

## **Guide to Service Provider – Cervical Screening Information System**

### **I. Eligibility of registration as service providers**

Medical practitioners or nurses registered with the Hong Kong Medical Council or Hong Kong Nursing Council respectively who perform cervical smears are eligible to register with the Cervical Screening Programme (CSP) as service providers.

### **II. Benefits of registration with CSP**

1. Have the clinic information of registered service providers displayed in the CSP website ([www.cervicalscreening.gov.hk](http://www.cervicalscreening.gov.hk)).
2. Receive a Certificate of Participation issued by the Department of Health.
3. Have access to clients' past cervical smear results online, using the Authorization Code provided by clients.
4. Reminder letters will be sent to clients to remind them to attend for regular smears.
5. Receive free health education materials such as booklets and VCDs.

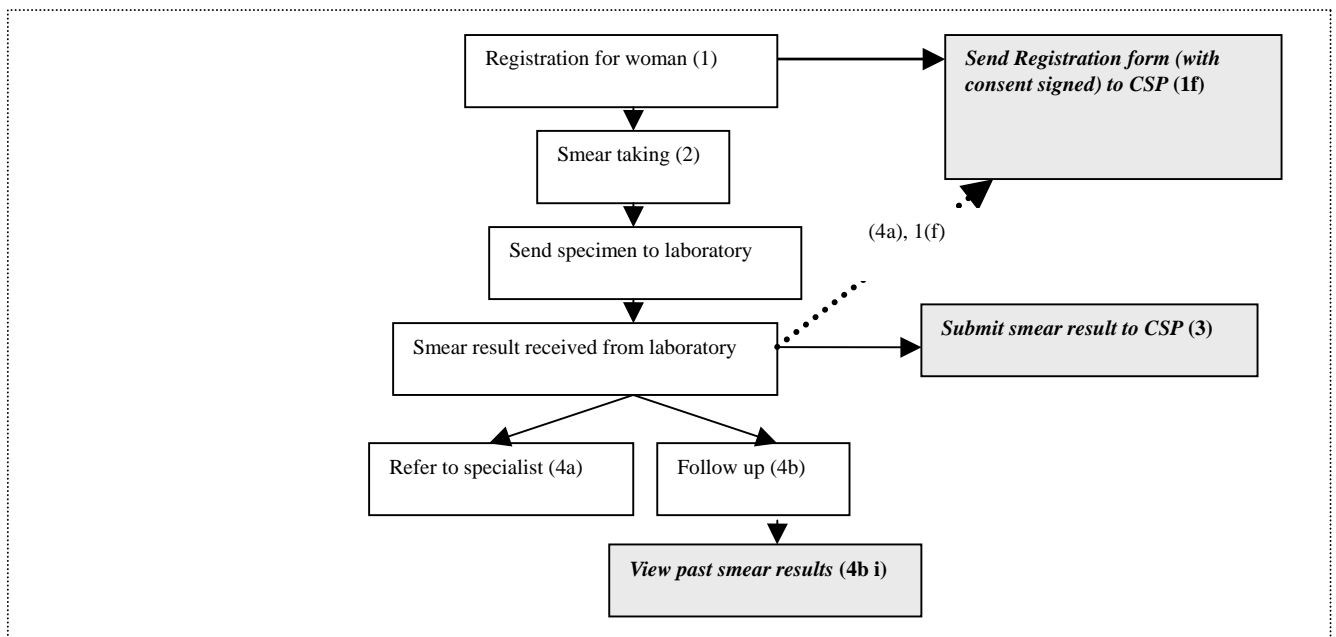
### **III. Registration of Service Provider**

Please fill in the Registration Form for Service Provider (which can be downloaded from the CSP website ([www.cervicalscreening.gov.hk](http://www.cervicalscreening.gov.hk))). After completing the form, please send it back to CSP.

### **IV. Account Activation**

After you have registered with CSP, an account opening letter will be sent to you. You have to go to the CSIS website ([www.csis.gov.hk](http://www.csis.gov.hk)) to activate account before you can use the CSIS functions.

**V. Workflow of service provider after registration with CSP {the number in ( ) refers to the sub-section under V}**



**1. Registration for woman**

- a. Encourage eligible client to register with CSP if she has not registered.
- b. Ask her to read the Notes to Applicant, Terms and Conditions and Personal Information Collection Statement at the back of the Registration Form for Women.
- c. Obtain her consent for transferring her personal data and smear information to Cervical Screening Information System (CSIS) and ask her to fill in the registration form and sign in the part 'Declaration' on the registration form.
- d. Complete the part 'Clinic/Hospital Staff Use' on the registration form.
- e. Make sure that all the mandatory fields of the registration form are completed. Otherwise, CSP cannot create an account for your client.
- f. Mark the recommendation for the duration of next screening date (assuming the test result is normal) on the registration form. Alternatively, you can mark the recommendation (duration for the next screening date or referral to hospital/clinic or others) after the test result is returned.
- g. Send the completed registration form with signed consent to CSP.

**2. Updating personal particulars or Withdrawal for woman**

- a. If there are any changes for registered women's personal particulars, please ask her to update the information by completing the Information Update Form and send it to CSP.
- b. If a woman want to withdraw from the CSP, please ask her to complete the Withdrawal Form and then send it back to CSP.

### **3. Smear-taking**

To facilitate continuity of care, please provide your client a Patient-held Record after taking cervical smear.

### **4. Submit smear result to CSP**

- a. Decide whether to submit the client's smear result by yourself or by the laboratory.
- b. If you choose to let the *laboratory* to submit the smear results:
  - i. Discuss and ask the laboratory to send the test results to CSP.
  - ii. Make sure that the client's full name, ID number and consent for transferring her personal data and smear information to CSIS are clearly indicated on the laboratory request form, so that the laboratory can note and sort out the smear results of clients with consent and send the results to the CSIS.
  - iii. The laboratory can send the hardcopy of test results to CSP if it has not registered with CSP. If the laboratory has registered with CSP, it can either input results or upload the test results by using the data conversion program, if applicable.
- c. If you choose to submit the smear results by *yourself*:
  - i. Complete the Test Result Form for Cytology / HPV DNA to provide the required information.
  - ii. Send the completed Test Result Form to CSP. If the Test Result Form is not applicable, you may just send the hard copy of the smear result to CSP.

### **5. Further management of the client**

After the smear result is returned, you may either refer the client to specialist or follow up her.

#### **a. Follow up of the client**

##### **i. Retrieval of smear record**

During follow up, you may retrieve the client's smear results performed by you or performed by other service providers. In the latter case, you have to use the Authorization Code provided by the client. Without this code, you can only retrieve the clients' smear results performed by you.

### **6. Updating of your own personal particulars**

If there are any changes of your personal particulars, please update the information by completing the Information Update Form and send to CSP.

### **7. Withdrawal**

If you want to withdraw from the CSP, please complete the Withdrawal Form and then send it back to CSP.

### **8. Online Function of CSIS**

Alternatively, the steps mentioned above can be processed electronically

through CSIS, including registration of service provider and woman (1), check the registration status of clients (1a), submit smear results by service provider (3c) or laboratories (3b) after the result is returned. For details, please refer to user manual downloaded from CSIS website ([www.csis.gov.hk](http://www.csis.gov.hk)).

## **VI. More information and resources**

1. Please visit the CSP website ([www.cervicalscreening.gov.hk](http://www.cervicalscreening.gov.hk)) for different forms, health education material and more information about CSP.

**Cervical Screening Programme**

**Department of Health**

**September 2010**