

FGM Enhanced Dataset -Prevention Programme User Guide

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Introduction to FGM Recording and Reporting (2015/16)

The Vision+ FGM Recording and Reporting (2015/16) pathway enables you to accurately view and record a female patient's Female Genital Mutilation (FGM) history. The Practice Report generated in Vision+ helps decide whether a patient is appropriate to include in the Excel claim file that can be uploaded, via CAP (Clinical Audit Platform), to NHS England:



To download the FGM Recording and Reporting (2015/16) pathway, see <u>Downloading Web Files</u> in the Vision+ Help Centre.



Patient Inclusion/Exclusion Criteria

The following criteria apply:

- Male patients are automatically excluded.
- Female patients of all ages are eligible.
- Female patients with FGM clinical terms automatically list in the report. The clinical terms included are:
 - 15K History of Female Genital Mutilation
 - K578 Female Genital Mutilation
 - K5780 FGM type I WHO classification
 - K5781 FGM type II WHO classification
 - K5782 FGM type III WHO classification
 - K5783 FGM type IV WHO classification
- Consent is not mandatory, but it is recommended, therefore, the FGM reports display the different consent statuses per patient (consent/dissent/absent) but the final decision to include a patient or not is with the practice.
- GP2GP does not pick up the specific free-text around the issue of consent, so new patients to the practice with FGM clinical terms are reported by the module as having consent absent with relation to the extract.

Note - For more information on the FGM Prevention Programme, see <u>FGM Prevention Programme (PDF)</u>. For the WHO FGM definitions, see <u>WHO definitions</u>.



Accessing the FGM Recording and Reporting (2015/2016) Template

The **FGM Recording and Reporting (2015/2016)** Template is designed to simplify enhanced dataset recording. It enables you to correctly record the FGM clinical term along with the patient's decision on whether to have their data extracted. Quick links to relevant websites and guidance documents are available from the Clinical Template.

There are three ways to access the FGM Clinical Template:

• Clinical Templates - Access the FGM Template from Consultation Manager.

See Opening the FGM Recording and Reporting (2015/16) Template from Consultation Manager on page 7.

• Alert Pop-up Window - Use the Alert screen to view the FGM Template.

See Accessing the FGM Recording and Reporting (2015/16) Template from the Alert screen on page 8.

• Practice Reports - Access the Template from Vision+ Practice Reports.

See Selecting the FGM Recording and Reporting (2015/16) Template from Practice Reports on page 9.

- Vision+

Opening the FGM Recording and Reporting (2015/16) Template from Consultation Manager

To open the FGM Template from **Consultation Manager**:

- 1. Select a patient in the normal way in **Consultation Manager**.
- 2. Select Vision+ from the floating toolbar and select Clinical Templates FGM Recording and Reporting (2015/16):



For information on recording data on the FGM Recording and Reporting (2015/16) Template, see Recording data on the FGM Recording and Reporting (2015/16) Template on page 11.

Vision+

Accessing the FGM Recording and Reporting (2015/16) Template from the Alert screen

To launch the template from the Alert screen:

- 1. Select a patient in **Consultation Manager**.
- 2. Select Show Other Indicators on the Vision+ floating toolbar



Note - By default QOF/QAIF alerts display when you select a patient in **Consultation Manager**. To combine both QOF/QAIF and non-QOF alerts, for example FGM alerts, see <u>Options - Indicators</u> in the **Vision+ Help Centre**.

3. From the Alert screen, highlight FGM Recording and Reporting (2015/16):



- 4. To launch the Template either:
 - Right click on FGM Recording and Reporting (2015/16) and select Show Template show Template, or
 - Highlight the FGM Recording and Reporting (2015/16) line and select Template .
 - Double click one of the expanded lines below the FGM Recording and Reporting (2015/16) category heading.

See Recording data on the FGM Recording and Reporting (2015/16) Template on page 11 for details on the Clinical Template.



