Vision3

Scottish Breast Screening Service User Guide

Version 3

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cegedim Healthcare Solutions

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Scottish Breast Screening Service (SBSS)

Vision 3 allows data from the **Scottish Breast Screening System (SBSS)** to be delivered directly into your patient's clinical record.

The **SBSS** uses the same message transfer system as the national **Bowel Screening System (BOSS)** messages ensuring a secure and robust manner of transferring data.

Overview of the Scottish Breast Screening Service

SBSS messages are sent from the Breast Screening Service

- There are two types of message:
  - **Results** - These are either positive or negative results with comments
  - **Exclusions** - These are non result messages

SBSS messages are received into **Mail Manager - Incoming Mail**

- **SBSS** messages have a status of **Filed** providing:
  - Autofiling is switched on
  - The message is assigned to a patient
  - The messages are allocated to the **Usual GP**

SBSS messages are processed in the same way as any other message

- **SBSS** and **SBSS Exclusions** should be:
  - Filed
  - Read
  - Actioned
  - Completed
  - Archived

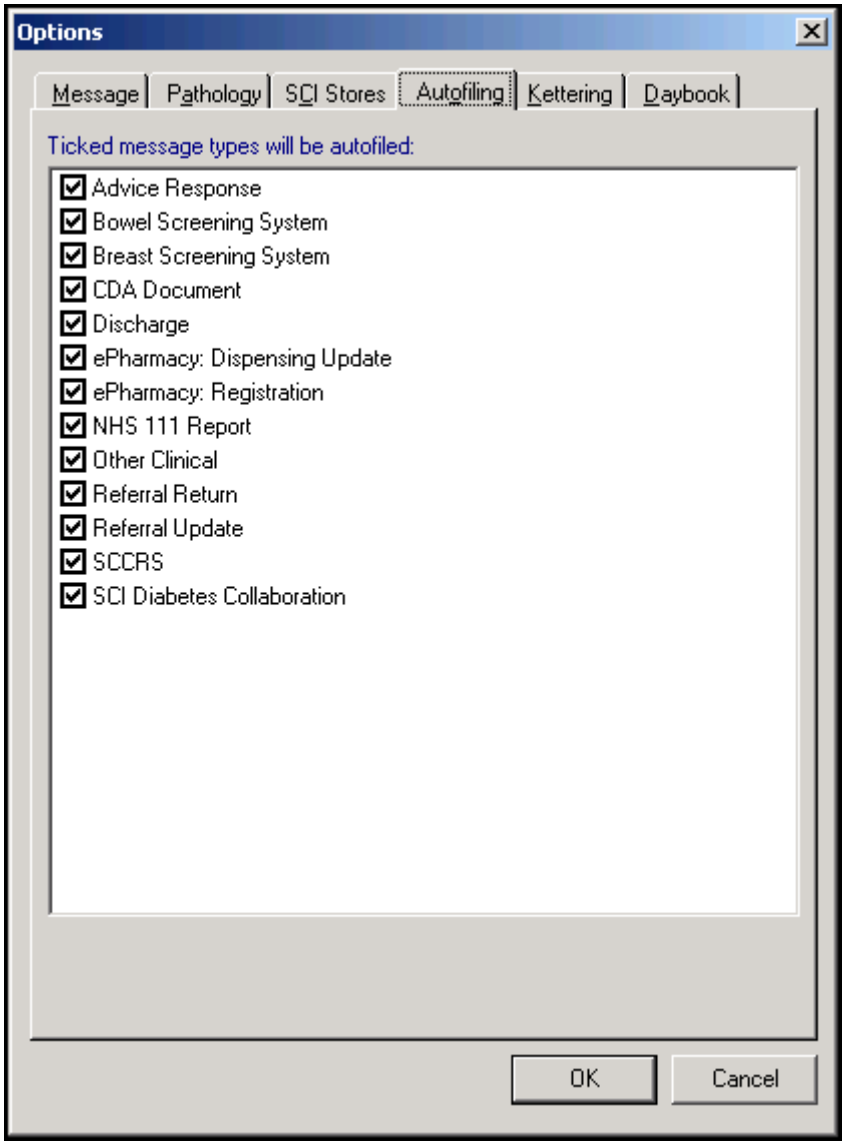
What Do I Need To Do?

