



**PCS**  
(Preston Office)

**DMS Medical Centre Guide to  
using Open Exeter for Cervical  
Screening Call/Recall**

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# Open Exeter for Cervical Screening

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## 1.0 Introduction

Open Exeter is a web-enabled viewer which provides the facility to share information held on the DMS (NHAIS) database.

For Medical Centres it provides a facility to submit on line returns thus helping to reduce the amount of paperwork which needs to be exchanged between the medical centre and the PCS team as part of the cervical screening programme.

The system provides for:

- Medical Centres to view a woman's screening record. This is particularly useful for new patients joining the Medical Centre.
- Medical Centres to check Cervical Screening Prior Notification lists and to submit returns on-line, removing the need for PCS to send the weekly listings and for Medical Centres to complete and return these.
- Medical Centres to receive non-responder card notifications and to submit a response to PCS if appropriate.
- PCS to confirm to the Medical Centre details of any women who have been ceased from recall.
- PCS to notify the Medical Centre of any newly registered women who are on 'early follow up' following a previous abnormal test result.

This user guide has been produced to provide medical centres with a step by step guide on how to process cervical screening related work through the Open Exeter system.

Should you have any queries or require additional information on using the Open Exeter system please contact the DMS team at Preston PCS.

Contact details: –

email [lasca.dms@nhs.net](mailto:lasca.dms@nhs.net)

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# Open Exeter for Cervical Screening

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## 2.0 Security & Confidentiality

### 2.1 Control of Access

All access to Open Exeter is very strictly controlled. For Medical Centres access is controlled so that only information relating to patients registered with that Medical Centre can be accessed. It is also recognised that even within a Medical Centre there may be different access requirements and therefore all access is granted on an individual basis with the Medical Centre controlling which staff have access to the different information types.

#### Access Controls

Each Medical Centre is required to have a designated **Primary Contact**. This person will be responsible for approving individual Medical Centre members to have access to the system. Access is granted on an individual basis and therefore the primary contact can approve access on a need to know basis. N.B. it is essential that user ID/passwords are not shared within a Medical Centre and those other members of staff do not use your ID/password.

#### Caldicott Guardian Reports

Medical Centres can grant Caldicott Guardian access rights to a named person within the Medical Centre. These access rights will enable that person to monitor usage of Open Exeter within the Medical Centre, for a specified period of up to ninety days prior to the current date. For help with the reports (or with any other topics) click on the on-line Open Exeter's **Help** button and choose **Caldicott Guardian Filters**.

### 2.2 Additional Users

All DMS medical centres have registered to use Open Exeter and have registered staff members who require access.

Should you wish to register additional members of staff to use the system you should complete the Data User Certificate form at Appendix B. Once the completed form has been signed by your Open Exeter Primary contact it should be scanned and emailed to [lasca.dms@nhs.net](mailto:lasca.dms@nhs.net)

You should also notify the PCS office via the above email address of any users who are no longer working at your med centre and whose access to Open Exeter should therefore be cancelled.

### 2.3 Accessing Open Exeter & Password Maintenance

It is important that you access the system within 7 days of being issued with your password, as for security reasons your initial password will be set to expire within that timescale. Thereafter you will need to change your password every 30 days. The facility to change your password is available by selecting **Change Password Utility**, from the **Application** drop-down menu, when you sign in to use the system.

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To do this start Internet Explorer

- Enter the address <https://nww.openexeter.nhs.uk/nhsia/index.jsp> (N.B. it may be worthwhile saving this as one of your Favourites)

<a href="#">Important Information</a>	<a href="#">Problems Logging-in?</a>	<a href="#">Contact Details</a>
<a href="#">Bulletin Board - 30/03/2007</a>	<a href="#">Help</a>	<a href="#">NHS.UK</a>
<a href="#">Links &amp; Downloads</a>	<a href="#">Browser Settings</a>	<a href="#">Data Controllers</a>

- Enter your **User Code** and **Password**. These are case sensitive (do not mix upper and lower case, and ensure you note the differences between O and 0 and I and 1).
- Click **Log-in to system**.
- The first time you log-in the message **Your password expires in 7 days, please change it before then**, will be displayed.
- Click OK.
- The screen shown below will then appear. Click on the **Application:** drop-down menu and choose **Change Password Utility** from the list.

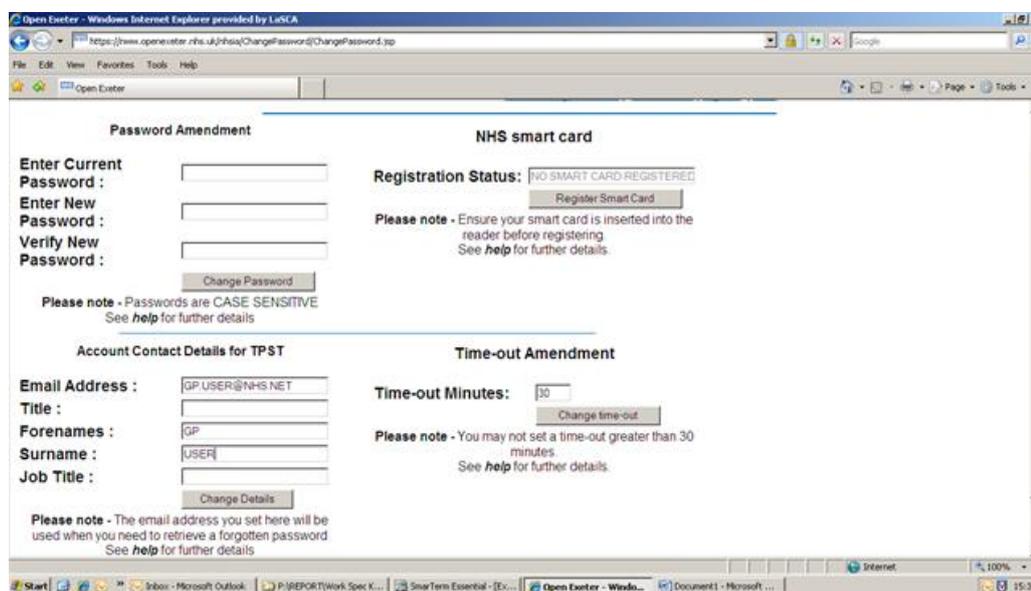
Application:

Data Source:

- Click Continue.
- Enter your current password, then a new password, verify the new one is correct by entering it once again and click **Change Password**.

