

BMC Cervical Screening Administration

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1.0	Rea Arnott	01/03/2025
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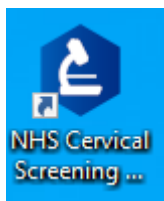
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Cervical Screening Management System

1. How to access the Cervical Screen Management System (CSMS)



This icon will be on your desktop. You will need to find this and open it to access the system.

Once opened, you will find the page to log in, you will be able to use your Smart Card Identification to log in.

NHS Cervical Screening Management System

Planned maintenance

You will not be able to log in to CSMS on 18th February from 7:00pm to 11:59pm GMT.

Cervical Screening Management System

To access the Cervical Screening Management System you will need an [NHS smartcard](#) and an associated role which is assigned by [Registration Authorities](#).

NHS Log in with my Care Identity

- ▶ [I don't have an NHS smartcard](#)
- ▶ [I have an NHS smartcard but I have forgotten my 6 digit passcode](#)
- ▶ [I have a smartcard and PIN but can't access CSMS](#)

NHS CIS2 Authentication

Select your login method

- Smartcard
- Windows Hello
- Security key
- iPad app
- Authenticator app
- NHSmail
- Passkey (private beta)

Agree to our Terms of Use

By continuing, you agree to our [Terms and Conditions](#)

Continue

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2. Finding the 2 lists

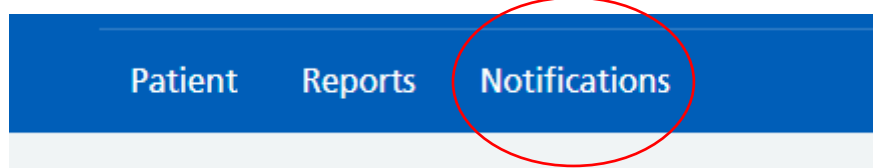
(PNLs + Letters list)

You will then find a page with 3 tabs at the top; Patient – Reports – Notifications.

The screenshot shows the NHS Cervical Screening Management System interface. At the top, there is a blue header with the NHS logo and the text 'Cervical Screening Management System'. Below the header, there are three tabs: 'Patient', 'Reports', and 'Notifications'. The main content area is titled 'Patient Search' and contains a red vertical bar on the left. To the right of the bar, there is a text box that reads: 'You are searching a national database. Use NHS number to search where possible. If not available, use as much search criteria as you can and take care to select the correct individual.' Below this text, there are two tabs: 'NHS Number' and 'Demographics'. The 'NHS Number' tab is selected. Below the tabs, there is a text input field labeled 'NHS number' with the example 'e.g. 123 456 7890'. Below the input field, there is a green button labeled 'Find patient'.

This is the page it will take you to once you have logged in.

You will need to click on the 'Notifications' tab to find the 2 lists we use to invite.



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3. Prior Notifications List (PNL)

Prior Notifications List (PNL) – Electronic Invites

Notifications

[Patients due to be invited](#) 8 [Patients who have not responded](#) 21 [Patients to review](#) 3 [Manage emails](#)

Prior notification list of patients due to be invited

Patients listed on the prior notification list need to be reviewed as they are due to be invited for cervical screening. If you take no action, they will be invited for cervical screening 6 weeks before their next test due date.

Showing 8 records, sorted by next test due date.

You will then need to click on 'Patients due to be invited' – this will show the patients on the PNL list.

This list must be checked weekly.

You will need to go through each patient on this list – you need to check they are eligible for a smear or if there is any indication that they cannot have a smear ([see indications on page below](#)). Once you have checked their record and there are no indications, you can invite them, by clicking 'Invite' and then 'Submit'.

Action View more

[Invite](#) [Defer](#) [Cease](#) [+](#)

Next test due date	17 May 2025 (in 2 months and 5 days)
Last test date	17 May 2024 (9 months and 22 days ago)
Last test	(39S) Low-grade dyskaryosis, HPV positive, Suspended, Repeat in 12 months
View full patient information	

Review patient screening participation

Action	Invite
Next Test Due Date	17 May 2025 (in 2 months and 5 days)

Once submitted we will send the patient their invitation on 5 April 2025 (in 24 days)

Please note, the 'Next test due date' may be a month or so in advance, we continue the process and invite the patient as the CSMS team use this list to invite them electronically.

