



Scottish Breast Screening System

Version 2

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Scottish Breast Screening System

Introduction

Vision 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 tried and tested, safe 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:

- **BoSS** and **BoSS Non Results** should be:
 - **Filed**
 - **Read**
 - **Actioned**
 - **Completed**
 - **Archived**

What Do I Need To Do?

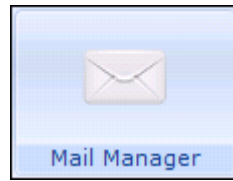
Before introducing any new messaging system we recommend you consider the following:

- **Switching on Autofiling** - SBSS messages can be filed automatically, see [Switching on Autofiling for SBSS](#) (page 6).
- **Check Staff Access** -In order to monitor incoming SBSS messages it is important that the appropriate staff have access to the correct mailboxes, see [Checking Staff Access](#) (page 7).
- **Check Date Filter** - Check that the date filter is set appropriately, see [Checking Date Filter](#) (page 8).

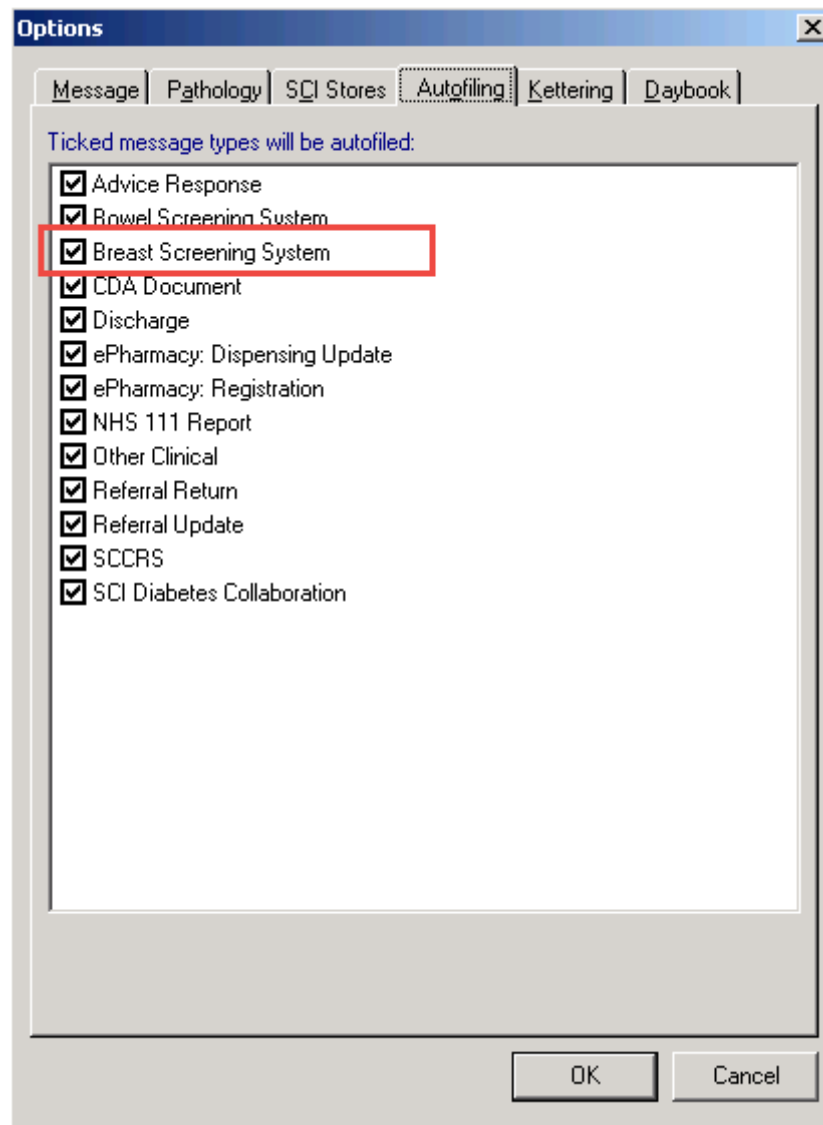
 **Note** - Your eLinks must be configured to receive SBSS messages, this is done by NSS and Vision at the appropriate time.

Switching on Autofiling for SBSS

To switch on autofiling for SBSS:



1. From **Mail Manager**, select **Tools - Options** to display the **Options** screen.
2. Select the **Autofiling** tab.



