

Breast Screening

User Reference Manual

Version 3.41

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The Breast Screening System

Analysis Jobs		
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AJ-BAEF	Used identify those women who have been previously included in an age extension batch, who are now aged between 49 to 52 and have a next test due date in the near future.	A-32
AJ-BAP	Prints information relating to the acknowledgement system.	17-1
AJ-BAPD	Deleted acknowledgements providing they are more than six whole months old, have a status of either "Complete" or "Housekeeping", and their deletion will not lead to missing acknowledgements going unreported.	46-1
AJ-BCA	Produces a report of screening coverage in your Health Authority area (refer to the Statistics section) – use when required and at the same time as producing KC63 statistics.	S1-1
AJ-BCB	Prints details of an individual batch – use if requested by the Screening Office.	18-1
AJ-BCD	Prints screening episodes and other information related to individual women – use when required.	19-1
AJ-BCE	Provides an estimate of the number of women who will fall into the target age range over a specified recall period (refer to the Statistics section) – use when requested by the Screening Office.	S2-1
AJ-BCEN	Used to produce a print or UNIX download of the estimated number of women who will become eligible for breast screening according to their Next Test Due (NTD) Dates.	S4-1
AJ-BCL	Re-creates an existing screening batch list, or creates a batch list for non-batch referrals (i.e. GP referrals, self referrals etc.) – use when required.	20-1
AJ-BCNS	Provides a list of those women not screened during the regular call/recall process – use when requested by the Screening Office, normally prior to specification of a failsafe screening batch.	A-22
AJ-BCO	Prints details of outstanding open episodes – use once a month, especially before running a statistics analysis job.	21-1
AJ-BCP	Processes batches through various stages of screening – use once a week if many batches exist, or when an individual batch stage is due.	22-1
AJ-BCR	Creates screening batches following specification on the SB screen – use after a batch has been specified.	23-1
AJ-BCS	Prints Screening Office address, default, GP group, area group and letter details – use whenever details change.	24-1
AJ-BCSI	The breast screening integrity checker – use after AJ-RIC during the regular integrity checker cycle.	25-1
AJ-BCSX	BSS download to a Unix file or CJ-4 – run as required.	26-1
AJ-BCX	Transfers/prints screening details of women who have been deducted – use at least once a week.	27-1
AJ-BGEN	Prints GP, address code and Health Authority contact details – use when any of these details change.	28-1
AJ-BIN	Processes incoming Network transfers from the Screening Office – use when information has been transferred in (identified from the PHCN print).	29-1

Analysis Jobs

Name	Description	Page
AJ-BRNG	Allows you to gather information (by count or in detail) of women who need to be transferred to their housing NHAIS system.	48-1
AJ-BSBA	Produces a report of GP codes, Address codes, Screening Office GP groups, Screening Office Area codes or DHA codes within all screening batches in a specified date range.	43-1
AJ-BSCW	Produces a list of live women who are ceased – use at least once every three months.	38-1
AJ-BSDB	Produces a printed report of live women who have had a change made to their date of birth which could affect their eligibility for screening – use at least once a week (if your organisation has opted to keep a record of changes to women's dates of birth).	39-1
AJ-BSER	Identifies women who have been given an early recall date who have not yet had an episode created.	49-1
AJ-BSF	Checks the details of all women who are in the normal age range for breast screening and reports if there are any who are due for an invitation according to their next test due date.	A-37
AJ-BSFF	Identifies women who are almost 53 years old, and who have not previously been invited for screening, as part of the failsafe process. It can also be run for specific screening offices using individual screening office parameters set up on the SO-F screen.	A-27
AJ-BSH	Use to transfer women's screening histories to a new Screening Office – use when required.	30-1
AJ-BSIR	Use to print a list of BSS hidden flags.	41-1
AJ-BSQA	Produces a report of analysis jobs that have been run during a specified period and/or a report on 'open' episodes.	42-1
AJ-BSRS	Produce a report detailing those women who have been determined to be at higher risk and so are due to be screened according to their Higher Risk Next Test Due (NTD) date.	47-1
AJ-BSSD	Produces a Unix data file of Breast Screening-related patient information from the NHAIS database to be downloaded into a UNIX file. This file may be made available to other PC-based tools for further processing or analysis.	44-1
AJ-BSSM	This is the first stage of the process of merging the breast screening histories of two women on your system who have been identified as registration duplicates.	45-1
AJ-BSUL	Use to print a list of uninvited women.	40-1
AJ-CIN	Processes incoming Network preventative healthcare details – runs automatically.	31-1
AJ-C121	Processes receipt of the short screening batch list from the Screening Office – runs automatically after AJ-CIN.	32-1
AJ-C124	Creates screening records at the new Health Authority from details received (across the Network) from the old Health Authority, and produces listing for exceptions – runs automatically after AJ-CIN.	34-1
AJ-C131	Processes the receipt of non-batch referrals from the Screening Office – runs automatically after AJ-CIN.	33-1
AJ-C300	Processes the receipt of electronic acknowledgements – runs automatically after AJ-CIN.	35-1

Quick Guide

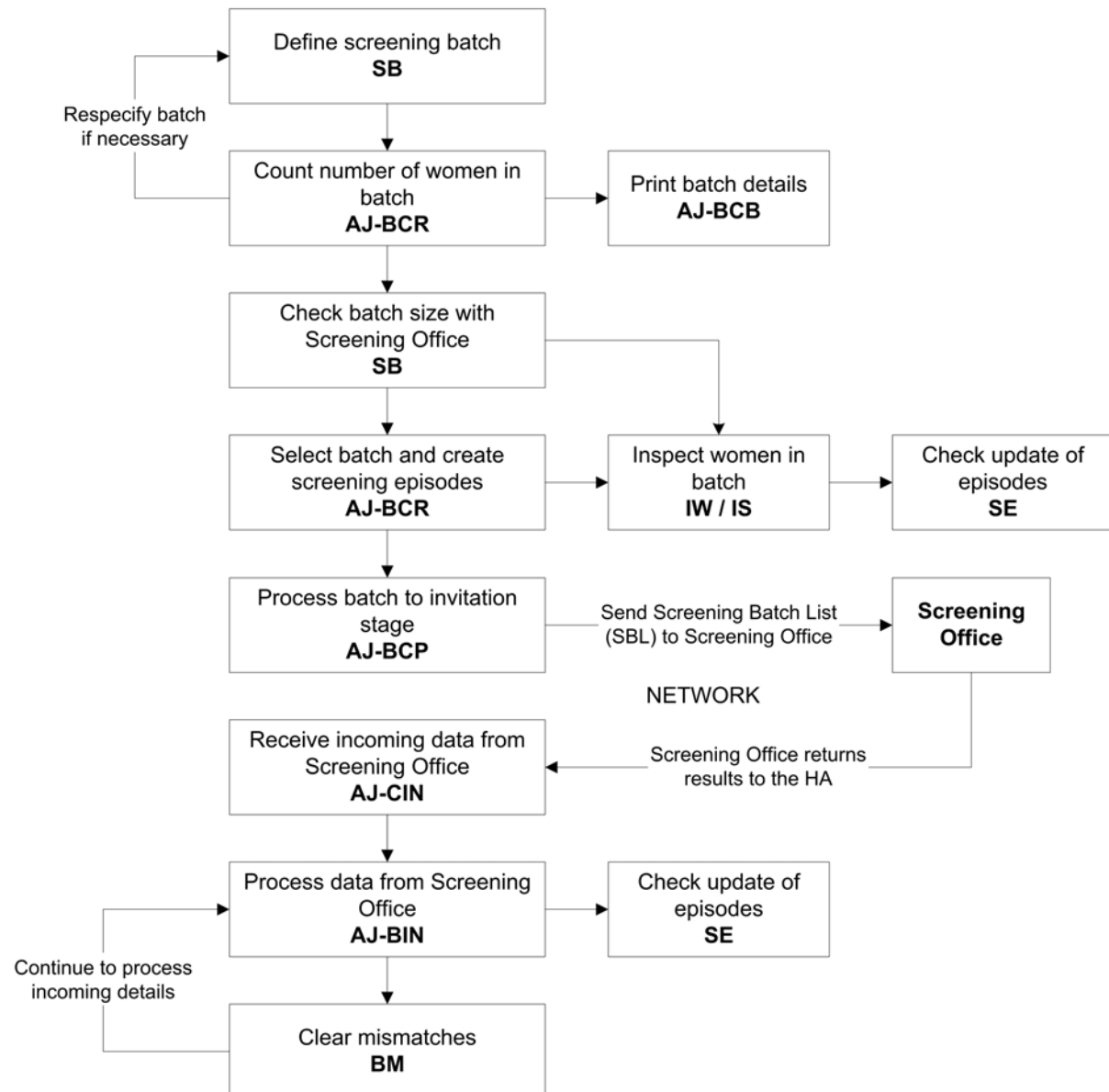
Analysis Jobs

Name	Description	Page
AJ-KC63	Produces KC63 statistics, and provides the facility to transfer the information to a micro (refer to the Statistics section) – <i>use at the end of each financial year.</i>	S3-1
AJ-PHCN	Collates all Network control reports into a single print file on the print queue – <i>runs automatically.</i>	36-1
AJ-PHRC	Transfers women's registration changes to the Screening Office across the Network, or produces as a paper print – <i>use when required.</i>	37-1

The Breast Screening System

Statistics		
Name	Description	Page
AJ-BCA	Produces a report of screening coverage in your Health Authority area – <i>use when required and at the same time as producing KC63 statistics.</i>	S1-1
AJ-BCE	Provides an estimate of the number of women who will fall into the target age range over a specified recall period – <i>use when requested by the Screening Office.</i>	S2-1
AJ-KC63	Produces KC63 statistics, and provides the facility to transfer the information to a PC – <i>use at the end of each financial year.</i>	S3-1
AJ-BCEN	Used to produce a print or UNIX download of the estimated number of women who will become eligible for breast screening according to their Next Test Due (NTD) Dates.	S4-1

SCREENING BATCH CYCLE



Foreword

Breast cancer affects 1 in 12 women in the UK at some time during their lives – the single most common form of cancer among women. Screening to detect the disease in its early stages is currently considered to be the best strategy for reducing the mortality rate from breast cancer in the UK population, which is currently the highest in the world.

The NHS Breast Screening Programme was established between 1988 and 1990 following the Government's acceptance of a report by a working group chaired by Professor Sir Patrick Forrest ('The Forrest Report'). The report considered evidence from various research trials which showed that breast screening by mammography of women aged over 50 could reduce mortality by up to 25% among those screened. Each year the programme now invites one third of women in the UK aged 50-64 for free, three yearly mammograms. Over one million women a year attend – the equivalent of over 70% of those invited. There are about 90 programmes across the UK, typically serving populations of around 45,000 eligible women. Women are invited to a special screening unit which can be mobile or permanently based in a hospital or other convenient location.

Breast screening consists of taking an x-ray (mammogram) of each breast, gently compressing the breast between two plates. The mammogram can detect small changes in breast tissue. During the first five years of the programme, a total of five million women were screened and approximately 15,000 cancers detected. The programme aims to recall less than 7% of the women screened for further assessment or because a potential abnormality is detected, and less than 1% for a biopsy. Of the cancers detected, a significant proportion should measure one centimetre in diameter or less.

Health of the Nation Breast Cancer Target

To reduce the death rate from breast cancer in the population invited for screening by at least 25% by the year 2000 – from 95.0 per 100,000 population in 1990 to no more than 71.3 per 100,000.

The aim of the screening programme to reduce mortality of invited women by 25%, which was adopted in 1992 as the breast cancer target included in the Health of the Nation strategy, has provided a clear focus towards which all activities of the programme are directed. Achieving this target would mean that in the UK 1,250 women who would have died prematurely of breast cancer, average an extra 20 years of life each. Evidence of a reduction in mortality that can be attributed to the effect of screening is not expected until around 1997.

Women aged between 50 and 64 are contacted through lists held by family health service authorities, compiled from GP records. A woman will be invited for screening if she is registered with a GP and her details are correct. The successful call and recall of women depends upon the effective operation of the computer systems in use within the programme, which also record levels of attendance and enable the tracking of individual women throughout their screening history. Women aged 65 and over are not routinely invited but are encouraged to make their own appointment for screening.

Great emphasis is placed by the NHSBSP on quality assurance and training. This concern extends to the breast screening part of FHSA activities. It is intended that this reference manual will help staff at the FHSA to understand fully their part in breast screening and perform it to the best of their ability.

Julietta Patnick
National Coordinator
NHS Breast Screening Programme
March 1995

The NHS Breast Screening Programme

Over a million women a year are now screened for breast cancer under the NHS Breast Screening Programme¹. The aim is to detect cancers early enough to offer the best possible chance of successful treatment.

Breast cancer kills over 10,000 women every year in the United Kingdom. Nine out of 10 deaths occur in women over the age of 50.

National screening began in 1988, following the recommendations of the Forrest Report, which persuaded the Government of the benefits of early detection through mammography.

Mammography is a special type of low-dose x-ray, which can detect very early changes in the breast long before they can be seen or felt. The mammogram is performed at a special screening unit, which can either be mobile, hospital-based or in a convenient location, e.g. a shopping centre.

The programme is the most extensive of its type in the world and targets women aged between 50 and 70, who are offered routine screening every three years. Women aged 70 may be screened on request. Women under 50 are not offered routine screening because as yet there is insufficient evidence to conclude that screening of younger women is effective.

The Screening Service

Women are identified as eligible for screening from their NHS registration details, which are held on the Health Authority computer database. Lists of eligible women are then forwarded to the Screening Office electronically, or as a printed list.

Responsibilities for the Programme

Screening Offices are mainly responsible for running the programme with administrative support provided by health authorities. The Health Authority computer system provides the means to:

- select women
- generate invitation letters (although most Screening Offices prefer to send out their own correspondence)
- record women's attendance at a screening clinic.

A Screening Office is the central planning and administrative base for each area's screening units. Each Screening Office serves a population of about 500,000 people. Screening Offices are responsible for:

- all clinical aspects of screening
- arranging appointments
- recording screening results (clinical)

¹ NHS Breast Screening Programme Review 1993

- post-screening events, e.g. re-screening, treatment
- ensuring women receive their results.

National Co-ordination

The NHS Breast Screening Programme is a national approach to health care managed and delivered in response to local needs. A national co-ordinator provides a link and focal point for the country, ensuring the delivery of nationally agreed standards of care and development.

Research

Research is currently in progress on both the lower age limit and the three year interval between screenings. Results from this research may indicate a change to current screening policies if benefits are proved.

Screening Statistics

Screening management information is available from the attendance data held on the Health Authority system, which may be used to measure the effectiveness of the screening programme.

The HA Breast Screening System

The computer system used to select women for screening was developed by the FHS Computer Unit in the late 1980s for use by the Family Health Services Authorities (FHSAs). Government legislation effective from April 1 1996 merged FHSAs and DHAs to form new Health Authorities.

The HA system maintains an electronic register of patients on the lists of NHS family doctors. This information is used to identify women eligible for screening.

Batches

Women are selected for screening in batches (groups). Batches may be defined according to various criteria such as age, the GP the women are registered with, the area they live in. The rules used to define a batch are specified by the Screening Office and then applied to the FHSA system.

Facilities of the System

The ability to call women for screening by locality or by GP.

Provides a means of controlling the rate at which women are called for screening in order to match the resources of local screening units.

Automated printing of invitation letters, if required by the Screening Office.

Electronic links between Health Authorities and Screening Offices.

Controlled access to the data, ensuring confidentiality and security of information.

Easy transfer of records, whenever a woman moves to a new area.

A comprehensive user manual.

On-line help.

System Management Screens

System management screens control the way the system operates and must be set CORRECTLY before data is added to the system or analysis jobs are run.

Because the BSS System will be well established at your FHSA, it is more than likely that the system management screens are set correctly and do not require changing. However, if you are unfamiliar with the system or have recently taken over as screening manager it is advisable to check that all the screens conform to the requirements of the Screening Office.

See sections 1 to 15 for a full explanation of each screen.

Analysis Jobs

Analysis jobs are computer programs used to extract and process information held on the database. Sections 16 to 44 describe how and when to use each one. Analysis jobs used to produce statistics are contained in sections S1 to S3.

Use the screens listed below to monitor/print the analysis jobs.

Key AJ qualifier Q:

This screen will display the progress of the preparation job. You may suspend the preparation job or delete the job if it has already been suspended or completed in error. In addition, jobs may be scheduled from this screen to process at a time convenient to your organisation.

Key PQ qualifier AP:

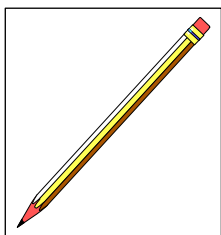
This screen is used to initiate the print run. It will display a complete listing of all analysis jobs that have been prepared on the AJ-Q screen but not yet been printed or completed printing.

Key PQ qualifier APPA:

This screen displays a listing of all the analysis jobs that have been printed or deleted from the PQ-AP screen prior to printing. Use this screen to request a reprint or delete specific prints.

Key PS blank qualifier:

This screen monitors the progress of the print run and if required you may suspend, restart, or terminate the print run.



The AK Screens (Acknowledgements)

Each transfer of information to/from a Screening Office is assigned a number, by which it may be identified. A list of transfers sent and received may be viewed, in numeric order, on the AK screen.

Each transfer, whether received by the Screening Office or the HA, should be acknowledged, that is, either by sending back an acknowledgement slip, or sending an electronic acknowledgement. The receipt of acknowledgements is registered for each transfer on the AK screen.

NOTE ➤ AJ-PHRC will now generate a “dummy” acknowledgement entry on the AK-S screen when registration changes are sent to Screening Offices. This is because the acknowledgment is not actually sent to the Screening Office. It will have a status of “Complete”, so HA users will not have to update that entry on this screen; the benefit of this is to eliminate pages of “missing sends” on this screen.

The AK screens are used to:

- display and update status of transfers (electronic and paper) sent to and received from Screening Offices;
- manually enter details of transfers received from a specific Screening Office;
- display details of all transfers with outstanding acknowledgements;
- display a list of all transfers with missing details; and
- display transfer information for an individual screening office.

There are four AK screens available, each accessed by a single letter in the qualifier:

- **S** for a list of transfers sent to Screening Offices;
- **R** for a list of transfers received from Screening Offices;
- **O** for a display list of transfers with outstanding acknowledgements; and
- **M** for a display list of transfers with missing details.

NOTE ➤ The AK,S (Transfers Sent) screen will be displayed if the qualifier is left blank.

Transfers sent/received, outstanding or missing from a specific Screening Office may be viewed/updated by using the Screening Office code as the second part of the qualifier, for example, S,LED for transfers sent to the Exeter Screening Office.

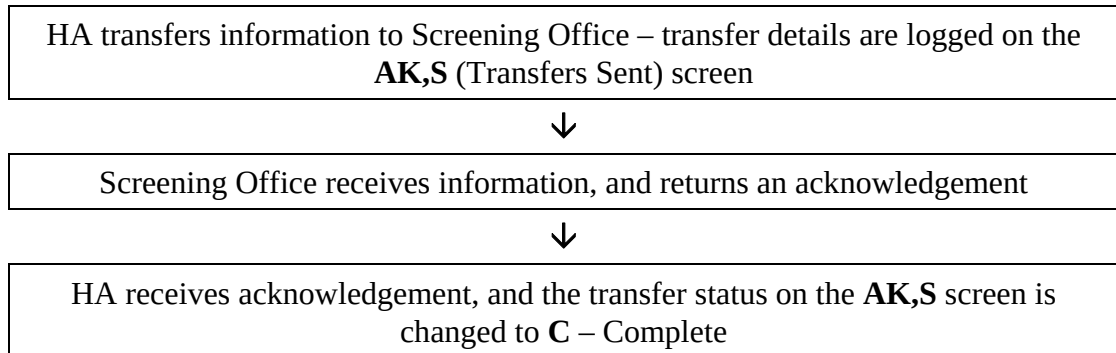
To go directly to a specific transfer number, use the transfer number as the third part of the qualifier, for example, S,LED,14553.

A delete option can also be specified as the third part of the qualifier. This allows any first or last transfer number to be deleted on screens S or R only, for example, S,LED,DELETE or R,LED,DELETE.

Details on all four screens may be printed using AJ-BAP (see section 17).

Display/Amend Transfers Sent

Table of Events



NOTE ➤ Completed transfers may be deleted by AJ-BAPD providing they meet the criteria – see Section 47 in the BSS Reference Manual.

Directions – Using the AK,S Screen

1. Enter **AK** as a key and use a qualifier of **S**. Press **Enter** to display the screen.

NOTE ➤ To display transfers which were passed to a particular Screening Office, enter the Screening Office code in the qualifier as well.