Selecting the FGM Recording and Reporting (2015/16) Template from Practice Reports

To access the FGM Recording and Reporting (2015/16) Template from Vision+ Reports:

- 1. Log into Vision 3.
- 2. From the Windows Notification Area, right click Vision+ 1 and select Practice Reports:



3. From the Practice Reports menu, select Practice Lists:

		Practice Repor	ts		₹ - ⊟ X
QOF	Practice Lists				
Practice Lists <	All Practice Lists	All Practice	e Lists		
Last Run Extracts	Enhanced Services	Run Date 21/07/2023	Ŧ		
Warfarin	SIGN	Search for p	ractice lists	ب کر	
Appointments Patient Groups		5K Challenge (Vis Accessible Inform	ion) ation Standard		
	0ther	Acute Mental Dist	er ress (NHS Wales) Stratification and Register M	Manager	
		Advance Care Pla	anning - ACS Pathways (Ca	ardiff and Vale UHB)	•
	Merge Templates	il/SMS merge	Attach Merge Template	ch your mail/SMS merge templat nloaded protocols to manage pat uses.	tes to tient invite
	SMS Question Templates	15 question			
	Synchronisation last sta	rted: 21 Jul 20	23 12:24		

- 4. Select FGM Recording and Reporting (2015/16).
- 5. A suite of reports display, highlight the line you require and select **Expand** to view patient names, or double click on a line to view the patients.



6. Highlight a patient and select **Show Template**:

FGM Recording and Reporting (2015/16) - Report Date 20 Oct 2023	$\mathbb{B} \otimes - \mathbb{D} \times$
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Prink Prink Prink Open Codeset Show Show Preylew File Patient Codeset Indic	
Patient List	*
Patient Name PDDB Highlight patient Teleph	phone No 🝸 Mobile No 🍸 Email Address
Category : FGM Recording and Reporting (2015/16)	
★ History of FGM but please specify type if possible (see template): (COUNT=1)	
History of FGM: No evidence of consent discussion re; pt identifiable information being uploaded to CAP ; (COUNT=1)	
BANKS, VANESSA L 11/04/1943 Female 4211197401 01987	7 654321 07854685352 vanessa.ban
4	•

• For information on recording data on the FGM Recording and Reporting (2015/16) Clinical Template, see Recording data on the FGM Recording and Reporting (2015/16) Template on page 11.



Recording data on the FGM Recording and Reporting (2015/16) Template

The **FGM Recording and Reporting (2015/16)** Clinical Template is a simple to use interactive screen. From here you can view a patient's FGM history or add FGM Type. Provided the patient has an FGM clinical term recorded you can also record the patient's consent status:

	🛕 🌐 🛛 FGM F	ecording and Reporting (2015/16) [550] for BANKS, VANESSA L [11/04/1943]	38-DX
Home	Appearance		
Save 8 Close File	Codeset Show Indicators	Indicator Logic Controls	*
History	FGM Recording and Consent		
F	GM (Female Genital Mutila	tion) Recording and Reporting	
	History of EGM	01/10/2021: Female genital cutting	
В	ECORD FGM TYPE IN TH	E BOX BELOW (if possible)	
	NUM Type		
	High FGM Prevalence C	ean : ountries	
	Traditional and Local te	rms for FGM	
Р	ATIENT CONSENT IS NO	T MANDATORY, BUT IF YOUR PATIENT WISHES TO OBJECT TO THEIR	
Ă	CCESSIBLE BELOW:	CIC. FLEASE RECORD THEIR OBJECTION FROM THE DROF DOWN MENO	
	Consent	No Data Recorded 🛛 🗸 🛄	4
	CLICK THIS LINK to vie	w FGM FAQs (HSCIC)	
т	he files below can be use	d to complete the required data for ALL patients who are to be uploaded to	
C	AP. Only the fields marked	l in red are mandatory for the upload to be successful.	
R ti	emember to save these fil ne filename.	es as CSV format for CAP upload. You may add text after the underscore in	
	FGM CAP Upload Guide		
	Attendance_ File (Excel	format)	
	FGM_ File (Excel format		
	Patient_ File (Excel form	nat)	
ď	East reviewed against 19/10	2016 specification document SULIZET Pequirements Specification	
🗢 Prev	ious 🌩 Next 🛛 No Data Reco	rded [] Previo	us Tab 🌈 Next Tab

From the FGM Recording and Reporting (2015/16) Clinical Template, you can:

- View and Record a patient's FGM history, see Viewing and Recording the FGM Type on the FGM Recording and Reporting (2015/16) Template on page 12.
- Record a patient's consent, see Recording Consent on the FGM Recording and Reporting (2015/16) Template on page 13.