## Open Exeter for Cervical Screening

- Other details of your use, including Registering your Smart Card (see below) are available on this screen. When all changes have been made, click on **main-menu** to continue working.



The screenshot shows the Open Exeter web application interface in a Windows Internet Explorer browser window. The page is titled "Open Exeter" and contains several sections for user management:

- Password Amendment:** Fields for "Enter Current Password:", "Enter New Password:", and "Verify New Password:", with a "Change Password" button. A note states: "Please note - Passwords are CASE SENSITIVE See help for further details".
- NHS smart card:** "Registration Status: NO SMART CARD REGISTERED" with a "Register Smart Card" button. A note says: "Please note - Ensure your smart card is inserted into the reader before registering. See help for further details".
- Account Contact Details for TPST:** Fields for "Email Address:" (GP.USER@NHS.NET), "Title:", "Forenames:" (GP), "Surname:" (USER), and "Job Title:". A "Change Details" button is present. A note states: "Please note - The email address you set here will be used when you need to retrieve a forgotten password. See help for further details".
- Time-out Amendment:** "Time-out Minutes:" field set to 30, with a "Change time-out" button. A note says: "Please note - You may not set a time-out greater than 30 minutes. See help for further details".

All passwords must be changed every 30 days and you will be prompted to change your password when it is due for changing.

To prevent unauthorised access, you will automatically be logged out of Open Exeter after a period of inactivity that is shown in the Time Out Amendment section of the screen. If you wish to change this to another figure, type in the time you wish (not more than 30 minutes) and click **Change time-out**. A message will be displayed showing the change has taken place.

You can also change your details, noting that the email address that you provided on your registration form will be the one used if you need to retrieve a forgotten password.

Registering your Smart Card (see below) is also done on this screen. When all changes have been made, click on **main-menu** to return to the Application selection screen.

The Application drop down list on the main menu lists all the parts of the system to which you have access. Note that this may be different from other staff within your Medical Centre.

### Using a smart card instead of password

Those Medical Centre staff who have smart cards can register the smart card against your Open Exeter account, removing the need to renew your password every 30 days.

To register your smart card you should access the **Change Password** application and then insert your smart card into the card reader and press Register Smart Card.

You will be prompted to enter your card PIN. Enter the PIN number and then click on **Register Smart Card**.

When you first register your smart card with Open Exeter you will be prompted to approve the Open Exeter security certificate. This authorises the Open Exeter system to access the smart card credentials. To avoid having to do this each time you access the system you will be prompted to confirm that you want to always trust the content and should confirm this.

Once you have done this the open Exeter system uses the smart card as authorisation and there is no longer a need to renew passwords.

# Open Exeter for Cervical Screening

## 3.0 How to Check Patient Details for any Registered Patient

You can check the details held for any patient registered with your Medical Centre by accessing the **Patient Details** screen. This is the main patient screen and from this you will be able to access most patient information.

- To access the Patient Details screen, click on the **Application:** drop-down menu and select **Patient Details** from the list.

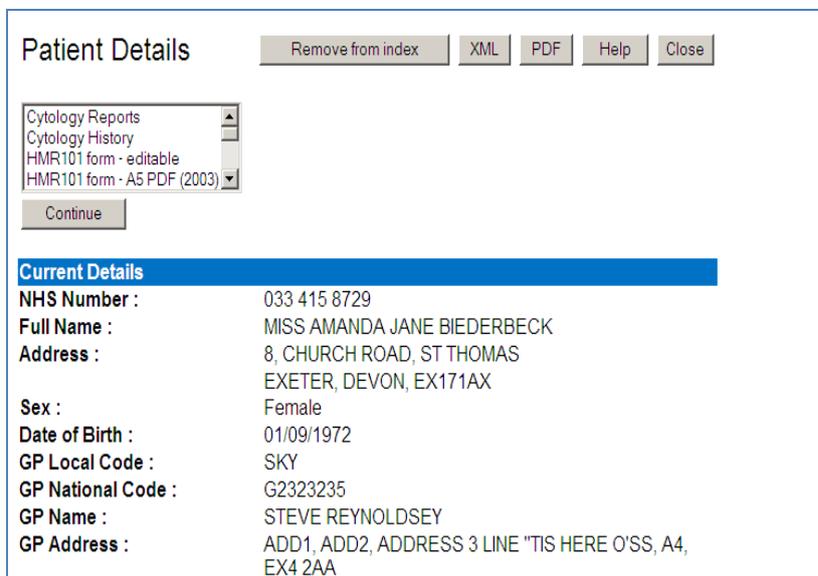
The screenshot shows the Open Exeter application interface. At the top left is the NHS logo. At the top right, it says "Open Exeter" with links for "log-out" and "help". Below this, it states "You are currently logged in with organisation code GPDEMO". The main area contains two dropdown menus: "Application:" and "Data Source:". The "Application:" dropdown is open, showing a list of options: Patient Details (highlighted), GP Statements, Breast Screening, Organ Donor, GP Patient Index, Cipher, Q Codes and PCT Codes, Prior Notification Lists, Drug Payments, Vaccinations & Immunisations, Display Permissions, and Childhood Immunisations (Historic). To the right of the dropdowns are two buttons: "Continue" and "Check Log-in Settings".

- Click on Continue.
- You will then be presented with the **Retrieve Patient Details** screen from where you can search for the patient record you want to view.

The screenshot shows the "Retrieve Patient Details" search screen. At the top left is the NHS logo. At the top right, it says "Open Exeter" with links for "main-menu", "log-out", and "help". The main area contains a form with the following fields: NHS Number, Surname, Forename, Othername, Date of Birth (with DD/MM/YYYY format), Filter by Gender (dropdown), Addr/PostCode, and PAS Number. Below these fields is a section for "Cytology Search Options" with fields for Local Lab Code, Year, and Slide Number. A message in red text states "Automatic extended search has been disabled" next to a "Disabled" button. At the bottom of the form are "Search" and "Reset" buttons.

