

Cervical Screening Information System — User Guide for Service Providers

I. Eligibility of Service Provider

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

II. Benefits of registration with CSP

1. Have practising information displayed on the CSP website (for medical practitioners)
2. Gain access to clients' previous cervical cancer screening results taken by other service providers through CSIS upon their authorisation
3. Be able to provide cervical cancer screening result and recommend date of next screening through CSIS
4. Receive health educational resource kit

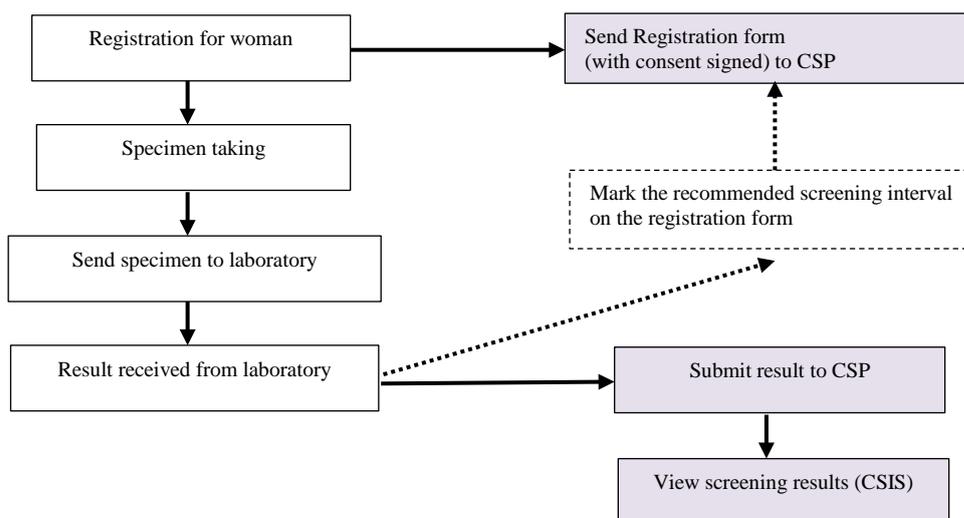
III. Registration of Service Provider

Please fill in the Registration Form for Service Provider (which can be downloaded from the Cervical Screening Information System (CSIS) website (www.csis.gov.hk)). After completing the form, please send it back to the CSP Office.

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) to activate the account before you can use the CSIS functions.

V. Workflow of Service Provider after registration with CSP



1. Registration for woman

- Encourage eligible client to register with CSP if she has not registered.
- 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.
- Obtain her consent for transferring her personal data and screening information to CSIS and ask her to fill in the registration form and sign in the part 'Declaration' on the registration form.
- Complete the part 'For Clinic Staff Use' on the registration form.
- Make sure that all the mandatory fields of the registration form are completed. Otherwise, CSP cannot create an account for your client.
- Mark the recommended screening interval (assuming the test result is normal) on the registration form. Alternatively, you can indicate the recommendation after the test result is available.
- Send the completed registration form with signed consent to the CSP Office.

2. Clients: Personal particulars update or withdrawal from CSP

- If there are any changes to the client's personal particulars, please ask her to complete the Information Update Form for Woman and send it back to the CSP Office.
- If a woman wants to withdraw from the CSP, please ask her to complete the Withdrawal Form and then send it back to the CSP Office.

3. Submission of screening results to CSP

- a. Decide whether to submit the screening result by yourself or by the laboratory.
- b. If you choose to let the *laboratory* submit the results:
 - i. Discuss the logistics with the laboratory.
 - ii. Make sure that the client's full name, ID number and consent for transferring her personal data and specimen information to CSIS are clearly indicated on the laboratory request form. The laboratory can then submit the results to the CSIS for clients who have consented to it.
 - iii. For laboratories who have registered with CSP, they can either input the results directly or upload the results using the data conversion program. For laboratories who have not registered with CSP, they can send the hard copy of the test results to the CSP Office.
- c. If you choose to submit the screening results by *yourself*, please send the hard copy of the test results to the CSP Office.

4. Retrieval of test results

You may retrieve the results of tests performed by you or 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 results of tests performed by you.

5. Service Providers: Personal particulars update or withdrawal from CSP

- a. If there are any changes to your personal particulars, please complete the Information Update Form for Service Providers & Laboratory Professionals and send it back to the CSP Office.
- b. If you want to withdraw from the CSP, please complete the Withdrawal Form and then send it back to the CSP Office.

6. Online function of CSIS

Alternatively, all the actions listed above can be performed online through the CSIS. For details, please refer to user manual on the CSIS website (www.csis.gov.hk).

VI. More information and resources

Please visit the CSP website (www.cervicalscreening.gov.hk) for different forms, health education material and more information about CSP.