For example, enter **S,LED** to display a list of transfers to the Exeter Screening Office.

Also note that you can go directly to a transfer number. Enter a transfer number in the third part of the qualifier, for example **S,LED,14553**.

You can delete the first or last transfer number by entering 'DELETE' as the third part of the, for example, **S,LED,DELETE**.

2. Use the standard paging keys to view the whole of the list, if it is more than one page long.
3. If necessary, change the status of the transfer(s) sent by your Health Authority. Enter **A** – Amend in the action field, then enter the new status code and your initials in the fields provided. Press **Enter** to update the record.

AK]BCS Acknowledgments				Qualifier[S		page->			
** TRANSFERS SENT **									
Transfer number	Link with	Data type	Transfer method	Transfer date	Acknow date	Init- ials	Stat -us		
[] [99]	AGA	[202] GP details	D Dummy	[21.09.06]		[]	[O]		
[] [90]	AGA	232 Reg Change	E Electronic	14.11.06	14.11.06	[DUM]	[C]		
[] [89]	AGA	232 Reg Change	E Electronic	06.10.06	06.10.06	[DUM]	[C]		
[] [88]	AGA	202 GP details	P Print	01.09.06		[]	[O]		
[] [87]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [86]	AGA	231 SBL	E Electronic	29.08.06	02.10.06	[CDM]	[C]		
[] [85]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [84]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [83]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [82]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [81]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [80]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [79]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
[] [78]	AGA	231 SBL	E Electronic	29.08.06		[]	[O]		
Action codes: 'A'mend status									
Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping									

Figure 1: The AK Screen (Transfers Sent)

The status of transfers may be updated automatically or manually. If manually amending the status, you must first enter **A** – Amend in the action field, which exists to the left of each transfer. Then enter your initials and the appropriate code in the ‘Status’ field at the end of the line, that is, enter:

- **C** – Complete for transfers which have completed processing (these will be deleted after a certain amount of time);
- **H** – Housekeeping for transfers which need to be processed the next time AJ BIN is run (see section 28 for further details); or
- **O** – Outstanding for transfers which you have not received an acknowledgement for (transfer details will be listed on the AK,O screen).

AK]BCS Acknowledgments				Qualifier[S,ANT		<-page			
** TRANSFERS SENT **									
	Transfer number	Link with	Data type	Transfer method	Transfer date	Acknow date	Init- ials	Stat -us	
[I]	[12	]	[231]		[21.06.06]		[	]	[]
[]	14	ANT	231 SBL	E Electronic	29.06.06		[	]	[0]
[]	13	ANT	231 SBL	E Electronic	29.06.06		[	]	[0]
[]	11	ANT	241 O/s SEs	P Print	06.05.06		[	]	[0]
[]	10	ANT	241 O/s SEs	P Print	04.03.06		[	]	[0]
[]	9	ANT	241 O/s SEs	P Print	04.03.06		[	]	[0]
[]	8	ANT	241 O/s SEs	P Print	03.03.06		[	]	[0]
[]	7	ANT	241 O/s SEs	P Print	03.03.06		[	]	[0]
[]	6	ANT	241 O/s SEs	P Print	02.03.06		[	]	[0]
[]	5	ANT	231 SBL	E Electronic	01.02.06		[	]	[0]
[]	4	ANT	231 SBL	P Print	01.02.06		[	]	[0]
[]	3	ANT	231 SBL	P Print	18.01.06		[	]	[0]
[]	2	ANT	231 SBL	E Electronic	23.12.05		[	]	[0]
Action codes: 'A'mend status, 'I'nsert acknowledgement, 'D'eleate acknowledgement									
Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping									

Figure 2: The AK Screen (Transfers Sent), for an Individual Screening Office

You can also use the AK,S screen to manually enter the details of a missing transfer. With manually entered details, the transfer method is generated as a Dummy method. In the example above, the missing details for transfer number 12 are being inserted.

The entry for a Dummy transfer can also be deleted by entering **D** in the action code against the transfer concerned.

```

AK]BCS Acknowledgments          QUERY  Qualifier[S,ANT
1. DELETE - are you sure?          ** TRANSFERS SENT **          <-page ]

      Transfer Link  Data type      Transfer      Transfer      Acknow      Init-  Stat
      number  with   type           method        date        date      ials   -us

[ ] [          ] [          ]
[ ]      14  ANT   231  SBL          E Electronic  29.06.06      [ ] [ ] [0]
[ ]      13  ANT   231  SBL          E Electronic  29.06.06      [ ] [ ] [0]
[D]      12  ANT   231  SBL          D Dummy       21.06.06      [ ] [ ] [0]
[ ]      11  ANT   241  O/s SEs       P Print       06.05.06      [ ] [ ] [0]
[ ]      10  ANT   241  O/s SEs       P Print       04.03.06      [ ] [ ] [0]
[ ]      9   ANT   241  O/s SEs       P Print       04.03.06      [ ] [ ] [0]
[ ]      8   ANT   241  O/s SEs       P Print       03.03.06      [ ] [ ] [0]
[ ]      7   ANT   241  O/s SEs       P Print       03.03.06      [ ] [ ] [0]
[ ]      6   ANT   241  O/s SEs       P Print       02.03.06      [ ] [ ] [0]
[ ]      5   ANT   231  SBL          E Electronic  01.02.06      [ ] [ ] [0]
[ ]      4   ANT   231  SBL          P Print       01.02.06      [ ] [ ] [0]
[ ]      3   ANT   231  SBL          P Print       18.01.06      [ ] [ ] [0]
[ ]      2   ANT   231  SBL          E Electronic  23.12.05      [ ] [ ] [0]

Action codes: 'A'mend status, 'I'nsert acknowledgement, 'D'elete acknowledgement
Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping
  
```

Figure 3: The AK Screen (Transfers Sent), Deleting a Dummy Transfer

A missing transfer should always be investigated before its details are entered manually on the system. For example, a missing transfer could indicate that an analysis job has failed or that a results file has not been received from the screening office.

As mentioned earlier, you can go directly to a transfer number by entering a transfer number as the third part of the qualifier (on any of the four AK screens), for example S,LED,100.

```

AK]BCS Acknowledgments          Qualifier[S,LED,100          page-> ]
** TRANSFERS SENT **

      Transfer Link  Data type      Transfer      Transfer      Acknow      Init-  Stat
      number  with   type           method        date        date      ials   -us

[ ] [          ] [          ]
[ ]      100 LED  [201] HA detail    D Dummy       [30.08.06]  05.10.06      [MZG] [ ] [C]
[ ]      76  LED  232  Reg Change    E Electronic  01.02.07    01.02.07      [DUM] [ ] [C]
[ ]      75  LED  231  SBL           E Electronic  29.08.06      [ ] [ ] [0]
[ ]      74  LED  231  SBL           E Electronic  29.08.06      [ ] [ ] [0]
[ ]      73  LED  231  SBL           E Electronic  29.08.06      [ ] [ ] [0]
[ ]      72  LED  231  SBL           E Electronic  29.08.06      [ ] [ ] [0]
[ ]      71  LED  231  SBL           E Electronic  29.08.06      [ ] [ ] [0]
[ ]      70  LED  232  Reg Change    E Electronic  19.07.06    19.07.06      [DUM] [ ] [C]
[ ]      69  LED  231  SBL           E Electronic  21.03.06    02.10.06      [CDM] [ ] [C]
[ ]      68  LED  241  O/s SEs       P Print       16.03.06      [ ] [ ] [0]
[ ]      67  LED  231  SBL           E Electronic  09.03.06      [ ] [ ] [0]
[ ]      66  LED  241  O/s SEs       P Print       07.03.06      [ ] [ ] [0]
[ ]      65  LED  241  O/s SEs       P Print       07.03.06    04.10.06      [CDM] [ ] [H]

Action codes: 'A'mend status, 'I'nsert acknowledgement, 'D'elete acknowledgement
Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping
  
```

Figure 4: The AK Screen (Transfers Sent), with Qualifier of S,LED,100

NOTE ➤ If the transfer number you specify as the third part of the qualifier does not exist the system will display those transfers prior to the missing transfer.

You can delete the first or last transfer number by entering 'DELETE' as the third part of the, for example, **S,LED,DELETE**.

AK]BCS Acknowledgments				Qualifier[S,LED,DELETE				page->	
** TRANSFERS SENT **									
	Transfer number	Link with	Data type		Transfer method	Transfer date	Acknow date	Init-ials	Stat-us
[]	199	LED	232 Reg Change	P	Print	21.06.12	21.06.12	DUM	C
	198	LED	241 O/s SEs	P	Print	21.05.12			0
	197	LED	241 O/s SEs	P	Print	04.05.12			0
	196	LED	241 O/s SEs	P	Print	03.05.12			0
	195	LED	241 O/s SEs	P	Print	03.05.12			0
	194	LED	241 O/s SEs	P	Print	03.05.12			0
	193	LED	241 O/s SEs	P	Print	03.05.12			0
	192	LED	241 O/s SEs	P	Print	03.05.12			0
	191	LED	241 O/s SEs	P	Print	03.05.12			0
	190	LED	241 O/s SEs	P	Print	02.05.12			0
	189	LED	241 O/s SEs	P	Print	02.05.12			0
	188	LED	241 O/s SEs	P	Print	02.05.12			0
	187	LED	241 O/s SEs	P	Print	02.05.12			0
	186	LED	241 O/s SEs	P	Print	02.05.12			0
Action codes: 'D'elete acknowledgement									
Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping									

Figure 5: The AK Screen (Transfers Sent), with Qualifier of S,LED,DELETE

Display/Amend Transfers Received

Table of Events

Screening Office transfers information to HA – incoming transfer details are entered, automatically or manually, on the AK,R (Transfers Received) screen



Acknowledgements for incoming electronic transfers will be automatically generated by AJ-BIN and sent to the originating Screening Office

NOTE ➤ Completed transfers may be deleted by AJ-BAPD providing they meet the criteria – see section 47 (AJ-BAPD) in the Breast Screening System Reference Manual.

Directions – Using the AK,R Screen

1. Enter **AK** as a key and use a qualifier of **R**. Press **Enter** to display the screen.

NOTE ➤ To display transfers which were passed from a particular Screening Office, enter the Screening Office code in the qualifier as well.

For example, enter **R,LED** to display a list of transfers from the Exeter Screening Office.

Also note that you can go directly to a transfer number. Enter a transfer number in the third part of the qualifier, for example **R,LED,2351**.

You can delete the first or last transfer number by entering '**DELETE**' as the third part of the, for example, **R,LED,DELETE**.

2. Use the standard paging keys to view the whole of the list, if it is more than one page long.
3. The **AK,R** screen may only be updated if it is displayed for a specific Screening Office, e.g. enter **R,LED** in the qualifier.

If necessary, change the status of the transfer(s) received by your Health Authority. Enter **A** – Amend in the action field, then enter the new status code and your initials in the fields provided. Press **Enter** to update the record.

To record details of a new transfer, enter **I** – Insert in the action field. Enter the details in the fields provided, and press **Enter** to register the transfer on the system.

AK]BCS Acknowledgments					Qualifier[R		page->			
TRANSFERS RECEIVED										
Transfer number	Link with	Data type		Transfer method	Transfer date	Acknow. date	Init-ials	Stat-us		
998	AGA	121	Short	SBL	E Electronic	29.12.94	29.12.94	BIN	C	
987	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	OS	C	
888	AGA	121	Short	SBL	E Electronic	29.12.94	29.12.94	BIN	C	
100	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	OS	C	
88	AGA	121	Short	SBL	E Electronic	29.12.94	29.12.94	BIN	C	
80	AGA	121	Short	SBL	E Electronic	20.12.94	22.12.94	BIN	C	
78	AGA	121	Short	SBL	E Electronic	29.12.94	29.12.94	OS	C	
77	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	BIN	W	
66	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	BIN	W	
50	AGA	121	Short	SBL	E Electronic	22.12.94	22.12.94	BIN	C	
34	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	OS	C	
33	AGA	121	Short	SBL	E Electronic	30.12.94	30.12.94	BIN	C	
8	AGA	121	Short	SBL	E Electronic	29.12.94	29.12.94	OS	C	
1002	CDS	121	Short	SBL	E Electronic	26.09.94			F	

Action codes: A(mend status)
Status codes: C(omplete), O(utstanding), H(ousekeeping)

Figure 6: The AK Screen (Transfers Received)

Manually Entering Transfer Details on the AK,R Screen

Where transfers are received on paper from the Screening Office, e.g. screening batch specifications, you must manually enter the details on the AK,R screen if you want to avoid having lists of missing transfer numbers reported on the AK,M screen. To do this, the Screening Office code should be entered in the qualifier to display the list of transfers for that Screening Office, e.g. enter R,LED. The screen will show a list of the transfers already received from that Screening Office along with a blank data entry line in which you can enter the details of another paper transfer.

For example, to input the transfer details for a screening batch specification received from the SO, enter 'I' in the first action box followed by the transfer details:

- the **Transfer Number** as quoted on the print;
- the **Data Type** "111" (for SB spec);
- the **Transfer Method** "P" (for paper);
- the **Transfer Date** as quoted on the print;
- your **Initials**; and
- the **Status** "C" (for complete).

AK]BCS Acknowledgments									
Qualifier[R,LED]									
** TRANSFERS RECEIVED **									
Transfer Number	Link with	Data type	Transfer method	Transfer date	Acknow date	Init-ials	Stat-us		
[I] [8432]		[111]	[P]	[09.06.02]		[OS]	[C]		
8431	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
[] [8430]	LED	[105] SO letters	[P] Print	[02.05.02]	03.05.02	[BIN]	[C]		
8429	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
[] [8428]	LED	[111] SB spec	[P] Print	[02.05.02]	03.05.02	[OS]	[C]		
8427	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
8426	LED	131 NBRs	E Electronic	02.05.02	03.05.02	BIN	C		

Action codes: 'A'mend status, 'I'nsert transfer
 Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping, 'W'aiting for match

Figure 7: The AK Transfers Received Screen with new input line

Having input the data, press **Enter** to update the list. The screen will be refreshed, showing the line you have just input, and with another blank data entry line:

AK]BCS Acknowledgments									
Qualifier[R,LED]									
** TRANSFERS RECEIVED **									
Transfer Number	Link with	Data type	Transfer method	Transfer date	Acknow date	Init-ials	Stat-us		
[] []		[]	[]	[]		[]	[]		
[] [8432]	LED	[111] SB spec	[P] Print	[09.06.02]	10.06.02	[OS]	[C]		
8431	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
[] [8430]	LED	[105] SO letters	[P] Print	[02.05.02]	03.05.02	[BIN]	[C]		
8429	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
[] [8428]	LED	[111] SB spec	[P] Print	[02.05.02]	03.05.02	[OS]	[C]		
8427	LED	121 Short SBL	E Electronic	02.05.02	03.05.02	BIN	C		
8426	LED	131 NBRs	E Electronic	02.05.02	03.05.02	BIN	C		

Action codes: 'A'mend status, 'I'nsert transfer
 Status codes: 'C'omplete, 'O'utstanding, 'H'ousekeeping, 'W'aiting for match

Figure 8: The AK Transfers Received Screen (Refreshed)

When the screen is refreshed, the 'Acknow date' for the line you have just inserted is always generated as the current date.

Transfers received for the following data types can be entered on the AK,R screen:

- 101 – SO address
- 102 – SO Default
- 103 – Area codes
- 104 – GP groups
- 105 – SO letters

Transfers Received Across the Network

For SO transfers received from across the network, AJ BIN will automatically generate an entry on to the AK,R screen and set up an acknowledgement to be returned to the originating Screening Office. The generated entry on the AK,R screen will have a transfer method of 'E' (for electronic).

Understanding the AK,S And AK,R Screens

action field

This field is used to either amend a transfer's status, or insert or delete an acknowledgment.

Enter:

- 'A' to amend a transfer's status
- 'I' to insert an acknowledgment
- 'D' to delete an acknowledgment.

Transfer number

The number which was allocated to the original transfer. Transfer numbers are allocated on an incremental basis (i.e. 1, 2, 3...) for each Screening Office. The most recent transfer will be displayed first.

Link with

The Screening Office which sent, or was due to receive, the transfer of information.

Data type

The number and code representing the type of information which was transferred:

- 101 – Screening Office address
- 102 – Screening Office default settings
- 103 – Area codes
- 104 – GP groups
- 105 – Screening Office letter text
- 111 – Screening batch specification
- 121 – Short screening batch results
- 131 – Long screening batch list (non-batch referrals)
- 201 – HA contact details
- 202 – GP details
- 203 – Address codes
- 231 – Screening batch list
- 241 – Outstanding screening episodes
- 999 – Dummy transfer

NOTE ➤ The code for information sent FROM the Screening Office will begin with the number 1; the code for information sent TO the Screening Office will begin with the number 2.

Transfer method

The method used to transfer the information, i.e. **P** – Print, **E** – Electronic or **D** – Dummy.

Transfer date

The date the transfer was prepared.

Acknow. date

The date the transfer was marked as complete.

Initials

The initials of the person who acknowledged the receipt of the transfer. Any combination of three letters is acceptable, bar BIN (reserved for automatic input by analysis job AJ-BIN). It is recommended that DUM is used for dummy initials.

Status

The status of the transfer, indicating what stage the transfer is at, i.e. **C** – Complete, **O** – Outstanding, **W** – Waiting for a match, **H** – Housekeeping or **F** – Fault/Failure.

Display-only Screens

There are two display-only screens.

- AK,O lists all transfers from your own, or another, organisation with outstanding acknowledgements.
- AK,M lists missing transfers numbers from all Screening Offices, or for individual screening offices.

Directions – Using Display-only Screens

1. Enter **AK** as a key and use a qualifier of **O** for the ‘Transfers with Outstanding Acknowledgements’ screen, or **M** for ‘Missing Details’. Press **Enter** to display the screen.
2. Use the standard paging keys to view the whole of the list, if it is more than one page long.
3. Use the above screens for individual screening offices by appending the Screening Office code after the first part of the qualifier, for example, **O,ANT**, or **M,ANE**.

Also note that you can go directly to a transfer number. Enter a transfer number in the third part of the qualifier, for example O,ANT,3314 or M,ANE,7324.

AK]BCS Acknowledgments			Qualifier[0		page->]	
TRANSFERS WITH OUTSTANDING ACKNOWLEDGEMENTS						
Transfer number	Send or Receive	Link with	Data Type	Transfer method	Transfer date	
30	Send	AGA	SBL	Print	09.01.95	
28	Send	AGA	SBL	Print	09.01.95	
26	Send	AGA	SBL	Print	09.01.95	
24	Send	AGA	SBL	Print	09.01.95	
23	Send	AGA	SBL	Print	29.12.94	
20	Send	AGA	Add. codes	Print	19.12.94	
19	Send	AGA	GP details	Print	19.12.94	
17	Send	AGA	O/s SEs	Print	04.10.94	
16	Send	AGA	O/s SEs	Print	04.10.94	
15	Send	AGA	O/s SEs	Print	04.10.94	
14	Send	AGA	SBL	Print	10.06.94	
13	Send	AGA	SBL	Print	31.05.94	
11	Send	AGA	SBL	Print	27.05.94	
10	Send	AGA	SBL	Print	26.05.94	
9	Send	AGA	SBL	Print	26.05.94	
7	Send	AGA	SBL	Print	26.05.94	
5	Send	AGA	SBL	Print	02.02.94	

Figure 10: The AK Screen (Transfers with Outstanding Acknowledgements)

The AK,O screen lists transfers which your HA has not acknowledged.

When a transfer you have sent remains on this screen for longer than expected, the Screening Office should be contacted. If the Screening Office has not received the transfer, you will need to reprint the information and send it again. The print will keep the original transfer number if it is printed from an existing print entry.

It is therefore essential that the print should not be deleted from the print queue until a corresponding acknowledgement has been received.

If the transfer is over a year old, and the acknowledgement is still outstanding, the transfer may be marked as **H** – Housekeeping on the **AK,S** or **AK,R** screen. These transfers may then be deleted by using AJ-BAPD, providing they fall within the criteria – see section 47 (AJ-BAPD) of the Breast Screening Reference Manual.

The AK,M screen lists transfer numbers which have not been recorded on the AK,R screen. These ‘missing’ transfer numbers could relate to paper transfers which should have been entered manually on the AK,R screen, or could be true missing transfers from the Screening Office. In the case of true missing transfers, the HA should ask the Screening Office why they have not been sent and, if possible, arrange for them to be transferred again.

Sometimes the Screening Office will advise the HA that a transfer number cannot be sent again. In this situation, the HA should manually insert the transfer number onto the AK,R screen (as described earlier for the AK,R screen), and give it a status of “H” (for Housekeeping) rather than “C” (for Complete). Housekeeping and Complete mean exactly the same thing, but Housekeeping identifies that the transfer was not actually received and that the HA and Screening Office are aware of it.