## Open Exeter for Cervical Screening

- Type in the NHS number: Surname and Forename or Date of birth and click on **Search**.
- You will now be presented with the Patient Details screen. Use the Scroll bar to view the whole record.



**Patient Details**    Remove from index    XML    PDF    Help    Close

Cytology Reports  
Cytology History  
HMR101 form - editable  
HMR101 form - A5 PDF (2003)

Continue

**Current Details**

**NHS Number :** 033 415 8729  
**Full Name :** MISS AMANDA JANE BIEDERBECK  
**Address :** 8, CHURCH ROAD, ST THOMAS  
EXETER, DEVON, EX171AX  
**Sex :** Female  
**Date of Birth :** 01/09/1972  
**GP Local Code :** SKY  
**GP National Code :** G2323235  
**GP Name :** STEVE REYNOLDSEY  
**GP Address :** ADD1, ADD2, ADDRESS 3 LINE 'TIS HERE O'SS, A4,  
EX4 2AA

- This screen also provides you with access to the information shown in the top left menu. Please see the specific sections of this document for details of how to use.

# Open Exeter for Cervical Screening

## 4.0 How to Check a Woman's Screening History

The system holds details of women's screening history i.e. details of all tests including the date, result and the recommendation made by the laboratory for recall interval. As there are links between all NHAIS systems, and copies of the screening history are electronically transferred between systems when a woman moves, this information is particularly useful for Medical Centres to view the screening history of newly registered patients.

- To view a woman's screening history you should first access the **Patient Details** screen, select **Cytology History** from the option at the top of the screen and click **Continue**.

The screen shown below will then be displayed.

Print	CSV	XML	CYTOLOGY SCREENING HISTORY REPORT				Help	Close
PATIENT DETAILS								
Name: <b>AMANDA BIEDERBECK</b>	NHS Number: <b>033 415 8729</b>	POS/DOUBT: <b>Y</b>	Q Code:					
Address:	Date of birth: <b>01/09/1972</b>	Age: <b>34</b>	GP Local Code:					
GP: ,								
#	Test Date	Reporting Lab	Slide #	Result	Infection	Action Code	Repeat Months	GP Local Code
3	13.08.2000	UNIVERSITY COLLEGE, LONDON		3	4	R	10	
2	11.06.2000	UNIVERSITY COLLEGE, LONDON		3	4	R	10	
1	13.04.2000	UNIVERSITY COLLEGE, LONDON		6	6	S	10	

This screen summarises the woman's screening history with a single line entry for each test.

- By clicking on the heading row of the **Result** and **Action Code** columns you can display the code definitions

## How to view a Woman's Screening Record

To produce a more detailed report showing the woman's recall status etc.

- Highlight **Cytology Reports** on the Patient Details screen and click **Continue**. This will show you a report of all results taken.

Cytology Report Details		Help	Close
		Produce HMR101	
		Produce History Report	
		XML	
033 415 8729 AMANDA BIEDERBECK			
<b>Cytology Report for "033 415 8729"</b>			
Recall Date:	12.02.2001		
Total Tests:	1		
Last Test HA:			
<b>Notes</b>			
Exclude from Target Payments:			
Notes:			
Free Text:			
<b>Recall Information</b>			
Recall Type:	Inadequate		
Recall Status:	GP informed		
Notify Date:	14.06.2004		
Invite Date:			

# Open Exeter for Cervical Screening

## 5.0 How to produce a HMR101 form

You can produce a pre-populated HMR101 form which includes a woman's demographic details together with previous test result as follows:

Highlight HMR101 form – editable on the Patient Details screen and click Continue. This will open an A4 version of the HMR101 form into which further information such as sample taker details and clinical data can easily be entered (see below)

The screenshot shows the HMR101 form in a web browser. The form is divided into several sections:

- WOMAN'S NAME AND ADDRESS:** NHS Number: 111 111 1111, Name: FELICITY JANE FRANKLIN, Address: HOUSE IN THE LANE BY THE BUSH, 11 HOME LANE, DULVERTON, SOMERSET, EX17 2DD. Title: MS., Date of Birth: 02/02/1950.
- SOURCE OF SAMPLE:** GP (1), NHS Comm Clinic (2), GUM Clinic (3), NHS Hospital (4), NHS Colposcopy (7), Private (5), Other (6).
- LOCAL CODES:** 1, 2, 3, 4, 5, 6.
- NAME AND ADDRESS OF SENDER IF NOT GP:** (Empty fields for Name, Address, Post Code).
- REASON:** Routine Call (1[X]), Routine Recall (2), Previous Abnormal Test (4), Previous Inadequate Test (5), Opportunistic (6), Follow-up after treatment (7), Other (3).
- SPECIMEN TYPE:** CERVICAL SCRAPE, OTHER.
- NAME AND ADDRESS OF GP:** ANDREW AMBER, MOORSIDE MEDICAL PRACTICE, MOORSIDE MEDICAL CENTRE, 681 RIPPONDEN ROAD, MOORSIDE, OLDHAM, OL1 4JU. Health Authority: QT1, Practice Code: TWR, GP's National Code: G0000017, GP's Local Code: 000001.
- CLINICAL REPORT -** LMP (1<sup>st</sup> Day), Last Tests, Result/Action.
- CONDITION:** Pregnant (1), IUCD Fitted (3), Post Natal (under 12 weeks) (2), Taking Hormones (specify below) (4).
- CLINICAL DATA:** (Including signs & symptoms, previous abnormal cytology with slide number, previous diagnosis and treatment). 360 degree sweep, Cervix visualised, Date of This Test.

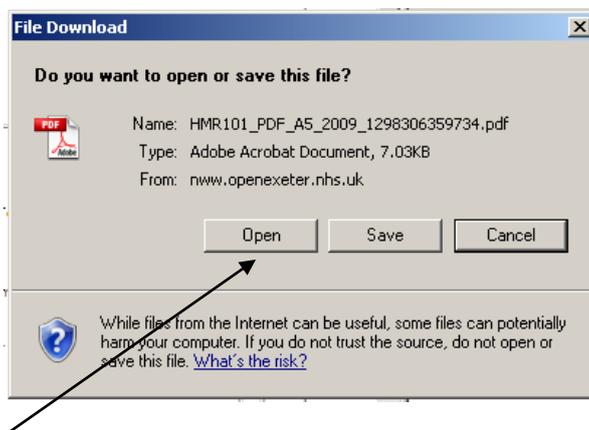
Callout boxes indicate 'Sample taker details' pointing to the sender information and 'Clinical data' pointing to the clinical report and condition sections.

