



## MedicalDirector– Cervical Screening Result (Pap test) Recorded < 2 years

This search will extract all active female patients aged 18-69 years that have a cervical screening (Pap test) recorded within the past 2 years 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 'Custom Search' radio button.
- 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. Choose 'Select All' in the results pane.
- In the Time Interval enter '24' Months and select the '<' radio button.</li>
- 6. Select 'Search'







7. To print the list of patients that match the query, Select the '**Print'** button at the bottom of the screen.

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- 8. To Save the results to a file, select the **Save** button at the bottom of the screen.
- 9. When prompted, give the file a name.
- 10. Choose the relevant file type.
- 11. Press 'Save' button.
- 12. To merge the results with an existing template in MedicalDirector, select the 'Mail Merge' button and follow the prompts.