Before introducing the **SBSS** message system we recommend you consider the following:

- **Switching on Autofiling** - **SBSS** messages can be filed automatically, see **Switching on Autofiling** on page **6** for details.
- **Check Staff Access** - In order to monitor incoming **SBSS** messages it is important that the appropriate staff have access to the correct mailboxes, see **Staff Access** on page **8** for details.
- **Check Date Filter** - Check that the date filter is set appropriately, see **Filter Menu** on page **10** for details.

Note - Your eLinks must be configured to receive **SBSS** messages, this is done by **NSS** and **Cegedim Healthcare Solutions** at the appropriate time.

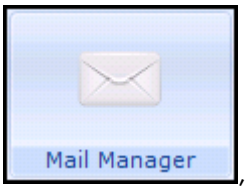
Switching on Autofiling



The **Autofiling** tab enables the automatic filing of specific messages into the patient records without manual intervention.

Important - Be aware, if your patients have online access to their medical record, they may be able to view automatically filed information before it is reviewed by a clinician.

To switch on automatic filing:

1. From **Mail Manager** 

, select **Tools - Options**.
2. Select the tab you require:
   - **Pathology** - To switch autofiling for pathology results.
   - **Autofiling** - To switch autofiling on for other message types, including **SBSS**.
3. Tick the message type(s) that you want to autofile.
4. Select **OK**.

In order to autofile a message must:

- Match an active patient (be assigned), and
- Match a GP (be allocated)

Staff Access

> **Note** - You must be logged in as a System Administrator to set up staff access.

Every system user has the rights to view their own messages. In addition, they can be given rights to view:

- **Unallocated mail**, see Adding Access to Unallocated Mail in the **Mail Manager Help Centre** for details.
- **Messages assigned to other staff members**.

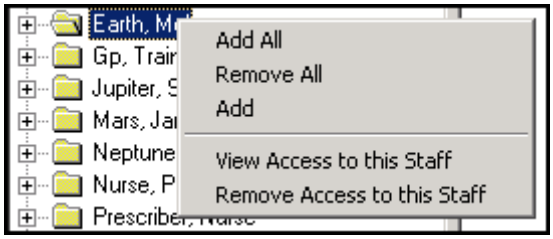
To view the mail that a selected staff member has access to, simply select their name on the left and the mail boxes they have access to, display on the right.

Setting up Additional Staff Access

To set up staff access to messages other than their own:

1. From within **Control Panel**

, select **Mail Maintenance** - **Staff Access**.
2. Right click on the staff member you want to set access rights for and select:



- **Add All** - To add access to all existing mail boxes, this includes **Unallocated Mail**. This setting does not update automatically so when a new member of staff is added, they must be added to this user's list.
- **Remove All** - To removes access to all mail boxes except for their own.
- **Add** - To display the **Access Rights - Add** screen. Select from either the staff list or **Groups** list, update the dates if appropriate and select **OK**.
- **View Access to this Staff** - To list the staff members who have access to this staff member's mail.
- **Remove Access to this Staff** - To remove the access of any other staff to this staff member's mail.