Training Tip - Use the blue hypertext links on the template to review relevant documentation and guidance.



Viewing and Recording the FGM Type on the FGM Recording and Reporting (2015/16) Template

Although not a mandatory requirement of the Enhanced Dataset, it is advisable to record the **FGM Type** for any new cases. To view a patient's FGM history and to record the **FGM Type**:

- 1. Open the FGM Recording and Reporting (2015/16) Clinical Tempalte for the patient.
- 2. Select Codeset after FGM Type to add missing information:

	FGM Recording and Reporting (2015/16) [550] for BANKS, VANESSA L [11/04/1943]	X = O X
	Home Appearance	
	🙀 🕕 📩 🚛 🔤 FH 20/10/2023 🕞	
	Save & Codeset Show Indicator Tab Chart Tab	
	Close Indicators Logic	
	The Control Control	×
	natory For Recording and Consent	
Patient's FGM	FGM (Fenale Genital Mutilation) Recording and Reporting	
History	History of FGM 01/10/2021: Fendle genital cutting V 🛄 🔤	
TIBIOTY	RECORD FGM TYPE IN THE BOX BELOW (if possible)	
	FGM Type No Data Recorded V 🛄 📴 🗲	Select Codeset to
	What does FGM Type Mean?	add the FGM Type
Useful Links	High F6M Prevalence Countries	
	Traditional and Local terms for FGM DATIENT CONFERENCE IN ANY ANALYSIS OF THE VEHICLE TO CONFERENCE	
	DATA DEING SENT TO HSCIC. PLEASE RECORD THEIR OBJECTION FROM THE DROP DOWN MENU	
	ACLESSIBLE BELOW:	
	Consent No Data Recorded 🔍 🛄 🏶 🗈	
	CLICK THIS LINK to view FGM FAQ: (HSCIC)	
	The files below can be used to complete the required data for ALL patients who are to be uploaded to CAP. Only the field: marked in red are mandatory for the upload to be successful.	
	Remember to save these files as CSV format for CAP upload. You may add test after the underscore in	
	the filenane.	
	FGM CAP Upload Guide	
Links to FGM	Attendance_ File (Excel format)	
Excel Claims	FGM_ File (Excel format)	
	Patient, Frie (Excel formal)	
	Cate reversed against 15/10/2016 specification accurrent SCL22112 Hequiements specification	
	Previous Previous Tab (* Ne	vt Tab

3. Select the clinical term, simply tick **Apply** next to the required codeset code. You can also update the **Event Date** and add Comments if required:

	Li Cor	ieset Cod	les iomments >> sh	юн Моге						×	
Select Apply	Apply	Priority	Episode Type	Event Date 20/10/2023 20/10/2023	Code 1306310001 1306210001	19108 19105	Description Female genital mutilation type 1 Female genital mutilation type 2	Value	Comments	•	Add comments if required
	10			20/10/2023	1306110001	19103 19108	Female genital mutilation type 3 Female genital mutilation type 4				
			Ed Da	lit the Eve te if requi	ent ired				OK. Canoel		

4. Select **OK** to save the data to the Template.



Recording Consent on the FGM Recording and Reporting (2015/16) Template

Consent is not mandatory, but is recommended. The different consent statuses should be recorded on the template and are subsequently reported in **Vision+ Practice Reports**. The practice has the final decision on whether or not to include a patient in an extract.