When inserting a ‘missing’ transfer on the AK,R screen, if the original data type cannot be identified, the data type 999 can be used instead. The data type 999 will automatically be given a description of “Dummy”.

AK]BCS Acknowledgments		Qualifier[M		]
				page->
MISSING DETAILS				
Transfer number	Link with	Transfer number	Link with	
997	AGA	996	AGA	
995	AGA	994	AGA	
993	AGA	992	AGA	
991	AGA	990	AGA	
989	AGA	988	AGA	
986	AGA	985	AGA	
984	AGA	983	AGA	
982	AGA	981	AGA	
980	AGA	979	AGA	
978	AGA	977	AGA	
976	AGA	975	AGA	
974	AGA	973	AGA	
972	AGA	971	AGA	
970	AGA	969	AGA	
968	AGA	967	AGA	
966	AGA	965	AGA	
964	AGA	963	AGA	

Figure 11: The AK Screen (Missing Details)

NOTE ➤ See previous pages for an explanation of each column heading.

Error Messages

AK,S Screen

REJECT MESSAGES	MEANING / ACTION
>1 line changed	It is not possible to change more than one line at once. <i>Change one line at a time.</i>
ACTION invalid	The only code which can be entered in the action field is 'A' – amend. <i>Enter 'A'.</i>
TRAN missing	Transfer number cannot be left blank. <i>Enter a transfer number.</i>
TRAN invalid	Transfer number must be a number. <i>Check and re-enter as appropriate.</i>
TRAN exists	Transfer number must be unique for SO-ID. <i>Check and re-enter as appropriate.</i>
TRAN no action	Transfer number cannot be entered if action code is blank. <i>Enter an action code.</i>
TYPE missing	Data type field cannot be left blank. <i>Enter a data type.</i>
TYPE invalid	Data type field must be a number. <i>Check and re-enter as appropriate.</i>
TYPE not known	Data type must be one of: 201, 202, 203, 231, 241, 300, 232. <i>Check and re-enter.</i>
TYPE no action	Transfer number cannot be entered if action code is blank. <i>Enter an action number.</i>
DATE missing	Transfer date must be entered. <i>Enter a date.</i>
DATE invalid	Transfer date must be a valid format. <i>Check and re-enter.</i>
DATE in future	Transfer date cannot be in the future. <i>Check and re-enter.</i>
DATE no action	Transfer date cannot be entered if action code is blank. <i>Enter an action code.</i>
DELETE only allowed	When using 'DELETE' in the qualifier, the only option available is to 'D' – delete the first or last transfer.
INITS – no action	You may not enter your initials in the 'Initials' field if there is no entry in the action field. <i>Delete the entry in the 'Initials' field.</i>
INITS invalid	You may only enter alphabetic letters in the 'Initials' field. <i>Re-enter initials correctly.</i>
INITS too short	You have entered a single letter in the 'Initials' field – initials must be made up of two or more letters. <i>Re-enter initials correctly.</i>

REJECT MESSAGES	MEANING / ACTION
INITs – no status	You may not change the initials in the 'Initials' field if the status of the transfer has not been changed. <i>Restore the information on screen by pressing PF2.</i>
INITs missing	You must enter your initials in the 'Initials' field if the status of the transfer is 'C' – complete or 'H' – housekeeping. <i>Enter your initials.</i>
INITs not needed	You only need to enter your initials in the 'Initials' field if the status of the transfer is 'C' – complete or 'H' – housekeeping. <i>Delete your initials.</i>
INITs reserved	The initials you have entered are reserved for use with analysis jobs, e.g. BIN. <i>Enter a different set of initials.</i>
STATUS invalid	You may only enter 'C' – complete, 'H' – housekeeping or 'O' – outstanding in the 'Status' field. <i>Re-enter the 'Status' field correctly.</i>
STATUS missing	Each transfer must have a code entered in the 'Status' field. <i>Enter the missing status code, i.e. 'C' – complete, 'H' – housekeeping or 'O' – outstanding.</i>
STATUS no action	The status code may only be changed if you have entered 'A' – amend in the action field for the transfer. <i>Enter 'A' in the action field, then change the status code.</i>

AK,R Screen

REJECT MESSAGES	MEANING / ACTION
>1 line changed	It is not possible to change more than one line at once. <i>Change one line at a time.</i>
ACTION invalid	The only code which can be entered in the action field is 'A' – amend. If transfer records are displayed for a particular screening office, you may also enter 'I' – insert. <i>Enter 'A' or 'I'.</i>
TRAN – no action	You must enter 'A' – amend or 'I' – insert in the action field before entering a transfer number. <i>Enter 'A' or 'I' in the Action field, then enter the transfer number.</i>
TRAN invalid	You must enter a number in the 'Transfer number' field. <i>Re-enter correctly.</i>
TRAN exists	There is already a transfer with this number for this Screening Office. <i>Enter a unique transfer number.</i>
TRAN missing	You must enter a number in the 'Transfer number' field. <i>Enter the transfer number.</i>

REJECT MESSAGES	MEANING / ACTION
TYPE – no ACTION	You cannot enter the 'Data type' field as you have not entered a code in the action field. <i>Enter 'A' – amend or 'I' – insert in the action field, then enter the data type number.</i>
TYPE invalid	You must enter a number in the 'Data type' field. <i>Re-enter correctly.</i>
TYPE not known	The data type must be: 101, 102, 103, 104, 105, 111, 121, 131 or 999. <i>Enter a valid number in the 'Data type' field.</i>
TYPE missing	You must enter a number in the 'Data type' field. <i>Enter the data type number.</i>
METHOD – no ACTION	You cannot enter the 'Transfer method' field as you have not entered a code in the action field. <i>Enter 'A' – amend or 'I' – insert in the action field, then enter the transfer method.</i>
METHOD invalid	You may only enter 'P' – print or 'D' – dummy in the 'Transfer method' field. <i>Enter 'P' or 'D'.</i>
METHOD missing	You must enter 'P' – print or 'D' – dummy in the 'Transfer method' field. <i>Enter 'P' or 'D'.</i>
METHOD not known	You may only enter 'P' – print or 'D' – dummy in the 'Transfer method' field. <i>Enter 'P' or 'D'.</i>
DATE – no ACTION	Transfer date cannot be entered if action code is blank. <i>Enter an action code.</i>
DATE invalid	The transfer date must be in the format DD.MM.YY, e.g. 14.07.95 <i>Re-enter date correctly.</i>
DATE in future	The transfer date cannot be in the future. <i>Re-enter date correctly.</i>
DATE missing	You must enter a transfer date. <i>Enter date in the format DD.MM.YY e.g. 14.07.95.</i>
DELETE only allowed	When using 'DELETE' in the qualifier, the only option available is to 'D' – delete the first or last transfer.
INITS – no ACTION	Initials cannot be entered if action code is blank. <i>Enter an action code.</i>
INITS invalid	You may only enter alphabetic letters in the 'Initials' field. <i>Re-enter initials correctly.</i>
INITS – no status	You may only enter your initials in the 'Initials' field if you have changed the status of the transfer. <i>Restore the information on screen by pressing PF2.</i>
INITS missing	You must enter your initials in the 'Initials' field if the status of the transfer is 'C' – complete or 'H' – housekeeping. <i>Enter your initials.</i>

REJECT MESSAGES	MEANING / ACTION
INITs not needed	If the status of the transfer is not 'C' – complete or 'H' – housekeeping, you do not need to enter your initials in the 'Initials' field. <i>Delete your initials.</i>
STATUS – no ACTION	Transfer status cannot be entered if action code is blank. <i>Enter an action code.</i>
STATUS invalid	You may only enter 'C' – complete, 'H' – housekeeping or 'O' – outstanding in the 'Status' field. <i>Re-enter the 'Status' field correctly.</i>
STATUS missing	Each transfer must have a code entered in the 'Status' field. <i>Enter the missing status code, i.e. 'C' – complete, 'H' – housekeeping or 'O' – outstanding.</i>
STATUS not known	The status code may only be 'C' – complete, 'H' – housekeeping or 'O' – outstanding. <i>Enter 'C', 'H' or 'O' in the 'Status' field.</i>

Qualifier Error Messages

REJECT MESSAGES	MEANING / ACTION
INVALID QUALIFIER – CHECK AND RE-ENTER	First part of qualifier must be 'S', 'R', 'M' or 'O'.
INVALID QUALIFIER – DELETE ONLY POSSIBLE WITH AK-R or AK-S	The 'DELETE' option can only be used in the qualifier with screens AK-S and AK-R.
INVALID QUALIFIER – TRANSFER NUMBER FORMAT	The transfer number in the qualifier must be an integer.
INVALID RECEIVING SOURCE	Receiving screening office code for AK-R screen is not set up.
INVALID SENDING DESTINATION	Destination screening office code for AK-S screen is not set up.

The BC Screen (Screening Contact)

The BC screen is used to enter and update the details of the breast screening contact at your HA.

NOTE ➤ The contact at the SCREENING OFFICE can be entered and displayed via the SO screen.

How to Use the BC Screen

Directions – Using the BC Screen

1. Enter a key of **BC** with a blank qualifier. Press **Enter** to display the screen.
2. Enter details of the breast screening contact at your site.
3. Press **Enter** to register these details.

NOTES ➤ Details of the HA breast screening contact can be printed via analysis job **AJ-BGEN** (see Section 28).

BC] BSS Contact Details	Qualifier [	]
HA's Breast Screening Contact:		
Forename(s)	[FELICITY	]
Surname	[FARQUAR-JONES	]
Exchange Name	[FLASH	]
STD Code	[0191	]
Telephone Number	[535455	]
Extension Number	[007	]

Figure 1: The BC Screen

Understanding the BC Screen

Forename(s)

The forename(s) or initials of the Breast Screening contact at your organisation. Valid characters are A–Z . – ' and a blank space.

Surname

The surname of the contact. Valid characters are A–Z . – ' and a blank space.

Exchange Name

The telephone area name of your organisation, e.g. Exeter. Valid characters are . – ' and A–Z.

STD Code

The STD code of your organisation's telephone area, e.g. 01392.

Telephone Number

Your organisation's telephone number.

Extension Number

The extension number of the contact person.

Error Messages

REJECT MESSAGES	MEANING / ACTION
FNAME invalid	Characters allowed are A–Z . – ' and a blank space. <i>Re-enter name(s) correctly.</i>
SNAME invalid	Characters allowed are A–Z . – ' and a blank space. <i>Re-enter surname correctly.</i>
EXCH invalid	Characters allowed are A–Z and . – ' <i>Re-enter exchange name correctly.</i>
STD invalid	Must be a valid STD code. <i>Re-enter correctly.</i>
TELNo invalid	The telephone number must be numeric. <i>Re-enter correctly.</i>
EXT invalid	The extension number must be numeric. <i>Re-enter correctly.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
FNAME missing	You have not entered the forename/initials of the contact. <i>If known, enter forename/initials. Otherwise, leave the field blank.</i>
SNAME missing	You have not entered the surname of the contact. <i>If known, enter surname. Otherwise, leave the field blank.</i>
EXCH missing	You have not entered the telephone exchange name. <i>If known, enter exchange name. Otherwise, leave the field blank.</i>
STD missing	You have not entered the STD code. <i>If known, enter the STD code. Otherwise, leave the field blank.</i>
Old STD Code replaced	You have entered an old STD code. <i>Press Enter to automatically replace with the new STD code.</i>
TELNo missing	You have not entered the telephone number. <i>If known, enter telephone number. Otherwise, leave the field blank.</i>
EXT missing	You have not entered the contact's extension number. <i>If known, enter extension number. Otherwise, leave the field blank.</i>

The BI Screen (List Transfer Information)

This screen allows you to view transfers which have been received from the Screening Office(s) and their status. These transfers will be processed the next time AJ-BIN is run (see section 28).

Transfers are listed according to their transfer number. Transfer numbers are allocated automatically by the Screening Office system for transfers to each HA. Numbers are allocated on an incremental basis (i.e. 1, 2, 3...); prints produced may then be identified by the transfer number which will appear on the header page.

By entering a certain qualifier on the BI screen, it is possible to view transfers from a specified Screening Office, from a specified date, or to view all transfers which have been received.

How to Use the BI Screen

Directions – Display the BI Screen

1. Enter a key of **BI** and leave the qualifier field blank to display all transfers received. Alternatively, you may enter a qualifier of:
 - Screening Office code e.g. **AGA**, – to display all transfers from the specified Screening Office; or
 - a date, e.g. **25.05.94** – to display all transfers on and after the specified date.
2. Press **Enter** to display the screen.

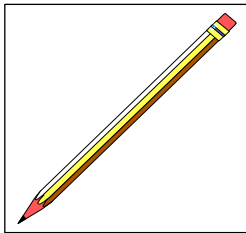
BI]List Information			Qualifier[		]
Transfer number	Source	Data type	Transfer date	Status	
188	AGA	Area codes	23.05.94	Complete	
195	AGA	Short SBL	26.05.94	Awaiting Match	
206	LED	SB Spec.	26.05.94	Outstanding	
231	LS0	Long SBL	29.05.94	Complete	
255	LS0	Area codes	30.05.94	Complete	

Figure 1: The BI Screen

Transfers will remain on the BI screen until they have been completed. They will then be removed by the next run of AJ-BIN.

Error Messages

REJECT MESSAGES	MEANING / ACTION
QUALIFIER – SCREENING OFFICE INVALID	You must enter a valid Screening Office code in the qualifier field, i.e. one which is registered on the SO index screen. <i>Enter a valid Screening Office code.</i>
QUALIFIER – INVALID DATE	You must enter a valid date in the qualifier field. It must be in the format DD.MM.YY e.g. 14.07.94. <i>Enter a valid date in the qualifier.</i>



The BL Screen (Letters)

The BL screen allows you to create, store and edit letters for each Screening Office. The letters are stored electronically for use in screening batch stages. Two screens are provided – one to list all letters used by a Screening Office, another to create new letters or amend existing ones.

The BL screens are used to:

- display a list of all letters for a Screening Office; and
- create/amend letters for the Screening Office.

The following letters may be used:

- letters of invitation for screening
- reminder letters
- non-responder cards
- default letters (codes INDEFT, R1DEFT, R2DEFT, N1DEFT, N2DEFT), for use when the GP does not wish to be involved in the screening programme

NOTE ➤ The Screening Office will usually be responsible for producing and sending out other correspondence, e.g. invitation letters, non-responder cards.

Occasionally, the HA may send out ‘pre-invitation’ letters to women in failsafe batches, to encourage them to attend.

Display the Letter Index

The index screen allows the user to view a list of letters or delete a letter for the specified Screening Office.

Directions – Display the Letter Index

1. Enter a key of **BL** with the Screening Office code as a qualifier. Press **Enter** to display the list.
2. If you wish to delete a letter from the list, enter **D** in the field alongside the letter code. Press **Enter** to delete the letter.

BL]SO Letter Library		Qualifier[LED	
List of Letters for Screening Office EAST DEVON			
Code	Res	Letter Title	
[] INDEFT	IN	DEFAULT INVITATION LETTER	
[] INGP01	IN	INVITATION TO PATIENT	
[] INREG1	IN	Invitation Letter	
[] N1REG1	N1	Non resp letter	
[] N1S001	N1	NON-RESPONDER LETTER 1	
[] N2S001	N2	NON-RESPONBER LETTER 2	
[] PNEXPL	PN	PRIOR NOTIFICATION EXPLANATION	
[] R1DEFT	R1	DEFAULT REMINDER LETTER	
[] R1GP01	R1	REMINDER LETTER TO PATIENT	
[] R2GP02	R2	REMINDER LETTER 2	
Type Letter Code in Qualifier to view text of Letter. (Action Field: D=Delete)			

Figure 1: The Letter Index Screen

NOTE ➤ As a consequence of the removal of the prior notification list, the BL screen can no longer be used to create, amend or delete letter texts for the prior notification stage. However, the screen will display any existing letter texts for the prior notification stage as read-only. All other letter types are unaffected.

Understanding the BL Letter Index

Code

The code for the letter, as specified on the letter definition screen (see page 4-4).

Res

The restriction code, limiting the use of the letter to a specific screening stage.

If your organisation is responsible for sending out correspondence, the following codes may be present:

- **IN** – restricted to invitation stage
- **R** – reminder stage
- **R1** – first reminder stage
- **R2** – second reminder stage
- **N** – non-responder stage
- **N1** – first non-responder stage
- **N2** – second non-responder stage.

If this field is blank, the letter can be used at any stage.

Letter title

The full name of the letter.

The Action Field

The action field [] is to the left of the letter code. Enter **D** to delete a letter, or leave blank if no action is required.

Create/Amend a Letter

Directions to Create/Amend a Letter

1. Enter a key of **BL** with a qualifier of your Screening Office code, letter code, e.g. LED,PNEXP2.

NOTE ➤ If you are creating a letter, enter the **NEW** letter code in the qualifier e.g. LED,PNEXP3 (see page 4-6 for more information on letter codes).

2. Press **Enter** to display the letter editing screen.
3. Enter or amend information as required. If necessary, page on using the standard paging keys to access the rest of the letter text fields.
4. Press **Enter** to enter/update the letter. If you have created a new letter, its details will now appear on the letter index screen.

```

BL]SO Letter Library                Qualifier[LED,INVIT1                ]
                                     page->
Letter Title [Invitation letter
Description..[Letter to women inviting them for screening
Restriction  [IN]                    SO : EXETER

                                     - Text of Letter -

[ [The national breast screening service is now operating in Exeter. This is ]
[ [run by the National Health Service and is provided free to all women aged 50]
[ [to 64. The aim is to try to find any problems early enough to keep
[ [treatment as simple as possible, with little or no damage to health or
[ [appearance. The screening will take place
[ [
[ [at:
[ [
[ [      <L1>
[ [      <L2>
[ [
Action Codes: D-Delete : I with > Insert : 0-9 Resequene : + Insert Blank Line

```

Figure 2: The Letter Text Screen

NOTE ➤ As a consequence of the removal of the prior notification list, the BL screen can no longer be used to create, amend or delete letter texts for the prior notification stage. However, the screen will display any existing letter texts for the prior notification stage as read-only.

Understanding the Letter Definition Screen

The letter definition screen allows you to enter text, view or change an individual letter.

Letter Title

The full name of the letter.

Description

A description of the circumstances in which the letter should be used.

Restriction

The code entered here will restrict the use of the letter to a certain screening stage, e.g. **IN** will only be used at the invitation stage.

If your organisation is responsible for producing correspondence, the following codes may be used:

- **IN** – restricted to invitation stage
- **R** – reminder stage
- **R1** – first reminder stage
- **R2** – second reminder stage
- **N** – non-responder stage
- **N1** – first non-responder stage
- **N2** – second non-responder stage.

If this field is left blank, the letter will be available for use at any stage.

Text for Tear-off slip

Two lines are provided to enter text, which will be printed on the tear-off slip attached to each letter.

Text of Letter

A maximum of 29 lines are provided to enter text, which will form the main body of the letter. Keywords may be used – see the following page for more information on these.

Letter samples start on page 4-8.

NOTE ➤ Do not begin a letter with ‘Dear’ as this prefix is automatically inserted by the computer before the name of the woman/GP when the letter is printed.

Action Fields

Action fields [] are to the left of the letter lines. Leave blank if no action is required, or enter the following codes to edit the letter:

- **D** – delete the current line of text.
- **+** – insert a blank line above the current line.

- **I** with **>** – to insert the current line of text above the line where **>** is in the action field, i.e. enter **I** in the field next to the line of text you wish to move, enter **>** in the field below the line where the text is to be inserted.
- **0–9** – if any of the numbers 0 to 9 are entered in the action field, the lines of text will be rearranged such that the numbers are in ascending order.

Letter Codes

If your organisation is responsible for producing correspondence, letter codes should start:

- **IN** – invitation;
- **R1** – first reminders;
- **R2** – second reminders;
- **N1** – first non-responder letters; and
- **N2** – second non-responder letters.

Default letters (codes INDEFT, R1DEFT, R2DEFT, N1DEFT, N2DEFT) are for use when the GP does not wish to be involved in the screening programme.

Letter codes can be a maximum of six characters long.

Keywords

Keywords are codes used to stand for certain information which has been entered on page 4 of the Screening Office's SB screen (see page 8-16). There are three keywords available for use:

- <**L1**> location 1 – the first line of the address where screening is to take place.
- <**L2**> location 2 – the second line of the address where screening is to take place.
- <**P**> period – the time period within which screening is to take place.

If these keywords are entered in the letter text on the BL screen, the location and/or period information for that Screening Office will appear on the letter when it is printed.