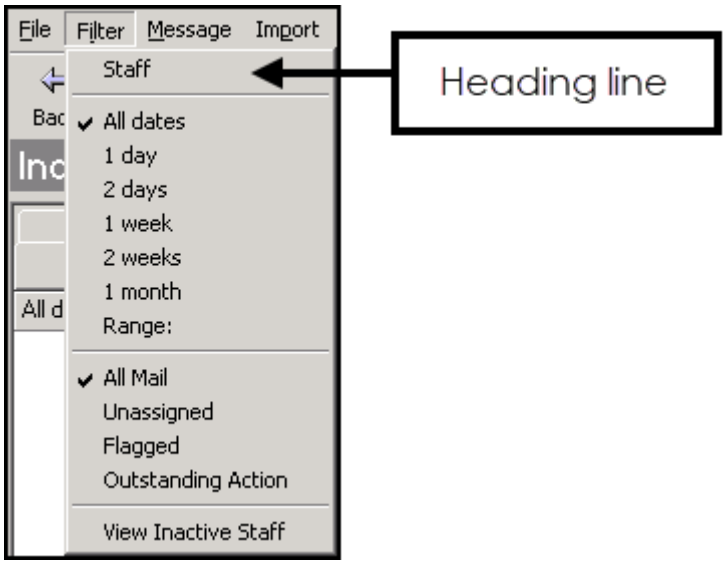
If you right click on a mail box on the right, the following options are available:

- **Add** - Select to add an additional staff or **Group** mailbox.
- **Remove** - Select to remove the currently selected mailbox (invalid for their own).
- **Edit** - Select to update the **Access valid from** and **Valid Until** dates on the current mailbox (invalid for their own).

Note - By allowing access to a mailbox you are allowing rights to process all the messages in that mailbox. To allow rights to individual mail items, there are copy and reallocate functions, see **Copying a Message** in the **Mail Manager Help Centre** for details.

Filter Menu

Various filters can be applied to the list of messages that display when you have selected either the **Staff** or **Patients** tab in **Mail Manager**. The currently selected tab displays in the heading line. The default selection is **All dates** and **All Mail**:



Training Tip - Filters are user specific, the last filter applied is saved and the **Staff** and **Patients** tabs can have different filters.

Selecting by Date

To filter by date, select **Filter** and then select from:

- **All dates** – To remove the date filter
- **1 day** – To display all mail on the current day (**not 24 hours)**
- **2 days** - To display all mail on the current and previous day
- **1 week** - To display mail received in the last seven days
- **2 weeks** - To display mail received in the last 14 days
- **1 month** - To display mail received in the last 31 days
- **Range:** - To display a specific daterange

Selecting by Mail Type

To filter by different types of mail, select:

- **All Mail** - To display all mail. However this is subject to whether you have **All**

(read, completed and actioned) or **Active**

(current) selected on the toolbar.
- **Unassigned Mail** - Select to view mail that has not yet been assigned to a patient.
- **Flagged Mail** - Select to display mail flagged for attention.
- **Outstanding Actions** - Select to display mail with actions set by the current user which have not been completed.

To deselect a ticked option, simply select **All Mail**.

View Inactive Staff

To filter by staff status:

- **View Inactive Staff** - Select to view the mailboxes of staff made inactive, inactive staff are differentiated by a greyed-out symbol in the patient list. Any messages for inactive staff are posted to the unallocated mail folder.

The filters can be combined, for example, select both **1 month** and **Unassigned Mail** to view unassigned mail received in the last 31 days.

You can select to view either all unarchived messages or filter out messages that are no longer considered active.

Processing SBSS Messages in Mail Manager

SBSS messages are automatically collected via eLinks. They are transferred into **Mail Manager** and filed to the patient record, provided:

- **Autofiling** is switched on, see **Switching on Autofiling** on page **6** for details.
- The patient is assigned, see Assigning a Patient in the **Mail Manager Help Centre** for details.

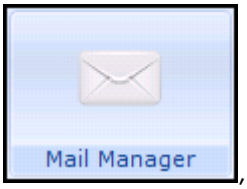
SBSS messages can be viewed in **Mail Manager** from the right-hand pane with abnormal results highlighted in red. Should you wish to filter them you can either:

- Select the **Type** column header and all your messages list in type order, simply go down the list to view the **Breast Screening** messages, or
- From the **Staff** tab, select **Incoming Mail - Mail Categories - Screening - Breast Screening System**.

