

# Identify patients eligible for a Self-Collected Cervical Screening Test

**Rational:** Self-collected Cervical Screening Tests were introduced in January 2018 as a pathway for under screened women in Victoria through the National Cervical Screening Program.

Self-collected Cervical Screening Tests are only available to women who:

- are aged 30 and over; and
- are either overdue for a Cervical Screening Test by two years or longer, or have never been screened; and
- have declined a Cervical Screening Test from a health professional.

A self-collected Cervical Screening Test is not suitable for pregnant patients, patients experiencing bleeding, pain, discharge and who have had a total hysterectomy with past history of high-grade squamous intraepithelial lesion (HSIL).

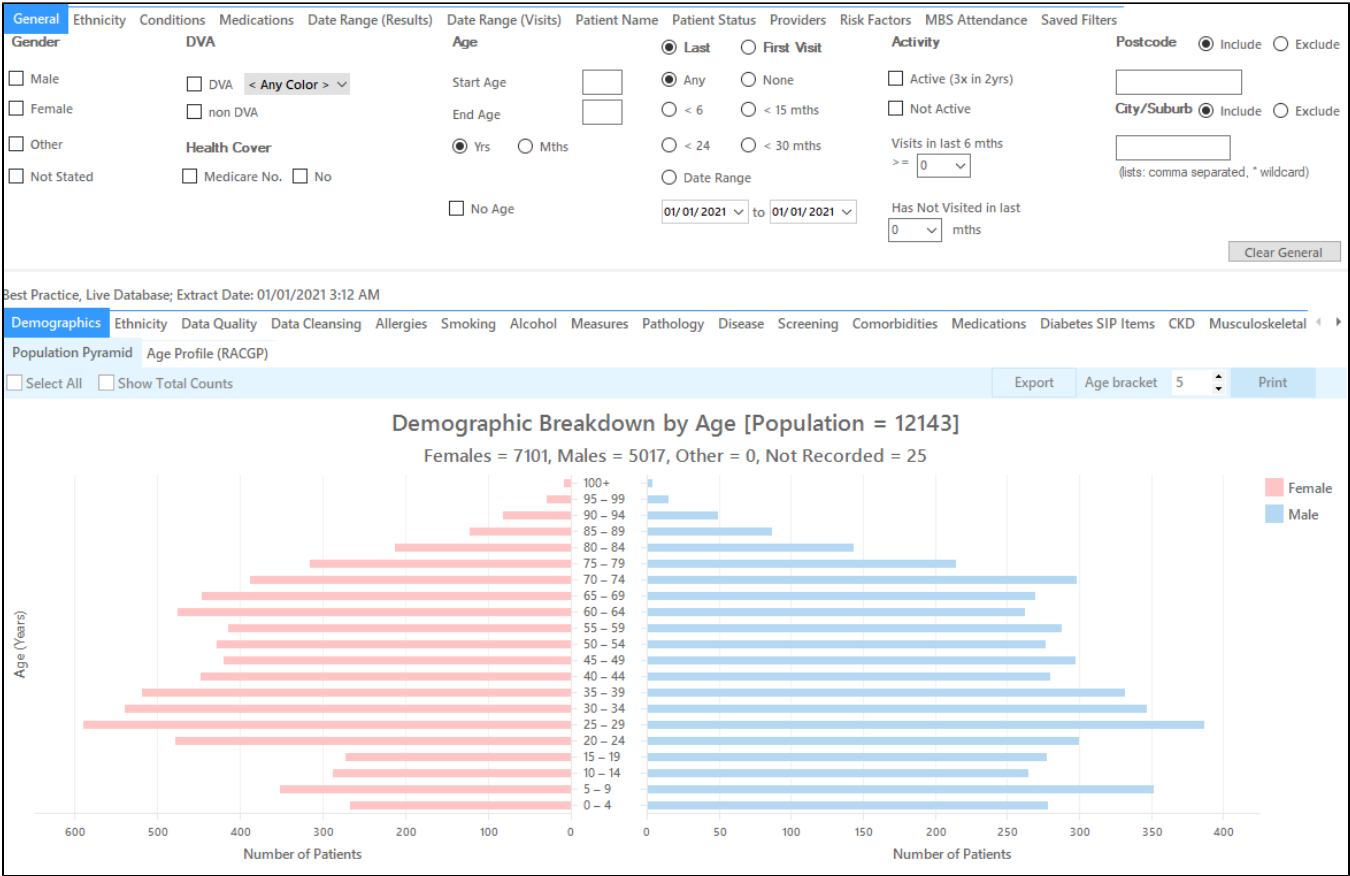
**Target:** Meet the criteria for under screened or never screened