In order to use keywords you must follow certain rules:

- the keyword must be the only item on the line;
- keywords must be in UPPER CASE; and
- the keyword must be preceded by a SPACE.

Hints and Tips

- Consult the Screening Office about the letter content.
- Think about the content of the letter before you begin to key in the text. The BL screen does not have the functions of a word processor and it may be onerous to make textual changes. It can be helpful to make a rough draft of the letter before starting to type.
- A letter will look better if it is well presented. Consider the layout of your letter before starting to type.
- Aim to make the letters in your library no more than one or two pages in length (a maximum of 29 lines is allowed). A patient is more likely to read a short letter than a long letter.

Sample Letter

The following page contain a sample of the type of wording and format used in letters that may be sent from your HA.

The main text of the letter, as stored on the system's letter library, is shown here in a shaded block. This body of text will be pulled in and matched to the GP/patient when the appropriate job is run. Names and addresses will be merged automatically with the text.

The following sample letter includes the use of keywords. Codes entered in the text, using the BL screen, will be translated to print the appropriate time and location of screening in the letters.

Letter of Invitation

Ms J D Evans
Cumry Farm
Lower Ridge
Alphington
Devon
EX3 9OH

Mill House Surgery
Mill Lane
Alphington
Devon
EX3 7UB

14-Jul-95

Dear Ms Evans

The national breast screening service is now operating in Exeter. This is run by the National Health Service and is provided free to all women aged 50 to 64. The aim is to try to find any problems early enough to keep treatment as simple as possible, with little or no damage to health or appearance. The screening will take place

at:

Exeter Screening Office, City Hospital
Hospital Road, Exeter.
12th October 95 to 19th October 95

Please make an appointment by phoning the screening office on Exeter 9192, or by returning the tear-off section of this letter in the enclosed pre-paid envelope.

Accompanying this letter is a leaflet which tells you about breast screening and the method used for examination. You will also find a map showing the site of the screening unit. Should you have any questions about the screening program, please discuss these with me, or with the staff at the screening unit when you go for screening.

Your sincerely

Dr J C Argyle

To make or change an appointment, please telephone or complete and return this slip.

Tel. No. (daytime).....
Preferred appointment days and times:

.....
.....
.....

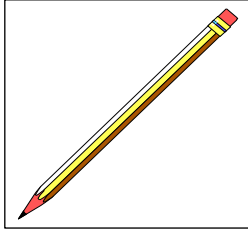
Evans
Ms J D Evans
Cumry Farm
Lower Lane
Alphington
Exeter
Devon
NHS NUMBER: EXG8 01717
(LEX/000012)

Error Messages

REJECT MESSAGES	MEANING / ACTION
ACTION invalid	The only character allowed in the action field on the index screen is D (or d) – Delete. <i>Re-enter correctly.</i>
NAME missing	The letter title must be present. <i>Enter the letter title.</i>
~*\ not allowed	The characters ~ * \ are not allowed. <i>Re-enter correctly.</i>
RESTR invalid	The 'Restriction' field must be blank or IN – invitation, R – reminder, R1 – first reminder, R2 – second reminder, N – non-responder, N1 – first non-responder or N2 – second non-responder. <i>Re-enter correctly.</i>
<KEYWORD> invalid	Text between angled brackets, i.e. < > must be L1 – location 1, L2 – location 2 or P – period. <i>Enter L1, L2 or P.</i>
ACTION code invalid	Must be blank or + , D, I, > or numbers 0 - 9 (see page 4-6 for usage). <i>Re-enter correctly.</i>
ACTION Logic invalid	Either I has been entered with no corresponding > , or > has been entered with no corresponding I. <i>Enter the missing symbol.</i>
ACTION duplication	The same number has been entered in more than one action field. <i>Re-enter the numbers correctly.</i>
LTR too long	If the action is carried out the letter will be more than 29 lines long. <i>Delete the entry in the action field, or adjust the letter to fit within 29 lines.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
SO default LTR	Letter to be deleted is specified as a default on the SO(D) screen. Deleting the letter may cause problems when creating a new screening batch.
LTR in use	Letter to be deleted is specified in a batch stage that has yet to be run. Deleting the letter may cause problems when this stage of the batch is processed.
Are you sure?	Option to make a final check before deleting the letter. For example, if there are BCP entries on the PQ-AP or PQ-APPA screens, these entries may make reference to the letter being deleted, so do not delete the letter if you want to print any of these entries.



The BM Screen (Record Matching)

When there is a transfer of information from the screening office to the Health Authority, women's details are automatically matched by AJ-BIN. If the registration details are not an exact match to a woman in the transfer, the details will not be updated. Instead, they will need to be manually matched using the BM screen.

Any records assigned 'For Matching' by AJ-BIN are displayed one at a time on the BM index screen. You may select any of the 'Possible Match' records displayed, and update it with the new details. It is also possible to reject the record.

NOTE ➤ The system will automatically select records which provide the best match to the woman's details. Therefore, the number of 'Possible Matches' displayed for each screening office record will be reduced.

The action taken on the record is copied to a Control Report, and this report is produced the next time AJ-BIN is run.

If a Non-Batch Referral Episode is rejected as a result of the BM manual matching process, it will be printed out on card by the next run of AJ-BIN. In addition to the episode details, the card will also include the woman's full address and registration details as received from the screening office. One card will be printed for each rejected Non-Batch Referral Episode.

If there are records for manual matching, the entries on the AK Transfer screen (AK,R) will have a status of (W)aiting. Matching may only be performed for short screening batch lists (datatype 121), and non-batch referrals (datatype 131).

How to Use the BM Screen

Directions – Using the BM Screen

1. Enter a key of **BM** and use a qualifier of: 1 (to signify that the link is with the screening office), screening office code, the number of the transfer awaiting matching e.g. 1,LED,52.

NOTE ➤ The transfer number is recorded on the BI screen (see section 3 for further details).

If required, possible matches for a specific woman may be displayed by entering her NHS number as the last part of the qualifier e.g. 1,LED,52,NHS897089.

2. Press **Enter** to display the index screen. If necessary, page on to view further possible matches.
3. To view the detailed screen for a specific match, enter **Q** – Query in the action field, and specify the number of the woman's details you wish to form a match with. Press **Enter** to display the detailed screen.
4. On either screen, enter **H** – Hit to accept a match, or **X** – Non-Hit to reject it. If a match is being rejected, the reason for this must also be entered.

NOTES ➤ An incoming WF, WO, DNA or DNR end code will not be allowed to overwrite an existing WM end code.

The BM screen allows a WB end code or WO to be applied to an episode and allows episodes with an end code of WB or WO to be amended.

If the user accepts a WO end code from the screening office which overwrites a different end code, and there is room on the patient notes (**SW screen – page 2**), then the notes will be updated with the following details:

“WO end code applied by SO-ID on dd.mm.ccy.”

where SO-ID is the screening office cipher and dd.mm.ccy is the date AJ-BIN was run.

NOTE ➤ If an SC end code is updated via the BM screen, this will not be included in the ‘Query’ section of the BIN report since the record would have been checked and accepted when it was manually updated by the user.

BM]BCS Record Matching		Qualifier[1,AGA,33		]	
Screening Office Details		Action []	Match No. []	Reason []	
NHS Number : 141 274 6302		Surname : CUTCHER			
Date of Birth: 07.08.1960		Age: 52	Forename(s): LAY NANCY		
----- Action Codes : 'X'Non-Hit, 'H'it, 'N'ext, 'P'revious, 'Q'uery -----					
----- HA - POSSIBLE MATCHES (1 of 1) -----					
1. NHS Number : 141 274 6302		Surname : BUTCHER			
Date of Birth: 07.08.1950		Age: 62	Forename(s): KAY NANCY		

Figure 1: The BM Index Screen

At the top of the index screen the woman's details sent by the screening office are displayed. Below this are up to six possible matches with women on the Health Authority screening database. You may:

- display further pages of 'Possible Matches' by paging on
- (Q)uery a possible match – this will display the detailed screen, described on the next page
- accept a match by entering the code **H** in the action field – the computer will attempt to update the woman's screening office details against the Health Authority details
- reject a match by entering the code **X** in the action field, and providing a reason – the computer will record the screening office details as being rejected
- view the (N)ext or (P)revious woman's details available for matching.

If a match is accepted by entering code **H**, the screening office information will be rejected if:

- the SO record contains "suspend" information; or
- a woman's screening status is "Normal" on the HA system and the SO record contains a "Ceased" status.

NOTE ➤ You may choose to accept or reject a match via the index or the detailed screen.

BM]BCS Record Matching		Qualifier[1,AGA,33]	
----- SHORT SCREENING BATCH LIST -----			
Link With	: GATESHEAD	Transfer Date	: 29.11.2012
Batch ID	: 33	SO Reference	: AGA-MG2

Balance = 4			
Screening Office Details		HA Details (1 of 1)	
NHS Number	: 141 274 6302	141 274 6302	
Surname	: CUTCHER	BUTCHER	
Forename	: LAY NANCY	KAY NANCY	
Date of Birth	: 07.08.1960 Age: 52	07.08.1950 Age: 62	
Previous Surname	:		
Alternative Surname	:		
Call/Recall Status	: Normal	Normal	
Authorised by	:		
End Code	: SC	WB	
1st Offered Appt	:		
Actual Screen	:		
Early Recall	:		
Action	[]	Reason	[]

Action : 'X'Non-Hit, 'H'it, 'N'ext, 'P'previous, 'Q'uit			

Figure 2: The BM Detailed Screen

The detailed BM screen shows:

- on the left, the woman's registration and breast screening details held by the screening office
- on the right, the registration and breast screening details held by the Health Authority.

There are the same action options available as on the index screen. When you have chosen a match – **(H)**it, rejected a match – **(X)**Non-Hit, or decided to **(Q)**uit, the index screen is redisplayed with the next woman's screening office details.

BM]BCS Record Matching		Qualifier[1,CD0,1]	
----- NON-BATCH REFERRALS -----			
Link With	: DONCASTER	Transfer Date	: 28.08.2009
Referral Type	: H (Higher Risk)	SO Reference	: CD0111

Balance = 7			
Screening Office Details		HA Details (1 of 1)	
NHS Number	: 115 173 4357	115 173 4357	
Surname	: BARNES	BARNES	
Forename	: KATHY LYNNE	KATHY LYNNE	
Date of Birth	: 27.03.1966 Age: 43	27.03.1966 Age: 43	
Previous Surname	:		
Address Line	: 38 MOUNT DINHAM	99 REDCAR STREET	
Postcode	: EX4 4EB	EX2 1FA	
CR Status (Auth By)	: Normal on 05.11.2009 (SO)	Normal on 04.03.2010 (GP)	
Episode Date	: 09.09.2009	09.09.2009	
End Code	: SC		
1st Offered Appt	: 10.11.2009		
Actual Screen	: 12.11.2009		
Higher Risk NTD	: 17.11.2010	not set	
Action	[]	Reason	[]

Action : 'X'Non-Hit, 'H'it, 'N'ext, 'P'previous, 'Q'uit			

Figure 3: The BM Detailed Screen, with Higher Risk NTD Field

BM]BCS Record Matching		Qualifier[1,AGA,1]	
----- NON-BATCH REFERRALS -----			
Link With	: GATESHEAD	Transfer Date	: 09.12.2009
Referral Type	: S (Self Referral)	SO Reference	: AGA-JUN09

Balance = 1			
Screening Office Details		HA Details (1 of 1)	
NHS Number	: 131 338 0121		131 338 0121
Surname	: COOPER		COOPER
Forename	: IDETTE BELINDA		ODETTE BELINDA
Date of Birth	: 17.08.1958 Age: 54		17.08.1957 Age: 55
Previous Surname	: BLENKINSOP		BLENKINSOP
Address Line	: 99 REDCAR STREET		38 MOUNT DINHAM
Post Code	: EX2 1FA		EX4 4EB
CR Status (Auth By)	: Normal on 04.03.2010 (SO)		Ceased on 20.11.2012 (GP)
Episode Date	: 09.09.2011		09.09.2011
End Code	: SC		
1st Offered Appt	: 21.10.2011		
Actual Screen	: 28.10.2011		
Early Recall	: 28.10.2012		
Action []		Reason []	

Action : 'X'Non-Hit, 'H'it, 'N'ext, 'P'previous, 'Q'uit			

Figure 4: The BM Detailed Screen, with 'Address Line' Field (NBRs only)

The following information messages will be displayed at the top of the BM screen once a match has been accepted or rejected:

INFORMATION MESSAGES	MEANING / ACTION
DETAILS UPDATED	You have accepted details and they have been updated. The next record for matching for the same transfer is now displayed.
DETAILS REJECTED	You have either rejected details by entering X , or you have accepted a match which has been rejected. The next record for matching for the same transfer is displayed.
MATCHING COMPLETE	You have either rejected or accepted the details shown. There are no further details available for matching for the same transfer.

Understanding the BM Screen

Index Screen

Action

Enter **H** – Hit to update the Health Authority details for the woman with those received from the screening office. The match number you have chosen must be entered in the second field on the index screen.

Enter **X** – Non-Hit to reject the screening office details; no match is possible after a rejection. A reason for rejection must be provided in the following field.

Enter **N** – Next to display the next details on file for matching. The possible match(es) on the screen will not change.

Enter **P** – Prev to display the previous details on file for matching. The possible match(es) on the screen will not change.

Enter **Q** – Query to display a selected match on the detailed BM screen. The match number you have chosen must be entered in the second field on the index screen.

Match

Enter the number of the woman's details you wish to take action on, e.g. if you have entered **Q** – Query in the action field, and you want to display the detailed screen for a possible match with the first woman's details, enter **1**.

Reason

If you have entered **X** – Non-Hit in the action field, specify the reason for rejection of the match.

Detailed Screen**Action**

The actions available are the same as for those on the index screen, except for **Q**. Enter **Q** – Quit to redisplay the index screen.

NOTE ➤ It is not necessary to enter the match number; there is no entry field provided on the detailed screen.

Reason

If you have entered **X** – Non-Hit in the action field, specify the reason for rejection of the match.

NOTES ➤ The *Higher Risk NTD* field (*Figure 3* above) is shown only for higher risk episodes and replaces the *Early Recall* field as higher risk episodes cannot have early recalls.

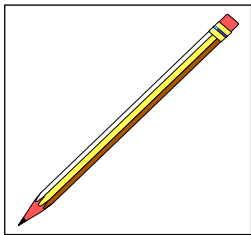
The 'query' screen for non batch referrals displays the fields *Address Line* and *Postcode* (see *Figure 4* above); the *Alternative Surname* field is not shown, and the *Call/Recall Status* and *Authorised By* fields are merged together.

Error Messages

REJECT MESSAGES	MEANING / ACTION
ACTION missing	You must enter a code in the action field. <i>Enter H – Hit, X – Non-Hit, N – Next, P – Previous or Q – Query/Quit.</i>
ACTION invalid	You must enter a code in the action field. <i>Re-enter correctly.</i>
NO NEXT DETAILS TO DISPLAY	There are no further details after the ones shown.
NO PREV DETAILS TO DISPLAY	There are no details before the ones shown.
REASON missing	You must enter a reason for rejection if you have entered X – Non-Hit in the action field. <i>Enter a reason for rejection.</i>
REASON not reqd	You must not enter a reason for rejection unless you have entered X – Non-Hit in the action field. <i>Leave the 'Reason' field blank.</i>
\ – , * not allowed	The characters \ – , * are not allowed. <i>Delete the incorrect characters.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Check ACTION	Please check to make sure that the details entered are correct. <i>Press Enter to confirm.</i>
Overwrite withdrawn end code?	The match you have chosen may overwrite the W (withdrawn) end code which exists for this record. <i>Press Enter to confirm.</i>



The IS Screen (Index of Screening Batches)

The current status of screening batches can be viewed using the IS screen. Summary information, such as the number of women in each batch, will also be displayed.

A batch will be added to the IS screen list as soon as it is defined on the SB screen (see Section 8), the most recently defined batch appearing first.

Various qualifiers can be used to display batches which are at certain stages, or which were created before a particular date. The number of open episodes within batches can be counted if this is requested in the qualifier.

The number of open NBR (Non Batch Referral) episodes for a Health Authority or a Screening Office can also be displayed.

A full list of the qualifiers which can be used with the IS screen, and the displays which will appear, is given on the next page.

DISPLAY	QUALIFIER
All batches	blank
All batches, and count the number of episodes which remain open in them.	CNT
Shows batches for the specified Screening Office and displays counts of the episodes which remain open.	Screening Office Code,CNT
All batches up to a certain batch number	batch ID number (e.g. 15)
All batches up to a certain batch number, and count the number of episodes which remain open in them.	batch ID number,CNT (e.g. 15,CNT)
All batches which were created up to a certain date.	date , in the format DD.MM.YY
All batches created up to a certain date, and count the number of episodes which remain open in them.	date,CNT (e.g. 01.12.99,CNT)
Pending batches – batches which have been created but are not yet active.	P
Active batches – batches which have been run through the ‘Select’ option of AJ-BCR, and have a stage due for processing.	A
Closed batches – batches which have a status of FINISHED, i.e. there are no more stages to be processed.	C
Pending or Active or Closed batches up to a certain batch number.	P or A or C, batch ID number (e.g. P,15)
Pending or Active or Closed batches created up to a certain date.	P or A or C,date (e.g. P,01.12.99)
Pending or Active or Closed batches, and count the number of episodes which remain open in them.	P or A or C,CNT
Counts of open NBR episodes for the entire HA.	NBR
Counts of open NBR episodes for the selected Screening Office only.	NBR,Screening Office code
All batches for an individual Screening Office.	Screening Office code
Displays counts of open episodes for the whole data base and splits those counts into date ranges according to the EPISODE DATE and shows which Screening Offices have open episodes.	OPEN
Displays counts of open episodes for specified Screening Office and splits those counts into date ranges according to the EPISODE DATE.	OPEN,Screening Office code

NOTES ➤ For full details of each batch, enter a key of SB and the batch identification number in the qualifier (see Section 8). To view summary details of women in a particular batch, use the IW screen (see Section 7).

Display the Batch Index

Directions – Display a List of Screening Batches

1. Enter a key of **IS**, and leave the qualifier field blank. Press **Enter** to display the screening batch index.
2. Use the standard paging keys to move through the pages.
3. If required, enter the appropriate qualifier to display a list of batches at certain stages, or batches created before a particular date.

IS Screen Examples (Screening Batches)

IS]Index of Screening Batches		Qualifier[		]	
		ALL BATCHES		page->	
ID	282	Title	LED 99 BATCH		
Selected . .	31.05.11	S0	LED	Status . . .	INVITATION
Size	7	Ref	LED 99	Next Stage .	FINISHED
Open Eps . .	0	Batch Type .	RI/SP (Call+Rec)	Due	
ID	281	Title	AGA CALL		
Defined . .	21.04.11	S0	AGA	Status . . .	COUNT
Size	34	Ref	AGA281	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Call)	Due	13.05.11
ID	280	Title	RECALL ONLY		
Defined . .	21.04.11	S0	AGA	Status . . .	COUNT
Size	16	Ref	AGA280	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Recall)	Due	09.06.11
ID	279	Title	WC NORMAL BATCH TEST RISP		
Defined . .	21.04.11	S0	AGA	Status . . .	COUNT
Size	50	Ref	AGA909	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Call+Rec)	Due	12.05.11
* Indicates stage currently being processed					

Figure 1: The IS Screen (Blank Qualifier)

NOTE ➤ A batch which is being processed by AJ-BCR or AJ-BCP, at the time of viewing this screen, will be marked with an asterisk. Only one batch will be marked in this way.

