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MEDICAL PRACTICE

Standard operating procedure

Cervical Cytology Process

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Contents

Recall

The use of the NHS Cervical Screening Management System (CSMS) to correctly call patients for screening and manage their results.

Identifying patients eligible for review:

- Open NHS CSMS and EMIS.
- Log in with NHS Identity – SMARTCARD
- Choose your relevant role: Admin/Clinical Support
- Choose Notifications

Patients to review:

1. Highlight NHS Number or date of Birth
2. Enter into EMIS
3. Search for **Cervical Smear Screening Administration** problem heading, this should be under Health Admin section. If pt does not have this code please add it.
 - If pt has had a recent smear or total abdominal hysterectomy (TAH) got to defer and reason you want to defer.
 - If had a recent smear – defer to next smear due date.
 - If pregnant pt will need to be deferred until 3 months after date of delivery.
 - If pt has had a TAH you will need to code the date this was performed, then delete/complete the cervical smear due diary recall.

Patients due to be invited:

- Look for last recorded smear and double check pt is due for invite
- If they are due click review and then review again.
- If pregnant – click defer and EDD, then add a 3m after EDD date so they are recalled again at the appropriate time.
- If TAH – pick cease and choose reason to cease the pt. Codee Cervical Smear Not Needed in EMIS & write TAH plus date E.g. TAH SEPT 24.

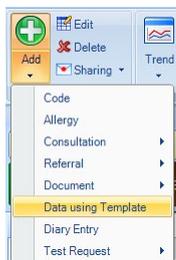
Patients who have not responded:

- Highlight patient identifiable indicator: e.g. Name, Date of Birth or NHS number.
- Look through the problem page/headings.
- Check how many invites the pt has received.
- Add code 9083 – Cervical Smear 3rd Call.

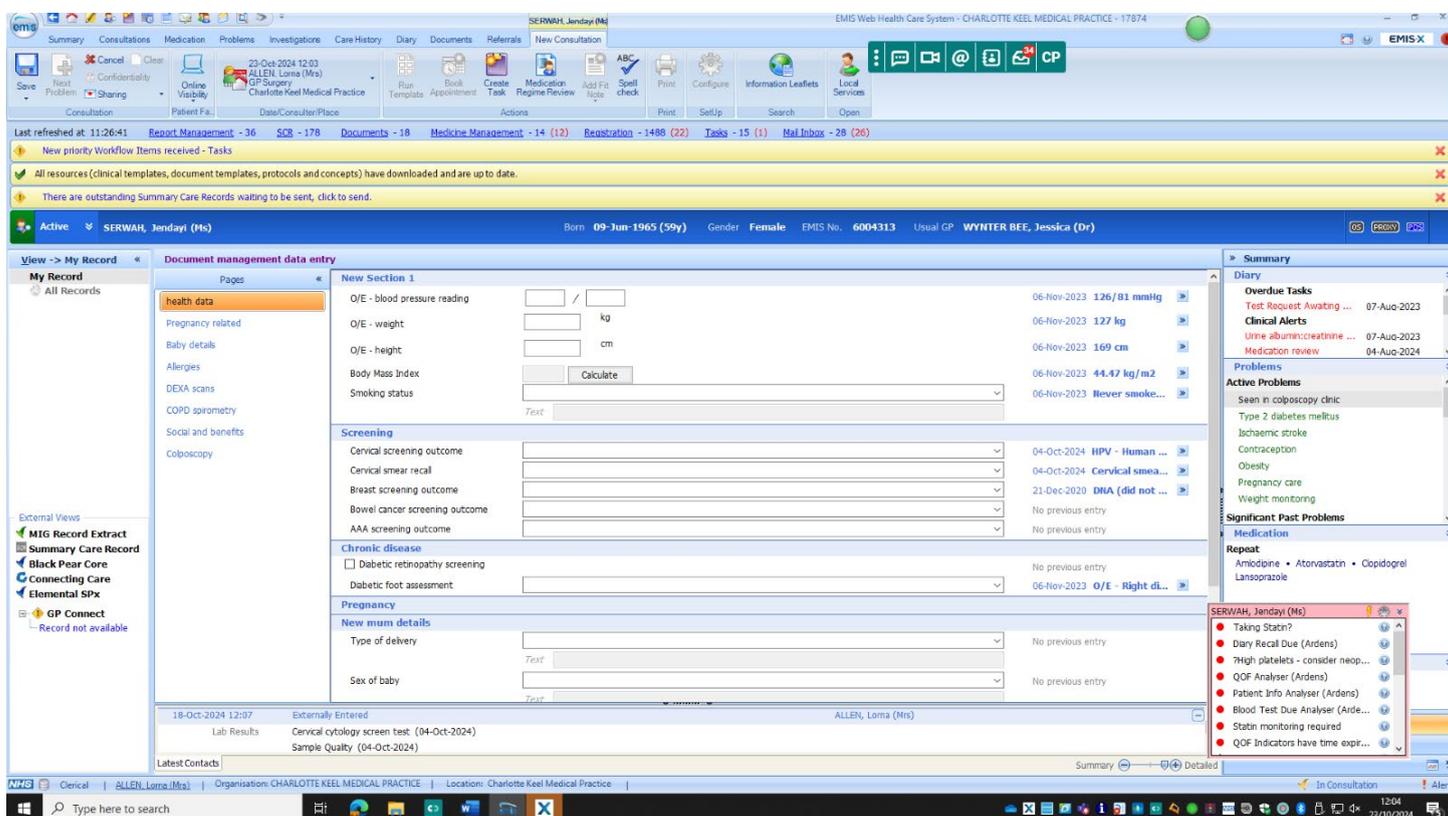
- In description box type: FINAL NON-RESPONDER, then proceed to ring/text/send letter to pt to book test appt.