Criteria for never screened:  
Women aged 30 to 74 years who have no Pap smear or Cervical Screening Test result.

Criteria for under screened:  
Women aged 30 to 74 years who are two or more years overdue for screening (i.e. last Pap smear was taken four or more years ago or last Cervical Screening Test was taken seven or more years ago).

Population Extract Loaded and Extract Pane "Hidden"

Optional: filter Pane open and under the 'General' tab 'Active Patients' (3x <2 years) selected (this step can be omitted if you want to search for all patients).



**Filter Steps:**

You don't have to filter for gender, as the report will do that for you

On the "General" tab enter the start age of 30 and end age of 74:

**General** Ethnicity Conditions Medications Date Range (Results) Date Range (Visits) Patient Name Patient Status Providers Risk Factors MBS Attendance Saved Filters

**Gender**  
☐ Male  
☐ Female  
☐ Other  
☐ Not Stated

**DVA**  
☐ DVA < Any Color >  
☐ non DVA

**Health Cover**  
☐ Medicare No. ☐ No

**Age**  
 Start Age   
 End Age   
☒ Yrs ☐ Mths  
☐ No Age

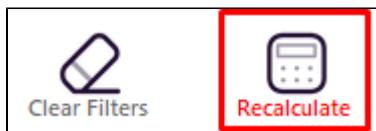
**Providers**  
☒ Last  
☐ First Visit  
☒ Any  
☐ < 6 mths ☐ < 15 mths  
☐ < 24 ☐ < 30 mths  
☐ Date Range  
 01/01/2021 to 01/01/2021

**Activity**  
☐ Active (3x in 2yrs)  
☐ Not Active  
 Visits in last 6 mths  
 >=   
 Has Not Visited in last  
 0 mths

**Postcode** ☒ Include ☐ Exclude  
  
**City/Suburb** ☒ Include ☐ Exclude  
  
 (lists: comma separated, \* wildcard)

[Clear General](#)

Click 'Recalculate' and 'Hide Filters'



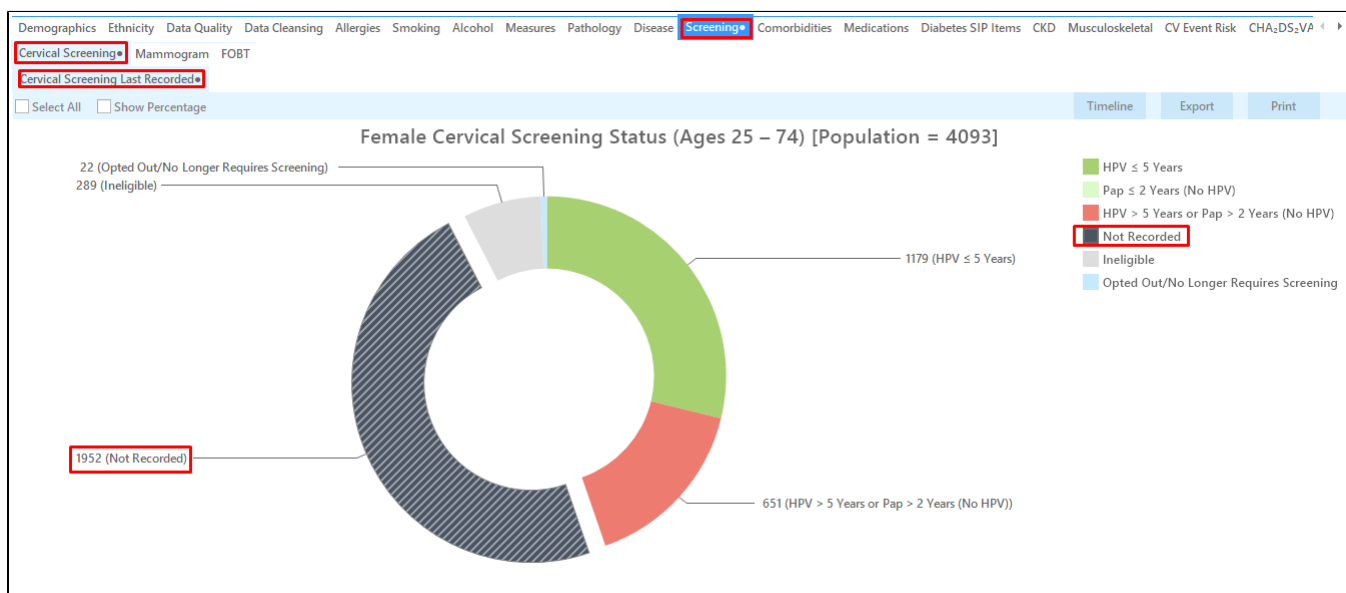
**Criteria for never screened:** Identify women aged 30 to 74 years who have no Pap smear or Cervical Screening Test result.

