

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

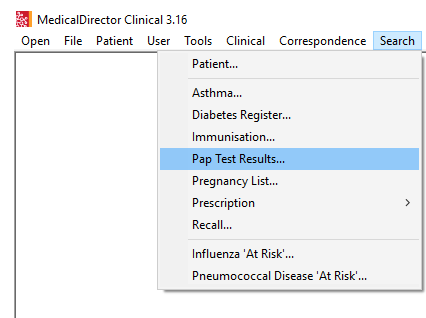
This search will extract all active female patients aged 18-69 years that have a cervical screening (Pap test) recorded within the past 2 years in MedicalDirector.

**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**



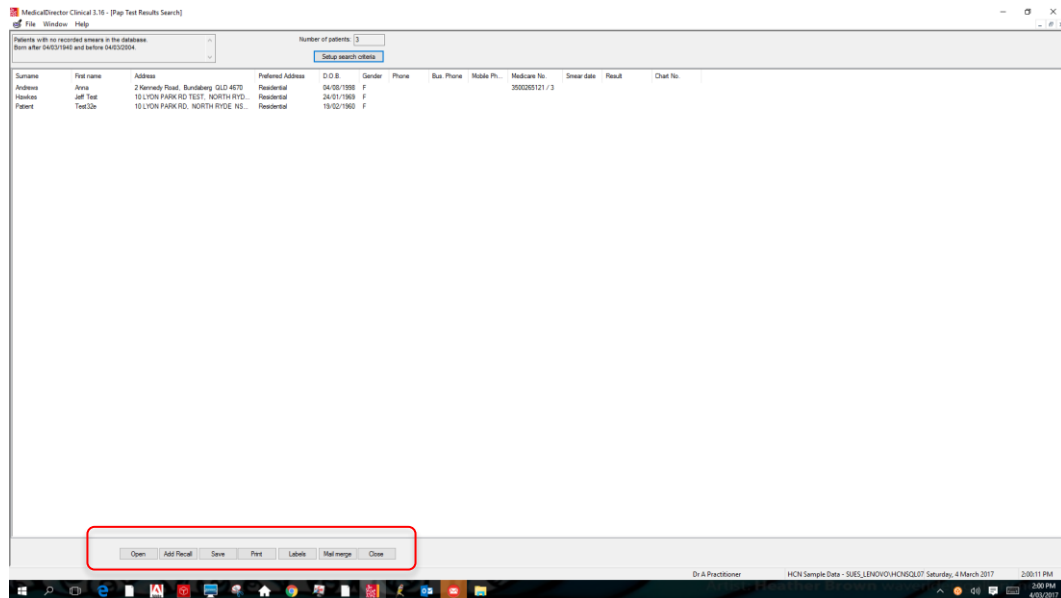
2. Select '**Custom Search**' radio button.

3. 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.
5. In the **Time Interval** enter '**24**' Months and select the '<' radio button.
6. Select '**Search**'

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



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.

