Partners in improving local health

North of England Commissioning Support

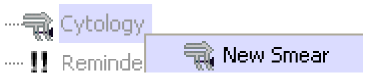
NECS Clinical Systems Specialist Team

SystmOne - Recording Cytology

Recording a Smear

We’re going to launch the New Smear screen from the clinical tree, but you may also launch this screen from a clinical template or a recall.

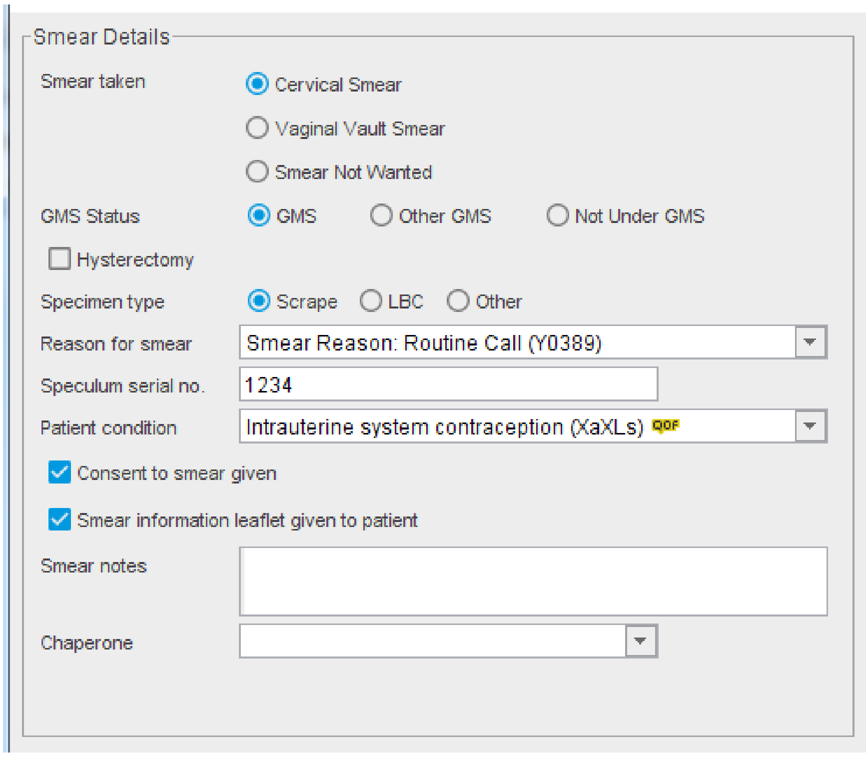
1. From the **Clinical Tree**, right click on **Cytology.**



2. Select **New Smear**.

3. The New Smear screen is displayed. Complete as appropriate:

- Select the type of **Smear taken**
- Select the **Specimen type**
- From the drop down menu, select the **Reason For smear**
- In the box, enter the **Speculum serial No**.
- Select an Option from the **Patient condition** drop down menu.
- Tick the boxes to indicate Consent to smear given and Smear information leaflet given to patient
- Enter any Smear notes if applicable and indicate Chaperone status using the drop down menu.



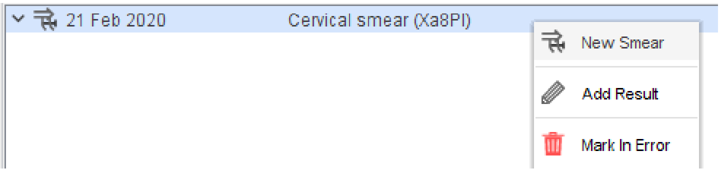
4. Ensure Recall Required is left unticked and click **Ok**.

5. **Save** the patients record.

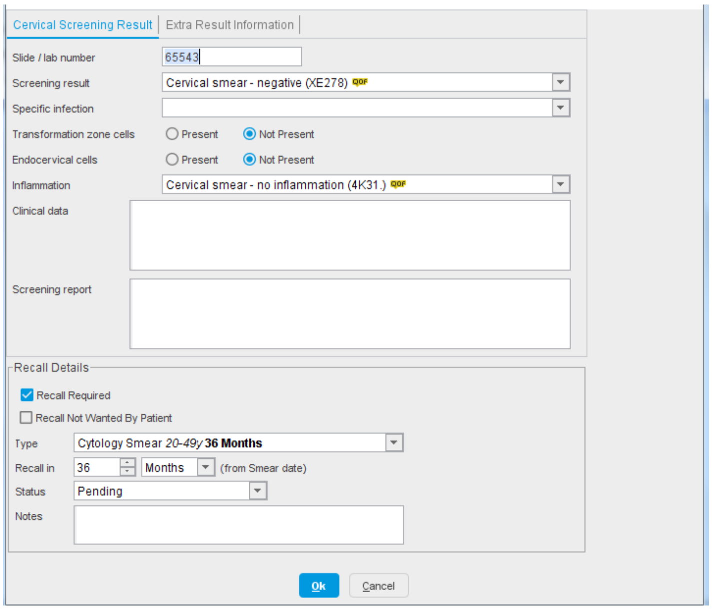
Recording Smear Results

1. Select **Cytology** from the clinical tree.

2. Right click on the smear without a result recorded. From the menu, select **Add Result**.



3. Enter the information from the card onto the template.



4. The recall should default to the length that is recommended for the age of the patient. If you need it to be different, use the drop down menu to set a recall for a different length of time.

5. If you have any other information to enter, use the **Extra Result Information** tab to go to the second page of the template.

6. Click **Ok** to close the template.

7. **Save** the patient's record.