

Guidance Note 8

Completion of the Cervical Screening Form

A complete and accurate cervical screening form is essential for the screening test to be processed at the laboratory and for correct matching of the woman on the Cervical Screening Register (CSR) database to ensure that she is managed appropriately.

Points to remember

- It is best practice to always check a woman's eligibility on Cervicalcheck website and obtain her CSP ID before commencing with a screening test www.hse.ie/cervicalcheck.
 - Always ensure you are using the latest revision of the cervical screening form to prevent delays and rejection of the sample.
 - Please complete the fields on the form accurately and fully using capital letters, and ensuring numbers and letters are legible. Incomplete or inaccurate data may result in the screening sample and form being returned to your practice for completion or test sample being destroyed.
 - Please ensure that all Doctor/Nurse details are accurately documented on the form and that **only the MCRN** number of the Clinically Responsible Doctor (i.e. the CervicalCheck contract holder) is accurately documented.
 - If you are using a computerised system, please ensure that all the relevant fields are populated accurately and are complete.
 - The woman's demographic details- name, address, DOB, on the cervical screening form should be completed in the presence of the woman at the time of the test for accuracy.
Note: The information on the form will be inputted by the laboratory and will replace any details already on the CSR.
 - The woman must sign her consent for the test to be processed by the laboratory. If the woman cannot sign the form, you should ask her to consent either verbally or by making a mark on the form in your presence. You should note this on the form.
 - If the woman cannot remember her PPSN or CSPID, you may ring the Information line 1800 45 45 55 for same if the woman consents for you to do so.
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Potential risks associated with incomplete, inaccurate and illegible screening forms include

- Mismatch of women which can significantly affect their care.
 - CervicalCheck correspondence being sent to the wrong woman.
 - Delay or non-communication of results to the doctor and to the woman.
 - Anxiety for the woman if the programme office has to make contact by phone to confirm her details.
 - Possible delay in processing payment for screening tests.
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