[Submit](#)

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Indication check points:

- Age – must be between 24 ½ years old – 65 years old

CANNOT have a smear/ should not be invited if:

- Current pregnancy or recent birth (under 3 months since birth date)
- Has had a hysterectomy (womb taken out) = NO cervix so, no smear
- Transgender patient, if Male to Female and gender marker has been changed to female – will need to be ceased as will not have a cervix
- Transgender patient, if Female to Male – must check if they have had a hysterectomy – if has NOT then will still need to be invited
- Recent test – this will show on the emis notes via lab reports (sometimes the system can be a bit behind)
- Under Colposcopy/ treatment relevant to screening (sometimes there may not be an updating letter so you will need to phone St Michael's Colposcopy on 0117 342 5811)
- (Over 50s) If they have had a test within last 5 years and is less than 5 years to 65, they will be ceased from that last test – so should not be reinvited

***If a patient needs to be deferred or ceased due one of these reasons – do NOT send an invite – see Section 6 Ceasing/Deferring**

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4. Patients who have not responded (Letters)

This list is called 'Patients who have not responded' – This is the lists we send letter invites to.

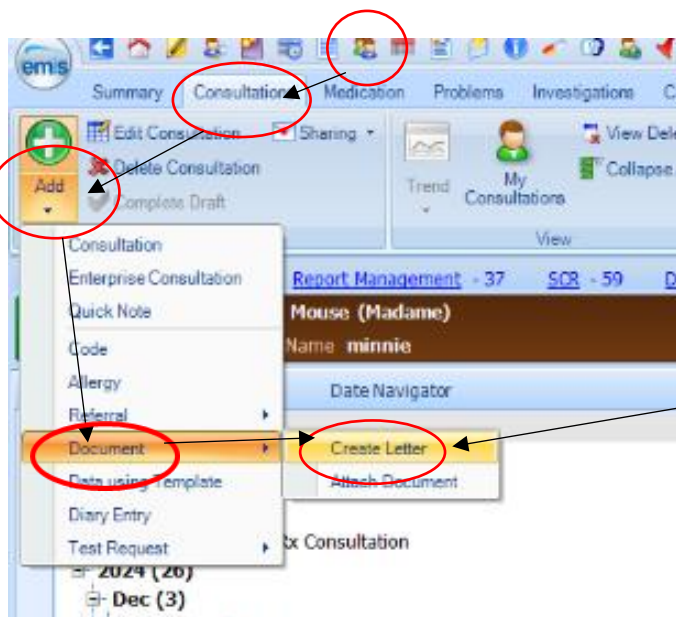
Notifications

[Patients due to be invited](#) 8 [Patients who have not responded](#) 21 [Patients to review](#) 3 [Manage emails](#)

You will then need to click on 'Patients who have not responded' – this will show the patients on the Letters list. This list must be checked weekly.

These patients are on this list as they need reviewing as they have not responded to 2 or more invitations to have smear taken.

You will need to go through each patient on this list – you need to check they are eligible for a smear or if there is any indication that they cannot have a smear ([see indications on page above^](#)). Once you have checked their record and there are no indications, you can invite them by sending a letter. This process is now done on Emis.

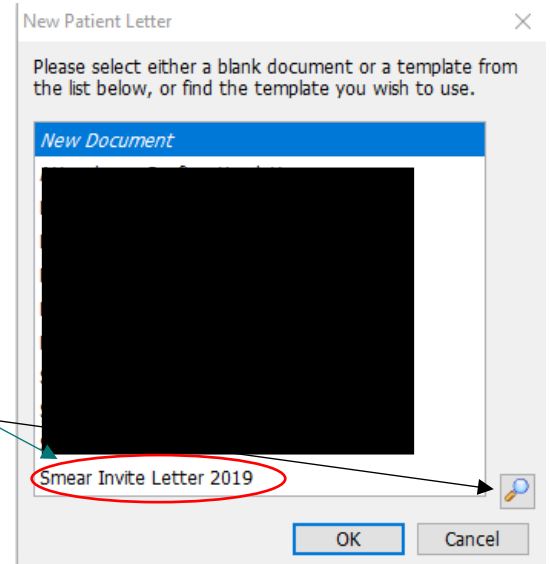


You will be on the patient's notes already. You will need to be on consultations and click the drop down on add. You then need to click document and click 'Create Letter'

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The letter type you will need is called
'Smear Invite Letter 2019'

You will need to search for this template the first time you use it.



You will then need to print this letter and save it to the patient's record.

Once printed, you will then need to include a 'Cervical Screening Information Leaflet'. Which looks like the image below. This must be included with the letter. You will then need to put it all together into an envelope and frank and post it as 2nd class.



