Cervical Screening
A guide to updating Prior Notification Lists on Open Exeter

June 2019
Prior Notification Lists (PNL)

Prior Notification Lists (PNL) identify women who are due to be invited for cervical screening.

**They are an essential part of the call/recall programme and should be completed by GP practices each week to ensure that women are invited for screening at the appropriate time.**

The lists can be viewed on Open Exeter 10 weeks before a woman’s next test due date. This allows GP practices four weeks to check their lists and submit a response. An email advising practices that the PNL is available for completion is sent to the nominated practice email address*.

*Please note: It is recommended that a generic email address is used, rather than a named individual’s email, to avoid notifications not being seen if that person is absent or leaves the practice. To check the email address details held on Open Exeter, visit the Organisation Maintenance Screen found on the main menu Application drop down list.

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All screen shots in this guide contain dummy patient data.
Accessing the PNL Screen

To access the Prior Notification List, click on the Main Menu, select Prior Notification Lists from the Application drop down menu and click continue.
The **PNL** screen displays a list of women due to be invited for screening. The date by which the response needs to be submitted is shown in red. If a PNL is not actioned in time the default is to send an invitation letter to the woman, so it is important the lists are accurately updated.

The lists are grouped according to the recall type (also shown in red), which are:

<table>
<thead>
<tr>
<th>Recall Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Called</td>
<td>Women who are being invited for the first time where no screening record is present.</td>
</tr>
<tr>
<td>Routine</td>
<td>Women whose last test was reported as negative with routine recall. Depending on the woman’s age, the next test date will either be 3 or 5 years.</td>
</tr>
<tr>
<td>Repeat Advised</td>
<td>Women whose last test recommended an early repeat.</td>
</tr>
<tr>
<td>Suspended</td>
<td>Women whose last test was either taken at Colposcopy or the recommendation was that the woman was to be referred to Colposcopy. The next test due date shown for these women is a system default in accordance with National Screening Guidelines i.e. 12 months for abnormal results and not more than 15 months for negative results. The names are included in the list when their next test due date is reached. You need to confirm whether these women should be invited for screening or whether they are still under the care of Colposcopy. In view of this it is recommended that the names in this section of the PNL are checked by a GP or Nurse.</td>
</tr>
<tr>
<td>Inadequate</td>
<td>The last test was reported as inadequate and a repeat test is recommended.</td>
</tr>
</tbody>
</table>
Navigating around the PNL screen

1. **The NHS Number** acts as a hyperlink, allowing you to view a woman's screening history available on NHAIS.

2. **Submit column** – used to indicate which record you want to submit. Click in the small white box to select the record, a tick will appear in the selected box. To de-select a record click on the box again to remove the tick.

3. **Title, Surname, Forename & DOB** – these are patient details which are sourced from the GP Registration details held on NHAIS.

4. **Next Test Due** – the date when the patient is next due to be screened.

5. **Local GP Code** – the GP code where the patient is registered.

6. **Reason for Cease/Delay** – a drop down menu of valid reasons for Ceasing or Delaying a woman from cervical screening. Valid reasons are: Recent test, current pregnancy, patient wishes to defer, under treatment relevant to screening, discharge from colposcopy.

7. **Delay Until** – a drop down menu to select the period a woman's screening should be delayed until.

8. **Comments** – this is a free text field where additional information can be included. A maximum of 59 characters including spaces is available.

9. **Reset** – This can be used to correct any errors. Please be aware it will reset all the fields on the PNL since ‘Submit’ was last pressed. It is not possible to reset records that have already been submitted. If an error is made on a record that has already been submitted, you should contact the Call/Recall Administration service who can amend the record.

10. **Submit Returns** – It is not necessary to complete all the records at the same time. Any number of records can be completed and submitted, simply select the records ready for submission by using the tick boxes and then **Submit Returns**.

11. **Page On** – the number of women on the list may appear on multiple pages so please ‘Page On’ to see the complete list.

*It is important to note that ceasing a woman from recall will permanently remove her from the call/recall programme. Even if she moves to another practice her Ceased status will remain.*

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Non Responder Guide

Notification of Non Responder

Non Responder notifications are sent to practices if there is no record of a woman attending for a test after having been sent invitation and reminder letters.