IS]Index of Screening Batches		Qualifier[CNT		page->	
ALL BATCHES					
ID	282	Title	LED 99 BATCH		
Selected . . .	31.05.11	S0	LED	Status	INVITATION
Size	7	Ref	LED 99	Next Stage .	FINISHED
Open Eps . .	0	Batch Type .	RI/SP (Call+Rec)	Due	
ID	281	Title	AGA CALL		
Defined . . .	21.04.11	S0	AGA	Status	COUNT
Size	34	Ref	AGA281	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Call)	Due	13.05.11
ID	280	Title	RECALL ONLY		
Defined . . .	21.04.11	S0	AGA	Status	COUNT
Size	16	Ref	AGA280	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Recall)	Due	09.06.11
ID	279	Title	WC NORMAL BATCH TEST RISP		
Defined . . .	21.04.11	S0	AGA	Status	COUNT
Size	50	Ref	AGA909	Next Stage .	SELECTION
Open Eps . .	N/A	Batch Type .	RI/SP (Call+Rec)	Due	12.05.11
* Indicates stage currently being processed					

Figure 2: The IS Screen (CNT Qualifier)

IS]Index of Screening Batches		Qualifier[AGA,CNT		page->	
ALL BATCHES					
ID	281	Title	AGA CALL	Status	COUNT
Defined . . .	21.04.11	S0	AGA	Next Stage .	SELECTION
Size	34	Ref	AGA281	Due	13.05.11
Open Eps . .	N/A	Batch Type .	RI/SP (Call)		
ID	280	Title	RECALL ONLY	Status	COUNT
Defined . . .	21.04.11	S0	AGA	Next Stage .	SELECTION
Size	16	Ref	AGA280	Due	09.06.11
Open Eps . .	N/A	Batch Type .	RI/SP (Recall)		
ID	279	Title	WC NORMAL BATCH TEST RISP	Status	COUNT
Defined . . .	21.04.11	S0	AGA	Next Stage .	SELECTION
Size	50	Ref	AGA909	Due	12.05.11
Open Eps . .	N/A	Batch Type .	RI/SP (Call+Rec)		
ID	278	Title	TEST WC NTD FSAFE BATCH	Status	INVITATION
Selected . . .	31.05.11	S0	AGA	Next Stage .	FINISHED
Size	41	Ref	AGA8088	Due	
Open Eps . .	30	Batch Type .	NTD (Call+Rec)		
* Indicates stage currently being processed					

Figure 3: The IS Screen (Screening Office Code,CNT Qualifier)

IS]Index of Screening Batches		Qualifier[102,CNT		page->	
ALL BATCHES					
ID	102	Title	CDM3	Status	INVITATION
Selected	25.08.05	S0	AWC	Next Stage	FINISHED
Size	95	Ref	CDM3	Due	
Open Eps	88	Batch Type	RI/SP (Call+Rec)		
ID	101	Title	CDM2	Status	INVITATION
Selected	25.08.05	S0	LED	Next Stage	FINISHED
Size	46	Ref	CDM2	Due	
Open Eps	44	Batch Type	RI/SP (Call+Rec)		
ID	100	Title	CDM1	Status	INVITATION
Selected	25.08.05	S0	AGA	Next Stage	FINISHED
Size	92	Ref	CDM1	Due	
Open Eps	0	Batch Type	RI/SP (Call+Rec)		
ID	93	Title	TEST SEQ	Status	COUNT
Defined	22.08.05	S0	AGA	Next Stage	SELECTION
Size	0	Ref	AGA-22YY	Due	09.01.06
Open Eps	N/A	Batch Type	RI/SP (Call+Rec)		
* Indicates stage currently being processed					

Figure 4: The IS Screen (Batch number,CNT Qualifier)

NOTE ➤ If the batch has a large number of patients in it, and CNT is included in the qualifier, there may be a few seconds delay before the batch details can be displayed.

IS]Index of Screening Batches		Qualifier[AGA		] <-page->	
ALL BATCHES					
ID	272	Title	TEST	Status	* BATCH DEFINED
Defined	19.04.11	S0	AGA	Next Stage	COUNT/SELECT
Size	N/A	Ref	AGA284	Due	
Open Eps	N/A	Batch Type	RI/SP (Call+Rec)		
ID	271	Title	TEST WB	Status	INVITATION
Selected	19.04.11	S0	AGA	Next Stage	FINISHED
Size	3	Ref	AGA888	Due	
Open Eps	1	Batch Type	RI/SP (Call+Rec)		
ID	269	Title	TITLE	Status	BATCH DEFINED
Defined	02.06.11	S0	AGA	Next Stage	COUNT/SELECT
Size	N/A	Ref	AGA/001	Due	23.05.11
Open Eps	N/A	Batch Type	RI/SP (Call)		
ID	268	Title	AGA90 BATCH	Status	INVITATION
Selected	04.03.11	S0	AGA	Next Stage	FINISHED
Size	3	Ref	AGA90	Due	
Open Eps	0	Batch Type	RI/SP (Call+Rec)		
* Indicates stage currently being processed					

Figure 5: The IS Screen (Screening Office Qualifier)

NOTES ➤ When the current status of a batch is BATCH DEFINED, the next stage will now be displayed as COUNT/SELECT. (See Figure 5 above.)

When the current status of a batch is COUNT or F/SAFE COUNT, the next stage will now be SELECTION or F/SAFE SELECT respectively.

When the current status of a batch is FAILSAFE SELECT, then the current status will now display F/SAFE SELECT.

Understanding the IS Screen (Screening Batches)

NOTE ➤ All fields are display only.

ID

The batch identification number (generated when the batch was defined on the SB screen).

Defined/Selected

For a batch which has not been selected, this field contains the date when the batch was defined on the SB screen.

For a batch that has been selected via AJ-BCR, this field contains the date of selection.

Size

The number of women in the batch. If a batch has only been defined on SB, the size will be N/A (not applicable).

Open Eps

The number of 'open' episodes in this batch, i.e. the number of episodes which have not been given an End Code. Until a batch has been selected, this will be N/A (not applicable).

Title

The description/name of the batch, if entered on the SB screen.

SO

The Screening Office that the batch was created for.

Ref

The batch reference number, as supplied by the Screening Office.

Batch Type

This field will display one of the following values depending on the type of batch:

- **NTD (Call)** – NTD dates batch for Calls only
- **NTD (Recall)** – NTD dates batch for Recalls only
- **NTD (Call+Rec)** – NTD dates batch for Calls and Recalls
- **RI/SP (Call)** – Recall Interval/Safety Period batch for Calls only
- **RI/SP (Recall)** – Recall Interval/Safety Period batch for Recalls only
- **RI/SP (Call+Rec)** – Recall Interval/Safety Period batch for Calls and Recalls
- **Failsafe** – Failsafe batch (should always be for Calls and Recalls)

Status

The last stage that the batch was in. An asterisk * indicates that the batch is currently being processed through this stage.

Next Stage

The stage the batch is due to enter next.

Due

The date the batch is due to enter the next stage.

NOTE ➤ The 'due' date field will be blank if the batch has a status of FINISHED, that is, if the batch is closed and there are no more stages to be processed.

IS Screen Examples (NBR open episodes)

IS]Index of Screening Batches	Qualifier[NBR	]
Non-Batch Referral Episodes		
Episode Type	Open Episode Count	
-----	-----	
Early Recalls	39	
GP-Referrals	50	
Self-Referrals	42	
Higher Risk	0	
The above counts include episodes from the following SO's:		
- CDO, AGA, LED, BYO		

Figure 6: The IS Screen (NBR Qualifier)

IS]Index of Screening Batches	Qualifier[NBR,AGA	]
Non-Batch Referral Episodes		
Episode Type	Open Episode Count	
-----	-----	
Early Recalls	21	
GP-Referrals	31	
Self-Referrals	24	
Higher Risk	0	
The above counts are for the AGA Screening Office only.		

Figure 7: The IS Screen (NBR,Screening Office Code Qualifier)

Understanding the IS Screen (NBR Open Episodes)

The screen displays the number of:

- Early Recall
- GP Referral and Self Referral
- NBR open episodes
- Higher Risk episodes

for the Health Authority or Screening Office. All fields are display only.

Because these counts of the number of Open NBR episodes are not stored anywhere they must be calculated at the time of display. This means that if the Health Authority or Screening Office has a large number of Open NBR episodes there will be a slight delay before the screen is displayed.

IS Screen Examples (Open Episodes by Date Range)

IS]Index of Screening Batches		Qualifier[OPEN	]
Counts of Open Episodes			
From	To	Open Episode Count	
-----	-----	-----	
01.10.2008	-> Today	628	
01.04.2008	-> 30.09.2008	15	
01.10.2007	-> 31.03.2008	1	
01.04.2007	-> 30.09.2007	312	
Dates before	01.04.2007	4283	
The above counts are analysed by EPISODE DATE and include:			
- all open GP Referral episodes - all open Self Referral episodes - all open Early Recall episodes - all open Higher Risk episodes - all open Call/Recall episodes, where the batch has a Next Stage of FINISHED.			
The above counts include episodes from the following SO's:			
- AGA, ANT, AWC, BYO, CDO, LED, LPL, LSO			

Figure 8: The IS Screen (OPEN Qualifier)

IS Screen Examples (Open Episodes by Screening Office)

IS]Index of Screening Batches		Qualifier[OPEN,AGA	]
Counts of Open Episodes			
From	To	Open Episode Count	
-----	-----	-----	
01.10.2008	-> Today	1	
01.04.2008	-> 30.09.2008	15	
01.10.2007	-> 31.03.2008	0	
01.04.2007	-> 30.09.2007	0	
Dates before	01.04.2007	2760	
The above counts are analysed by EPISODE DATE and include:			
- all open GP Referral episodes - all open Self Referral episodes - all open Early Recall episodes - all open Higher Risk episodes - all open Call/Recall episodes, where the batch has a Next Stage of FINISHED.			
The above counts include episodes from the AGA Screening Office only.			

Figure 9: The IS Screen (OPEN,Screening Office Code Qualifier)

Understanding the IS Screen (Open Episodes by Date Range)

NOTE ➤ All fields are display only.

This screen displays counts of open episodes for the whole data base and splits those counts into date ranges according to the EPISODE DATE. The date ranges for those counts are as follows:

- 6 months ago up to the current date;
- 6 to 12 months ago;
- 12 to 18 months ago;
- 18 to 24 months ago; and
- all episodes more than 24 months old.

The counts include all open NBR episodes and all open Call/Recall episodes where the batch has a Next Stage of FINISHED.

The screen also shows which screening offices have open episodes listed against them.

NOTES ➤ The date ranges cover ‘whole’ months, i.e. start on the 1st of a month and finish on the last day of a month. The exceptions to this are the most recent date range, which finishes on the current date, and the oldest date range, which includes open episodes with an EPISODE DATE more than 24 ‘whole’ months ago.

The IS,OPEN screen is only intended for occasional checking (recommendation is quarterly) or for audit purposes.

Because of the amount of processing involved there may be a delay before the screen fully displays the information.

The IS,OPEN screen provides a summary of open episode counts, but used in conjunction with AJ-BCO you can produce a list of all the counted episodes occurring before a specific ‘To’ date. You can do this by entering the specific ‘To’ date from the IS,OPEN screen as the ‘Review To’ date on the AJ-BCO job screen.

Example

From the IS,OPEN screen layout (see **Figure 8**), if you use the ‘To’ date of 29.02.2004 as the ‘Review To’ date on the AJ-BCO job screen, then AJ-BCO will list the details of the 48 open episodes (16+2+30=48).

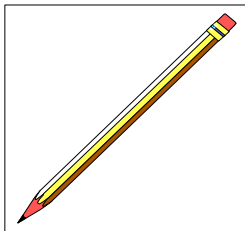
NOTE ➤ To ensure that women get invited for screening correctly, it is important that open episodes get closed with the appropriate end code.

Displaying Open Episodes for Individual Screening Offices

The **IS-Screening Office code** screen (see **Figure 9** above) displays counts of open episodes for the specified Screening Office code and splits those counts into date ranges according to the episode date.

Error Messages

REJECT MESSAGES	MEANING / ACTION
** QUALIFIER – Must be P, A, C, NBR, CNT, OPEN, Valid SO, Valid Date or null **	You have incorrectly entered a qualifier. Please check the qualifier and re-type as necessary.



The IW Screen (Index of Women in Batch)

After women in a batch have been counted or selected via AJ-BCR, a list of the women may be displayed using the IW screen. Each woman's NHS number, name and date of birth will accompany her screening episode details. Women are listed in alphabetical order, according to their NHS number.

As well as being used for reference, the IW screen can be used to specify if and when an appointment has been made, and enter end codes, trial information and dates for actual screening and early recall. The woman's next test due date, where known, is also shown. The screen may therefore be used as an alternative to calling up each woman's screening details on the SE screen to enter this information.

The IW screen display, and the way in which it is called up, are slightly different for normal batches and referral batches (i.e. higher risk, self referral, GP referral, early recall).

Examples of the IW screens can be found on pages 7-4 and 7-6.

NOTES ➤ To view a summary list of all batches presently on the system, use the IS screen (see Section 6).

Changes made to women's details on the SE and SW screens will be automatically registered on the IW screen.

Changes to 'deducted' women's screening details will automatically set an entry for the next run of AJ-BCX.

Normal Batches

If the list exceeds fifty pages, enter the last NHS number as the second part of the qualifier to display the rest of the list, for example, enter 3,700 345 5448 (where 3 is the batch ID). A message will appear to this effect.

A third part of the qualifier may also be entered, either:

- **C** to select women with closed episodes (i.e. an end code has been applied),
- **O** for women with open episodes (no end code), or
- **end code**, to display on those episodes which match the entered end code.

If the third part of the qualifier is omitted, women with both closed and open episodes will be selected.

The qualifiers that can be entered for normal batches are summarised in the following table:

QUALIFIER	DISPLAY
Batch number	A list of all women in this screening batch.
Batch number, ,C	A list of all women in this screening batch, whose episodes have had an end code applied.
Batch number,,O	A list of all women in this screening batch, whose episodes have not had an end code applied.
Batch number,NHS Number	A list of all women in this screening batch, beginning at the NHS number in the qualifier.
Batch Number,NHS Number,C	A list of all women in this screening batch, beginning at the NHS number in the qualifier, whose episodes have had an end code applied.
Batch Number,NHS Number,O	A list of all women in this screening batch, beginning at the NHS number in the qualifier, whose episodes have not had an end code applied.
Batch Number,,End Code	A list of women in this screening batch whose episode have the end code specified in the third part of the qualifier.

NOTE ➤ The batch number can be found in the SB ID field on the IS screen.

Referral Batches

The IW screen for referral batches (i.e. higher risk, self referral, GP referral, early recall) is slightly different to that for regular batches:

- It is called up using a referral code, instead of the batch number, as a qualifier, that is, enter **H** – Higher Risk, **S** – Self referral, **G** – GP referral or **E** – Early recall.
- Only women who have a screening episode *without* an end code will be displayed.
- A woman's episode date will be displayed underneath her surname. This is instead of the **Apt** (Appointment) field on the regular batch screen.

How to Use the IW Screen

Directions – Using the IW Screen

1. Enter a key of **IW** and use a qualifier as described on page 7-2 (for normal batches), or as described above for referral batches.
2. Press **Enter** to display the screen.
3. Page on using the standard paging keys to view the whole list.
4. If necessary, enter appointments, dates, end codes and trial information for individual women on the list. Press **Enter** to register the changes on the system.

NOTES ➤ If the ‘Screening Dates Validation’ field on the SO defaults screen is set to Y, you must enter the First Offered Appointment and Actual Screening dates.

If you are entering an end code, you must indicate who authorised this, that is, SO or GP, in the field at the top of the screen.

If any of the details relating to a woman’s screening record are missing, the message * **Missing** * will be displayed. This may apply to deducted women who have had their records deleted from the system via AJ-BCD.

If any of the woman’s *registration* details are missing, the message * **Regn Missing** * will be displayed. In this case, your support team should be contacted, unless the woman has been deducted and deleted from the HA system.

If a woman in a batch has been deducted since creation of the batch, the message * **Deducted** * will be displayed next to her name.

IW]Index of Women in Batch				Qualifier[233				page->	
EAST DEVON SCREENING OFFICE Ref: RISP10/10F									
End Code Change Authorised By []				Next Stage: FINISHED					
				Status : INVITATION				Fail-safe: YES	
NHS No	Name			DoB	C/R Stat	Suspend To	Patient Notes	NTD	Date
	Apt	1st Appt Offered	End Code Auth	Actual Screening			Early Recall		Trial info
131 656 5882	CORRIN, Odette			22.11.48	N		N	not set	
	[]	[]	[]	[]	[]	[]	[]	[]	[]
138 156 6529	CORRIN, Geraldine Iri			25.11.41	N		N	not set	
	[]	[]	[]	[]	[]	[]	[]	[]	[]
225 278 0754	JESTY, Claire Annette			23.11.42	N		N	not set	
	[]	[]	[]	[]	[]	[]	[]	[]	[]
236 247 4682	HEATH, Susan T			26.12.46	N		N	not set	
	[]	[]	[]	[]	[]	[]	[]	[]	[]

Figure 1: The IW Screen: ‘Open’ Episodes only, for a Failsafe Batch

IW]Index of Women in Batch			Qualifier[209			page->		
GATESHEAD SCREENING OFFICE			Ref: AGA001					
End Code Change Authorised By []			Next Stage: FINISHED					
			Status : INVITATION			Failsafe: NO		
NHS No	Name	DoB	C/R Stat	Suspend To	Patient Notes	NTD	Date	

	Apt	1st Appt Offered	End Code Auth	Actual Screening	Early Recall	Trial info		

131 338 0121	COOPER, Odette Belind	17.08.57	N		Y	12.06.2012		
	[] []	[] []	[]	[]	[]	[] [] []		
131 511 6715	WILKINS, Teresa	22.01.53	N		N	12.06.2012		
	[] []	[] []	[]	[]	[]	[] [] []		
167 635 6614	GONZALES, Nellie Wilma	13.06.45	N		N	12.06.2012		
	[] []	[] []	[]	[]	[]	[] [] []		
216 458 2225	HEATH, Julie Annette	20.09.48	C		N	04.11.2011		
	[] []	[] []	[]	[]	[]	[] [] []		

Figure 2: The IW Screen: 'Open' Episodes only, for a Normal Batch

IW]Index of Women in Batch			Qualifier[422			page->		
GATESHEAD SCREENING OFFICE			Ref: AGA-AJH					
End Code Change Authorised By []			Next Stage: FINISHED					
			Status : INVITATION			Failsafe: NO		
NHS No	Name	DoB	C/R Stat	Suspend To	Patient Notes	NTD	Date	

	Apt	1st Appt Offered	End Code Auth	Actual Screening	Early Recall	Trial info		

248 248 2488	CARBIDE, Polly	15.12.55	N		N	not set		
	[Y] []	[] [WM] SO	[]	[]	[]	[] [] []		
254 254 2546 *Deducted*	BLOOMS, Hollie	11.02.63	N		N	not set		
	[] []	[] [WM] SO	[]	[]	[]	[] [] []		
256 256 2569 *Deducted*	MOOSE, Chris	17.10.60	N		N	not set		
	[] []	[] [WM] SO	[]	[]	[]	[] [] []		
276 276 2766 *Deducted*	WISEMEN, Honour	16.04.62	N		N	not set		
	[] []	[] [WM] SO	[]	[]	[]	[] [] []		

Figure 3: The IW Screen, Showing Only Episodes with WM End Code

IW]Index of Women in Batch		Qualifier[209		page->		
GATESHEAD SCREENING OFFICE Ref: AGA001						
End Code Change Authorised By []		Next Stage: FINISHED		Status : INVITATION Failsafe: NO		
NHS No	Name	DoB	C/R Stat	Suspend To	Patient Notes	NTD Date
124 422 0523	MCLEAN, Janice	08.02.41	C		N	02.02.2013
	[Y] []	[SC] SO []				[] [] []
126 273 3464	BUTCHER, Claire W	20.07.45	C		Y	02.02.2013
	[Y] []	[SC] SO []				[] [] []
135 405 4377	BISHOP, Jackie K	24.06.59	N		N	08.02.2013
	[Y] [08.02.2010]	[SC] SO []				[] [] []
137 783 2503	SIMONS, Jill D	28.04.43	N		N	02.02.2013
Deducted	[Y] []	[SC] SO []				[] [] []

Figure 4: The IW Screen: 'Closed' Episodes only, for a Normal Batch

IW]Index of Women in Batch		Qualifier[E		page->		
EARLY RECALLS						
End Code Change Authorised By []						
NHS No	Name	DoB	C/R Stat	Suspend To	Patient Notes	NTD Date
102 600 0432	FOOT, Geraldine Belin	28.05.61	N		N	24.12.2012
	21.09.08 []	[] [] []				[] [] []
115 173 4357	BARNES, Kathy Lynne	27.03.46	N		N	01.04.2012
	05.11.07 []	[] [] []				[] [] []
125 650 8748	MCBRIDE, Wendy R	17.10.57	N		N	not set
	05.08.07 []	[] [] []				[] [] []
131 511 6715	WILKINS, Teresa	22.01.53	N		N	12.06.2012
	29.06.05 []	[] [] []				[] [] []

Figure 5: The IW Screen for Referral Batches

Understanding the IW Screen

Ref:

This field is display only. It shows the batch reference number, originally generated at the screening office.

End Code Change Authorised by []

If any end codes have been changed on this page, enter **GP** – GP or **SO** – screening office to indicate who instructed this change.

NOTES ➤ If the authorisation to change a specific woman's end code was originally GP, it must be GP for any subsequent changes. Likewise, if the authorisation was originally SO, it must be SO for any subsequent changes.