There are currently no specific clinical terms for recording FGM consent, so the clinical term **Obtaining Consent** (Read **9Nd**/SNOMED **414925007**) is used, along with a free-text comment to indicate the patient's preference. The three potential consent statuses are:

- **Consent** The patient consents to identifiable information being uploaded to the Clinical Audit Platform (CAP).
- **Dissent** The patient does not consent to patient identifiable information being uploaded to Clinical Audit Platform (CAP).
- Absent

Training Tip - Remember GP2GP does not pick up the specific free-text entries recorded against consent, so new patients to the practice with FGM clinical terms are reported by the module as having consent absent with relation to the extract.



To record a patient's consent:

Reminder - The consent option is only available provided the patient has an FGM clinical term.

1. Select Codeset at the end of the Consent line of the FGM Recording and Reporting (2015/16) Template:

🔲 📓 🕼 👘 FGM Recording and F	teporting (2015/16) [550] for BANKS, VANESSA L [11/04	/1943] 7 × - 🗆	×
Home Appearance			
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History FGM Recording and Consent			
FGM (Female Genital Mutilation) Recording	g and Reporting		
History of FGM	01/10/2021: Female genital cutting	× 🛄 🗠	
RECORD FGM TYPE IN THE BOX BELOW	(if possible)		
FGM Type	No Data Recorded	× 🛄 🕪	
PATIENT CONSENT IS NOT MANDATOR DATA BEING SENT TO HSCIC. PLEASE F ACCESSIBLE BELOW:	Y, BUT IF YOUR PATIENT WISHES TO OBJECT TO TH IECORD THEIR OBJECTION FROM THE DROP DOWN		elect Codeset to
Consent	No Data Recorded		dd the FGM Type
LIDK THIS LINK to view FGM FARS [The files below can be used to complete t CAP. Only the fields marked in red are mai Remember to save these files as CSV form the filename. FGM CAP Upload Guide AttendanceFile (Excel format) EGMEite (Excel format)	HSLL) he required data for ALL patients who are to be upload datory for the upload to be successful. at for CAP upload. You may add test after the undersc	ed to	
Patient_File (Excel format)			
Last reviewed against 19/10/2016 specification	n document SCCI2112 Requirements Specification		

2. Select the clinical term, simply tick **Apply** next to the required codeset code and then select the relevant freetext comments:

	Codeset Endes X									
	Q. (onments >> Sh	ow More					0	
	Apply	Priority	Episode Type	Event Date	Code	Description	Value	Comments		
Select Apply				20/10/2023	414925007	Obtaining consent		-		
								FGM: Consents to pt identifiable informati FGM: Does NOT consent to pt identifiable	on being uploaded to (e information being upl	CAP caded to CAP
							Sel	ect relevant Commer	it	
								OK	Cancel	

Select **OK** to save the data to the Template.

Note - Where no Comment is selected, this entry displays in the **Vision+ Practice Reports** as consent absent.



FGM Reporting and Claiming

This section of the guide explains how to run the FGM Reports, review the figures and complete the claims:

- How to run the FGM Reports, see Running FGM Reports on page 15.
- How to complete the FGM Claims, see Completing FGM Claims on page 17.

For information on how to upload data to the CAP website, see <u>How to submit FGM data using CAP (NHS England)</u>.

Running FGM Recording and Reporting (2015/16) Practice Reports

To run the FGM Recording and Reporting (2015/16) Practice Reports:

- 1. Log into Vision 3.
- 2. From the Windows Notification Area, right click Vision+ and select Practice Reports:



3. From the **Practice Reports** menu, select **Practice Lists**:



4. Select FGM Recording and Reporting (2015/16).



5. A message displays stating 'Do you want to run this practice list now, or schedule it to run in the next 24 hours?':



Select from:

• **Run Now** - To run the report. The report screen displays with a progress bar.

Training Tip - To run a report for call and recall invite purposes, you must select **Run Now**.

 Schedule - To schedule the report in the next 24 hours, the Schedule screen displays, enter a start time in the next 24 hours to run the report:

Training Tip - This must be set using the 24 hour clock, for example, for 4pm use 16:00.