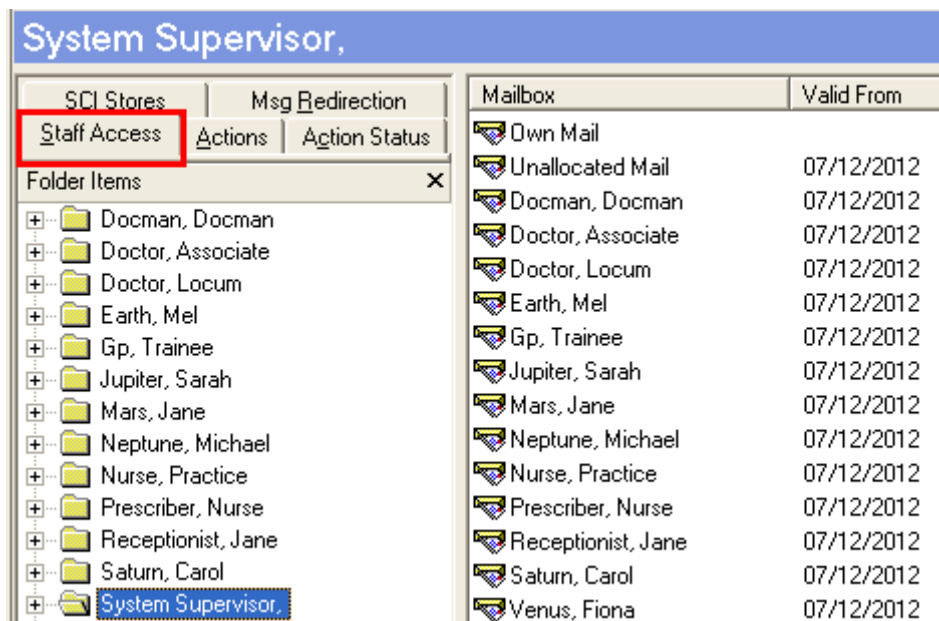
3. Tick **Breast Screening System**.
4. Select **OK** to save and close.

Checking Staff Access

SBSS messages are received into the **Incoming Mail Folder** throughout the day within **Mail Manager**, and by default filed into the mailbox of the patient's Usual GP. In order to view and process SBSS messages you must make sure that the appropriate staff have access to these mailboxes.

To check staff mailbox access:

1. From the Vision front screen, select **Management Tools - Control Panel** and select **Mail Maintenance**.
2. Select **Staff Access** and a list of your staff is displayed.
3. Select the staff member you wish to check and the mailboxes they have access to, are displayed on the right hand side of the screen.



Adding Access to a Mailbox

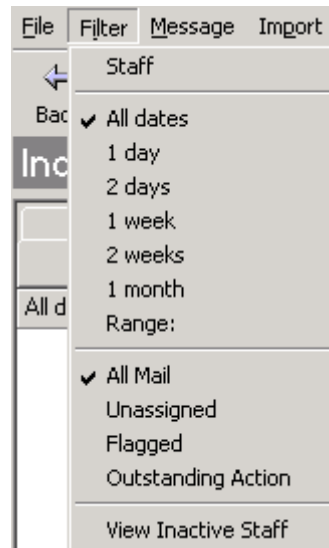
Should you need to add additional access to a member of staff at this point:

4. Right click on the staff member and select **Add**.
5. From the **Access Rights - Add screen**, select the user whose mailbox you want to allow access to (you can ignore the **Valid from** and **until** dates unless this is a fixed short term arrangement).
6. Select **OK** to save and close.

Checking Date Filter

The number of messages shown in **Mail Manager** is determined by a date filter which is a user specific setting and only messages within this date range are displayed. When setting a date you need to consider the different message types and how often they are managed, for example, most messages are processed daily, whereas others may be dealt with less frequently and the date filter needs to reflect this to avoid messages being missed.

- From **Mail Manager**, select **Filter** and choose the appropriate date option.



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 id switched on, see [Switching on Autofiling for SBSS](#) (page 6)
- The patient is assigned

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:

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

All SBSS result messages received should be checked for content, irrespective of whether or not they are automatically filed into patients' records. The following standard steps can be applied to all messages:

Processing SBSS Messages	Refer to the Mail Manager on-screen help
Assigned to a Patient All messages are assigned to a patient provided they match on CHI, Surname and Forename. If the message is not assigned, use the Assign to Patient option.	<i>Assign to Patient</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19834
Allocated to a Mailbox All messages are automatically allocated to the Usual GP's mailbox. If unallocated you need to allocate the message, or if you want to allocate to another Mailbox use the Allocate option.	<i>Allocate a Mailbox</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19839
Filing a Message All messages should be autofiled and have a status of Filed . If not manually file using the File option.	<i>Filing a Message</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19807
Reading a Message In order for the results to be completed and archived the message must be Read.	<i>Marking a Message as Read</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19828
Actioning a Message All messages should be actioned. To action a message use the Add action option.	<i>Add a New Action to a Message</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19800
Completing a Message In order for SBSS messages to be archived the action must be completed. To complete an Action use the Complete an Action option.	<i>Completing an Action</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19846
Archiving SBSS Messages Archiving should be performed regularly in order to keep Mail Manager running quickly. We therefore recommend SBSS messages are archived along with other Mail Manager messages.	<i>Archiving</i> http://www.inpshelp.co.uk/DLM500/Mail_Manager/index.htm#19821