NHS cervical screening
Helping you decide



These leaflets must always be printed (there is always spare kept) – The link for this leaflet is:

<Y:\Broadmead Resource File\Non-Clinical, Administrative\Cervical Screening - updated 2025\Smear Information Leaflet.pdf>

And you will need to print them as double sided- flip on long edge.

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5. Patients to review

'Patients to review'. This tab involves any patients that the Screening programme wants you to double check and review. Usually there are not many.



The types of patients to review:

- Ceased recall patients (taken off programme)
- Repeat advised (usually when a repeat is due sooner than normal – 'abnormal follow up')
- Suspended recall (usually delayed than normal recall due to Colposcopy)

Most of the time these will not require us to send an invite, as usually they are not due yet or have been ceased. However, sometimes they are due/overdue, and we will need to send them a letter invitation. This is done in the same way as in Chapter 4.

Step by step of what to do if patients are on this list:

1. Find the patient on EMIS
2. Review their medical records, searching for the reason they are on that list.
3. If you can see that the patient needs to be invited for their smear, then send a letter to them.
4. If you can see that the patient is not due for their smear yet or has been ceased, do not send an invite.
5. Then go back to CSMS
6. Press 'Review'

Status	Notification type	Review by	Actions	View more
Suspended Recall	Abnormal Follow-up GP_REGISTRATION	30 April 2025 in 1 month and 17 days	Review	+

7. Then press 'Review Completed'

This is the only 3 ways through the CSMS system that we invite patients for their Cervical Smear test.

[Review Completed](#)

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6. Ceasing/Deferring on CSMS

If on either the PNL or Letter list – there is an indication that the patient cannot have a smear, you will need to defer or cease them, through CSMS. Usually this will only be deferring, but both processes will be shown below. This is the same process for each list.

To Defer:

Name	Age	Status	Review by	Action	View more
[REDACTED]	[REDACTED]	Suspended Recall	5 April 2025 in 23 days	Invite Defer Cease	

1. Click on 'Defer'
2. Choose a reason to defer the patient
3. If reason is 'Pregnancy' – Choose this and click continue

Step 2 of 3

How long do you want to defer the patient for?

Minimum deferral is 3 months after date of delivery.
Maximum deferral is 12 months after today.

The earliest possible next test due date is 10 weeks from tomorrow.

Estimated date of delivery

For example, 15 3 1984

Day Month Year

Months to defer after the date of delivery

[Continue](#)

Next test due date	17 May 2025 (in 2 months and 4 days)
Last test date	17 May 2024 (9 months and 23 days ago)
Last test	(39S) Low-grade dyskaryosis, HPV positive, Suspended, Repeat in 12 months

[View full patient information](#)

Step 1 of 3

Choose a reason to defer the patient

- Pregnancy
- Recent Test
- Under care of colposcopy
- Under treatment relevant to screening
- Patient wishes to defer

[Continue](#)

3(a) - If reason is Pregnancy it will then ask you how long you want to defer them for – you will need to find out the patient's Estimated Date of Delivery (EDD), via their EMIS notes. Then you will need to defer 3 months after the EDD. This is **always 3 months after the baby is due to be born.**

3.(b) Then enter the EDD and your number of months + continue- then submit

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4. If reason is 'Recent Test' – choose this and click continue

4(a). It will then ask you how long you wish to defer them for – **Minimum is 1 month + Maximum is 3 months** – Most of the time logistically the deferral will need to be more than 3 months, but this deferral notification will go to the CSMS team who will investigate it and record their recent test result and postpone for the appropriate amount of time.

4(b). Then enter your number of months + continue- then submit

Step 2 of 3

How long do you want to defer the patient for from today's date?

Minimum deferral is 1 month
Maximum deferral can not exceed 3 months

Months to defer

Continue

5. If reason is 'Under care of colposcopy' or 'Under treatment relevant to screening' – choose this and click continue

5(a) It will then ask you long you wish to defer them for – **Minimum is 1 + Maximum is 12 months** – again the CSMS team will investigate and postpone for the appropriate amount of time.

There is then another option which says 'Patient wishes to defer' – we do not usually use this option. However, if needed, we can maximum defer for 18 months.

Important note:

If a patient had a smear outside of the UK – this is NOT accepted through the NHS CSMS as it does not comply with the NHS system.