Ō	х
	0
Please enter a start time: 09:12 🛟	
OK	

You can now continue working as usual and the report runs as per your schedule. Once a report is run as scheduled it displays in the **Practice Reports** - **Last Run** screen.

• **Cancel** - To exit the confirmation screen.



6. On completion, the reports display:

FGM Recording and Repo	rting (2015/16) - Repor	t Date 20 Oct 2023		28 - EX
File Home Appearance				
Print Print CSV Merge Preyjew File Category				
Pauerik Lisk				~
Patient Name	V DOB V	Sex Y NHS Number	✓ Telephone No ♥ Mobile No	Email Address
Category : FGM Recording and Reporting (2015/16)				
 History of FGM but please specify type if possible (see template) : (COUNT=1) 				
History of FGM: No evidence of consent discussion re: pt identifiable information be	eing uploaded to CAP : (COU	NT=1)		

- To view your patient lists highlight the report line and select
 Expand , or double click the report line to view the patients.
- To complete the claims, see Completing FGM Claims on page 17.

Training Tip - For more information on working with **Vision+ Practice Reports**, see <u>Working with Data within the</u> <u>Patient Target Lists</u> in the **Vision+ Help Centre**.



Completing FGM Claims

The purpose of the FGM claims is to assist NHS England in obtaining FGM prevalence. The **FGM Recording and Reporting (2015/16) Vision+** pathway helps to record the mandatory columns (marked in red) in Excel with the remaining columns being optional. To download the Excel spreadsheets refer to either:

- Vision+ FGM Recording and Reporting (2015/16) Template, see Accessing the FGM Recording and Reporting (2015/2016) Template on page 6, or
- How to submit FGM data using CAP (NHS England)

Important - For more information on running the automated programme please contact the Helpdesk.

Even if you only have one patient you must record their details in all three Excel files and save them as a csv file before uploading to the CAP website. Below are instructions on how to review the information required to claim and complete the three Excel files:

- Collecting Patient Information, see Reviewing Patient Information on page 19.
- Attendance Excel File, see Attendance on page 20.
- FGM Excel File, see FGM on page 20.
- Patient Excel File, see Patient on page 22.

Note - The Excel claims are used by other healthcare organisations outside of primary care so many of the columns do not require completing by GP Practices.



Reviewing Patient Information

To review the information required to claim:

1. From the FGM Recording and Reporting (2015/16) Practice Reports, select Expand 1 to expand the reporting line 'History of FGM: Consents to pt identifiable information being uploaded to CAP':

FGM Recording and Report	ting (2015/16) - Report Date 20 Oct 2023	$7 \times - \Box \times$
File Home Appearance		
Open Open Codeset Show Show Preglew File Patient Destructure Show Show Patient List Destructure Show Show Show	Expand the line 'History of FGM: Consents to pt identifiable information being uploaded to CAP'	*
Patient Name	- DOB - ISAK INNE NUTUR - TRADITION	Mobile No Y Email Address
Category : FGM Recording and Reporting (2015/16)	1	
History of FGM but please specify type if possible [see template] : [CDUNT=1]		
History of FGM: No evidence of consent discussion re: pl identifiable information being the plant of the p	ng uploaded to UAP : [UUUNI=1]	
BANKS, VANESSA L	11/04/1943 Female 421119/401 01987/654321	U7854685352 vanessa.bank
•		+

- 2. Some of the patient information required for claiming is available from the report line, but additional data is held in the patient's record. To view the patient's clinical record, highlight the patient's name on the report and select either:
 - Show Template, or
 - Open Patient:

8	Select either Open Patient or Show Template	nd Reporting (2015/16) - Report Date 20 Oct 2023 - 후 × 두 프 × .
File Hone	Appearance 🗸	
Print Drink Preglew	CSV Open Codeset Show Template In Patient List	Show Indicator Logic
Patient Name		V DOB V Sex V NHS Number V Telephone No V Mobie No V Email Address
Category : FGM Rec	ording and Reporting (2015/16)	
History of FGH b	ut please specify type if possible (see template) : (COU	INT-1)
History of FGM:	to evidence of consent discussion set of identifiable in	formation being uploaded to CAP : ICOUNT=11
BANKS, VANES	SA L	11/04/1943 Female 4211197401 01987 654321 07854685352 vanessa.bank
•	1	• • • • • • • • • • • • • • • • • • •