A WF end code must be authorised by the screening office.

Next Stage:

This field is display only. It shows the next stage the batch is due to enter.

Due

This field is display only. It shows the date that the batch will pass into the next stage. The ***Due*** field will not be displayed if the batch is at the end of its cycle, that is, with a ***Next Stage*** of FINISHED.

Status:

This field is display only. It shows the last stage that the batch was processed through.

Failsafe

This field is display only. It shows whether this is a 'Failsafe' batch or not (i.e. whether AJ-BCR has been run for either of the 'FAILSAFE COUNT' or 'FAILSAFE SELECT' options).

NHS No

This field is display only. It shows the NHS number of each woman in the batch.

Name/DoB

These fields are display only. They show the name and birth date of each woman in the batch.

C/R Stat

This field is display only. It shows the Call/Recall status of each of the women, that is. **C** – Ceased, **S** – Suspended, **N** – Normal.

Suspend To

This field is display only. If a woman's Call/Recall status is **S** – Suspended, the date she is suspended to will be shown here.

Patient Notes

If patient notes exist for this woman, this field will be set to **Y** – Yes. Otherwise, it will be **N** – No.

NTD Date

This read-only field shows the woman's next test due date if it has been set.

Episode Date

This field appears beneath the surname of the woman *only* for referral type batches. It shows the last open episode date for each woman.

Apt

This field appears beneath the surname of the woman *only* for regular batches. Enter **Y** – Yes if a screening appointment has been made for this woman. Leave blank if an appointment has NOT been made.

1st Appt. Offered

This field appears beneath the forename(s) of the woman. If an appointment has been made for a woman by the screening office, enter the date in the format DD.MM.CCYY, for example 14.07.1994. The **Apt** field must be set to **Y** – Yes for a date to be accepted in this field.

NOTE ➤ If the ‘Screening Dates Validation’ field on the SO defaults screen is set to **Y**, you must enter the First Offered Appointment date.

End Code

This field appears beneath the woman’s date of birth. If the woman has been withdrawn from screening for any reason, her ‘withdrawn’ end code, for example, WB, WC will be automatically displayed.

If necessary, you may enter the woman’s end code, as instructed by either the screening office or the woman’s GP. The only end codes accepted in this field are:

- **DNA** – Did Not Attend;
- **DNR** – Did Not Respond;
- **PC** – Premature Closure;
- **SC** – Screening Complete;
- **WF** – Withdrawn (FP69 status);
- **WB** – Withdrawn already been screened; and
- **WO** – Withdrawn for any other reason.

NOTES ➤ After typing in the new end code, enter the authorisation for this in the field at the top of the screen. Then press *Enter* to register the change.

If you enter a **WF** end code, the woman’s appointment flag must be set to **Y**. A **WF** end code may only be authorised by the screening office.

It is possible to amend **WC**, **WM**, **WD** and **WO** codes for deducted women, when they have been set by **AJ-BCX** and a true end code is later received.

It is also possible for a **WB** or **WO** end code to be applied to an episode, and for episodes with an end code of **WB** or **WO** to be amended.

Where a **WO** end code is manually applied using the **IW** screen, it is recommended that the user records their reason for doing so on the patient’s notes on *page 2* of the **SW** screen. The **WO** end code can be applied via **IW** any time after a batch has been selected.

Auth

This field is present only for regular batches. It displays the authorisation, that is, **SO** or **GP** for changing a woman’s end code. It will automatically appear when the new end code is entered onto the system.

Actual Screening

This field appears beneath the woman's Call/Recall status. If the woman was actually screened, that is, she has an end code of SC, enter the date she attended the screening office and received a mammography. The date must be in the format DD.MM.CCYY, for example, 14.07.1994.

NOTE ➤ If the 'Screening Dates Validation' field on the SO defaults screen is set to **Y**, you must enter the Actual Screening date.

Early Recall

This field appears beneath Patient Notes. If the woman is to be recalled for screening early, the date she is to attend the screening office may be entered here. The date must be in the format DD.MM.CCYY, for example 14.07.1994.

Trial info

Two fields are provided for the entry of trial information relating to each woman.

Enter the woman's trial/arm code in the first field, for example, **AS** if the woman is in the Age of Starting trial and is part of the Study group, **IC** if the woman is in the Interval trial and is part of the Control group, and so on.

Enter the trial status in the second field, that is, **P** – Participating if the woman is still involved in the trial, or **N** – Non-participating if she has been withdrawn for any reason.

Error Messages

REJECT MESSAGES	MEANING / ACTION
QUALIFIER – Batch ID invalid	You have entered an incorrect qualifier. <i>Check the qualifier and re-enter as appropriate.</i>
AUTH missing	The 'End Code Change Authorised By' field must be entered if any end codes on this page have been changed. <i>Enter either 'GP' or 'SO' to indicate who authorised the change.</i>
AUTH invalid	The 'End Code Change Authorised By' field must be 'GP' – GP or 'SO' – screening office. <i>Re-enter correctly.</i>
AUTH not reqd	The 'End Code Change Authorised By' field does not need to be entered if no end codes have been changed on this page. <i>Delete the entry in this field.</i>
WF AUTH only SO	A WF end code may only be authorised by the screening office. <i>Enter SO in the authorisation field.</i>
APPT invalid	The only character allowed in the Apt. (Appointment Made) field is Y – Yes. <i>Enter Y or leave the field blank.</i>
APPT V STAGE	The Apt. (Appointment Made) field must not be Y if the invitation stage has not yet been run. <i>Delete the entry in the Apt. field if the batch is still at the prior notification stage.</i>
1st OFF. missing	A date must be entered in the '1st Appt. Offered' field if the 'Screening Dates Validation' field on the SO,D screen is set to Y, and the woman's end code is SC, DNA or DNR. <i>Enter a date for the 1st Appointment Offered.</i>
1st OFF. not reqd	The '1st Appt. Offered' date is not required if an appointment has not been made for the woman. <i>If the Apt. field is N or blank, delete the date.</i>
1st OFF. invalid	An incorrect date has been entered in the '1st Appt. Offered' field. <i>Re-enter the date. It must be in the format DD.MM.CCYY</i>
ACT.SCR not reqd	The 'Actual Screening' date is not required if the woman has an end code other than SC. <i>Delete the date in the Actual Screening field.</i>

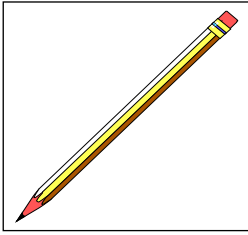
REJECT MESSAGES	MEANING / ACTION
ACT.SCR missing	A date must be entered in the 'Actual Screening' field if the 'Screening Dates Validation' field on the SO,D screen is set to Y, and the woman has an end code of SC. <i>Enter the date that the woman was actually screened.</i>
ACT.SCR invalid	An incorrect date has been entered in the 'Actual Screening' field. <i>Re-enter the date. It must be in the format DD.MM.CCYY</i>
ACT.SCR in future	The 'Actual Screening' date must not be in the future if the woman has an end code of SC. <i>Re-enter the date correctly.</i>
EAR.REC not reqd	The 'Early Recall' date is not required if the woman has an end code other than SC. <i>Delete the date in the Early Recall field.</i>
EAR.REC invalid	An incorrect date has been entered in the 'Early Recall' field. <i>Re-enter the date. It must be in the format DD.MM.CCYY.</i>
EAR.REC<<ACT.SCRN	The 'Early Recall' date is before the 'Actual Screening' date. <i>Ensure the 'Actual Screening' date is correct. If so, re-enter the 'Early Recall' date correctly.</i>
END invalid	The only end codes which can be entered are DNA, DNR, SC, WF, WB or PC. <i>Enter one of these end codes, or leave the field blank.</i>
END V STAGE	If the invitation stage has not been run, the end code cannot be DNR, DNA or SC. <i>Enter the correct end code, or leave the field blank.</i> The 'End Code' field cannot be blank if the invitation stage has been run and an end code has previously been entered. <i>Enter an end code.</i>
APT V END	If the woman's end code is DNA or SC, the Apt. field must be Y, i.e. an appointment had been made for the woman. <i>If the end code is DNA or SC, enter Y in the 'Apt.' field.</i> If the woman's end code is DNR, the 'Apt.' field cannot be Y, as the woman did not respond. <i>If the end code is DNR, delete the Y from the Apt. field and leave blank.</i>
DNR not allowed	Women in a Referral batch cannot have an end code of DNR. <i>Delete the end code.</i>

REJECT MESSAGES	MEANING / ACTION
AUTH different	If the authorisation to change a specific woman's end code was originally SO, it must be SO for any subsequent changes. Likewise, if the authorisation was originally GP, it must be GP for any subsequent changes. <i>Enter the correct authorisation.</i>
TRIAL CODE invalid	In the first 'Trial info' field, the first letter must be a valid trial code, i.e. A – Age of Starting or I – Interval. <i>Re-enter correctly, or leave the whole field blank.</i>
ARM CODE invalid	In the first 'Trial info' field, the second letter must be a valid arm code, i.e. S – Study or C – Control. <i>Re-enter correctly, or leave the whole field blank.</i>
TRIAL STATUS invalid	The second 'Trial info' field must be a valid status code, i.e. P – Participating or N – Non-participating. <i>Re-enter correctly, or leave the field blank.</i>
Unable to change TRIAL STATUS	You are not permitted to change the second 'Trial info' field.
TRIAL INFO invalid	The two 'Trial info' fields must both be completed, or left blank. <i>Complete both fields or leave blank.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Please Check	You have entered/changed a woman's end code. <i>Check that the end code is correct, and press Enter to confirm.</i>
Check Trial info	You have entered/changed information in the 'Trial info' fields. <i>Check that the information is correct, and press Enter to confirm.</i>
1st OFF. missing	You have not specified a date in the '1st Appt. Offered' field, and the 'Screening Dates Validation' field on the SO,D screen has been set to N – No. <i>Check that the 1st offered appointment date can be left out, and press Enter to confirm.</i>

QUERY MESSAGES	MEANING / ACTION
ACT.SCR missing	You have not specified a date in the 'Actual Screening' field, and the 'Screening Dates Validation' field on the SO,D screen has been set to N – No. <i>Check that the date the woman was screened can be left out, and press Enter to confirm.</i>



The SB Screen (Screening Batches)

The Breast Screening System is built around the concept of screening batches. In other words, groups (or batches) of women who conform to certain conditions are selected to receive invitations to attend for mammography.

Each screening batch consists of a number of women who correspond to certain rules or selection criteria. Selection criteria consists of:

- whether the batch is recall interval/safety period (RI/SP) or for next test due (NTD) dates
- whether NTD dates are required (to be included in an NTD batch)
- whether the batch is call, recall or both
- age range of women to be screened (shown as years of birth)
- time elapsed since last screening
- GPs with whom the women are registered
- the area where the women live
- the women's month of birth
- whether they are involved in a research trial.

You can also use the SB screen to view potential failsafe batches.

NOTE ➤ You cannot specify both a RI/SP and NTD batch at the same time.

Each screening batch will have a life-cycle. This consists of:

- initial definition on the SB screen
- count and selection
- completion of all stages
- invitation (issue to Screening Offices)
- completion of any other stages
- return of end codes for all screening episodes for all women in the batch.

The batching process enables the Screening Office to manage workload effectively and to prioritise women for screening. For example, preference may be given to women within a specified age range. Batching is also important as an aid to defining groups to be screened at mobile clinics.

Screening batches are created at the request of the Screening Offices. The request will also specify the stages required in the batch, the dates on which they are due, prints and letters to be produced etc.

Your organisation may serve several Screening Offices. If this is the case, screening batches will exist for each Screening Office. Several screening batches will exist on the system at any one time.

NOTE ➤ Whilst it is the responsibility of the Screening Office to ensure screening batches are set up to cover the whole population for which they are responsible over the screening cycle (this is usually a three year period),

there is a moral obligation on the PCT/Agency to keep each Screening Office informed of any changes in GP disposition that will affect this task.

You should also note that it is important to understand the impact of the time interval between a batch being selected and the invitation stage being run. Appendix F explains the impact.

The SB screen consists of four separate pages. It is used to define groups of women to be included in screening batches.

NOTE ➤ Women will not actually be selected and placed in a screening batch until analysis job BCR is run (see Section 22). AJ-BCR ‘activates’ the screening batch. It selects women according to the rules entered on SB.

- Page 1 is used to define the age range of the group and the type of the batch, e.g. call. The option also exists to use default values which have been pre-defined on the SO screen (see Section 11). You can also enter **either** a recall interval/safety period **or** an NTD Dates batch.
- Page 2 is used to define the GPs and/or areas which are to be used to select women for screening. Groups of GPs may be defined on the SO screen to make screening batch selection by GP quicker and easier. You can also specify batch selection by entering specific GP practice codes.

If women are to be selected by area, you must first set up Area codes on the SO screen. The SO screen is described in Section 11.

- Page 3 is used to display information for BSS research trials and is read-only.
- Page 4 is used to define the stages that make up the screening batch cycle and the dates they become due. AJ-BCP will use this information to generate screening batch lists, letters etc. at the correct times (see Section 21).

Screening batch details may be printed out via AJ-BCB (see Section 17).

NOTE ➤ The SB Screen will not allow you to define a batch for a Screening Office which is marked as “inactive” on the SO screen.

Specifying Batches Using GP Groups and/or Area Codes

For an explanation of how the AJ-BCR Count/Select processing works when a batch has been set up to use selection methods of GP Groups and/or Area Codes, please see page 8-15.

Potential Problem with SO Groups (SB Page 2)

NOTE ➤ When GP groups are defined on the SO screen, and then selected on page 2 of the SB screen, a potential problem can arise if a GP code is put into more than one group for the same Screening Office. A similar problem can arise if an Address code is put under more than one Area code. A description of this problem, with advice on how to avoid it, is given on page 8-17.

SB Page 1

Directions 1 – to Use the SB Screen (with Default Values)

NOTE ➤ The first three fields, *SO Code*, *SO Reference* and *SB Title* are mandatory for all batch types.

1. Enter a key of **SB** with a qualifier of either:
 - blank (this will allow a new batch to be set up)
 - batch identification number, e.g. 25 (this will display an existing batch)
 - the Screening Office code and batch reference, for example, LED,LED/002 (this will display an existing batch)
2. Enter the Screening Office code for the batch.
3. Enter the Screening Office batch reference number (provided by the Screening Office).

NOTE ➤ If the NBSS system has been specified on the SO Screen, this will be validated for a specific format.

4. Enter the screening batch title (e.g. Patients from Swallowdale Practice).
5. If this is a Recall Interval/Screening Period Batch complete the fields in the RI/SP Batch section of the screen only.
6. If this is to be a next test due dates (NTD) batch, complete the fields in the NTD Data Batch section of the screen.

NOTE ➤ You can specify either an Recall Interval/Safety Period batch or an NTD dates batch, but not both.

NOTE ➤ For direct paging, enter the SB identifier followed by a comma and the page number in the qualifier, for example 15,2. You may only page on after details on page 1 have been entered.

Directions 2 – to Use the SB Screen for Recall Interval/Safety Period Batches

1. Follow instructions 1 to 4 in **Directions 1 – to use the SB Screen (with default values)**.
2. Enter the date for selection.
3. Enter the selection criteria to define the batch:
 - Type of recall required **C** – Call, **R** – Recall or **B** – Both
 - Years of Birth range
 - Month of Birth range
4. Enter **N** – No in the **Set Default Values** field. This will prevent default values being used.
5. The **Recall Interval** field is fixed at 36 months.
6. Enter the safety period in months.
7. Press **Enter**.

NOTE ➤ For direct paging, enter the SB identifier followed by a comma and the page number in the qualifier, e.g. 15,2.

Directions 3 – to Use the SB Screen for Next Test Due Date Batches

1. Follow instructions 1 to 4 in **Directions 1 – to use the SB Screen (with default values)**.
2. Enter the NTD end date.
3. Enter the date range in the *Month/Year of Birth From* and *Month/Year of Birth To* fields.
4. In the *'C'all/'R'ecall/'B'oth* field enter either:
 - **C** for call
 - **R** for recall
 - **B** for both call and recall.
5. If you want to include women who already have an NTD date, enter **Y** in the relevant field.
6. Press **Enter**.

```

SB]Specify Screening Batch                               Qualifier[
                ** NEW BATCH **
Page 1: General Details

SO Code . . . . . [ ]
SO Reference . . . . . [ ]
Screening Batch Title . . [ ]

-----
RI/SP Batch:
Date for Selection . . . . [ ]          Set Default Values? (Y/N) . [ ]
'C'all/'R'ecall/'B'oth . . [ ]
Year of Birth . . . . . [ ] to [ ]      Recall Interval . . 36 months
Month of Birth . . . . . [ ] to [ ]      Safety Period . . . [ ] months

-----
NTD Dates Batch:
NTD End Date . . . . . [ / ]
Month/Year of Birth From . . . . . [ / ]
Month/Year of Birth To . . . . . [ / ]
'C'all/'R'ecall/'B'oth . . . . . [ ]
Only include women who already have a NTD date? (Y/N) . [N]

-----
Batch Defined . . . . . Screening Batch Status . . .
Selection Made . . . . . Number of Women Chosen . . .

```

Figure 1: SB Page 1

```

SB]Specify Screening Batch                               Qualifier[289,1
** PAGES 2 & 4 NOT YET COMPLETED **                  page-> ]
Page 1: General Details

SO Code . . . . . [LED]
SO Reference . . . . . [LED-AGES 1]
Screening Batch Title . . [TEST AGES] ]
-----
RI/SP Batch:
Date for Selection . . . . [ ] Set Default Values? (Y/N) . [ ]
'C'all/'R'ecall/'B'oth . . [ ]
Year of Birth . . . . . [ ] to [ ] Recall Interval . . 36 months
Month of Birth . . . . . [ ] to [ ] Safety Period . . . [ ] months
-----
NTD Dates Batch:
NTD End Date . . . . . [15.04.2012]
Month/Year of Birth From . . . . . [4 /1942] (70y 0m)
Month/Year of Birth To . . . . . [6 /1959] (52y 10m)
'C'all/'R'ecall/'B'oth . . . . . [B]
Only include women who already have a NTD date? (Y/N) . [N]
-----
Batch Defined . . . . 16.01.2012 Screening Batch Status . . . BD
Selection Made . . . . Number of Women Chosen . . .

```

Figure 2: SB Page 1 – Showing a Defined NTD Batch

```

SB]Specify Screening Batch                               Qualifier[278,1
page-> ]
Page 1: General Details

SO Code . . . . . AGA
SO Reference . . . . . AGA8088
Screening Batch Title . . TEST WC NTD FSAFE BATCH
-----
NTD Dates Batch:
NTD End Date . . . . . 20.04.2014
Month/Year of Birth From . . . . . 01/1941 (73y 3m)
Month/Year of Birth To . . . . . 12/1961 (52y 4m)
'C'all/'R'ecall/'B'oth . . . . . B
Only include women who already have a NTD date? (Y/N) . N
-----
End Code distribution:
SC : 1 Open : 26 WM : 0
PC : 0 WF : 2 WB : 0
DNA : 0 WC : 9 WO : 2
DNR : 0 WD : 0 WS : 0
-----
Batch Defined . . . . 25.05.2011 Screening Batch Status . . . IN
Selection Made . . . . 31.05.2011 Number of Women Chosen . . . 40

```

Figure 3: SB Page 1 – NTD Batch at Invitation Stage

Understanding SB Page 1

SO Code

The Screening Office for which the batch is being created. The code must be one of the nationally defined 3 character Screening Office codes.

NOTE ➤ The SB Screen will not allow you to define a batch for a Screening Office which is marked as “inactive” on the SO screen.

SO Reference

A unique reference number for each screening batch. The SO reference will be supplied by the Screening Office.

NOTE ➤ If the NBSS system has been specified on the SO Screen, the reference number will be validated for a specific format.

SB Title

A free format description of the batch. For example, Patients of Swallowdale Practice.

RI/SP Batches

These parameters should only be entered for RI/SP batches:

Date for Selection

The date for selection is specified by the Screening Office. The date for selection is used to determine if women screened on a previous occasion are eligible for Recall. For example:

If the Date for Selection is 1.2.2011, the Recall Interval is 36 months and the Safety Period is 24 months, the women are recalled if their last screening episode (which has been closed with an end code of SC) was before 1.2.2010.

NOTE ➤ RI/SP batches will show the approximate age ranges based upon the corresponding values entered in the age range fields.

These will be calculated as at the date for selection for dates of birth from 1 January in the year of birth 'from' to 31 December in the year of birth 'to'. For these batches, it is very important to remember that if the 'month of birth' range is not set to 1 to 12, only women who were born in the specified months of birth will be included in the batch.