Report Steps

Select 'Screening' tab

Select 'Cervical Screening' tab

Click on the "Not Recorded" part of the graph (please show as outlined in bold on the following pie chart)



Click on the not recorded quadrant of the pie chart. Click on 'Export' or to see the list of patients selected

**Patient Reidentification**

1 of 123

**Reidentify Report [Patient Count = 1952]**  
Filtering By: Age ≥ 30 and ≤ 74, Selected: Cervical Screening (Not Recorded)

| ID   | Surname | First Name   | Known As     | Sex | D.O.B (Age)     | Address    | City        | Postcode | Phone (H/W)                    | Phone (M)  | Medicare         | Cervical Screening | Cervical Screening Date |
|------|---------|--------------|--------------|-----|-----------------|------------|-------------|----------|--------------------------------|------------|------------------|--------------------|-------------------------|
| 8284 | Surname | Firstname_3  | Firstname_3  | F   | 01/01/1976 (45) | 12 John St | Suburb Town | 2352     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 2152 | Surname | Firstname_6  | Firstname_6  | F   | 01/01/1955 (66) | 12 John St | Suburb Town | 4703     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 9126 | Surname | Firstname_26 | Firstname_26 | F   | 01/01/1971 (50) | 12 John St | Suburb Town | 3433     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 1009 | Surname | Firstname_27 | Firstname_27 | F   | 01/01/1973 (48) | 12 John St | Suburb Town | 3804     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 5906 | Surname | Firstname_30 | Firstname_30 | F   | 01/01/1989 (32) | 12 John St | Suburb Town | 3408     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 9197 | Surname | Firstname_34 | Firstname_34 | F   | 01/01/1976 (45) | 12 John St | Suburb Town | 2751     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 9845 | Surname | Firstname_38 | Firstname_38 | F   | 01/01/1980 (41) | 12 John St | Suburb Town | 5246     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |
| 2982 | Surname | Firstname_45 | Firstname_45 | F   | 01/01/1969 (52) | 12 John St | Suburb Town | 4130     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | Not Recorded       |                         |

Refine Selection Add/Withdraw Patient Consent GoShare Plus SMS Recall Voicemail Recall Topbar Prompt