If a patient wishes to not repeat the smear in the UK, a note will need to be added to their record of where and what date and the result of the cervical smear, but we will still invite them through the NHS CSMS system.

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To Cease:

Name	Age	Status	Review by	Action	View more
[REDACTED]	[REDACTED]	Suspended Recall	5 April 2025 in 23 days	Invite Defer Cease	

1. Click on 'Cease'
2. Choose a reason to cease the patient
3. If reason is 'No Cervix' – choose this and click continue

3(a) It will then ask you if you want to continue ceasing this patient – select 'Yes, I wish to cease this patient'.

3(b) Then select continue and then 'submit'

Step 1 of 3

Choose a reason to cease the patient

[See how to cease for informed choice or under the mental capacity act](#)

No cervix

Radiotherapy (to the pelvic area which affects the cervix)

[Continue](#)

Step 2 of 3

You are about to cease a patient from the cervical screening programme

Ceasing a patient means they will never be invited for screening again. They would need to be reinstated in the system to get further invitations.

Check the patient's screening history before ceasing to make sure they are being ceased correctly.

Do you want to continue ceasing this patient?

- Yes, I wish to cease this patient
- No, go back to Patients due to be invited

[Continue](#)


This will be the same process for 'Radiotherapy (to the pelvic area which affects the cervix)'.

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7. Manual Cease

To Cease a patient manually from the system:

1. You will need to fill out this form with the patient's details. You will need to do this on the computer, not handwritten. See blank copy attached.
2. After filling out the administrative parts of this form, you will need to print it, to be passed to the Nurse to sign. This cannot be an electronic signature.



Ceasing From Cervical Screening Programme

This form should be used if a participant is to be permanently removed from the NHS Cervical Screening Programme (NHSCSP) due to ineligibility.

Please indicate the reason for the removal and ensure that the participant is being removed in accordance with NHSCSP guidelines, i.e. age, no cervix, radiotherapy. The NHS Cervical Screening Administration Service (CSAS), following instructions from NHSCSP, will carry out audits to ensure that the participants are correctly ceased.

Once the participant's name has been removed from the screening list, they will receive no further invitations or correspondence from the screening programme except a letter to confirm the removal (excluding radiotherapy to cervix).


Participant Full Name*	Click here to enter text.
Participant NHS Number*	Click here to enter text.
Participant Date of Birth*	Click to enter a date.
Participant Address:*	Click here to enter text.

Reason for Ceasing due to (Please select only one):*

Age (over 65 with no recent abnormal test results)

Radiotherapy (to the pelvic area which affects the cervix)

No cervix (congenital absence, total Hysterectomy or trachelectomy for any reason)

Organisation details	
Doctor/Nurse/Clinician Signature:*	
Full Name (Printed):*	Click here to enter text.
Practice Name / Hospital Trust Name:*	Click here to enter text.
Practice/Hospital Trust Address:*	Click here to enter text.
Date:*	Click here to enter a date.
GP National Code*	Click here to enter text. (If applicable)

Next Steps
Once completed and signed, please upload this form via the CSAS website. You should use the online enquiry form on the 'Contact Us' page and select the 'Cease' option. Keep the original copy in your files.

Please note that fields marked with an asterisk (*) are mandatory

You will need to select one of the three options for the reason you are ceasing.

This will need to be signed by one of the Nurses (who does smears) – Full Name will be the Nurse's name who signing it.

GP National Code: Y02578
Practice Name: Broadmead Medical Centre
Practice Address: 59 Broadmead, Bristol, BS1 3EA

You will find this form via this link:

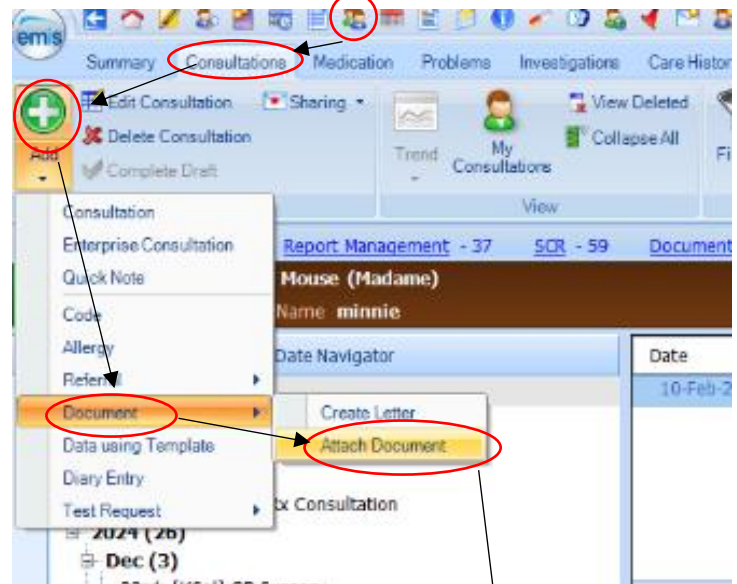
<Y:\Broadmead Resource File\Non-Clinical, Administrative\Cervical Screening - updated 2025\1 - Ceasing from the Cervical Screening Programme.docx>

