

# Cheat sheet: Medical Director Pap Smears



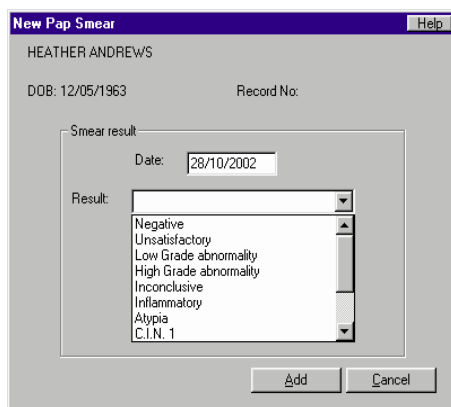
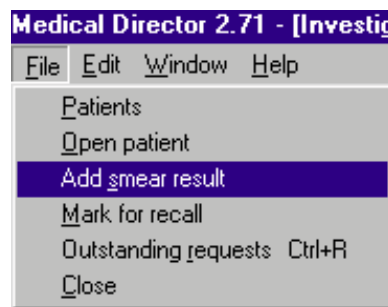
You can add Pap smear results into Medical Director three ways. We recommend the first option however, it's up to you.

## 1. From the holding bay

1. Make sure that no patient record is open and from the **Tools** menu select **Check Investigation** results. (Shortcut F5).
2. Select the doctor and click OK to view imported results in the holding file.
3. Select one of the listed patients by clicking once on the patient's name. Click **View**.

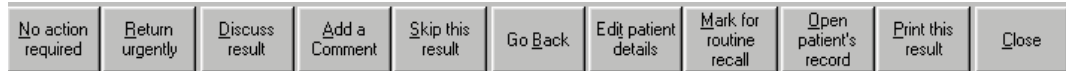
Record the Pap smear result and set the recall

1. From the **File** menu select **Add smear result**.
2. Type in (or select) the appropriate details.
3. Select **Mark for recall** and accept the default of PAP SMEAR with an interval of 2 years.
4. Click **Add** to record the smear in the patient's Pap smear results.



## Complete the 'No action required'

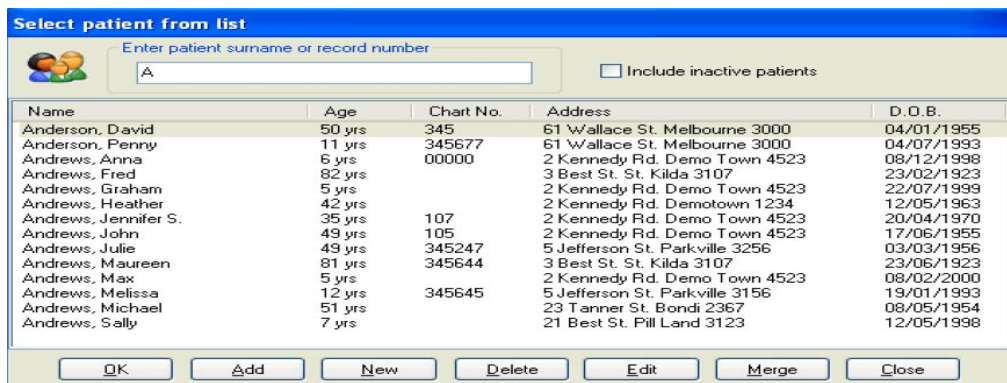
1. Select **No action required**.



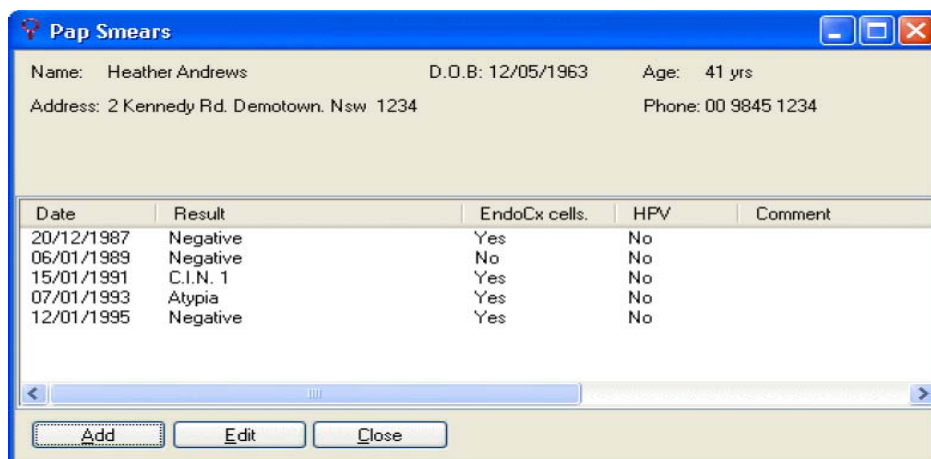
2. You would normally continue with the next patient's results but for a training session select **Close**.
3. Select **Close** again to exit the **Check Investigation** results.

## 2. From the front screen

1. From the Front Screen, select **Clinical Pap Smear Add Result**. The 'patient from list' window will appear.



2. Search for and open the patient record you want to add a result for. Only patients with recorded gender of 'female' will appear in the list. The **Pap smears summary** for the patient will appear.



3. Click **Add**. The **New Pap Smear** window appears.

- Enter the date on which the smear was obtained. Select a result type from the list provided.
  - Tick check boxes as appropriate to indicate whether Endocervical cells and/or HPV changes were present.
  - If you want to generate a recall notification for this patient, click the **Recall** button.
4. Click the **Add** button to confirm and save your data.

### 3. Patient record

1. Select the **Smears tab** in the patient's clinical record.
2. Then press **F3**, or right-click within the list of recorded smears and select **New Item** from the menu that appears.

Date	Result	EndoCx cells.	HPV	Comment
23/01/1988	C.I.N. 1	No	No	
23/06/1988	Negative	Yes	No	
12/03/1990	Negative	Yes	No	
01/09/1991	C.I.N. 1	Yes	No	
17/07/1993	Atrophic	No	No	
23/05/1995	Atypia	No	Yes	
12/01/1996	Atrophic	Yes	No	
23/08/1996	Negative	Yes	No	
23/08/1998	Low Grade abnormality	Yes	No	

3. The **New Pap Smear** window will appear.

**New Pap Smear**

JENNIFER S. ANDREWS  
DOB: 20/04/1970      Record No: 107

Smear result

Date: 30/03/2007      Result:

Endocervical cells present?       HPV changes present?

Comment:

Recall      Add      Cancel

- Enter the date on which the smear was obtained from the patient. Select a result type from the list provided.
- Tick check boxes as appropriate to indicate whether Endocervical cells and/or HPV changes were present.
- If you wish to generate a recall notification for this patient, click the **Recall** button.

4. Click the **Add** button to confirm and save your data.