- 3. You need the following information to complete the three FGM Excel claims:
 - Date the FGM Type was recorded
 - FGM Type
 - NHS Number
 - Date of Birth
 - Patient Surname
 - Patient Forename
 - Address Post Code



Attendance

To complete the **Attendance**_ claim:

- 1. Open the Attendance_ Excel claim form from the FGM Recording and Reporting (2015/16) Clinical Template.
- 2. Record the following patient information in the row below the red mandatory columns:

		ansere regeregene	EURIDUIAS DAL	a Reviev	w N	View		
Pi	Paste v Ibboard 15	- 11 - A <u>U</u> - <u>□</u> - <u></u> Font		≫~ § i≢ i≢ i	Wra Men t	np Text G nge & Center + G	eneral v v % • 號 🕬 Number G	Conditional Formatting *
1	B3	▼ (* <i>f</i> _x B	fx B			D Date of birth	E Care Contact date	F (Refer Re
Record data in this row	2 Mandatory (D 3 4	Delete this entire row	when complete)			Nandatory Red colum	Mandatory	atory,
5 6 7 8 9	5 5 7 8	Sam Atte You afte ider	e this as endanceCSV when ye e finished entering da may enter characters r the underscore to htify the file further.	ta.	record the patient's N Number, Date of birth Care Contact date			HS and

- NHS Number
- Date of Birth
- Care Contact Date Enter the date the FGM Type was recorded.
- 3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:

		Calib	AD	£.					
		- Cano				С	D	Е	F
Right click the	1	B		₩ 0.60 00. *		Local P	Date of birth	Care Contact date	Refer
red row	2		Mondstory (Dolet	te this entire row w	/hen complete)		Mandatory	Mandatory	
Ted 10W	3	*	Cu <u>t</u>		123456789		01/01/2000	01/01/2000	
	4		<u>C</u> opy						
	5		Paste Options:						
	6		A						
	7		Paste <u>S</u> pecial						
	8		Insert						
Select Delete	ħ		<u>D</u> elete						
	11		Clear Co <u>n</u> tents						
	12	1	<u>F</u> ormat Cells						
	13		Row Height						
	14		Hide						
	15		Unhide	8-1 /					
	Par	sdu	Sumac	C# /					

- 4. To save the file, select **File Save As** and enter a name for the CSV file which must begin with **Attendance**, for example **Attendance_January** and change the **Save as type** to **CSV**.
- 5. Choose a location to save the file and select **Save**.
- 6. The file is now ready to upload to the CAP website.

For information on how to upload data to the CAP website, see <u>How to submit FGM data using CAP (NHS England)</u>.



FGM

To complete the **FGM_** claim:

- 1. Open the FGM_ Excel claim form from the FGM Recording and Reporting (2015/16) Clinical Template.
- 2. Record the following patient information in the row below the red mandatory columns:

		Excel				
	Calibri 11 A Paste J Cilipboard is Font	x ≡ = = ≫~ A = ≡ ≡ ≡ ⊯ ∰ 5 Alignmen	General General Merge & Center ≠ nt r₂ Number	* Conditional Format C Formatting * as Table * Styles	ell Insert Delete Fo Cells	
Record data in this row	F3 • F3 A B HE NHS Number 2 Mandatory (Delete this entire row	C Loc Date when complete) Man	D E e of birth Care Contact d idatory Mandatory	F FGM Activity Identified FGM Mandatory	G I Type 4 Qualifier D	
	3 4 5 6 7 8 9	e mandatory, tient details		Enter FGM Type from FGM Type 1 FGM Type 2 FGM Type 2 FGM Type 3 History of FGM Typ FGM Type 4 FGM Type 4 FGM Type 4	e 3 wm	The FGM Type mu be entered as it displays in the list