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

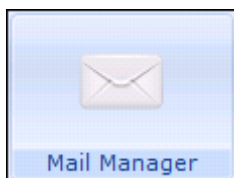
 **Training Tip** - You can set up **Actions** in **Control - Mail Maintenance - Actions**, for more information refer to [Control Panel - Mail Maintenance](http://www.inpshelp.co.uk/DLM500/Control_Panel/index.htm#30245)
http://www.inpshelp.co.uk/DLM500/Control_Panel/index.htm#30245

SBSS Message Types

There are three types of SBSS messages:

- **SBSS Results** - These are messages that contain breast screening results, either positive, negative or did not attend screening, see [SBSS Result Messages](#) (page 12).
- **SBSS Exclusions** - These are non result messages, see [SBSS Exclusion Messages](#) (page 12).

SBSS Result Messages



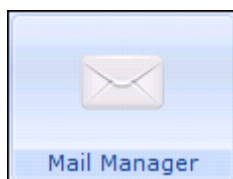
Within **Mail Manager**, SBSS Result messages are labelled **SBSS Result** and consist of the following information:

Data Item	Description
Read coded Result	The Read code of the result, see SBSS Messages in Consultation Manager (page 13)
Type of Result	SBSS participant result type (Routine, non-routine etc)
SBSS Report Date	Date SBSS report was generated
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 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 <i>SBSS Messages in Consultation Manager</i> (page 13)
Non-result type	SBSS participant non-result type (exclusion etc)
SBSS Report Date	Date SBSS report was generated
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

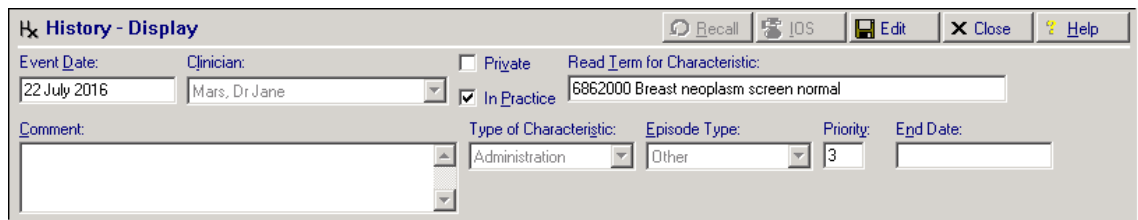
SBSS Messages in Consultation Manager


In Consultation Manager, SBSS messages are filed to the patient record 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 .

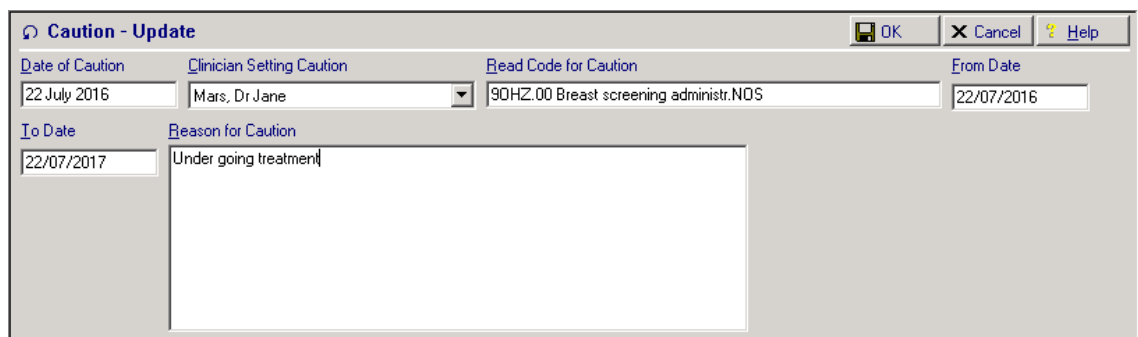
Depending on the Read code, SBSS messages are recorded in either:



- **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
 - **90HK**. Breast screening not done




Date	Description
22/07/16	 Breast neoplasm screen normal
24/01/11	 Letter sent to patient
15/01/11	 Pregaday tablets - Supply (56) take one daily
	 Anaemia during pregnancy - baby not yet delivered

- **Data Entry Caution** - For SBSS exclusions with the following Read codes:
 - **90HZ**. Breast screening administr.NOS
 - **90HG**. Breast screening disclaimer received



Date	Description
22/07/16	 Suggested exclusion period for Medical History from: 22/07/2016 to: 22/07/2017
24/01/11	 Letter sent to patient

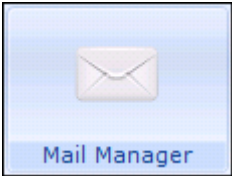

SBSS Messages in Mail Gateway

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

Individual messages can be printed from Mail Manger in the usual way:

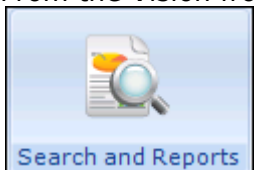
- From **Mail Manager** , highlight the result required and click on **Print** .