All **SBSS** result messages received should be checked, irrespective of whether they automatically file into the patient record or not. Messages should be processed in the usual way.

Important - Any results received for male patients, automatically process in the same way as any other message.

SBSS Result Messages

Within **Mail Manager** 

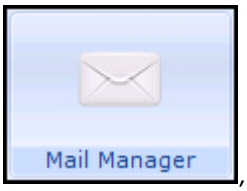
, **SBSS** result messages are labelled **SBSS Result** and consist of the following information:

Data Item	Description
Read coded Result	The Read code of the result, see **SBSS Messages in Consultation Manager** on page **15**
Type of Result	SBSS participant result type (Routine, non-routine etc)
SBSS Report Date	The SBSS report generation date
SBSSID	A unique ID allocated by the SBSS system
Invitation Date	The date the patient was invited for screening - Routine appointments only
Assessment Date	The first date the patient was invited for review assessment - Review appointments only
Screening Location	Breast screening location
Screening Centre	Breast screening centre
Patient ID	The patient's CHI number
Patient DOB	The patient's date of birth
Surname	The patient's surname
Forename	The patient's forename
GP Practice Code	The GP practice reference number
GP Ref	The patient's registered GP reference code
Management	The management action for review and routine results

SBSS Exclusion Messages

A **SBSS Exclusion** message is received if the patient is not eligible for the breast screening programme, this is due to either:

- Bilateral mastectomy, or
- A **Decline Confirmation** has been received.

Within **Mail Manager** 

, **SBSS** exclusion messages are labelled **SBSS Exclusion** and consist of the following information:

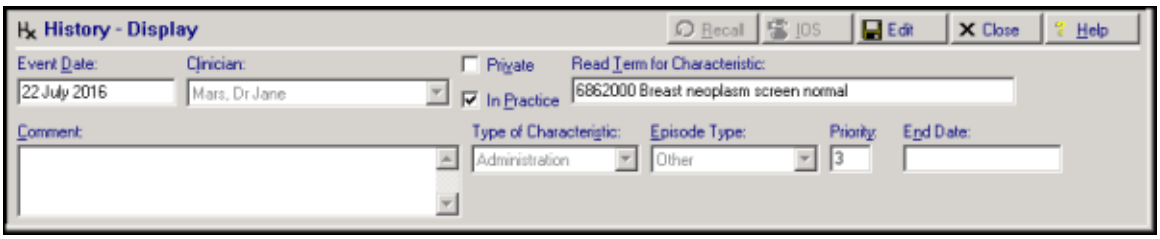
Data Item	Description
Read coded Exclusion	The Read code of the exclusion, see **SBSS Messages in Consultation Manager** on page **15**
Non-result type	SBSS participant non-result type (for example, exclusions)
SBSS Report Date	The SBSS report generation date
SBSSID	A unique ID allocated by the SBSS system
Screening Centre	Breast screening centre
Exclusion Date	The date the patient was excluded from Breast Screening
Patient ID	The patient's CHI number
Patient DOB	The patient's date of birth
Surname	The patient's surname
Forename	The patient's forename
GP Practice Code	The GP practice reference number
GP Ref	The patient's registered GP reference code
Exclusion Reason	The reason for excluding the patient from future breast screening

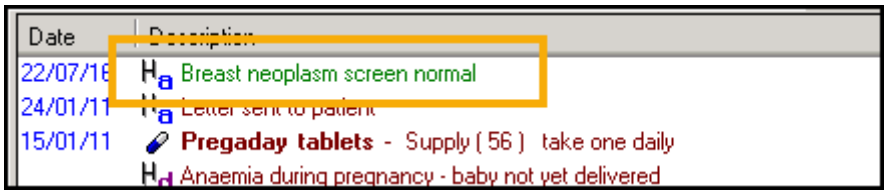
SBSS Messages in Consultation Manager

SBSS messages are filed to the patient record in **Consultation Manager**, with a consultation type of **Results recording**. Once filed **SBSS** results can be updated in the usual way, whether they have been filed or not they can also be viewed from **Mail for Patient** .