Once you have entered all necessary details, click on the 'A5 HMR101 PDF (2009) [Default]' button at the top of the page

The screenshot shows the HMR101 form with the 'Print HMR101' and 'A5 HMR101 PDF (2009) [Default]' buttons highlighted at the top. The form content is the same as the previous screenshot.

# Open Exeter for Cervical Screening

The following box will appear:



**Click on Open.** This will open an A5 PDF document endorsed with the patient's demographic and clinical details, as required by the laboratory. (Shown below)

**NHS**

01 Woman's hospital registration number	02 Laboratory	11 Code number of laboratory	12 Slide serial number
03 Woman's surname First names Full postal address Phone no. Date of birth	FRANKLIN FELICITY HOUSE IN THE LANE BY THE BUSH, 11 HOME LANE DULVERTON, SOMERSET EKL17 2DD 02/02/1950	SPINKS 111 111 1111	CLINICAL REPORT Date of: 13 This test 14 LMP (1st day) 15 Last test 16 If no previous test please put X <input checked="" type="checkbox"/>
04 Date of birth	05 NHS number	19 Condition (if applicable) pregnant post-natal (under 12 weeks)	17 Reason for smear routine call routine recall previous abnormal smear previous inadequate smear opportunistic follow-up after treatment other
06 If hospital state consultant, clinic or ward, and hospital	A Name and address of sender if not GP	20 Clinical data Specimen type cervical scrape other (specify) cervix visualised 360 degree Sweep	18 I.U.C.D fitted taking hormones (specify in 20)
07 Name and address of GP	ANDREW AMBER MOORSIDE MEDICAL PRACTICE MOORSIDE MEDICAL CENTRE 681 RIPPPONDEN ROAD MOORSIDE, OLDHAM	Signature Sample taker code	21 CYTOLOGY REPORT
08 Health Authority QTL GP's local code	09 GP NHS community clinic GUM clinic	Practice code TWR GP's national code G0000017	
10 NHS hospital NHS colposcopy Private Other	11 NHS hospital NHS colposcopy Private Other	12 NHS hospital NHS colposcopy Private Other	

FORM HMR 101/5 (2009) Single copy

\*601650509981111111111113\*

Printed on 21 February 2011

Once you have printed the form you should endorse it **DMSGP** in box B where your med centre address is shown.

*NB. On the HMR101 the patient address shown on the form will be that of the Medical Centre and not the individual.*

# Open Exeter for Cervical Screening

## 6.0 Prior Notification Lists (PNL)

The PNL identifies those women who according to their screening records are due to be invited for screening. This is one of the key documents in the call/recall programme. It is essential that the lists are completed each week to ensure that women are invited for screening at the appropriate time.

The lists are generated 10 weeks before the women's test due dates to allow you 4 weeks to check and submit a response. You will receive an email advising that the PNL is available for completion.

### 6.1 Accessing the Prior Notifications List

Click on main-menu, select Prior Notifications List from the Application: drop-down list, and click Continue. The following screen will open.

The following women on the list for your organisation are shortly to be invited for a cervical smear test. Please submit a return for **every** woman by ticking the "Submit" checkbox, including additional data for any woman to be ceased or delayed.

The cut-off date for notifying the HA of any woman to be delayed or ceased is **30.07.2010**. After that time any woman not ceased or delayed will be invited in the usual way.

The following women are of recall type **Repeat Advised**

NHS No	Title	Surname	Forenames	DoB	Next Test due	Local GP code
<a href="#">186 617 4177</a>	MISS	GLOBE	DONNA	01.03.1977	01.03.2003	000001
<a href="#">333 344 0164</a>	MRS.	KABALE	CHRIS	06.02.1944	06.02.2003	000001
<a href="#">333 344 0555</a>	MS.	JANE	DONNA	24.03.1938	24.03.2003	000001
<a href="#">333 344 1632</a>	MISS	WEALSKI	CHRISSE	23.08.1944	23.08.2003	000001
<a href="#">333 344 2418</a>	MS.	QUAIFE	PHYLLIS S	27.08.1962	27.08.2003	000001
<a href="#">333 344 2450</a>	MS.	SINGH	MARY ANNETTE	20.10.1950	20.10.2003	000001
<a href="#">333 344 2620</a>	MS.	HARRIS	KAY IRIS	01.08.1983	01.08.2003	000001
<a href="#">333 344 2744</a>	MS.	MORRIS	JULIE WENDY	02.12.1971	02.12.2003	000001
<a href="#">333 344 3066</a>	MS.	WHITE	SUSAN FIONA	02.10.1947	02.10.2003	000001
<a href="#">333 344 3163</a>	MS.	SMYTHE	ALISON SHARON	28.03.1941	28.08.2003	000001

Buttons:   [Page On](#)

The screen will display the date (shown in Red) by which you will need to submit your response. Failure to do so will be taken as confirmation that the women are being invited.

# Open Exeter for Cervical Screening

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The screen displays lists of women due to be invited for screening (press Page On to see the complete list). The lists are grouped according to the recall type (also shown in Red), which are:

- **Called** - Women who are being invited for the first time.
- **Routine** - Women who had a test reported as negative either 3 or 5 years ago depending on their age.
- **Repeat Advised** - The last test that these women had, recommended an early repeat.
- **Suspended** - The last test that these women had was either taken at Colposcopy or the recommendation was that the woman was referred to Colposcopy. The next due date shown for these women will therefore not be the actual date the next is due, it will be a date 15 or 10 months since the last recorded test depending on whether the last test was negative or non negative. The names are therefore included in the list for you to confirm whether these women should be invited for screening or whether they are still under the care of a gynaecologist. In view of this it is recommended that the names in this section of the PNL are checked by a GP or Medical Centre nurse.
- **Inadequate** – The last test was reported as inadequate and a repeat test is recommended.

You don't have to complete all of the records at one 'sitting'; you can press Submit Returns after completing any number of records.

If at any time you make an error press **Reset**, however, please be aware that this will clear **ALL** entries made since the Submit was last pressed.

