

Top Tips for completing cervical smear request forms

1. Request Forms

- ❖ Please use dedicated electronic ICE forms whenever possible; it is 4x faster to process than manual forms, reduces risk of errors in manually inputting requests and prevent delays in reporting
- ❖ With no access to ICE, please use prepopulated HMR101 cervical cytology request forms available via Open Exeter, or a blank HMR101 form for unregistered patients
- ❖ If completing a manual form please ensure that all information is clearly written

2. Please provide full source details

- ❖ Name, address and national code of the GP Surgery
- ❖ Hospital clinic and requesting clinicians name, clearly written
- ❖ Every request form must include the sample takers ST number

3. Please provide essential clinical detail and history of patient

- ❖ Patients HIV status i.e. enter VRI or retroviral if HIV +ve.
- ❖ Has the patient had a partial or total hysterectomy?

4. Please provide dates and outcomes of recent (within 10 years) Colposcopy referrals

- ❖ Patient did not attend.
- ❖ Colposcopy negative (no abnormality found).
- ❖ Biopsy taken plus result (Negative, HPV only, CIN1, 2, 3, squamous cancer or CGIN).
- ❖ LLETZ performed plus result (Negative, HPV only, CIN1,2,3, squamous cancer or CGIN).
- ❖ If CGIN, was the lesion completely excised? (Resection margins clear).



- ❖ Check the vial is within date
- ❖ Sticky PID labels should not obscure the expiry date of vial
- ❖ Minimum 3 identifying requirement for cervical samples
 - ✓ Patient's full name (first name and surname)
 - ✓ Patient's date of birth
 - ✓ Ideally fourth identifier: NHS number
- ❖ The patient details on the request form and vial match

If you have any questions about ICE or any other request forms please contact us by email

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