

# MedicalDirector – Cervical Screening Result (Pap test) Recorded $\geq$ 2 years

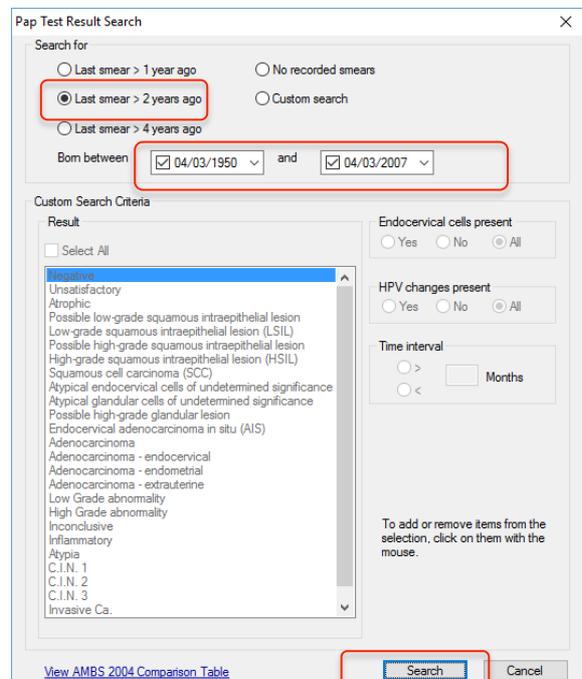
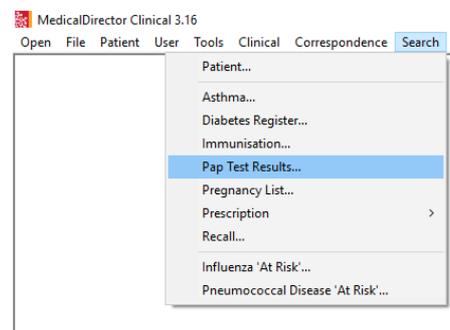
This search will extract all active female patients aged 18-69 years that have a cervical screening (Pap test) recorded over 2 years ago in MedicalDirector.

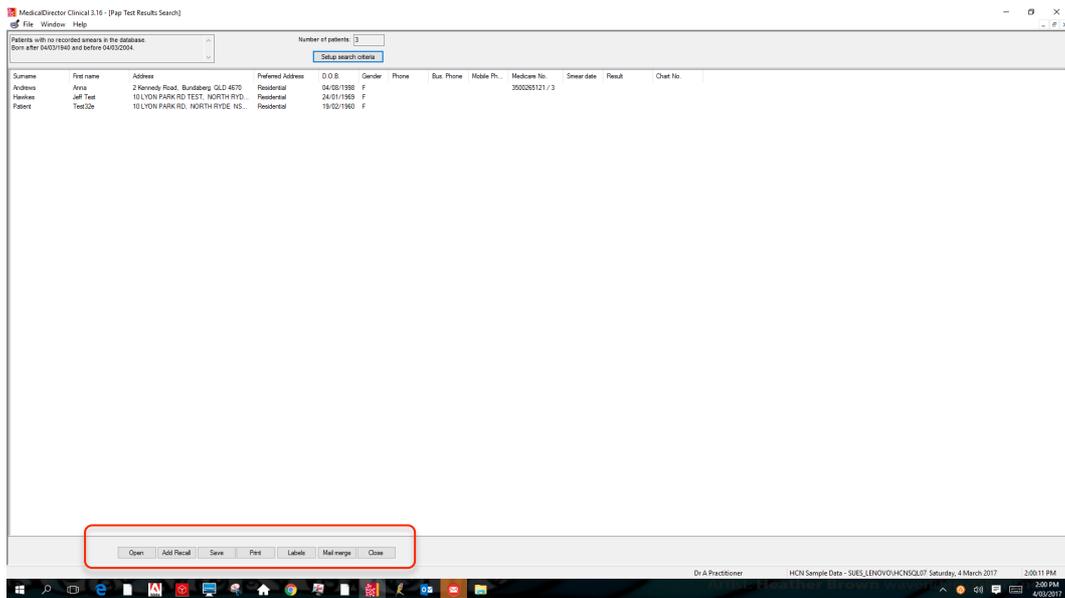
**Note:** Pap test data must be entered in MedicalDirector as follows: The test result must appear in the Pap Test tab (ie this must be manually added from either the Holding File or the Pap Test screen).

## 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.
3. 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**'
5. To print the list of patients that match the query, Select the '**Print**' button at the bottom of the screen.





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.

10. To merge the results with an existing template in MedicalDirector, select the **'Mail Merge'** button and follow the prompts.