- NHS Number
- Date of Birth
- Care Contact Date Enter the date the FGM Type was recorded.
- **FGM Activity** Enter the FGM Type. In order for the claim to be successfully uploaded to CAP you must record the FGM Type exactly as it displays in the list in the Excel Spreadsheet. You must enter one of the following options:
 - FGM Type 1
 - FGM Type 2
 - FGM Type 3
 - History of FGM Type 3
 - FGM Type 3 deinfib
 - FGM Type 4
 - FGM Type unknown
- 3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:

		e - 11	<u>^</u>	· · · · · · · · · · · · · · · · · · ·					
		Calit		· 📑 - % , 🎫		С	D	E	F
Right click the	1	в	I = 💁 · A ·	·····································		Loc	Date of birth	Care Contact date	FGM Activity Identifiec FG
red row	2		Mondatory (Dolo	te this entire row w	when complete)		Mandatory	Mandatory	Mandatory
lealow	3	ň	Cuţ		123456789		01/01/2000	01/01/2000	FGM Type 1
	4		⊆opy						
	5	2	Paste Options:						
	6		A						
	7		Paste Special						
	8		Incert						
Solo of Delete	9		Insert Dalata						
Select Delete	10		Delete						
	11		Clear Co <u>n</u> tents						
	12	1	<u>F</u> ormat Cells						
	13		Row Height						
	14		Hide						
	15		Unhide						ELA .
	Re	ady	-						0 • (



- 4. To save the file, select **File Save As** and enter a name for the CSV file which must begin with **FGM**_, for example **FGM_January** and change the **Save as type** to **CSV**.
- 5. Choose a location to save the file and click **Save**.
- 6. The file is now ready to upload to the CAP website.

For information on how to upload data to the CAP website, see <u>How to submit FGM data using CAP (NHS England)</u>.



Patient

To complete the **Patient_** claim:

- 1. Open the **Patient_** Excel claim form from the **FGM Recording and Reporting (2015/16)** Clinical Template.
- 2. Record the following patient information in the row below the red mandatory columns:

	Image: an image Image: an image Image: an image Image: an image File Home Image Image	rt Page Layout Formulas D	Patient Microsoft Excel Formulas Data Review View										
	Paste Calibri B I U Clipboard G	$ \begin{array}{c} \mathbf{x} & 11 & \mathbf{x} & \mathbf{A}^{*} & \mathbf{A}^{*} \\ \mathbf{x} & 1 & \mathbf{x} & \mathbf{A}^{*} & \mathbf{A}^{*} \\ \mathbf{x} & \mathbf{x} & \mathbf{A}^{*} & \mathbf{x} \\ \mathbf{Font} & \mathbf{x} \\ \end{array} $	الله الله الله الله الله الله الله الله	p Text ge & Center + G	General -	Conditional Fo Formatting * as 1 Style	ormat Cell Table * Styles * es	Insert Delete For Cells					
Record data in this row	A 1 HEADINHS Number 2 Mandatory (1)	B elete this entire row when comple	C Loca Dat ete)	D e of birth ndatory	E Postcode of usual a F Mandatory	F Forename Mandatory	G Sumame Mandiatory	H					
	4 5 6 7 8 9	Save as Patient_CSV Save this as Patient_C when you have finish entering data. You me enter characters after underscore to identify the file further.	SV d d the	Rec recor Dat addr	d columns are i d the patient's e of birth, Posto ess, Forename	mandatory NHS Numb ode of usua and Surnar	, er, al me						

- NHS Number
- Date of Birth
- Postcode of usual address
- Forename
- Surname
- 3. Before saving the file, delete the red row. To do this, right click on the row and select **Delete**:



- 4. To save the file, select **File Save As** and enter a name for the CSV file which must begin with **Patient_**, for example **Patient_January** and change the **Save as type** to **CSV**.
- 5. Choose a location to save the file and select **Save**.
- 6. The file is now ready to upload to the CAP website.

For information on how to upload data to the CAP website, see <u>How to submit FGM data using CAP (NHS England)</u>.