#### Criteria for under screened:

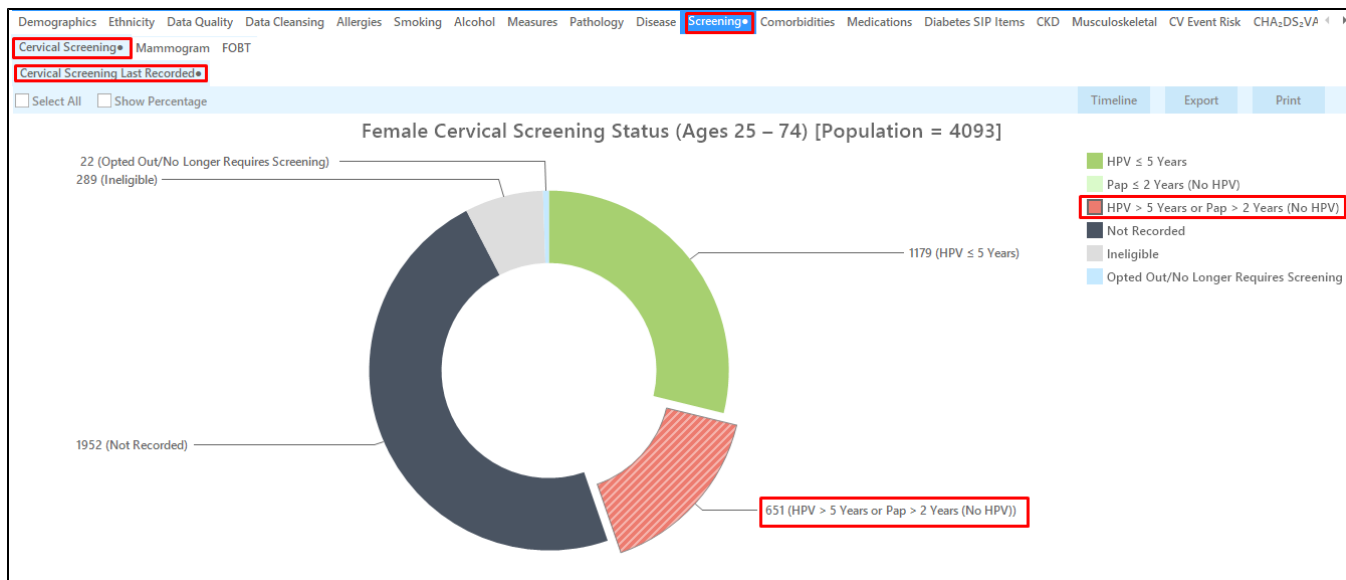
Identify women aged 30 to 74 years who are two or more years overdue for screening (i.e. last Pap smear was taken four or more years ago or last Cervical Screening Test was taken seven or more years ago).

#### Report Steps

Select 'Screening' tab

Select 'Cervical Screening'

Click on the "HPV > 5 Years or Pap > 2 Years (No HPV)" part of the graph



Click on 'Export' to see the list of patients selected


**Patient Reidentification**

Reidentify Report [Patient Count = 651]  
Filtering By: Age ≥ 30 and ≤ 74, Selected: Cervical Screening (HPV > 5 Years or Pap > 2 Years (No HPV))

| ID    | Surname | First Name   | Known As     | Sex | D.O.B (Age)     | Address    | City        | Postcode | Phone (H/W)                    | Phone (M)  | Medicare         | Cervical Screening | Cervical Screening Date |
|-------|---------|--------------|--------------|-----|-----------------|------------|-------------|----------|--------------------------------|------------|------------------|--------------------|-------------------------|
| 1498  | Surname | Firstname_46 | Firstname_46 | F   | 01/01/1965 (56) | 12 John St | Suburb Town | 4183     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 29/03/2017              |
| 4807  | Surname | Firstname_52 | Firstname_52 | F   | 01/01/1984 (37) | 12 John St | Suburb Town | 4430     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 05/09/2012              |
| 2728  | Surname | Firstname_11 | Firstname_11 | F   | 01/01/1947 (74) | 12 John St | Suburb Town | 2759     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 09/07/2015              |
| 6307  | Surname | Firstname_12 | Firstname_12 | F   | 01/01/1972 (49) | 12 John St | Suburb Town | 4055     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 28/04/2017              |
| 8031  | Surname | Firstname_14 | Firstname_14 | F   | 01/01/1983 (38) | 12 John St | Suburb Town | 5523     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 26/04/2017              |
| 169   | Surname | Firstname_20 | Firstname_20 | F   | 01/01/1960 (61) | 12 John St | Suburb Town | 5953     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 16/11/2012              |
| 5496  | Surname | Firstname_20 | Firstname_20 | F   | 01/01/1984 (37) | 12 John St | Suburb Town | 2981     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 28/01/2015              |
| 10670 | Surname | Firstname_22 | Firstname_22 | F   | 01/01/1965 (56) | 12 John St | Suburb Town | 5472     | H:07 50505050<br>W:07 50509999 | 1234999999 | 12341234123<br>4 | PAP                | 16/10/2009              |

