

## MedicalDirector – Cervical Screening Result (Pap test) Recorded >= 2 years

## This search will extract all active female patients aged 18-69 years that have a cervical screening (Pap test) recorded over 2 years ago in MedicalDirector.

**Note:** Pap test data must be entered in MedicalDirector as follows: The test result must appear in the Pap Test tab (ie this must be manually added from either the Holding File or the Pap Test screen).

## To run the query:

From the Main screen in Medical Director: (with no patient record open):

1. Select Search, then Pap Test Results



- 2. Select 'Last Smear > 2 years ago' radio button.
- Use the drop down box to select dates for 'Born Between'. This will allow you to capture all women aged between 18 and 69 years.
- Note: To edit the year, click on the year in the date field and type over it.
- 4. Select 'Search'
- To print the list of patients that match the query, Select the 'Print' button at the bottom of the screen.





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- 6. To Save the results to a file, select the **Save** button at the bottom of the screen.
- 7. When prompted, give the file a name.
- 8. Choose the relevant file type.
- 9. Press 'Save' button.
- To merge the results with an existing template in MedicalDirector, select the 'Mail Merge' button and follow the prompts.