How to access the Non Responder notifications

1. The Non Responder notifications are listed in the Electronic Cards application of the Open Exeter system, together with other screening notifications.

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

3. 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).
The electronic card summary screen is used to notify the practice of all women who have not responded to invitation and reminder letters (non responders).

The list is generated weekly and you will receive an email when it is available to view/action.

NB. To only view the non responder notifications, select ‘non responder’ from the drop down list under the heading ‘Notification type’.

<table>
<thead>
<tr>
<th>Card Produced*</th>
<th>NHS Number</th>
<th>Surname</th>
<th>Title</th>
<th>Forenames</th>
<th>DOB</th>
<th>GP Code</th>
<th>Notification Type</th>
<th>Recall Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/03/2009</td>
<td>333 344 0820</td>
<td>BABBAGE</td>
<td>Miss</td>
<td>Jill</td>
<td>28/04/49</td>
<td>000006</td>
<td>Re-registered</td>
<td>Ceased- (6)</td>
</tr>
<tr>
<td>27/03/2009</td>
<td>333 344 2229</td>
<td>JESSOP</td>
<td>Ms</td>
<td>Pauline</td>
<td>08/09/63</td>
<td>000006</td>
<td>Re-registered</td>
<td>Ceased –(9)</td>
</tr>
<tr>
<td>30/04/2009</td>
<td>7160</td>
<td>PEACEMAKER</td>
<td>Mrs</td>
<td>Sally</td>
<td>12/04/71</td>
<td>000006</td>
<td>Final Non-Responder</td>
<td>Called</td>
</tr>
<tr>
<td>23/09/2009</td>
<td>333 344 2809</td>
<td>BROWN</td>
<td>Ms</td>
<td>Alison Denise</td>
<td>14/04/50</td>
<td>000001</td>
<td>Abnormal Follow-up</td>
<td>Early Repeat</td>
</tr>
<tr>
<td>30/09/2009</td>
<td>333 344 3066</td>
<td>WHITE</td>
<td>Ms</td>
<td>Susan Fiona</td>
<td>28/02/67</td>
<td>000001</td>
<td>Re-registered</td>
<td>Ceased – (7)</td>
</tr>
<tr>
<td>30/09/2009</td>
<td>333 344 6715</td>
<td>MCLEAN</td>
<td>Ms</td>
<td>Susan Yvonne</td>
<td>20/07/45</td>
<td>000006</td>
<td>Abnormal Follow-up</td>
<td>Inadequate</td>
</tr>
<tr>
<td>09/12/2009</td>
<td>333 344 2671</td>
<td>FOOT</td>
<td>Ms</td>
<td>Alison M</td>
<td>25/08/54</td>
<td>000001</td>
<td>Recently Ceased</td>
<td>Ceased – (6)</td>
</tr>
</tbody>
</table>
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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 the ‘Reset’ button).

Click on the NHS number to access each woman’s details, which will appear as below:
– If you wish to notify that recall for this patient should be postponed or ceased, click the **Yes** option next to the **PCO Action Required** field.

– Three additional fields will be displayed.
  - The first is a drop down list of reasons to defer or cease the woman from recall. The reasons are the same as those used for PNLs and require a **Delay Until** date to be entered.
  - The **Delay Until** field is read only (you cannot type in it) but clicking on either the text field or the calendar icon beside it will make the pop-up calendar appear.

  Select the date you wish the woman to be recalled.

– As with PNLs, you can only defer recall by a maximum of 18 months.

– Any additional details can be filled in the final text field (max. 60 characters)

– Once all the information has been entered, click **Submit Record** and the name will be removed from the list of non responders on your screen.

– If no action is required for this patient, select **No** on the **PCO Action Required?** field and click on **Submit Record**. This will set the record to requiring no action and remove it from your list, returning you to the Electronic Card summary screen.

– Once you have actioned the non responder notifications, you should click on the **Reset** button to ensure your screen shows the full list of all notification types.
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