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- Once signed by the Nurse, you will need to scan this onto the patient's notes (see screenshot for reference and STEPS for reference).

- You will need to code the document as 'Cervical smear screening administration'.

- In the 'Document Title' – you will need to delete what is currently written there and input 'Ceasing from Cervical Screening Programme' – this is the title of the form you have completed.

A screenshot of the emis software interface showing the 'Document' form. The form has several fields: 'Type' (Cervical smear screening administration), 'Clinical document' (Yes, No, Not specified), 'Letter Date' (13-Mar-2025), 'Person' (empty), 'Source' (empty), 'Document Title' (Ceasing from Cervical Screening Programme), 'Department' (empty), and 'Online Visibility' (Display on the patient's online care record). Red circles and arrows point to the 'Type' field, the 'Document Title' field, and the 'Attach Document' option from the previous screenshot. The form also has buttons for 'Add a code', 'Use auto-template', 'Link to referral', 'Add comment', 'Add task', and 'Link to problems'.

- You will then need to 'file' this, which will save it to the patient's notes. This will be in the bottom right-hand corner.

STEPS:

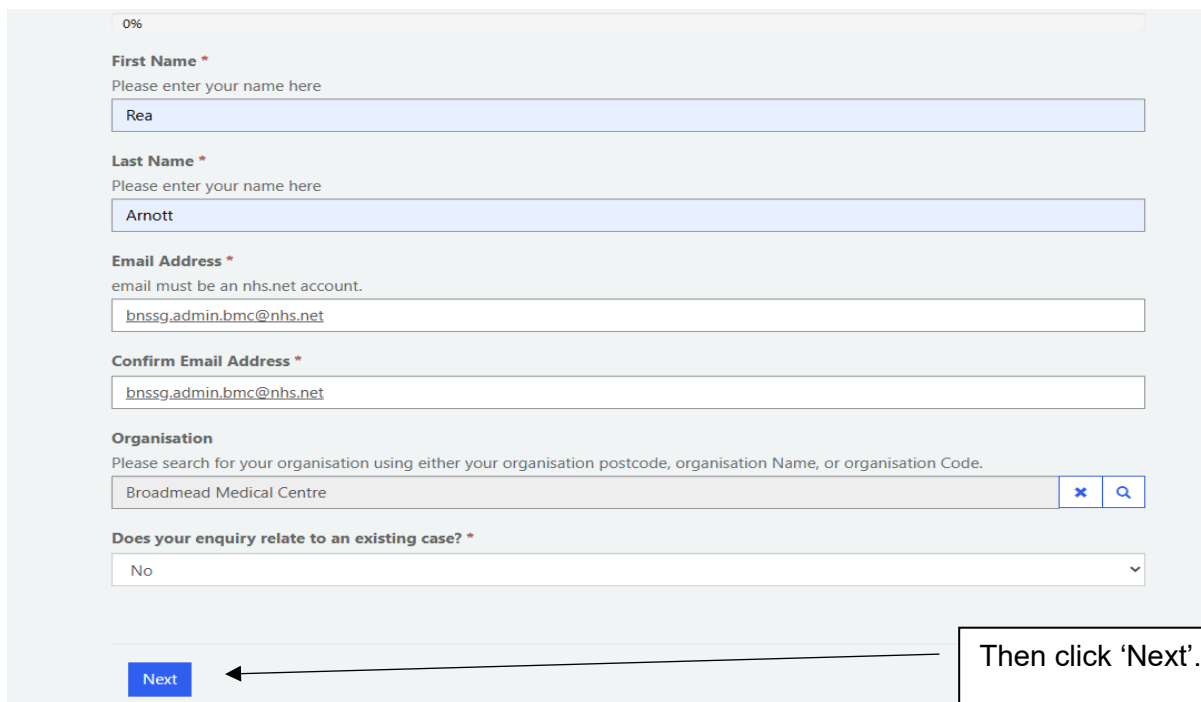
- You will need to scan the document onto the Y Drive.
- You will need to be on the patient's notes already.
- You will need to be on consultations and click the drop down on add.
- You then need to click document and click 'Attach Document'.