Set Defaults

Enter **Y** if default values are to be used for fields (marked with an asterisk below).

Call/Recall/Both *

Enter either:

- **C** if the screening batch is only to call women who have not been screened previously.
- **R** if the screening batch is only to recall women who have been screened previously.
- **B** if the screening batch is to both call and recall women.

Year of Birth from *

The earliest year of birth for women to be selected.

Year of Birth to *

The latest year of birth for women to be selected.

Month of Birth from *

The first month of birth for women to be selected.

Month of Birth to *

The last month of birth for women to be selected.

For example, if the Year of Birth from 1930 to 1940 and Month of Birth from 12 to 1, the women selected will have their year of birth in the range 1930-40 and their month of birth as December or January or unknown (January selection includes unknown month of birth).

Recall Interval

The Recall Interval is now fixed to 36 months.

Safety Period *

The Safety Period is used in conjunction with the Recall Interval to ensure that women will not 'just miss' being recalled. It is recommended that it should usually be set to 24 months.

NTD Dates Batches

NOTE ➤ NTD dates batches show the approximate age ranges based upon the corresponding values entered in the age range fields.

For these batches the age range will be calculated as at the NTD end date for dates of birth from the first day of the month of the month/year of birth 'from' to the last day of the month of the month/year of birth 'to'.

The following parameters should only be entered for NTD Dates batches.

NTD End Date

Women who have a NTD Date which is **after** this date will **not** be included in the batch.

Month/Year of Birth From

Enter the start of the date of birth range. (The dates are inclusive.)

Month/Year of Birth To

Enter the end of the date of birth range. (As before, the dates are inclusive.)

NOTE ➤ When combined with the 'Month/Year of Birth From' this parameter forms a Date of Birth range which is different to how the DoB selection functions for RI/SP batches.

'C'all/'R'ecall/'B'oth

Determines if the batch is to include 'Calls' only, 'Recalls' only or may include a combination of both. This functions the same as in RI/SP batches.

Only include those who already have a NTD date? (Y/N)

If this is set to **Y** the batch will only include women who already have an NTD Date.

If this is set to **N** the batch may also include women who do not already have a NTD Date.

NOTE ➤ This parameter will be defaulted to 'N' on the initial display of the SB screen but it can be changed for each individual NTD Dates batch.

Remember, women may not have a NTD Date if they haven't yet had an episode OR if their episode(s) had results which did not update the NTD.

Display Fields

End Code distribution

Once a batch has been 'selected' by AJ-BCR count of how the end codes are distributed with the batch are displayed.

SB]Specify Screening Batch		Qualifier[422,1		page->	
Page 1: General Details					
S0 Code		AGA			
S0 Reference		AGA-AJH			
Screening Batch Title	. .	AGA-AJH BATCH			

RI/SP Batch:					
Date for Selection		31.01.2015			
'C'all/'R'ecall/'B'oth	. .	C			
Year of Birth		1944 to 1964 *	Recall Interval	. .	N/A
Month of Birth		1 to 12	Safety Period	. . .	months
(* approx. age range . 50y 1m to 71y 0m)					

End Code distribution:					
SC	: 0	Open	: 3	WM	: 6
PC	: 0	WF	: 0	WB	: 1
DNA	: 0	WC	: 1	WO	: 1
DNR	: 0	WD	: 0	WS	: 0

Batch Defined		23.12.2014	Screening Batch Status	. . .	IN
Selection Made		23.12.2014	Number of Women Chosen	. . .	12

Figure 4: SB Page 1, Showing Distribution of End Codes within the Batch

Batch Created

The date the batch was defined on screen 1 of SB.

Screening Batch Status

Current status of the screening batch. '%' suffix indicates 'in progress':

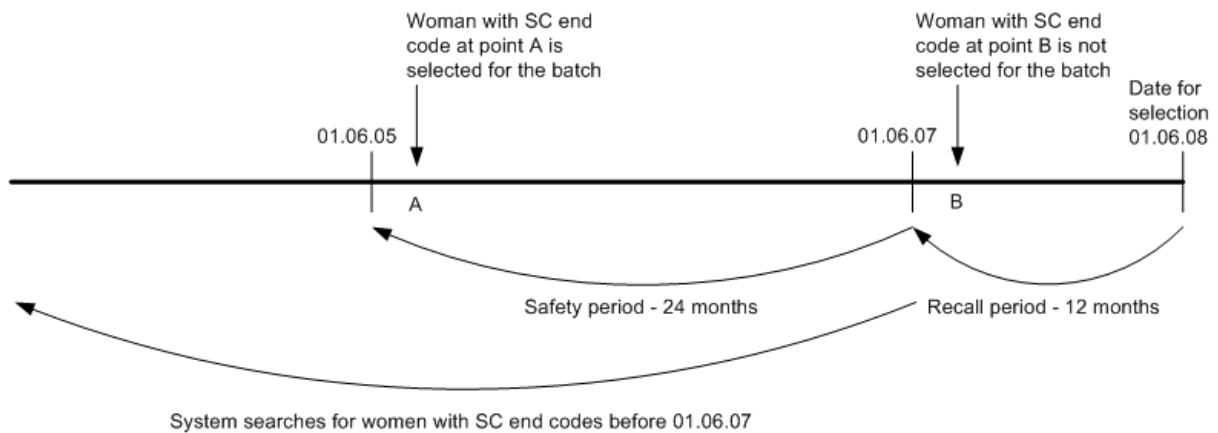
- BD(%) – Batch Defined
- SL(%) – Selection Made
- CT(%) – Count Made
- KB(%) – Delete a new batch (i.e. before selection)
- AB(%) – Delete an old batch (i.e. after selection)
- PN(%) – Prior notification stage run
- IN(%) – Invitation stage run
- R1(%) – Reminder 1 stage run
- R2(%) – Reminder 2 stage run
- N2(%) – Non-responder 2 stage run
- F – Batch stages finished

Selection Made

The date AJ-BCR was used to select women for screening batch.

Number of women

Number of women selected for the screening batch.

Recall Interval 36 Months with Safety Period 24 Months

The Recall Period = Recall Interval - Safety Period

In this example the Recall Period is 12 months because $36-24=12$

SB Page 2

Page 2 of the SB screen allows women to be selected by GP, area or both.

Directions to Use SB Page 2

1. Enter the GP selection method:
 - **A** – if women from all GPs are to be considered
 - **S** – if women from specific GPs only are to be considered
 - **N** – if women from GPs **other than those specified** are to be considered.
2. Enter the GP selection type:
 - **G** – by GP codes
 - **S** – by Screening Office GP groups
 - **D** – by GPs within a District Health Authority area
 - **P** – by practice code.
3. Enter the appropriate GP code(s), GP group code(s), district code(s) or practice code(s), depending on the GP selection method.
4. Enter the area selection method:
 - **A** – if women for all areas are to be considered
 - **S** – if women from all specific areas only are to be considered
 - **N** – if women from areas **other than those specified** are to be considered
5. Enter the area selection type:
 - **A** – by address code
 - **D** – by District Health Authority (based on the address code)
 - **S** – by Screening Office area code
6. Enter the appropriate address code(s), area code(s) or district code(s), depending on the area selection method.
7. **Page On** to page 4, unless your site is taking part in research trials, in which case **Page On** to page 3.

NOTE ➤ GP and Area codes will be displayed in the same sequence they are entered. This applies to the normal SB screen 2 and the extended SB page 2 screens. This allows codes to be checked easily.

If you prefer to have the codes displayed in ascending order, then contact your support team.

```

SB]Specify Screening Batch          Qualifier[272,2          ]
** PAGE 4 NOT YET COMPLETED **          <-page->
Page 2: Selection Criteria          SO Code: AGA          SO Ref: AGA284

Women are selected on the basis of being registered with one of a group of
GPs AND living within one of a group of Address Codes, DHAs or SO Area Codes.

-----
GP Selection Method      [S]      ('A'll, 'S'pecified or 'N'ot those specified)
GP Selection Type        [G]      ('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)
[GPDOCA ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 24 codes change the Qualifier to : 272,2,GP
-----
Area Selection Method    [A]      ('A'll, 'S'pecified or 'N'ot those specified)
Area Selection Type      [A]      ('D'HA, 'S'O Area Code or 'A'ddress Code)
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 15 codes change the Qualifier to : 272,2,AS

```

Figure 5: SB Page 2

NOTE ➤ It is possible to include GPs in a batch selection before the start date has been reached. This is true for both individual GP codes and GPs within a GP Group code.

A query message highlights the start date has not yet been reached for a selection type of GP as shown in the screen extract below.

```

SB]Specify Screening Batch          QUERY  Qualifier[52,2          ]
1: GP(s) Start Date?          <-page->
Page 2: Selection Criteria          SO Code: AGA          SO Ref: AGA-SLA

Women are selected on the basis of being registered with one of a group of
GPs AND living within one of a group of Address Codes, DHAs or SO Area Codes
AND belonging to one of a set of trials.

-----
GP Selection Method      [S]      ('A'll, 'S'pecified or 'N'ot those specified)
GP Selection Type        [G]      ('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)
[555000 ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 24 codes change the Qualifier to : 52,2,GP
-----
Area Selection Method    [A]      ('A'll, 'S'pecified or 'N'ot those specified)
Area Selection Type      [A]      ('D'HA, 'S'O Area Code or 'A'ddress Code)
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 15 codes change the Qualifier to : 52,2,AS

```

Figure 6: SB Page 2, Showing New Query Message

An additional query message – GP(s) in GRP Start Date? – highlights that the start date has not yet been reached for one of the GPs within a group for a selection type of SO GP Group.

This will have no effect on batch selection because a GP cannot have patients registered to them before their start date.

Understanding SB Page 2

SO Code

This field is read-only. It shows the national code of the Screening Office that has requested the batch.

SO Ref

This field is read-only. It shows the batch reference in the Screening Office system.

GP Selection Method

Determines the way in which GPs are to be selected. The options are **A** – All, **S** – Specific or **N** – All except for those specified.

NOTE ➤ If GP Selection Method ‘N’ is chosen, a potential problem can arise if a GP code has been included in more than one GP group. See page 8-14.

GP Selection Type

Allows GPs to be selected by type. The options are:

- **G** – GP code
- **D** – district
- **S** – GP group previously defined on the SO Screening Office screen (see Section 11)
- **P** – practice code.

GP Selection Code

The appropriate code(s) for the GP Selection Type.

Up to 24 GP codes can be entered on this screen. If you wish to enter more than 24 GP codes, you can add **,GP** at the end of the qualifier and then press **Enter**, in which case a new screen will be displayed (see Figure 4).

Area Selection

Determines the way in which areas are to be used in the selection process. The options are **A** – All codes, **S** – Selected codes or **N** – All codes except for those specified.

NOTE ➤ If Area Selection Method ‘N’ is chosen, a potential problem can arise if an Address code has been included under more than one Area code. See page 8-14.

Area Type

Allows areas to be specified by **A** – address codes, **S** – area codes (defined on the SO screen) or **D** – District codes.

Area Selection Code

The appropriate code(s) for the Area Selection Type.

Up to 15 Area codes can be entered on this screen. If you wish to enter more than 15 Area codes, you can add **,AS** at the end of the qualifier and then press **Enter**, in which case a new screen will be displayed (see Figure 5).

Specifying More than 24 GP Codes

[illegible]

Figure 7: SB Page 2 – Extra GP Codes

This screen allows you to specify up to 96 GP codes. If you complete all these fields, another page will automatically become available so that you can enter as many GP codes as you require.

To return to the original SB screen page 2, as shown in Figure 3, simply delete “,GP” from the qualifier and press **Enter**. If you have entered more than 24 GP codes, the re-displayed SB screen 2 will display a message such as: “To access the specified codes, change the qualifier to: 13,2,GP”.

Specifying More than 15 Area Codes

[illegible]

Figure 8: SB Page 2 – Extra Area Codes

This screen allows you to specify up to 48 Area codes. If you complete all these fields, another page will automatically become available so that you can enter as many Area codes as you require.

To return to the original SB screen page 2, as shown in Figure 3, simply delete “**AS**” from the qualifier and press **Enter**. If you have entered more than 15 Area codes, the re-displayed SB screen 2 will display a message such as: “To access the specified codes, change the qualifier to: 13,2,AS”

Specifying Batches Using GP Groups and/or Area Codes

When you define a batch on the SB screens, the SO code specified on SB page 1 can have an affect on the AJ-BCR batch selection process if a batch has been defined to use selection methods of GP Groups and/or Area Codes. The AJ-BCR Count/Select processing will only consider those GP Groups and/or Area Codes set up for the screening office that was specified on SB page 1 for that batch.

In all other instances where batches are defined with selection methods using GP codes, Address Codes or DHA codes, the screening office code specified on SB page 1 has no bearing on the AJ-BCR batch processing.

Example: a Failsafe Batch Using the Selection Method of “NOT THOSE SPECIFIED”

1. Gateshead screening office are responsible for screening Washington. On the SO(G) screen the Washington area has been divided up into four GP Groups: A1, A2, A3 and A4.

SO]Screening Office Details				Qualifier[AGA,G		]	
List of GP Groups for GATESHEAD Screening Office							
GP Group--	-----			GP Group--	-----		
Code	Name		Type	Code	Name		Type
A1	WASHINGTON	DIST 1	G				
A2	WASHINGTON	DIST 3	G				
A3	WASHINGTON	DIST 3	G				
A4	WASHINGTON	DIST 4	G				

Options are selected by qualifier 'SO-ID', 'Type', 'Code', where:							
Type = blank (address), 'D' & 'D1' Defaults, 'G' P Groups, 'S' O Area Codes,							
'N' & 'N1' Network info, 'H' igher Risk, 'F' BSFF, 'F1' BAEF, 'B' BSH, 'U' BSUL							
Code = a valid GP group or a SO area code (only where Type is 'G' or 'S')							

Figure 9: SO(G) Screen Showing the GP Groups

2. The screening office want to set up a failsafe batch for all the Washington GP Groups except A1, so the SB page 2 is set up as shown below:

SB]Specify Screening Batch		Qualifier[55,2		<-page->	
Page 2: Selection Criteria		SO Code: AGA		SO Ref: AGA-22	
Women are selected on the basis of being registered with one of a group of GPs AND living within one of a group of Address Codes, DHAs or SO Area Codes.					

GP Selection Method	[N]	('A'll, 'S'pecified or 'N'ot those specified)			
GP Selection Type	[G]	('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)			
[A1]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
To enter more than 24 codes change the Qualifier to : 55,2,GP					

Area Selection Method	[A]	('A'll, 'S'pecified or 'N'ot those specified)			
Area Selection Type	[A]	('D'HA, 'S'O Area Code or 'A'ddress Code)			
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
To enter more than 15 codes change the Qualifier to : 55,2,AS					

Figure 10: SB Page 2 Screen – Selection Method “Not Those Specified”

3. When AJ-BCR Count/Select is run to identify the women for screening:
- It recognises that the GP selection method is “Not those specified GP Groups” and that the batch is for Gateshead screening office, so
 - It goes to the SO(G) screen for Gateshead and sees that it has to use the GP Groups A2, A3 and A4 from which to identify the eligible women to be screened, and
 - Because the Area selection method is “All Address Codes”, it does not matter what Address Code a woman has, just as long as she is registered with a GP in any of the Gateshead GP Groups A2, A3 and A4.

Some Other General Examples

1. If you specify a batch for SO code AGA and the selection method is for ALL GP Groups, the AJ BCR processing will only look at the GP Groups set up on the SO(G) screen for AGA.
2. If you specify a batch for SO code ANE and the selection method is for ALL Area Codes, the AJ BCR processing will only look at the Area Codes set up on the SO(S) screen for ANE.

Problem Specifying the Same Code in More than One SO Group

If a GP code has been included in more than one GP Group for the same Screening Office, it may cause you a problem when specifying batches using the selection method of 'Not the SO GP Groups Specified'.

Example

Assume that GP code W104 is defined in two SO GP groups, for example WELLS and TEMPLE, for the same Screening Office.

Now assume that a batch has been defined for this Screening Office using the selection method of 'Not the SO GP Groups Specified' on SB page 2, and the group specified is TEMPLE. The SB page 2 will look like this:

GP Selection Method	[N]	('A'll, 'S'pecified or 'N'ot those specified)	
GP Selection Type	[G]	('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)	
[TEMPLE]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
To enter more than 24 codes change the Qualifier to : 14,2,GP			

Area Selection Method	[A]	('A'll, 'S'pecified or 'N'ot those specified)	
Area Selection Type	[A]	('D'HA, 'S'O Area Code or 'A'ddress Code)	
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
To enter more than 15 codes change the Qualifier to : 14,2,AS			

When the batch is counted or selected, any eligible women registered with the GP code W104 will be **included**.

You may have expected these women to be excluded from the batch because GP code W104 is in the SO GP Group TEMPLE. However, they are in the batch because GP code W104 is also in the SO GP Group WELLS, which – because of the method of selection – is included.

Similarly, if an **Address code** is in more than one SO Area code for the same Screening Office, you may get the same problem when specifying batches using the selection method of 'Not the SO Area Codes Specified'.

If you think a GP code, or an Address code, has been specified in more than one SO Group, you can use the **BG screen** with a qualifier of [code,SO cipher] and it will display the names of all the Groups containing that code, for the specified Screening Office. The BG screen is described in Section 14.

If a code is in more than one SO Group, for the same Screening Office, then you need to consider the effect this might have on batch selection. However, it is better to ensure that the code is only specified in one SO Group.

SB Page 3

NOTE ➤ This page is read-only. Trial batches can no longer be set up using this screen.

SB]Specify Screening Batch	Qualifier[200,3	<-page->]
Page 3: Selection Criteria (Cont.)	SO Code: AGA	SO Ref: AGA234876C
TRIAL INFORMATION SELECTION		
The screening office named above is not included in any trials therefore no selection on trial information can be made. Page forward for the stage detail screen or page backward for area and GP selection parameters.		

Figure 11: SB Page 3 Read-only

Understanding SB Page 3

SO Code

This field is read-only. It shows the national code of the Screening Office that has requested the batch.

SO Ref

This field is read-only. It shows the batch reference in the Screening Office system.

SB Page 4

There are various stages in the screening cycle where women are contacted and invited to attend for screening. The computer system at your site has the capacity to produce letters and notifications at all stages. However, in practice almost all correspondence is issued by the Screening Office.

SB page 4 is used to define the stages that make up the screening batch. This includes:

- dates on which notifications become due
- type of prints to be produced
- if the place and dates of screening are to be included in the letters.

In practice, the majority of users will only be required to run the invitation stage. At this point all information relating to batches is transferred to the Screening Office, which will generate and distribute invitation letters and reminder notifications.

Your organisation may not take any further part in the invitation process. However, you will be responsible for receiving end codes from the Screening Office. End codes must be recorded on the HA system to indicate the closure of screening episodes.

NOTE ➤ It is important to understand the impact of the time interval between a batch being selected and the invitation stage being run. Appendix F explains the impact.

Directions to Use SB Page 4

1. Enter date on which screening is due to start.
2. Enter the date on which screening is due to end.
3. Enter **Y** to use default values defined on the SO Screen (see page 11-6).
If **Y** is entered, all the stage fields on this screen must be left blank.
Or enter **N** if default values are **not** to be used.
4. Enter **Y** if the Screening Office is to produce letters. Enter **N** if your organisation is to produce letters.
5. Enter the invitation due date.
If the Screening Office is producing letters, all other fields on this screen must be left blank, and Enter may be pressed at this point.
6. Enter the originator of the letter and the letter identifier.
7. Enter the reminder 1 due date, originator and letter identifier.
8. Enter the non-responder 1 and 2 due dates, originator, destination, letter identifier and number of copies.
9. If required, enter variable text to be included within the letter.
10. Press **Enter**.

SB]Specify Screening Batch				Qualifier[25				<-page		]	
Page 4: Stage Details / Letter Text				SO Code: LED		SO Ref: LED/002					
Screening Starts [01.10.94]				Screening Ends [31.11.94]							
Set Default Stages and Dates? (Y/N) [N]				SO producing letters		[Y]					
Stage	Due	Run	Number	Orig	Dest	Letter	Copies				
Invitation	[14.08.94]			[]		[]					
Reminder 1	[]			[]		[]					
Reminder 2	[]			[]		[]					
Non-Responder 1	[]			[]	[]	[]		[]			
				[]	[]	[]		[]			
Non-Responder 2	[]			[]	[]	[]		[]			
				[]	[]	[]		[]			
Variable Text for Letters:											
<LOCATION>		[]									
<PERIOD>		[]									

Figure 12: SB Page 4

Understanding SB Page 4

NOTE ➤ Several fields on SB page 4 are generated automatically and therefore will only be displayed after a screening batch has been activated and the stage initiated.