Please note that you may lose changes made if you navigate away from the screen or leave it for some time without pressing the Submit button.

Each woman on the list should be sent an invitation shortly after the cut-off date shown unless you have advised that she:

- be removed from the normal call and recall for cervical cancer screening (i.e. that she is **ceased** from recall); or
- has her invitation deferred

**It is important to note that ceasing a woman from recall will permanently remove her from the call/recall programme**

## 6.2 To confirm if a woman should be invited

- Tick the **Submit checkbox** below the NHS number for that woman's entry leaving the other fields empty, continue to the next record or press **Submit Returns** button at the bottom of the screen.

## 6.3 To postpone the invitation

- Tick the submit checkbox for that woman's entry
- Select the correct reason for deferring the woman's invitation from the drop down list provided:

**Recent Test** – this must only be used to postpone recall for patients who have had a cervical screening test taken in recent weeks and the result has not yet been received from the laboratory. (Please select the minimum postponement available.)

**Current pregnancy** – this must only be used to postpone recall for patients until an appropriate time after their expected date of confinement

## Open Exeter for Cervical Screening

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**Under treatment relevant to screening** – this must only be used to postpone recall for patients who are currently under treatment or have been discharged back to GP care following treatment. **NB** – If the patient is to be returned to 'routine' 3 or 5 yearly recall, you should note this in the additional notes field.

**Medical Centre Invitation** – this option should not be used.

Specify how long the deferment period should be.

- When you are ready to submit your return click the **Submit Returns** button at the bottom of the screen.
- Alternatively, if you wish to clear entries from the screen click the "Reset" button

### 6.4 To cease a woman from recall (N.B. This will permanently remove the woman from the screening recall programme!)

- Tick the submit checkbox for that woman's entry
- Select the correct reason for ceasing the woman from the drop down list provided, ensuring that the corresponding delay period field is empty:

**Due to age** – this must only be used to notify of women over 65 who no longer require routine cervical screening

**No cervix** - this must only be used to notify of women who have had a total hysterectomy ie. no cervix

**\*\*Patient's informed request for no further smear test** - this must only be used if a woman advises she wishes to be permanently excluded from the cervical screening programme and should not be used for women who have declined their current invitation.

When you are ready to submit your requests, click on the **Submit Returns** button.

*\*\*NB. If you tick the checkbox to indicate the woman should be ceased due to 'Patient's informed request for no further smear test' the woman's name will not be ceased from recall immediately. A letter will be sent to the woman from Preston PCS office advising her that the request to cease recall has been received. She will be asked to sign a form confirming this request and to return the form to Preston PCS office. The woman will only be ceased from recall following receipt of this form. A copy of the signed form will be sent to the med centre for inclusion in the woman's medical records.*

# Open Exeter for Cervical Screening

## 7.0 Electronic Cards – Non Responders/ Confirmation of Ceasing/ Notification of women under follow up from a previous abnormal result test.

PCS will send notifications to Medical Centres for the following scenarios:-

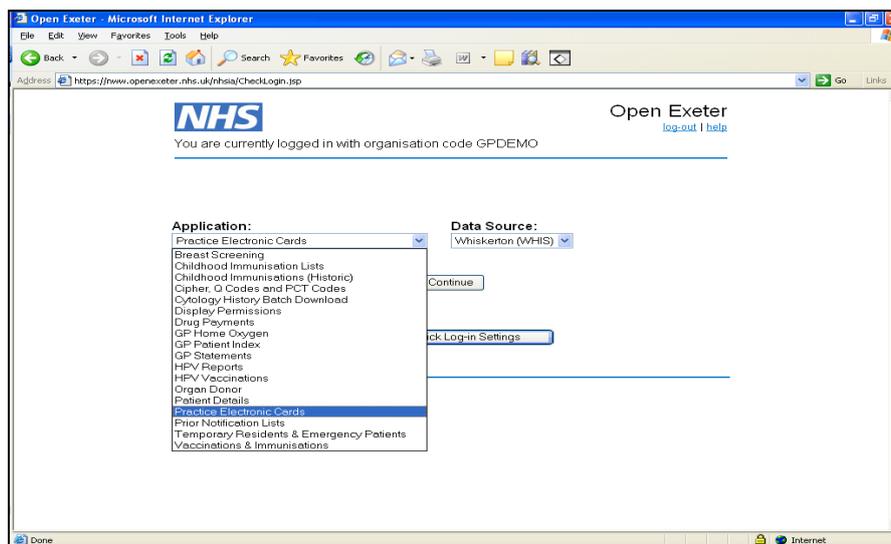
1. The woman has failed to respond to an invitation for screening (non responders)
2. Confirmation that PCS have actioned a request from the GP Medical Centre to cease recall for a specified patient.
3. Notification that a woman who has recently registered with the GP Medical Centre is currently under follow up following a previous abnormal test result.
4. Notification that a woman who has recently registered with the GP Medical Centre is already ceased from recall.

The vast majority of these notifications are for information only and will require no action from the Medical Centre, other than to click a button to acknowledge receipt. However, as with Prior Notifications, there is the facility for the GP Medical Centre to request certain actions to be taken if appropriate and this is covered in the paragraphs below.

### 7.1 How to Access the Electronic Notifications

The non responder; ceasing notifications and notification of newly registered women on early recall are listed together in the Electronic Cards application of the Open Exeter system.

- Click on the main menu and select **Practice Electronic Cards** from the Application drop down list.



- Click Continue and the following screen will be displayed:-

(NB. If you have no notifications to process a screen will be displayed advising you that there are no outstanding notifications for your organisation)

# Open Exeter for Cervical Screening

Card Produced*	NHS Number	Surname	Title	Forenames	Date of Birth	GP Code	Notification Type	Recall Type
26/03/2009	333 344 0830	BABBAGE	Miss	Jill	26/04/1949	000006	Re-registered Ceased	Ceased-(8)
27/03/2009	333 344 2329	JESSOP	Ms	Pauline	08/09/1963	000006	Re-registered Ceased	Ceased-(9)
30/04/2009	2160	PEACEMAKER	Mrs	Sally	12/04/1971	000006	Final Non-Responder	Called
23/09/2009	333 344 2809	BROWN	Ms	Alison Denise	14/04/1950	000001	Abnormal Follow-up	Early Repeat
30/09/2009	333 344 3066	WHITE	Ms	Susan Fiona	28/02/1967	000001	Re-registered Ceased	Ceased-(7)
30/09/2009	333 344 6715	MCLEAN	Ms	Susan Yvonne	20/07/1945	000006	Abnormal Follow-up	Inadequate
09/12/2009	333 344 2671	FOOT	Ms	Alison M	25/08/1954	000001	Recently Ceased	Ceased-(6)

This is the electronic card summary screen and is used to notify the Medical Centre of all women who have failed to respond to an invitation and a subsequent reminder letter (non responders); women who have been ceased from recall and any newly registered women who are currently under follow up following a previous abnormal result.