- Then you will need to upload it to the Cervical Screening Administration Service via this link: [Screening - Cease/Opt Out - Submitted by GP Practice / Colposcopy Clinics - NHS Cervical Screening Administration Service](#)

- On this system, you will need to fill out the necessary boxes with your first and last name, the admin email address, confirm the email address and the organisation (Y02578).

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9. The last box will say 'Does your enquiry relate to an existing case?' – here you will put no. [see example screenshot below]



0%

First Name *
Please enter your name here
Rea

Last Name *
Please enter your name here
Arnott

Email Address *
email must be an nhs.net account.
bnssg_admin.bmc@nhs.net

Confirm Email Address *
bnssg_admin.bmc@nhs.net

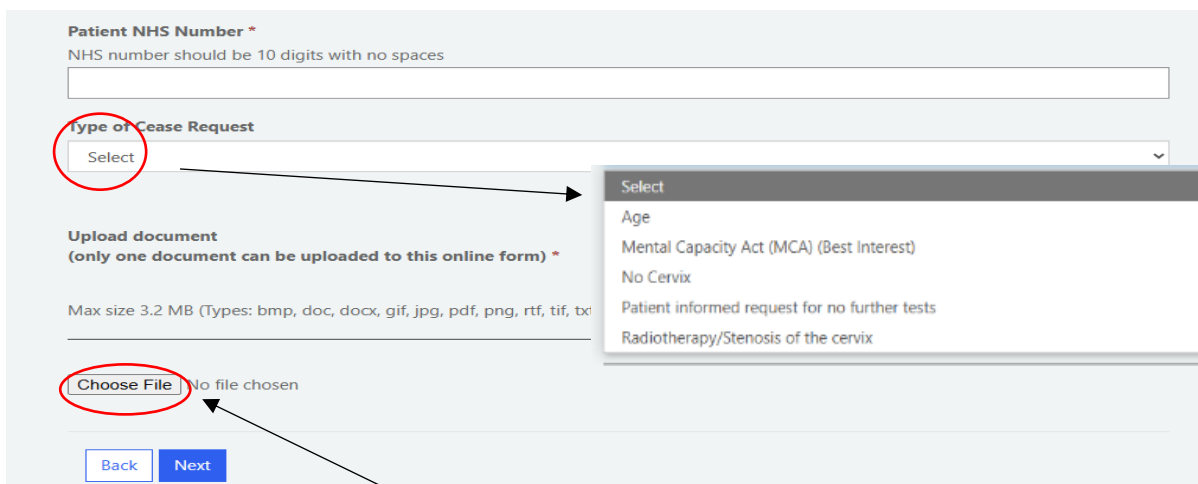
Organisation
Please search for your organisation using either your organisation postcode, organisation Name, or organisation Code.
Broadmead Medical Centre

Does your enquiry relate to an existing case? *
No

Next

Then click 'Next'.

10. Then you will get to this page. This is where you will enter the patient's NHS number and select the 'Type of Cease Request' – this is the reason why you are ceasing the patient.



Patient NHS Number *
NHS number should be 10 digits with no spaces

Type of Cease Request
Select

Upload document
(only one document can be uploaded to this online form) *

Max size 3.2 MB (Types: bmp, doc, docx, gif, jpg, pdf, png, rtf, tif, txt)

Choose File No file chosen

Back Next

Select
Age
Mental Capacity Act (MCA) (Best Interest)
No Cervix
Patient informed request for no further tests
Radiotherapy/Stenosis of the cervix

Then click 'Next'.

11. You will then need to 'Choose file' – attach the scanned document – then click 'Next'.

12. This will lead you to a page which will say 'Check and Save' – ensure this data is all correct. Enter the 'robot' code from the image on this page. – Then submit. You will need to print a copy of this page to keep for reference.

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8. Lab reports (results)

Results come through to us directly through EMIS.