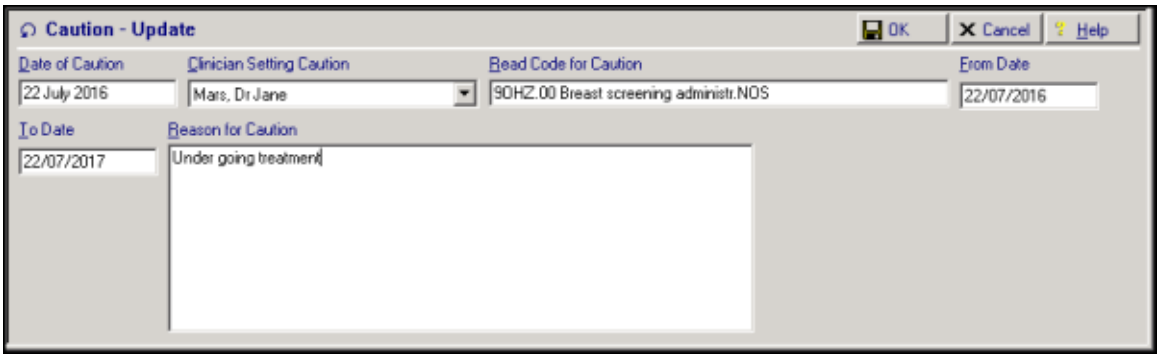
Depending on the Read code, **SBSS** messages are recorded in either:

- **Medical History** - For results with the following Read codes:
  - **68620** Breast neoplasm screen normal
  - **68621** Breast neoplasm screen abnorm
  - **6862Z** Breast neoplasm screen NOS
  - **9N4y.** Did not attend breast screening clinic
  - **9OHK.** Breast screening not done:





- **Data Entry Caution** - For SBSS exclusions with the following Read codes:
  - **9OHZ.** Breast screening administr.NOS
  - **9OHG.** Breast screening disclaimer received:



SBSS Messages in Mail Gateway

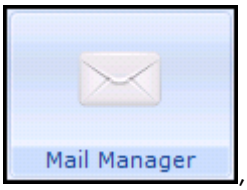
Within **Mail Gateway**

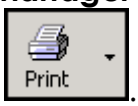
, providing a message has been received in the last 35 days, a **SBSS** tab displays. Select the **SBSS** tab to view the date and time of the last messages received.

SBSS Reporting

Individual Messages

You can print individual messages:

- From **Mail Manager** 

, highlight the result required and select **Print** 

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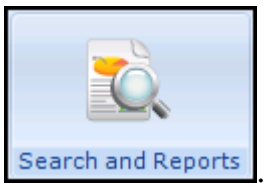
Reporting on Breast Screening messages received and filed

You can report on all your breast screening results and non-results from **Search and Reports**.

To create a report:

