

MedicalDirector – No Cervical Screening Result (Pap) Recorded

This search will extract all active female patients aged 18-69 years that have no cervical screening (Pap test) recorded 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).

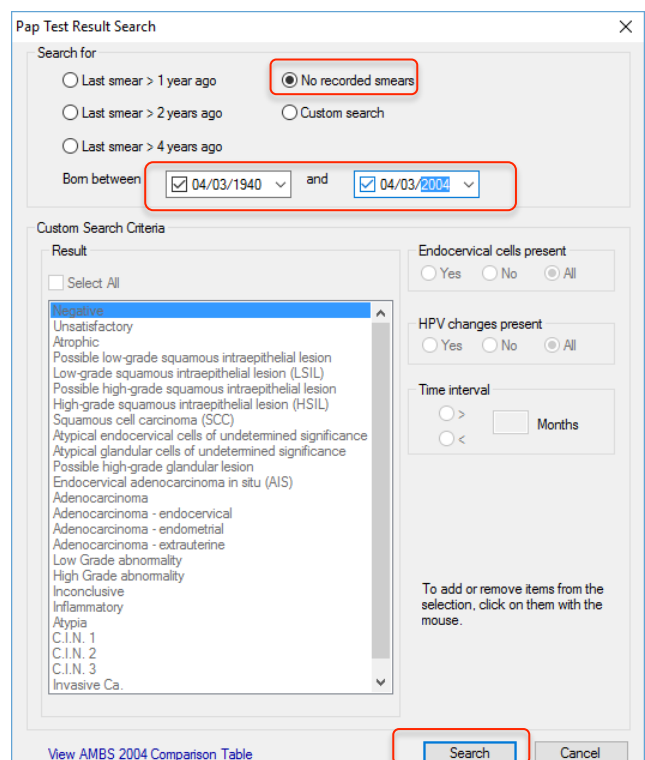
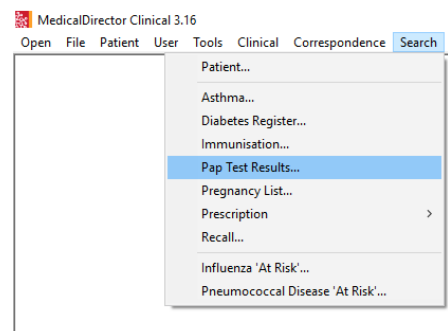
To run the query:

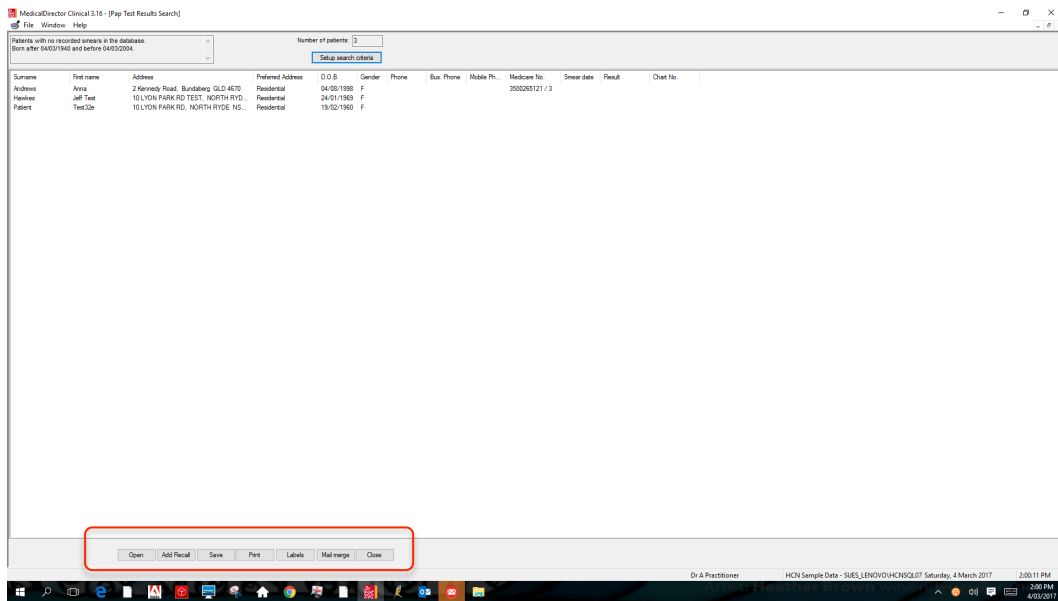
From the Main screen in Medical Director: (with no patient record open):

1. Select **Search, then Pap Test Results**
2. Select **'No Recorded Smears'** 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.

