

# BMC

# Bowel Screening Results

Reviewing and Screening Pathology Results in EMIS Web

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# BMC – Bowel Screening (Reviewing & Screening Pathology results in EMIS Web)

## - Version 1.0

### 1. Purpose

To ensure all bowel screening results received by the practice are reviewed, actioned, and filed accurately and promptly in EMIS Web, in line with clinical governance and data protection standards.

### 2. Scope

This SOP applies to all clinical and administrative staff involved in processing bowel screening results within the practice.

### 3. Roles & Responsibilities

Role	Responsibility
Bowel screening Administrator	Identify and allocate bowel screening results to the appropriate clinician. document actions and file appropriately.
GPs	Review tasks as needed for urgent results.
Operations Manager/Admin Team Leader	Ensure adherence to SOP and audit trail completeness.

### 4. Procedure

#### 4.1 Accessing Results

1. Log in to EMIS Web using your personal credentials.
2. Navigate to Workflow → Pathology Inbox (or Results → Lab Reports depending on configuration).
3. Filter for Bowel Screening or Screening Programme results – these typically arrive via NHS Screening Services (e.g., FIT test results).

#### 4.2 Reviewing the Result

1. Click on the result to open the Result Summary.
2. Check patient identifiers (Name, DOB, NHS Number) to confirm correct allocation.
3. Review the result details:
  - Normal/Negative: No further action required.
  - Abnormal/Positive: Follow local bowel screening pathway (see section 4.3).
  - Inconclusive/Repeat Requested: Follow-up required — notify admin or patient as appropriate.

#### 4.3 Actioning Abnormal Results

1. If positive, check for any communication from the Bowel Screening Hub or hospital (e.g., invitation for colonoscopy).
2. Document any actions taken in the Consultation screen:
  - “Bowel screening result reviewed – positive FIT. Awaiting colonoscopy appointment per

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screening pathway.”

3. Add tasks/reminders for follow-up if necessary.

4. If urgent or clinically significant, contact the patient or relevant clinician immediately as per practice protocol.

## 4.4 Filing the Result

1. Once reviewed and actioned:

- Select File → File and Action Completed in EMIS.

- Choose appropriate filing code:

- Bowel cancer screening result – normal
- Bowel cancer screening result – abnormal
- Bowel cancer screening – repeat requested

2. **Ensure all comments, actions, and communications are documented in the patient record.**

## 4.5 Escalation

If the result appears unclear or clinical advice is required:

- Escalate to the requesting doctor if in on the same day or the triaging clinician the same day.
- Document escalation and advice given

## 5. Audit and Quality Assurance

- Monthly: The admin Team Leader audits a random sample of bowel screening results to ensure timely filing and appropriate action.
- Annually: SOP reviewed to align with NHS Bowel Cancer Screening Programme updates and EMIS functionality changes.

## 6. Related Documents

- NHS Bowel Cancer Screening Programme guidance
- EMIS Web Pathology Workflow User Guide
- Practice Clinical Correspondence SOP
- Data Protection and Confidentiality Policy

## Version Control

Date	Version	Author	Change Details
01/09/2025	1.0	Megan Joscelyne	Original