Refine Selection Add/Withdraw Patient Consent Go Share Plus SMS Recall Voicemail Recall Topbar Prompt

### To Export Patient List to Microsoft Excel:

Click on the "Export Icon"  at the top of the Patient Reidentification window.  
Click on "Excel"  
Choose a file name and a location to save to (eg. Create a folder C:/ClinicalAudit/CAT Patient FollowUp)  
Click "Save"  
The steps above will produce a list of patients with contact details in MS Excel which can then be used to:  
Go back through the individual patient records in the GP Clinical Desktop System (CDS) and update known records  
Phone patients to update their record and get their permission to call the National Cancer Screening Register (NCSR)  
Produce a mail merge to recall patients for follow up

### Create a prompt to display in Topbar

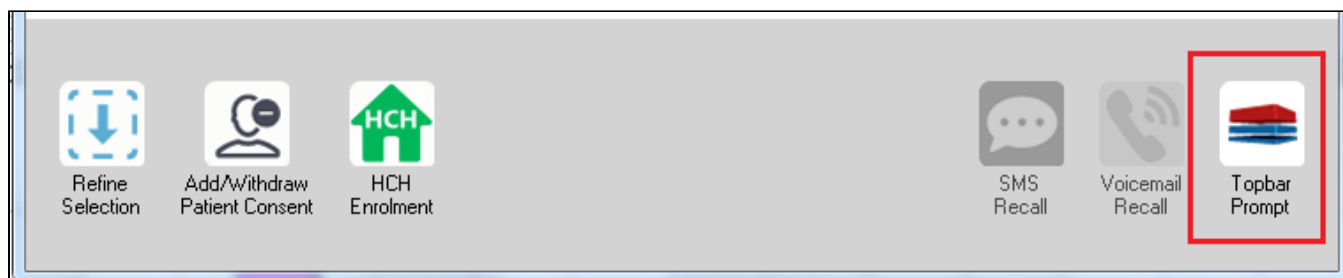
- Remember you need to be in the CAT4 Daily View to be able to create prompts. Other pre-requisites are:
- Topbar is installed
  - CAT4 is linked to Topbar via Edit/Preferences/Topbar - check here for details: [Linking CAT to Topbar](#)

To start click on the 'Daily View' icon on the top of your CAT4 screen:



Once you have applied the filter(s) and displayed the patients of interest as described above, you can create a prompt that will be shown to all clinicians using Topbar if a patient meeting the prompt criteria is opened in their clinical system. The full guide is available at [CAT PLUS PROMPTS](#) and a short guide on how to create prompts in CAT4 can be found at [Creating a Prompt in CAT4](#)

To start you have to use the drop-down menu at the bottom of the patient details report and select "Prompt at Consult - Topbar" then click on "Go" to give the new prompt a name.



The name you enter is the prompt text displayed in Topbar, so choose a simple but clear name that tells the clinician seeing the prompt what should be done.

**Patient Reidentification**

1 of 3

**Reidentify Report [patient count = 103]**  
 Filtering By: Conditions (Diabetes - Yes), Last Results <= 12 mths, Selected: H

| ID   | Surname | First Name    | Known As      | Sex | D.O.B      | Address |
|------|---------|---------------|---------------|-----|------------|---------|
| 2623 | Surname | Firstname_58  | Firstname_58  | M   | 01/02/1979 | 12 Jog  |
| 3891 | Surname | Firstname_59  | Firstname_59  | M   | 01/02/1970 | 12 Jog  |
| 6993 | Surname | Firstname_264 | Firstname_264 | F   | 01/02/1974 | 12 Joh  |

