

Guide to creating NCSR report in SurgicalPerformance

Step 1: Enter your data as you normally would via “your records” -> “colposcopy” and save record.

Step 2: Select Colposcopy NCSR report from the reports tab.

The screenshot shows the 'Colposcopy NCSR Report' page. The 'Reports' tab is selected in the top navigation bar. A dropdown menu is open, listing various report types: General Gynaecology, Obstetrics, Colposcopy, Colposcopy Quality Improvement Program, Colposcopy NCSR Report (highlighted with a red box), General Surgery, Uterine Cancer, and Spinal Surgery. Below the dropdown, there are filter options for 'Location' (set to 'All') and 'Display Records' (set to 'All Records'). A search bar and a 'GO' button are also visible.

Step 3: Find the record you wish to report on. Click on the Icon under “generate PDF” at the end of the. A new window will open.

Colposcopy NCSR Report

Generate a pre-filled PDF for the National Cancer Screening Register by clicking the PDF icon on the record.

Note: Only Colposcopies performed in Australia on or after 01 Dec 2017 are eligible for entry into NCSR.

Filter Records

Location: All | Display Records: All Records | Colposcopy Management: Please select | Search: | GO

Location	Patient ID	Date of Birth	BMI	NCSR Export Date	NCSR Export Status	Edit	Generate PDF
Private Rooms	asoin135	05-09-1994		2017-12-05	Pending		

Step 4: Complete all of the details for the patient and yourself. *NOTE: The Medicare number should be entered like xxxx xxxxx x x (the last number is the reference number). Also remember to select “remember my details” to make it quicker and easier for next time. Then click “submit”.

This additional information will be used to pre-fill the PDF for you.

Patient Details

Medicare Number

Family Name

Given Name(s)

Street Address Line 1

Street Address Line 2

Suburb

State

Postcode

Your Details

Provider Number

Clinic Name

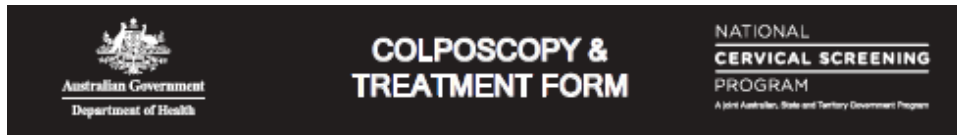
Family Name

Given Name(s)

Remember my details

CLOSE X

Step 5: A PDF completed NCSR form will be generated, simply save/print/send to the details on the form.



Please complete one form for each visit for colposcopy or treatment. Use a black pen and write in BLOCK LETTERS in the boxes provided.

Complete Patient and Colposcopist details below OR affix a hospital / facility label over the relevant area.

Patient details:

Medicare number: 1 2 3 4 5 6 7 8 8 1 / 1

Family name: J a n e

Given name/s: D o e

DOB: Day 0 5 Month 0 9 Year 1 9 9 4

Street Address: 1 4 5 N o w h e r e S t

Suburb: S o m e w h e r e

State: Q L D Postcode: 1 2 3 4

Colposcopist details:

Provider no: 2 3 8 4 7 5

Clinic name: D r G r e a t G y n a e C l i n i c

Family name: S o m e o n e

Given name/s: G r e a t

Date of colposcopy: Day 0 5 Month 1 2 Year 2 0 1 7

Primary indications for colposcopy: (select one option only)

- New patient with abnormal cervical screening test At time of treatment Abnormal appearance of cervix
- Symptomatic Follow-up of patient with previous abnormal cervical screening test Not performed
- Other. Please specify: _____

Colposcopy adequacy: (see definitions)

- Adequate Inadequate

Transformation zone (TZ) visibility: (see definitions)

- Type 1 TZ Type 2 TZ Type 3 TZ

How to lodge this form

The original copy of this form can be lodged with the Register:

- post to National Cervical Screening Program, Reply Paid 90964, SUNSHINE VIC 3020, or
- fax on 1800 627 702

For assistance with this form, please call 1800 627 701

Definitions

Colposcopy Adequacy:

- Adequate: the cervix has been visualised.
- Inadequate: the cervix has not been visualised due to vaginal stenosis, inflammation, bleeding, scarring, other.

Transformation Zone (TZ) type:

- Type 1 TZ= transformation zone is entirely visible and squamocolumnar junction is seen.
- Type 2 TZ= transformation zone extends into endocervical canal but squamocolumnar junction is seen.

- Type 3 TZ= transformation zone extends into endocervical canal and either entire squamocolumnar junction is not seen or upper limit of the squamocolumnar junction is not seen.

Excision type:

- Type 1 excision= Usually to 8mm and not more than 10mm length of cervical tissue excised.
- Type 2 excision= Not more than 15mm length of tissue excised.
- Type 3 excision= Equivalent to 'cone biopsy' and >15mm length.