Reporting on Breast Screening messages received and filed

You can report on all your breast screening results and non-results from the Searches and Reports module.

To create a report:

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




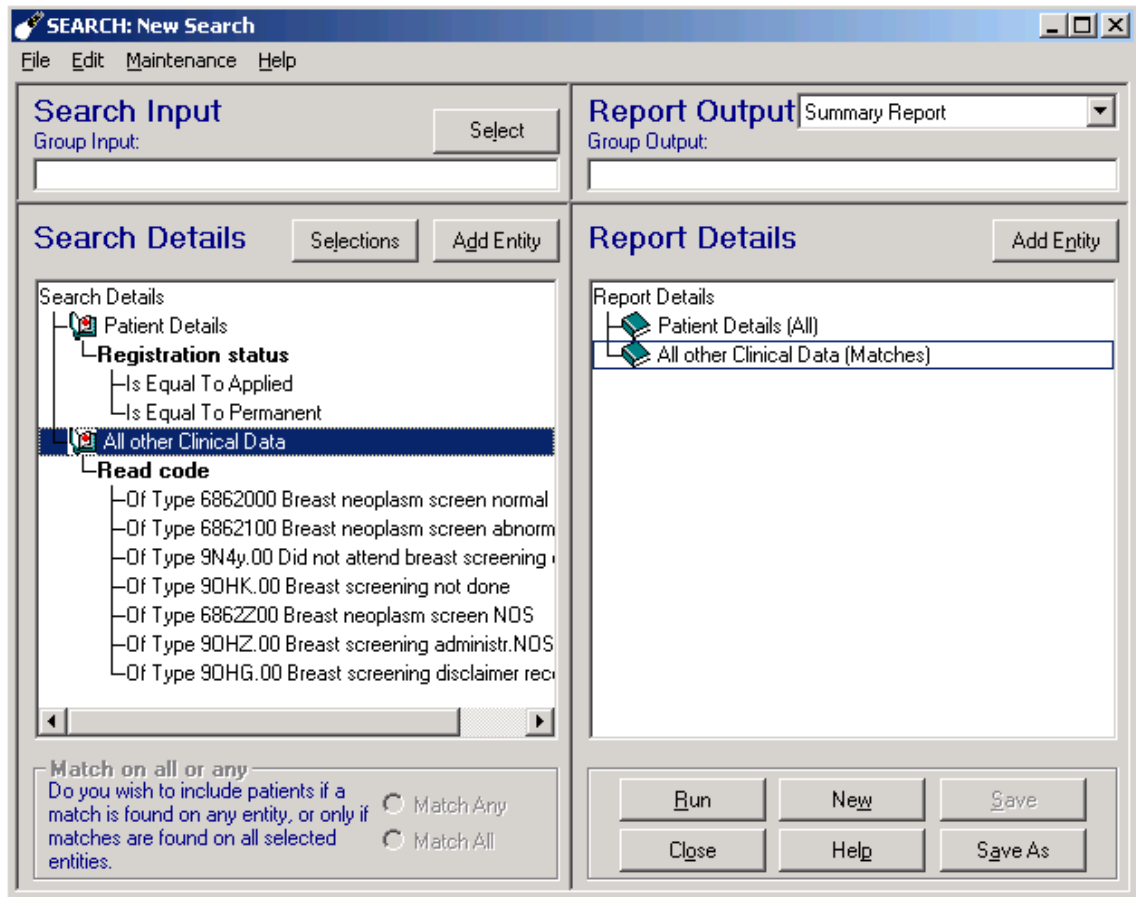
- Select **New Ad-hoc Search** .
- Highlight **Patient Details** and click **Selections**.
- Double click **Registration Status** from the list on the left and then highlight **Applied** and **Permanent** from the list on the right.
- Select **OK**.
- From the **Search Details** pane, click **Add Entity**.
- The **Select From Group** screen is displayed, double click on the yellow folder  next to **All other Clinical Data**.
- Now select the red folder  next to **All other Clinical Data**.
- Highlight **All other Clinical Data** within the **Search Details** pane and click **Selections**.
- 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**.
- To add more than one Read code, simply keep adding codes and clicking **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, simply select **Save As** and giving it a name.



Troubleshooting

What if a 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 a 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 HB 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 a SBSS message?

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

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