Each woman on the Electronic Card list is identified by her NHS Number, surname, title, forenames and date of birth. In addition the listing gives the GP code\*, Notification Type and Recall Type.

- The page will display all current notifications for the Medical Centre in **NHS Number** order. It is possible to re-sequence this list by either **Surname** or **GP Code** by clicking on the appropriate column heading. The currently selected sort column is indicated by an asterisk (\*) next to the heading.
- To restrict the display to one type of notification ie .Non Responders,Ceased recall or abnormal follow up, you should filter the list selecting the notification type from the drop down box under 'Notification Type'

## 7.2 Non Responder notifications

- To list only the non responder notifications select 'non responder' from the drop down list under the heading 'Notification type'

The list will refresh and only the names of those women who are being notified as non responders will be displayed.

NB. You can return to the full list at any time by clicking on the 'Reset' button.

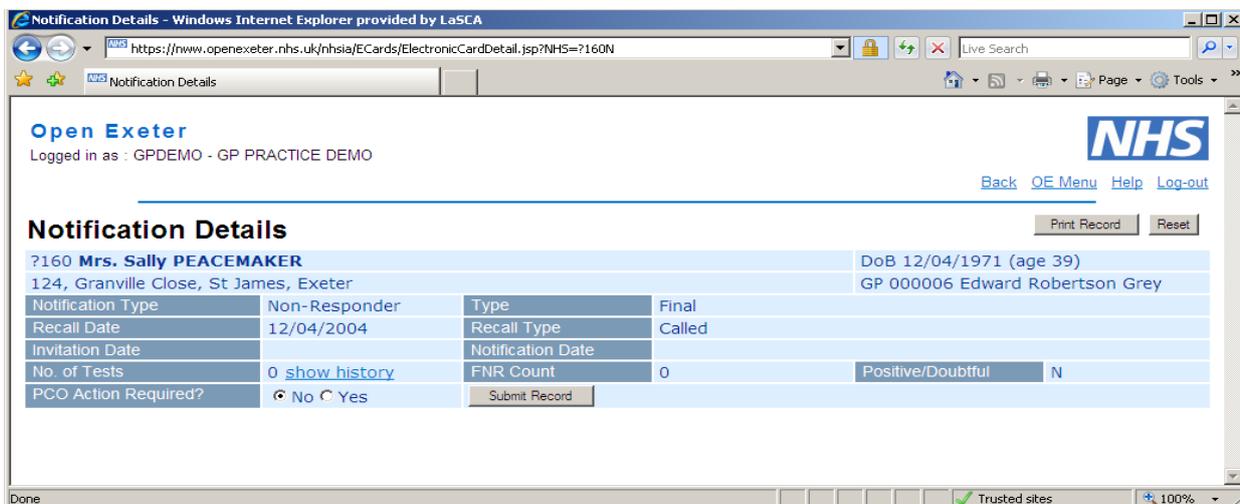
You need to advise PCS if you are aware of the reason for non-attendance for screening and you wish to postpone or cease recall for any of the women listed as 'non responders'.

- You can do this by selecting the record for the woman's whose details you want to update and clicking on the NHS number in the left hand column.

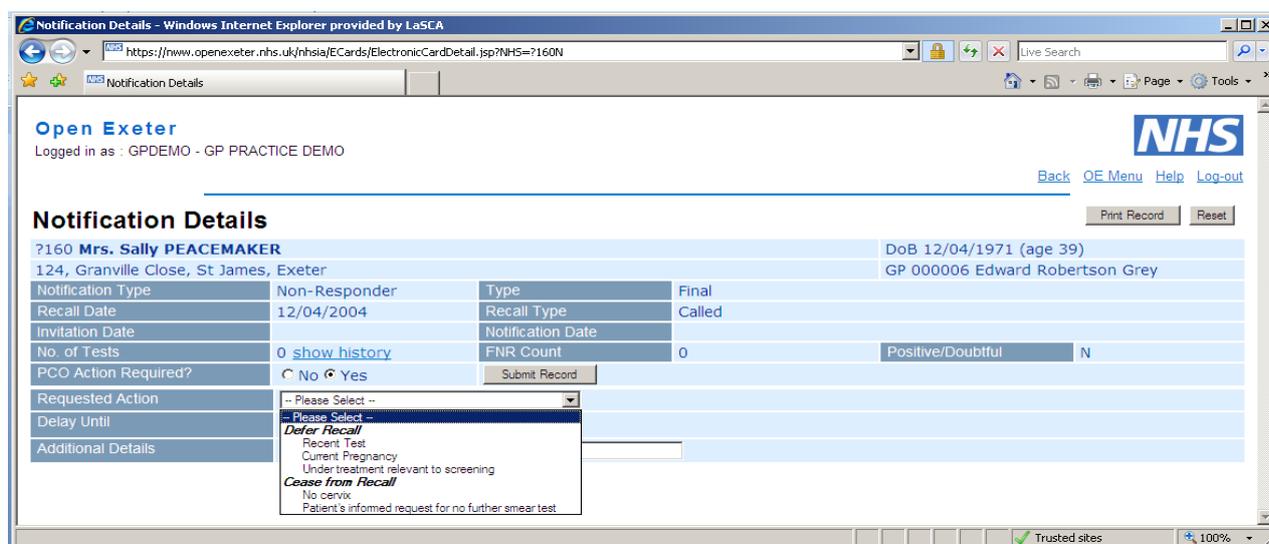
\*NB. The GP code refers to an individual GP which is not in use by DMS and this will therefore show the practice code A91.....