**Topbar Prompt**

**Name:**

**Filters:**  
 category (Diabetes): Yes  
 Last Results <= 12 mths

**Charts:**  
 HBA1c Status in % : No HBA1c Recorded

**OK** **Cancel**

Refine Selection Add/Withdraw Patient Consent HCH Enrolment SMS Recall Voicemail Recall Topbar Prompt

## Optional: Use Recall CAT SMS and voice messages for patient recall

Full details are here: [Recall CAT](#)

After you have applied one or more filters and/or cross tabulations and have selected the group of patients of interest, you will see the choices for SMS Recall and other options at the bottom of the patient re-identification report. This can be applied to all of our [CAT Recipes](#) or any custom search you want to perform.

CAT Starting Point:

The Patient Reidentification window displays your list of filtered patients

| Patient Reidentification   |         |               |               |     |                 |              |             |          |                             |            |               |     |                    |
|--|---------|---------------|---------------|-----|-----------------|--------------|-------------|----------|-----------------------------|------------|---------------|-----|--------------------|
| <div> <div>1 of 13</div> <div>Find</div> </div>  |         |               |               |     |                 |              |             |          |                             |            |               |     |                    |
| Reidentify Report [patient count = 100]  |         |               |               |     |                 |              |             |          |                             |            |               |     |                    |
| Filtering By: Active Patient, Conditions (Diabetes - Yes), Last Results <= 12 mths, Selected: HbA1c % (mmol/mol) (Not recorded , Not recorded) |         |               |               |     |                 |              |             |          |                             |            |               |     |                    |
| ID   | Surname | First Name    | Known As      | Sex | D.O.B (Age)     | Address      | City        | Postcode | Phone (H/W)                 | Phone (M)  | Medicare      | IHI | HbA1c % (mmol/mol) |
| 6906   | Surname | Firstname_259 | Firstname_259 | M   | 01/06/1969 (51) | 12 Jogger St | Suburb Town | 5242     | H:07 50505050 W:07 50509999 | 1234999999 | 12341234123 4 |     | Last on 31/05/2019 |
| 11275  | Surname | Firstname_299 | Firstname_299 | F   | 01/06/1961 (59) | 12 John St   | Suburb Town | 4117     | H:07 50505050 W:07 50509999 | 1234999999 | 12341234123 4 |     | Last on 28/05/2019 |
| 4232   | Surname | Firstname_400 | Firstname_400 | F   | 01/06/1928 (92) | 12 John St   | Suburb Town | 5621     | H:07 50505050 W:07 50509999 | 1234999999 | 12341234123 4 |     | Last on 06/07/2017 |
| 11578  | Surname | Firstname_444 | Firstname_444 | F   | 01/06/1946 (74) | 12 John St   | Suburb Town | 5667     | H:07 50505050 W:07 50509999 | 1234999999 | 12341234123 4 |     | Last on 13/12/2018 |
| 10999  | Surname | Firstname_491 | Firstname_491 | F   | 01/06/1965      | 12 John St   | Suburb Town | 2817     | H:07                        | 1234999999 | 12341234123   |     | Not recorded       |

Refine Selection

Add/Withdraw Patient Consent

GoShare Plus

SMS Recall

Voicemail Recall

Topbar Prompt

Customising Steps

You can refine the selection manually by clicking the 'Refine Selection' button.

Refine Selection

Add/Withdraw Patient Consent

GoShare Plus

SMS Recall


Voicemail Recall

Topbar Prompt

If you click on "SMS Recall", the "SMS Recall" window will be displayed with the name of your clinic. Enter a message that relates to the purpose of the notification. There are a number of options under the inclusion criteria:

- Patients who have opted out of receiving SMS from your clinic are removed by default
- Linking your online booking system to the SMS recall
- Include the opt-out message in the SMS for patient to "STOP" receiving SMS notifications sent through CAT4

Clicking on "Send" will send the message to all patients with a valid mobile phone number in their record. A confirmation message will prompt you with the number of messages to be sent and the required credits. Click yes to send the SMS recall.