There can be multiple different results that come from the smear test. You will find the results, awaiting filing on EMIS, here:

Last refreshed at: 10:23:35 [Report Management - 37](#) [SCR - 59](#) [Documents - 55](#) [Medicine Management - 2 \(2\)](#) [Registration - 359](#) [Lab Reports - 11](#) [Tasks - 34 \(8\)](#) [Mail Inbox - 1](#)

Here is a step by step of how to record each type of result:

Normal result (age between 24 ½ - 50 years old):

Report Type : Pathology
 Cervical cytology screen test
 Status : **Not Filed** Viewed by : RHA16593

Specimen : No Cervical Cytology Slide Taken : 14-Mar-2025 00:00 Received : 19-Mar-2025 13:53

Cervical cytology screen test SR
 HPV Test SR UC
 High risk HPV NOT detected.

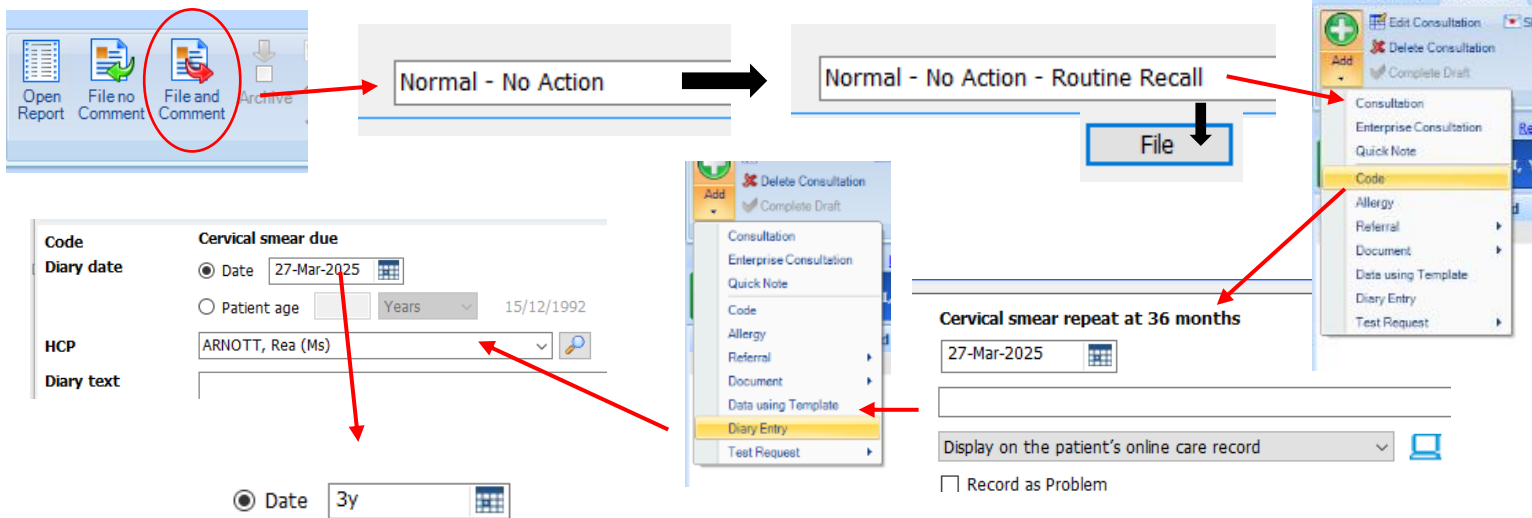
Cervical cytology test SR
 No Cytology result (HPV Primary Screening).

Management Routine Recall SR UC
 SNOMED TEA559,M00120 SR UC
 Authorised by SR UC
 20/03/2025 16:14 Katherine Hunt NBT

EMIS Report Id : 2736778 LAB Report Id : 138832842
 Issued : 20-Mar-2025 16:15 Received : 20-Mar-2025 16:27

Note:
 This is what the result will look like on the EMIS screen.

1. File and comment
2. Edit the wording to 'Normal – No Action – Routine Recall'
3. Then click 'file'
4. Go to the patient's consultations
5. Click 'add' and 'add code' – the code to add is 'repeat smear in 36 months + click 'ok'
6. Then click 'add' again and now add 'diary entry' – you will need to search 'Cervical smear due'
7. Then click over the date that is in that box and enter '3y' and then click 'ok'
8. Go back to the lab reports and then archive that now filed result



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Normal result (age 50-65 years old):

1. File and comment
2. Edit the wording to 'Normal – No Action – Routine Recall'
3. Then click 'file'
4. Go to the patient's consultations
5. Click 'add' and 'add code' – the code to add is 'repeat smear in **60** months + click 'ok'
6. Then click 'add' again and now add 'diary entry' – you will need to search 'Cervical smear due'
7. Then click over the date that is in that box and enter '**5y**' and then click 'ok'
8. Go back to the lab reports and then archive that now filed result

Age is **VERY** important with the recall codes!