# Open Exeter for Cervical Screening

The detail screen below will then be displayed for the NHS number selected.:-



- NB By clicking on the **Show History** link situated next to the number of tests field will call up a window displaying this patient's entire screening history.
- If you wish to retain a printed copy of this record, pressing the **Print Record** button, at any time prior to update, will open up a print dialogue box and you can print the screen to your usual printer.
- If no action is required for this patient, leave the **PCO ( Primary Care Office ie. PCS Preston) Action Required?** field set to **No** and simply press the **Submit Record** button. This will set the record to requiring no action and remove it from your list, returning you to the Electronic Card Summary screen.
- If you wish to notify that recall for this patient should be postponed or ceased, click the **Yes** option next to **PCO Action Required?** and additional fields will become available.



## Open Exeter for Cervical Screening

- Three additional fields will be displayed. The first is a drop-down list providing you with a choice of reasons to either Defer or Cease this woman from Recall. The reasons are the same as those used for PNLs, and like those, selecting a Deferment reason requires a **Delay Until** date to be entered. This is the second of the two fields, and is only active if the Requested action is set to one of the Defer reasons.
- The Delay Until field itself is read only, (you cannot type in it) but clicking on either the text field or the calendar icon beside it (assuming a deferment reason is selected), will cause a pop-up calendar to appear.
- Click on the calendar to select the date you wish the woman to be recalled.

The screenshot shows the 'Notification Details' page for a patient named Mrs. Sally PEACEMAKER. The page is accessed via a Windows Internet Explorer browser. The patient's details include: 7160 Mrs. Sally PEACEMAKER, DoB 12/04/1971 (age 39), 124, Granville Close, St James, Exeter, GP 000006 Edward Robertson Grey. The notification type is 'Non-Responder' with a 'Final' status. The recall date is 12/04/2004 and the recall type is 'Called'. The invitation date is blank. The number of tests is 0, and the FNR count is 0. The PCO action required is 'No' (DEFER). The requested action is 'Under treatment relevant to screening'. The delay until field is currently blank, and a calendar pop-up is displayed over it, showing the month of January 2011. The calendar has a 'Cancel' button at the bottom.

### **NB: As with PNLs, you may only defer recall by a maximum of 15 months.**

- Any additional details may be filled in the last text field (a maximum of 60 characters in length)
- Once any additional details have been filled in, click on 'update record' button. This will notify PCS of the changes and the name will be removed from the list of non responders on your screen.
- Once you have actioned the non responder notifications you should click on the reset button to ensure your screen shows the full list all notification types
- If PCS have a query on any replies to the non responder notifications the names will appear in red on the list of non responders on your screen. There will also be a message at the top of the screen stating

**'NB: Previously requested action has been rejected by your Service Provider. (Hover over this message for more details.)'**

- If appropriate you can select an alternative action and resubmit.

# Open Exeter for Cervical Screening

## 7.3 Ceasing Notifications

- To restrict the list to only notifications that recall has been ceased select 'All Ceased' from the drop down list under the heading notification type.
- The list will refresh and only cease notifications will be listed. This will include details of women who your Medical Centre has requested are ceased from recall and any newly registered women who have already been ceased from recall.
- To view information about any of the women listed click on the NHS number and detailed information will be displayed as shown on the screen below.

The screenshot shows a web browser window titled "Notification Details - Windows Internet Explorer provided by LaSCA". The address bar shows the URL: <https://www.openexeter.nhs.uk/nhsia/ECards/ElectronicCardDetail.jsp?NHS=3333443066C>. The page content includes the Open Exeter logo, a login status "Logged in as : GPDEMO - GP PRACTICE DEMO", and a navigation menu with "Back", "OE Menu", "Help", and "Log-out". The main heading is "Notification Details" with "Print Record" and "Reset" buttons. Below this, the patient's details are shown: "333 344 3066 Ms. Susan Fiona WHITE" and "27 Pixton Way, Dulverton TA22 9EG". To the right, "DoB 28/02/1967 (age 43)" and "GP 000001 Andrew Amber" are displayed. A table of notification details follows:

Notification Type	Re-registered Ceased	Reason	No Cervix
Ceasing Date	26/02/2009	Recall Type	Ceased
No. of Tests	0 <a href="#">show history</a>	FNR Count	0
PCO Action Required?	<input checked="" type="radio"/> No <input type="radio"/> Yes		Positive/Doubtful N

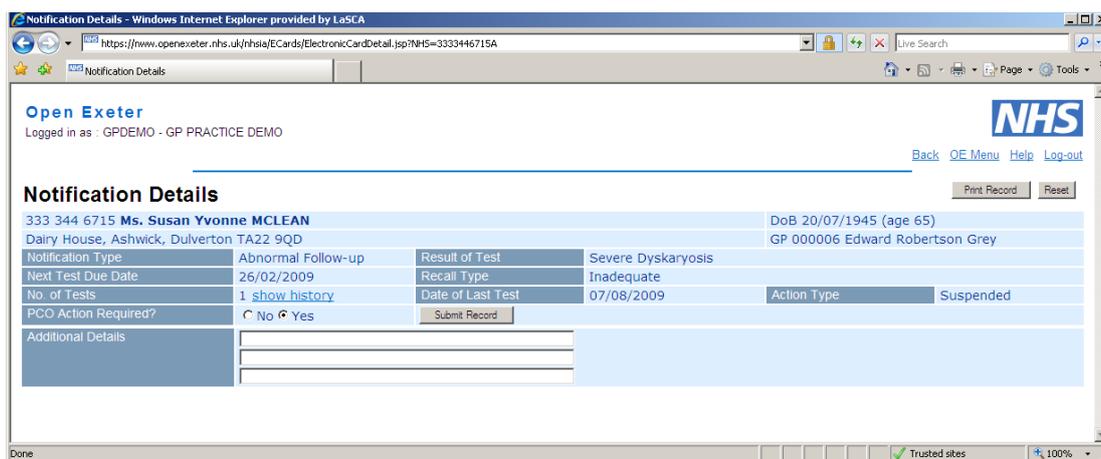
At the bottom of the table is a "Submit Record" button.