## SMS Recall

**SMS Text:**

From Pen CS Pty Ltd: test message

Click here to book appointment <http://www.pencs.com.au/support/>

To opt-out reply STOP

Characters Remaining: 39

**Inclusion Criteria:**

Filtering By: None

Selected: Disease (Diabetes Type II)

Send

Cancel

☐ Remove patients who have opted out to receive SMS from your clinical

Credits Required: 1

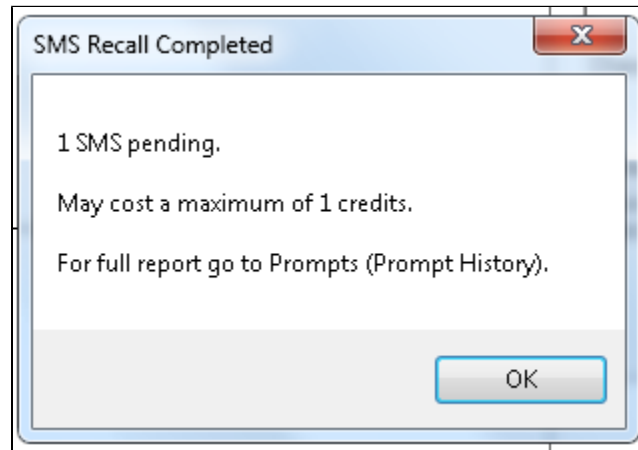
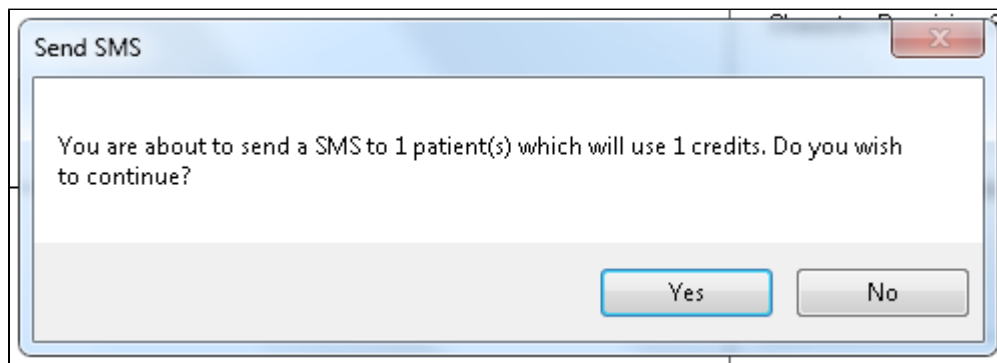
☒ Include Online Appointment Book Link

Credits Available: 2547

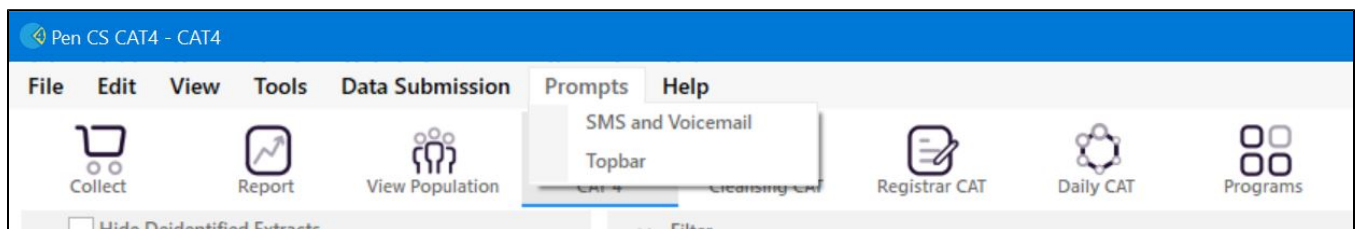
☒ Include opt-out message at the end of the SMS message

Auto Top-Up Enabled

After sending a SMS or Voice Message you will see a message like this one (for SMS)



For full details on the prompt history, click on 'Prompts' and select 'SMS and Voicemail'



Recall CAT - Message History: <http://help.pencs.com.au/display/CG/Recall+CAT+-+Message+History>