EMIS Lab Smear Test Results:

- Within EMIS, click on the Investigations Tab
- Add the data through the drop down



- Select the Document Management Data Template and enter the data through this template



- Enter the appropriate recall in the EMIS diary.

Cervical Screening

INTRODUCTION

Cervical screening is available to women and people with a cervix aged 25 to 64 in England.

All eligible people who are registered with a GP (as female) automatically receive an invitation by mail. Trans men (assigned female at birth) do not receive invitations if registered as male with their GP, but are still entitled to screening if they have a cervix.

The first invitation is sent to eligible people at the age of 24.5 years. People aged 25 to 49 receive invitations every 3 years. People aged 50 to 64 receive invitations every 5 years.

STAFF RESPONSIBLE

PNs; TRNs; GPs

AIM

Cervical screening looks for the [human papillomavirus \(HPV\)](#) which can cause abnormal cells on the cervix. If HPV is found a cytology test is used as a [triage](#), to check for any abnormal cells.

If no abnormal cells are found, a follow up screen is arranged for 12 months' time. This will check to see if the immune system has cleared the virus.

Most HPV infections are transient, and slightly abnormal cells often go away on their own when the virus clears. If HPV persists, abnormal cells can, if left untreated, turn into cancer over time.

If abnormal cells are found, the individual will be referred to [colposcopy](#).

HOW A CERVICAL SCREENING SAMPLE IS TAKEN

<https://youtu.be/LNCYsTU96VA>

Staff now access the Cervical Screening Management System via NHS Smartcard

<https://digital.nhs.uk/services/screening-services/national-cervical-screening/new-cervical-screening-management-system>

<https://cervicalscreening.nhs.uk/> - Login via Smart card

SCREENING ADMINISTRATION SUPPORT FOR GP'S AND NURSES

(including standardised forms for cease, defer and reinstate requests)

[Ceasing and deferring women from the NHS Cervical Screening Programme - GOV.UK \(www.gov.uk\)](#)

Workflow procedure for cervical smear results

Cervical smear results can be filed directly to the patients notes if the result is completely normal.

Under the heading 'Cytology report' if the report says 'negative sample' and 'routine recall' it is a normal report.

Audit and Ongoing Monitoring

It is requirement that all smear takers undertaking cervical smear screening are competent in this procedure.

It is essential that they participate in the recommended training courses and pass all recommendations prior to independently undertaking cervical screening and to complete online training every 3 years.

It is good practice for all smear takers to regularly audit the quality of smears taken.

Cervical cytology cease recall post-total hysterectomy + removal of cervix

Process

1. A discharge summary document comes into the practice from secondary care informing that a woman has had a total hysterectomy with removal of cervix.
2. Admin staff code the hysterectomy and workflow the document to Specialist Sexual Health Nurse. (As the discharge letter does not always specify if the cervix has been removed, all documents post- hysterectomy will be workflowed to Specialist Sexual Health Nurse for review).
3. The Specialist Sexual Health Nurse will review the discharge summary and if there is no cervix will complete and submit the Cease Recall form on the Cervical Screening Administration Service (CSAS) site. [Screening - Cease/Opt Out · CSAS](#) This will ensure that the CSAS will no longer recall the patient.
4. The Specialist Sexual Health Nurse will log the reference number from CSAS confirming the form has been submitted and received.
5. A patient who is ceased from call and recall due to absence of cervix are informed by letter from CSAS that they will receive no further invitations for screening. Where the person is registered with a GP practice, call and recall must notify the practice that the ceasing process has been completed.

References

Public Health England (updated 9th July 25) Ceasing and deferring women from the NHS Cervical Screening Programme. [Ceasing and deferring women from the NHS Cervical Screening Programme - GOV.UK](#) Accessed on 20.2.26

References

[Ceasing and deferring women from the NHS Cervical Screening Programme - GOV.UK](#)

<https://digital.nhs.uk/services/screening-services/national-cervical-screening/new-cervical-screening-management-system>

<https://youtu.be/LNCYsTU96VA>

Version Control

Date	Version	Author	Change Details
23/10/2024	1.0	Lorna Allen, Danielle Townsend, Kathy Brook	New SOP created.
09/04/2025	2.0	JB	Meged all cervical SOPs into cervical cytology process.
20/02/2026	2.1	JG	Reviewed