- To view the woman's screening history click on '**show history**' button
- If you need to advise PCS that the woman's name should not be ceased from recall click 'YES' on **PCO Action Required?**. This field should be set to 'No' if you do not need to advise PCS of further action required.
- For Ceased patients, the action requested must be given in free text form. The screen provides you with three text fields (each a maximum of 60 characters in length) in which to provide a brief explanation of the **action required**.
- **Once the additional details have been filled in, click on 'Submit Record'**. This will send the notification to PCS and the name will be removed from your list.

# Open Exeter for Cervical Screening

## 7.4 Notification of women on early recall following an abnormal test result.

- To restrict the list to only notifications of newly registered women who are under early follow up following a previous abnormal test select 'All Abnormal Follow Ups' from the drop down list under the heading notification type.
- The list will refresh and only those women on early recall will be listed. This will include details of women who have recently registered with your Medical Centre and who are still on early recall following a previous abnormal test result.
- To view information about any of the women listed click on the NHS number and detailed information will be displayed as shown on the screen below.



- Details of women on early follow up are sent to the Medical Centre for information and there is no need to reply to these. However if you need to send comments back to PCS you can click 'Yes' on the **PCO Action Required** and you will have the facility to enter a comment on the record to notify PCS. In all other cases, this field should be set to 'No'.
- You can view the woman's previous test results by clicking on the **Show History** button.
- Click **Submit Record** to return the notification to PCS and the name will be removed from your list.

\*\*\*\*\*

# Open Exeter for Cervical Screening

## Appendix A

### Timing/ Frequency of notifications

The following table details the communications which are generated as part of the call/recall process:-

Notification type	Timing	Frequency	Notification method
Prior Notification List (PNL)	10 weeks before the women's test due date	Weekly	Open Exeter
Invitation letters	6 weeks before test due date	Weekly	To be produced and issued by Med Centre
Reminder letters	8 weeks after 1 <sup>st</sup> invitation	Weekly	List of names sent to Med Centre Group Mailbox Med Centre to issue reminder letters to women
Non Responder	8 weeks after reminder letter (ie 16 weeks after 1 <sup>st</sup> invitation)	Weekly	Open Exeter
Result letters		Daily	Emailed to Med Centre Group Mailbox
Recently registered women already ceased from recall		Weekly	Open Exeter
Confirmation that recall has been ceased	Within 1 week of receipt of notification to cease recall	Weekly	Open Exeter
Recently registered women who are on early follow-up from previous abnormal test		Weekly	Open Exeter

# Open Exeter for Cervical Screening

## Appendix B

### Data User Certification request for Open Exeter Web Browser

All organisations must complete Parts A, B and C. A separate Data User Certificate (Part C) must be completed for each User.

Once completed, please send to the Access Control Manager at NHS England, Primary Care Support- Preston Office, 3 Caxton Rd, Fulwood, Preston PR2 9ZZ or scanned and emailed to [lasca.dms@nhs.net](mailto:lasca.dms@nhs.net) The Access Control Manager will then process the application online using the Organisation Maintenance facility.

Incorrect completion of this form may result in a delay in the processing of your application.

### ORGANISATION SECTION

#### PART A - PLEASE PRINT

##### (\*) Mandatory fields

Organisation National Code (Practice code) (\*).....

Organisation Name (\*).....

Address Line 1: (\*) .....

Address Line 2: .....

Address Line 3: .....

Address Line 4: .....

Post Code: .....

Telephone No: (\*) .....

Fax No: .....

Organisation Type: DMS Medical Centre

Cervical Cytology-

Email address for Prior Notifications and other notifications to be sent to (up to 2 email addresses can be provided)

1..... (Cervical cytology lead)

2.....(MF group mailbox)

# Open Exeter for Cervical Screening

## Part B

### Primary Contact Details

Organisation Code. ....

Name: (\*) .....

Email Address: (\*) .....

Telephone: (\*) .....

Job Title .....

### NOTES:

- (a) The Primary Contact is an important role as this individual will receive the user name and password for each new user within their organisation.
- (b) When completing a new application, please ensure that the Primary Contact name is the same as on previous applications.
- (c) If the role of the existing Primary Contact changes we require written notification from the existing Primary Contact stating the new person's name, telephone number and email address.

I certify that all persons named as data users on the attached sheets have justifiable need to access the data for the purpose of dealing with communications relating to cervical screening call/recall.

Other reason for access? (if applicable)

.....  
.....  
.....

Signed .....(Primary Contact)

Date.....

# Open Exeter for Cervical Screening

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## ORGANISATION SECTION

### Open Exeter Data User Certificate

NB. A completed PART C (below) should be completed for every user who will need to access the Open Exeter system.

#### **PART C - Individual Data User Certificate**

Full Name (**Please Print**): .....

Email address: .....

Job Title: .....

**Existing Open Exeter User Code**(if applicable) .....

#### **Applications:-** (Tick all that apply)

Caldicott Guardian Audit Report & Statistics (**normally only Primary Contact and cytology leads require access**)

The following are required by all other users

Cytology Report (**essential for Electronic Prior Notification Lists & E-Cards**)

Cytology – Electronic Prior Notification List & E-Cards

Patient Detail

.....

# Open Exeter for Cervical Screening

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## Information to assist in the completion of the Data User Certification Form

### **ORGANISATION**

**Once completed, please send to the Access Control Manager  
NHS England Primary Care Support- Preston Office,  
3 Caxton Rd  
Fulwood  
Preston  
PR2 9ZZ**

### **Part A**

An organisation wishing to obtain access to the Open Exeter system data must first complete Part A with the Organisation's name, address, national code and Primary Contact.

#### Primary Contact

The Primary Contact is important as this person will receive the user names and passwords on behalf of **all** users.

When completing a new application please ensure that the Primary Contact name is the same as on previous applications.

If the role of the existing Primary Contact changes we require written notification from the existing Primary Contact stating new person's name, telephone number and email address.

### **Part B**

This must also be completed and signed by the Primary Contact.

To comply with the current Data Protection Act, an organisation must inform the NHAIS (Exeter) System Access Control Manager why access to the data is required. If your requirements are not covered in Part B, enter your reason for connection in the space provided.

### **Part C**

An individual Data User Certificate must be completed for each user requiring access to the System, including the Primary Contact, (photocopy Part C for any additional users). There is no limit to the number of users at an organisation.