1. From the **Vision 3** front screen, select **Reporting** - **Search and Reports** 

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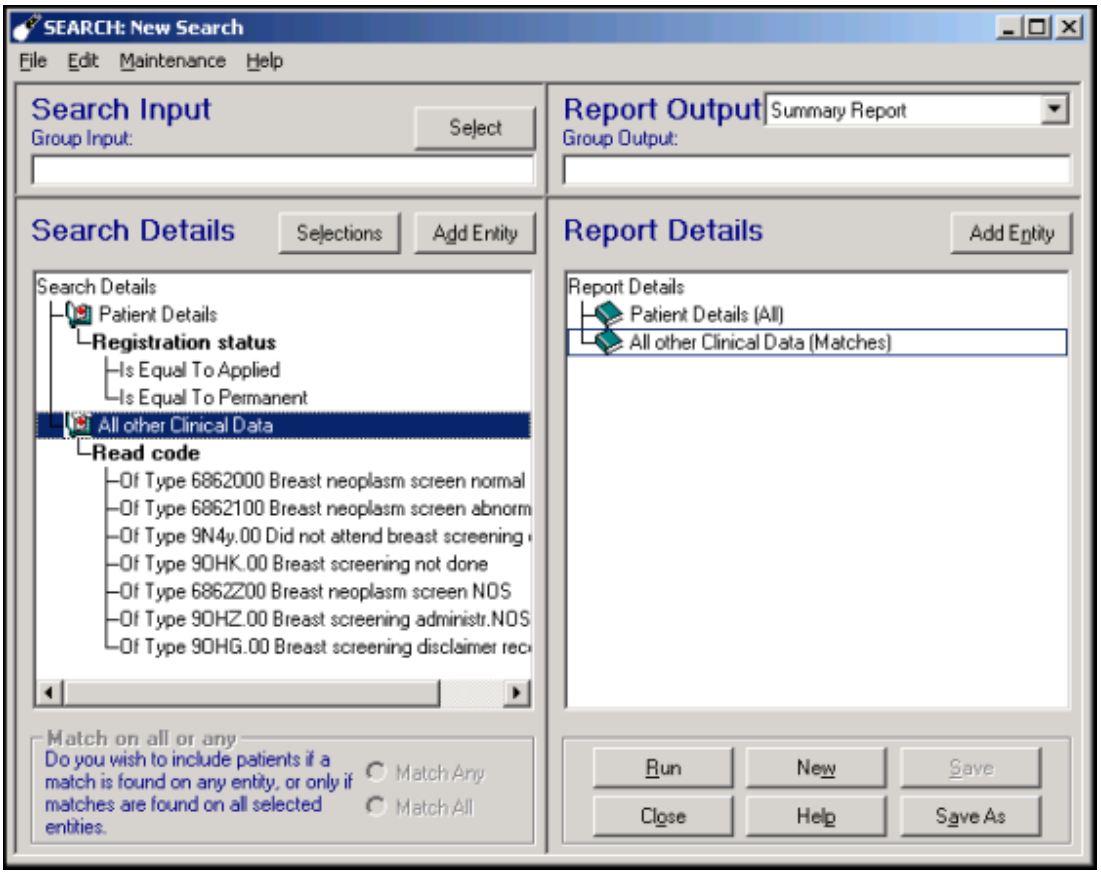
2. Select **New Ad-hoc Search** .
3. Highlight **Patient Details** and select **Selections**.
4. Double click **Registration Status** from the list on the left and then highlight **Applied** and **Permanent** from the list on the right.
5. Select **OK**.
6. From the **Search Details** pane, select **Add Entity**.
7. The **Select From Group** screen displays, double click on the yellow folder next to **All other Clinical Data**.
8. Now select the red folder next to **All other Clinical Data**.
9. Highlight **All other Clinical Data** within the **Search Details** pane and select **Selections**.
10. Double click on **Read Code** from the list on the left, enter the Read code you want to search on in the right and select **Add New**.

11. To add more than one Read code, simply keep adding codes and selecting **Add New**.
12. Select **OK**.
13. Select the format of report you require from **Report Output**.
14. Select **Run**:



Training Tip - You can save this report for use in the future, select **Save As** and give it a name.

Troubleshooting SBSS Messages

What if an SBSS result is positive but the patient is no longer resident in Scotland?

- When viewing the **SBSS** result in **Mail Manager** you can see the positive result. You need to deal with the message the same way as you would if receiving paper results for patients who require a follow-up but who are no longer resident in Scotland.

What if an SBSS message does not belong to your practice?

- If a **SBSS** message is received for a patient who is not registered with your practice the result has a yellow banner across the top of result within **Mail Manager**, it should be printed and forwarded on to the correct recipient. Your health board should be able to advise who to send the report to:

Warning - the message indicates that patient is not registered at this practice

Can I audit an SBSS message?

- **SBSS** messages can be audited in **Mail Manager**, in the same way as any incoming message, by selecting the **Audit** tab.