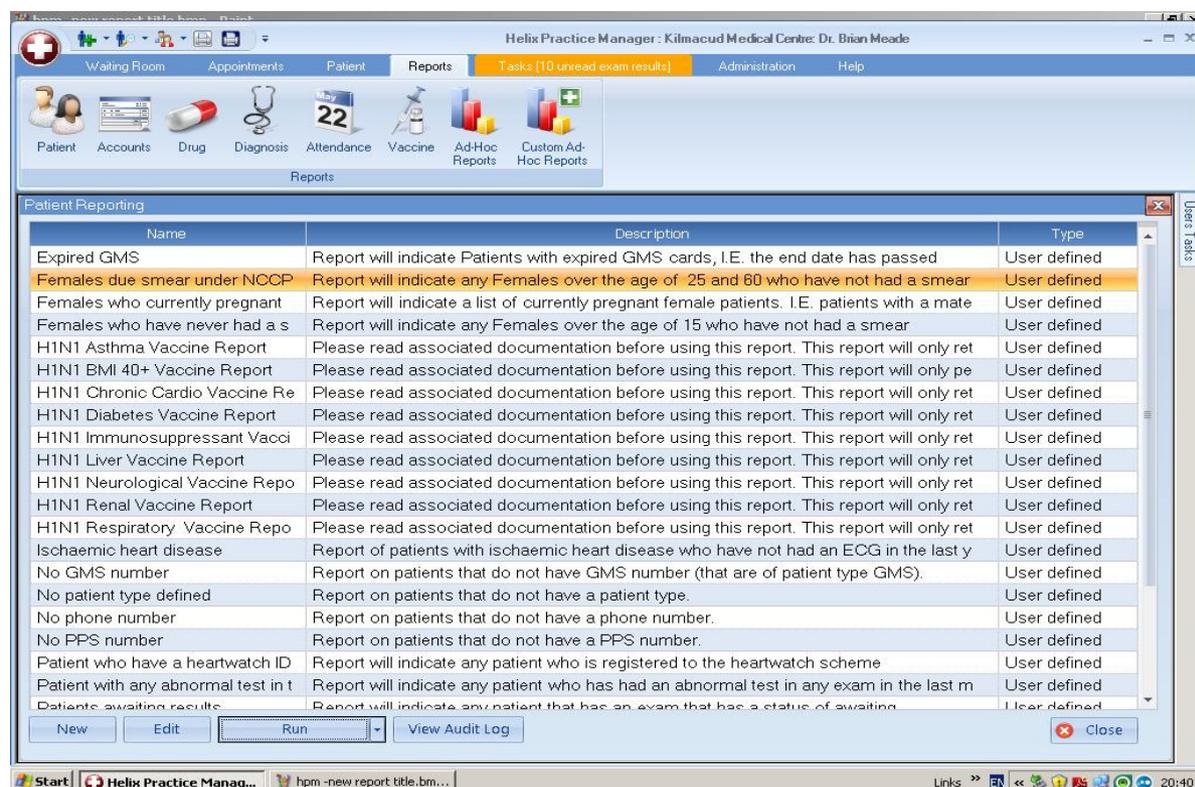


Identifying Target Population for Cervical Screening using Helix Practice Manager

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



- 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.



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