Please ensure you check!

High risk HPV Detected – 12-month repeat:

1. File and comment
2. Take out 'normal no action' and replace with 'High risk HPV Detected – A repeat sample in 12 months is advised'
3. In sample quality section – copy what the report says – usually this is 'Evidence of TZ sampling present' or 'No evidence of TZ sampling'
4. Then click 'file'
5. Go to the patient's consultations
6. Click 'add' and 'add code' – the code to add is 'cervical smear: repeat **12** months'
7. Then click 'add' again and now add 'diary entry' – you will need to search 'Cervical smear due'
8. Then click over that date that is in that box and enter '**12m**' and then click 'ok'
9. Go back to the lab reports and then archive that now filed result

High risk HPV unavailable or unreliable – repeat in 3 months (rejected):

1. File and comment
2. Take out 'normal no action' and replace with 'High risk HPV unavailable or unreliable – A repeat sample in 3 months is advised'
3. Then click 'file'
4. Go to the patient's consultations
5. Click 'add' and 'add code' – the code to add is 'cervical smear: repeat 3 months'
6. Then click 'add' again and now add 'diary entry' – you will need to search 'Cervical smear due'
7. Then click over the date that is in that box and enter '**3m**' and then click 'ok'
8. Then you will need to send a task to the nurse who took the sample – you will need to write 'please see recent smear result, has been rejected, please contact the patient to inform and explain.'
9. Go back to the lab reports and then archive that now filed result

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Sample has been rejected – 3-month repeat:

1. File and comment
2. Take out 'normal no action' and replace with 'The sample has been rejected' and what else it says – usually this will be 'please repeat when due' or sometimes 'incorrect name on the sample vial/form'
3. Then click 'file'
4. Go to the patient's consultations and edit the consultation with the result in – here you will need to write a comment with what the report says – usually this is a paragraph
5. Then click 'save'
6. Then click 'add' and 'add code' – the code to add is 'cervical smear: repeat 3 months'
7. Then click 'add' again and now add 'diary entry' – you will need to search for 'Cervical smear due'
8. Then you will need to send a task to the nurse who took the sample – you will need to write 'please see recent smear result, has been rejected, please contact the patient to inform and explain.'
9. Go back to the lab reports and then archive that now filed result

Please remember to include all the detail that is on the report.

Ensure you task the nurse too!

High risk HPV Detected – Referral to colposcopy:

1. File and comment
2. Take out 'normal no action' and replace with 'High risk HPV Detected – then (either) 'borderline change in squamous cells' or 'low/high grade dyskaryosis'
3. In sample quality section – copy what the report says – usually this is 'Evidence of TZ sampling present' or 'No evidence of TZ sampling'
4. Then click 'file'
5. Go to the patient's consultations and edit the consultation with the result in – here you will need to write a comment saying 'This patient will now be referred for Colposcopy at St Michael's Hospital – Appointment will be prioritised as ROUTINE (or) URGENT' it will say this on the report
6. Then click 'save'
7. Go back to the lab reports and then archive that now filed result

DO NOT code anything or add diary entry.
We await letter from Colp.

We DO NOT do the referral – the lab does.

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High risk HPV Detected/Normal... - Follow up as advised by Colp:

1. File and comment
2. Take out 'normal no action' and replace with what the report says – this could be High risk HPV Detected (and the rest of the result) or Normal – No Action – Routine Recall
3. In sample quality section – copy what the report says – usually this is 'Evidence of TZ sampling present' or 'No evidence of TZ sampling'
4. Then click 'file'
5. Go to the patient's consultations and edit the consultation with the result in – here you will need to write a comment saying 'CSAS recall suspended – Follow up as advised by Colposcopy'
6. The click 'save'

After a few weeks, we should receive a letter from Colposcopy with the investigations/results.

If this says when the next smear should be taken, we will then need to diarise this date by adding a diary entry.

Sometimes you may need to phone Colposcopy to chase a letter.

Colposcopy St Michaels Hospital: 0117 342 5811

Sometimes you may need to phone Cytology (Smear result Lab) for smear results.

Cytology: 0117 414 9889

Version Control

Date	Version	Author	Change Details
1.3.25	1.0	Rea Arnott	Reviewed by Megan Joscelyne 1.3.25