SO Code

This field is read-only. It shows the national code of the Screening Office that has requested the batch.

SO Ref

This field is read-only. It shows the batch reference in the Screening Office system.

Screening Starts

The date on which screening is due to start.

Screening Ends

Date on which screening is due to end.

Set Defaults

Allows the default values set on the SO (Screening Office) screen to be used. If **Y** is input and **Enter** pressed the default values will appear automatically on the SB screen. Default values may be suppressed by entering **N**.

SO producing letters

If the Screening Office is to produce correspondence, instead of your organisation, enter **Y** in this field. Enter **N** if your organisation will handle correspondence. In most instances the Screening Office will opt to produce all correspondence, apart from the prior notification lists sent to GPs.

Invitation

Due

The date on which invitations for women in the batch are due to be generated by the system. If default settings have been selected, the invitation due date will be determined by the Invitation due field on the SO screen (see page 11-6). If default settings are not used the invitation due date must be entered in this field.

NOTE ➤ If the Screening Office has opted to handle correspondence all further fields on this screen must be left blank.

However, the invitation due date must be completed because this is the date that AJ-BCP will process the invitation stage and set up screening batch lists for transfer to the Screening Office.

Run

This field is read-only. It shows the date on which the invitation stage was run.

Number

This field is read-only. It shows the number of invited women.

NOTE ➤ The following fields require completion ONLY if your organisation is handling correspondence. If the Screening Office is to produce letters and notifications these fields may be left blank.

Orig

The code used to identify who is sending the invitation. The originator may be a woman's GP – **G**, the Screening Office – **S**, or the District Health Authority – **D**.

Dest

The destination for invitations – to whom the letters are to be sent – is always **P** – Patient.

Letter

The identity code of the appropriate letter, which is electronically stored in the breast screening system's letter library (see Section 4).

Copies

This is always 1, i.e. one invitation copy per woman.

Reminder 1

Due

The date on which a first reminder letter is due for women who have not attended for screening.

Run

This field is read-only. It shows the date on which the reminder 1 stage was run.

Number

This field is read-only. It shows the number of women for who reminder 1 notifications have been generated.

Orig

The code used to identify who is sending the reminder. The originator may be a woman's GP – **G**, the Screening Office – **S**, or the District Health Authority – **D**.

Dest

The destination for reminder 1 notifications will always be **P** – Patient.

Letter

The identity code of the appropriate letter, which is electronically stored in the breast screening system's letter library (see Section 4).

Copies

This is always 1, i.e. one copy of a reminder per woman.

Reminder 2**Due**

The date on which a second reminder letter is due for women who have not attended for screening.

Run

This field is read-only. It shows the date on which the reminder 2 stage was run.

Number

This field is read-only. It shows the number of women for who reminder 2 notifications have been generated.

Dest

The destination for reminder 2 notifications will always be **P** – Patient.

Letter

The identity code of the appropriate letter, which is electronically stored in the breast screening system's letter library (see Section 4).

Copies

This is always 1, i.e. one copy of a reminder per woman.

Non-Responder 1**Due**

The date on which the first non-responder notification is due for women who have not attended for screening.

Run

This field is read-only. It shows the date on which the non-responder 1 stage was run.

Number

This field is read-only. It shows the number of women for who non-responder 1 notifications have been generated.

Orig

The code used to identity who is sending the non-responder notification. The originator may be a woman's GP – **G**, the Screening Office – **S**, the District Health Authority – **D** or the screening system '–'.

Dest

The destination of the non-responder notification – to whom it is being sent. Enter **G** if the print is for the GP, **S** if the print is for the Screening Office, **D** if the print is for the District Health Authority or **P** – Patient.

Letter

The identity code of the appropriate letter, which is electronically stored in the breast screening system's letter library (see Section 4).

Copies

The number of copies of this print.

Non-Responder 2**Due**

The name/identity of the person/organisation sending the non-responder notification. The originator may be a woman's GP – **G**, the Screening Office – **S**, the District Health Authority – **D** or the screening system '–'.

Run

This field is read-only. It shows the date the non-responder 2 stage was run.

Number

This field is read-only. It shows the number of women for who non-responder 2 notifications have been generated.

Orig

The code used to identity who is sending the non-responder notification. The originator may be a woman's GP – **G**, the Screening Office – **S**, the District Health Authority – **D** or the screening system '–'.

Dest

The destination of the non-responder notification – to whom it is being sent. Enter **G** if the print is for the GP, **S** if the print is for the Screening Office, **D** if the print is for the District Health Authority or **P** – Patient.

Letter

The identity code of the appropriate letter, which is electronically stored in the breast screening system's letter library (see Section 4).

Copies

The number of copies of this print.

Location text

Two lines of text describing the location of the breast screening clinic. The location will be automatically inserted into the invitation letter when notifications are produced. If location text is used the appropriate letter, stored in the system's

electronic letter library (see Section 4) must contain the keywords <L1> and <L2>. The location text will then replace the keywords when letters are generated.

NOTE ➤ If the Screening Office is handling correspondence this field should be left blank.

Period Text

One line of text describing when screening will take place. This line will be automatically inserted into the invitation letter when notifications are produced. If period text is used the appropriate letter, stored in the system's electronic letter library (see Section 4) must contain the keyword <P>. The period text will then replace the keyword when letters are generated.

NOTE ➤ If the Screening Office is handling correspondence this field should be left blank.

SB-FSP Potential NTD Date Batch Specification Screen

The purpose of the SB-FSP screen is to utilise the Failsafe Potential Batches which are generated by AJ-BAEF and AJ-BSF.

The SB-FSP screen shows only the most current batch specifications which have been generated. Summary details are shown on screen but these can be expanded by accessing the pop-up box (from the 'Create SB?' parameter).

Entering **Y** into the **Create SB?** field will create a batch which will be automatically populated with the relevant details on pages 1 and 2 of the SB screen.

NOTES ➤ You will still need to complete page 4, enter a SO Reference Code and you may wish to change the batch title. Remember you are free to change any of these auto-populated details.

Although Failsafe Potential Batches for the ZZZ (Unknown) SO may be displayed on the screen, it is not possible to create a batch for the ZZZ SO. In such cases you must determine which SO should screen the relevant GPs/Areas and include them in an appropriate batch.

By entering a qualifier of **FSP,AUDIT** all but the most current BAEF/BSF batch specifications will be displayed. These cannot be used to create a batch, but you can still view the expanded details by accessing the pop-up box. Entering a third qualifier of an SO Code will restrict the AUDIT screen to batches belonging to that screening office.

Failsafe Potential Batches and ZZZ Screening Offices

You may find that failsafe potential batches for the "ZZZ" Unknown Screening Office are displayed. This can occur if one of the identified women has either:

- a GP which is in more than one SO GP group, at more than one SO,
- an address code which is in more than one SO area code, at more than one SO,
- a GP code in a SO GP group at one SO and her address code is in an SO area code at a different SO, or
- a GP code which is not in a SO GP group and an address code which is not in an SO area code.

NOTE ➤ This reason is not applicable if your NHAIS site uses only one SO.

As it is not possible to use the SB-FSP screen to create batches for the ZZZ SO you have two options:

You can redefine your SO GP Groups/Area Codes and then re-run AJ-BAEF and/or AJ-BSF as needed.

Or you must cover any such occurrences by incorporating them into your other NTD Failsafe batches.

Directions to Use the SB-FSP Screen

1. Enter a key of **SB**, with one of the following qualifiers:

- **FSP** – this will show the current failsafe potential batch specifications.
- **FSP,AUDIT** – this qualifier will display **all but** the current specifications.
- **FSP,AUDIT,'SO code'** – this qualifier will restrict the audit screen to show only the specified screening office.

For example, entering a qualifier of **FSP,AUDIT,AGA** will only show the audit screen for the AGA screening office.

2. Press **Enter**.

SB]Specify Screening Batch

Qualifier[FSP

]

The following potential NTD Date batch specifications have been identified by either AJ-BAEF or AJ-BSF as being necessary to invite women who are due/overdue for Breast Screening as a part of your Failsafe procedure.

Create SB?	SO	Job	Run Date	NTD End date	M/YoB From	M/YoB To	Count
[]	AGA	BAEF	16.12.2014	28.02.2015	04/1962	12/1966	12
[]	AGA	BSF	30.01.2015	28.02.2015	01/1945	03/1962	454
[]	BYO	BSF	30.01.2015	28.02.2015	01/1945	03/1962	76
[]	HWA	BSF	30.01.2015	28.02.2015	01/1945	03/1962	1
[]	ZZZ	BSF	30.01.2015	30.04.2015	01/1945	05/1962	889

To create a batch enter 'Y' into 'Create SB?' for the appropriate specification.
To view more detail expand the potential batch specifications by accessing the pop-up box from the 'Create SB?' parameter.

Figure 13: SB-FSP Screen

SB]Specify Screening Batch	Qualifier[FSP	]
The following potential NTD Date batch specifications have been identified by either AJ-BAEF or AJ-BSF as being necessary to invite women who are due/overdue for Breast Screening as a part of your Failsafe procedure.		
[-----Dashed Line-----]		
Detailed Potential NTD Date Batch Specification		
}-----Dashed Line-----{		
AJ-BAEF Run Date : 16.12.2014 (03:01 PM) Current Status : PENDING		
}-----Dashed Line-----{		
Total Count	:	12
Screening Office	:	AGA
NTD End Date	:	28.02.2015
Month/Year of Birth range	:	04/1962 to 12/1966
'C'all/'R'ecall/'B'oth	:	B
Must already have NTD?	:	Y
GP Selection	:	Specified GPs (12 women counted)
Codes (count)	:	000034 (8), 000043 (3), SKIPGP (1)
Area Selection	:	Specified Address codes (12 women counted)
Codes (count)	:	EXE (3), NEW (5), NEW2 (3), TIV (1)
}-----Dashed Line-----{		

Figure 14: SB-FSP Screen, Showing Potential NTD Date Batch Specification

Understanding the SB-FSP Screen

Create SB?

If you enter **Y** into this field, a batch will be created using the potential batch specification indicated. Control will then be passed to the SB 'batch number' screen, where the first two pages will be automatically populated with the details of the batch.

NOTES ➤ You will need to enter the screening office reference code prior to the AJ-BCR count run as this field will be blank.

Although a screening batch title has been entered, you are free to change this as required.

Similarly, although the fields on SB Page 2 will also have been automatically populated, you can insert or delete codes as appropriate to your needs.

You can view expanded details of the potential batch specification by accessing the pop-up box (by pressing the appropriate key combination, for example **Ctrl Shift -**).

Understanding the SB-FSP,Audit Screen

View

This field is only available on the audit screen and is used to access a pop-up box.

SB]Specify Screening Batch

Qualifier[FSP,AUDIT]

page->

The following potential NTD Date batch specifications were identified by either AJ-BAEF or AJ-BSF as being necessary to invite women who were due/overdue for Breast Screening. These specifications are no longer current.

Status	View	SO	Job	Run Date	NTD End date	M/YoB From	M/YoB To	Count
EXPIRED	[]	AGA	BSF	22.01.2015	28.02.2015	01/1945	03/1962	1742
EXPIRED	[]	BYO	BSF	22.01.2015	28.02.2015	01/1945	03/1962	9
EXPIRED	[]	HWA	BSF	22.01.2015	28.02.2015	01/1945	03/1962	1
EXPIRED	[]	ZZZ	BSF	22.01.2015	30.04.2015	01/1945	05/1962	182
EXPIRED	[]	AGA	BSF	01.01.2015	31.03.2015	01/1945	04/1962	1765
EXPIRED	[]	BYO	BSF	01.01.2015	28.02.2015	01/1945	03/1962	9
EXPIRED	[]	HWA	BSF	01.01.2015	28.02.2015	01/1945	03/1962	1
EXPIRED	[]	ZZZ	BSF	01.01.2015	30.04.2015	01/1945	05/1962	182
EXPIRED	[]	AGA	BSF	01.12.2014	28.02.2015	01/1945	03/1962	1742
EXPIRED	[]	BYO	BSF	01.12.2014	31.01.2015	01/1945	02/1962	9
EXPIRED	[]	HWA	BSF	01.12.2014	31.01.2015	01/1945	02/1962	1
EXPIRED	[]	ZZZ	BSF	01.12.2014	31.03.2015	01/1945	04/1962	182

Note, this screen cannot be used to create batches from these specifications. To view more detail expand the potential batch specifications by accessing the pop-up box from the 'View' column.

Figure 15: SB Screen, with FSP,AUDIT Qualifier

SB]Specify Screening Batch		Qualifier[FSP,AUDIT		page->
The following potential NTD Date batch specifications were identified by either AJ-BAEF or AJ-BSF as being necessary to invite women who were due/overdue for Breast Screening. These specifications are no longer current.				
-----]				
Detailed Potential NTD Date Batch Specification				
-----]				
AJ-BSF Run Date : 22.01.2015 (11:30 AM) Current Status : EXPIRED				
-----]				
Total Count		: 1742		
Screening Office		: AGA		
NTD End Date		: 28.02.2015		
Month/Year of Birth range		: 01/1945 to 03/1962		
'C'all/'R'ecall/'B'oth		: B		
Must already have NTD?		: N		
-----]				
GP Selection		: Specified Practices (1614 women counted)		
Codes (count)		: A29292 (39), A40404 (2), A54321 (1), A80085 (554)		
		B10101 (2), B90909 (20), C10001 (2), C20202 (23)		
		C30303 (42), D20202 (45), D81810 (1), G10101 (45)		
		G21001 (8), G21112 (16), I00005 (11), J10101 (1)		
		P00003 (2), P00007 (8), P00092 (185), R00010 (607)		
[>>-----]				

Figure 16: SB-FSP,AUDIT Screen, with Detailed View of NTD Date Batch Specification

SB]Specify Screening Batch

Qualifier[FSP,AUDIT,AGA]

page->

The following potential NTD Date batch specifications were identified by either AJ-BAEF or AJ-BSF as being necessary to invite women who were due/overdue for Breast Screening. These specifications are no longer current.

Status	View	SO	Job	Run Date	NTD End date	M/YoB From	M/YoB To	Count
EXPIRED	[]	AGA	BSF	22.01.2015	28.02.2015	01/1945	03/1962	1742
EXPIRED	[]	AGA	BSF	01.01.2015	31.03.2015	01/1945	04/1962	1765
EXPIRED	[]	AGA	BSF	01.12.2014	28.02.2015	01/1945	03/1962	1742
EXPIRED	[]	AGA	BAEF	10.10.2014	31.12.2014	02/1962	12/1965	8
EXPIRED	[]	AGA	BSF	01.10.2014	31.12.2014	01/1944	01/1962	1794
EXPIRED	[]	AGA	BSF	02.09.2014	30.11.2014	01/1944	12/1961	1762
EXPIRED	[]	AGA	BSF	01.09.2014	30.11.2014	01/1944	12/1961	1762
SB 416	[]	AGA	BAEF	19.08.2014	31.10.2014	12/1961	12/1965	11
EXPIRED	[]	AGA	BSF	19.08.2014	31.10.2014	01/1944	11/1961	1750
SB 413	[]	AGA	BSF	15.08.2014	31.10.2014	01/1944	11/1961	1749
EXPIRED	[]	AGA	BSF	15.08.2014	31.10.2014	01/1944	11/1961	1749
SB 415	[]	AGA	BAEF	08.08.2014	31.10.2014	12/1961	12/1965	12

Note, this screen cannot be used to create batches from these specifications. To view more detail expand the potential batch specifications by accessing the pop-up box from the 'View' column.

Figure 17: SB-FSP,AUDIT,'SO Code' Screen

Error Messages

SB Screen, Page 1

REJECT MESSAGES	MEANING / ACTION
\~*, not allowed	An invalid character or characters have been entered. <i>Remove the characters \ ~ , *.</i>
SO ID missing	The Screening Office code is mandatory. <i>Enter the code.</i>
SO not recognised	You have entered an invalid Screening Office code. <i>Re-enter correctly.</i>
SO is NOT active	Screening Office must be defined as 'active' on the SO (address) screen. <i>Please check you have specified the correct SO.</i>
SO ADDR. missing	The Screening Office address on the SO address screen (SO,A) is missing. <i>Please check the SO screen for this Screening Office and enter the appropriate details.</i>
SO REF missing	The Screening Office reference for the batch is mandatory. <i>Enter the reference.</i>
SO REF duplicate	The Screening Office reference must be unique, the reference entered duplicates an entry for an existing batch. <i>Re-enter.</i>
SO REF invalid	The NBSS field on the SO,A field has been set to Y – Yes. Therefore, the Screening Office reference entered must conform to the Oxford System format. <i>Re-enter using the correct format of: three character Screening Office code-five figure batch number and a letter, e.g. LED 65373D.</i>
Check letter versus SO	The last letter in the Screening Office reference is invalid. <i>Re-enter using the correct letter.</i>
SEL DAT missing	The date for selection is mandatory. <i>Enter the date.</i>
SEL DAT invalid	The date for selection has been entered with an invalid format. <i>Re-enter the date in the format DD.MM.YY.</i>
SEL DAT not in future	The date for selection is not in the future. <i>Re-enter a future date.</i>
SET DEF invalid	Enter Y – Yes to accept default values defined on the SO screen. <i>Enter N – No or leave the field blank if default values are not required.</i>

REJECT MESSAGES	MEANING / ACTION
DEF not pos.	Default values have not been set up on the SO screen for this Screening Office. <i>Either set the default field to N – No or set up default values for the Screening Office on the SO defaults screen.</i>
DEF=Y not allowed	All the fields that will be set with default values must be blank. <i>Either remove details from the relevant fields or set the default field to N – No.</i>
CRB missing	The 'Call/Recall/Both' field must be C – Call, R – Recall or B – Both. <i>Enter the C, R or B.</i>
CRB invalid	An invalid code has been entered in the 'Call/Recall/Both' field. <i>Enter C – Call, R – Recall or B – Call & Recall.</i>
YFR format	The Year of Birth 'from' field must be valid. <i>Check and re-enter.</i>
YFR missing	The Year Of Birth 'from' field is mandatory. <i>Enter the year of birth.</i>
YFR too old	The date entered in the Year Of Birth 'from' field must not be over 80 years ago. <i>Re-enter the 'from' date.</i>
YFR too young	The date entered in the Year Of Birth 'from' field must not be less than 20 years ago. <i>Re-enter the 'from' date.</i>
YTO missing	The Year Of Birth 'to' field is mandatory. <i>Enter the details.</i>
YTO format	The date entered in the Year Of Birth 'to' field is in an invalid format. <i>Re-enter using the format DD.MM.YY.</i>
YTO < YFR	The Year Of Birth 'to' date must occur after the 'from' date. <i>Re-enter the date(s) correctly.</i>
YTO too old	The date entered in the Year Of Birth 'to' field must not be over 80 years ago. <i>Re-enter the 'to' date.</i>
YTO too young	The date entered in the Year Of Birth 'to' field must not be less than 20 years ago. <i>Re-enter the 'to' date.</i>
MFR missing	The Month Of Birth 'from' field is mandatory. <i>Enter the number of the month.</i>
MFR invalid	The Month Of Birth 'from' field must be a number in the range 1–12. <i>Re-enter the month.</i>
MTO missing	The Month Of Birth 'to' field is mandatory. <i>Enter the number of the month.</i>
MTO invalid	The Month Of Birth 'to' field must be a number in the range 1–12. <i>Re-enter the month.</i>

REJECT MESSAGES	MEANING / ACTION
SAFE not reqd	The 'Safety Period' field must be blank if the 'Call/Recall/Both' field has been set to C – Call. <i>Delete the safety period, or reset the 'Call/Recall/Both' field.</i>
SAFE missing	The 'Safety Period' field is mandatory if the 'Call/Recall/Both' field has been set to B – Both or R – Recall. <i>Enter the safety period.</i>
SAFE invalid	The 'Safety Period' field is invalid, it must be a number of months in the range 1–99. <i>Re-enter the safety period.</i>
NTD End Date missing	Date must be present for NTD batches.
NTD End Date invalid	Date must be a valid format date.
NTD End Date not in future	Date must be in the future.
NTD End Date > 3 yr	Date cannot be more than 3 years in the future.
NTD MFR missing	Month of Birth From must be present.
NTD MFR invalid	Month of Birth From must be from 1 to 12.
NTD YFR missing	Year of Birth From must be present.
NTD YFR invalid	Year of Birth From must be a 4 digit number.
NTD YFR too young	Year of Birth From must be over 19 years ago.
NTD YFR too old	Year of Birth From must be less than 81 years ago.
NTD MTO missing	Month of Birth To must be present.
NTD MTO invalid	Month of Birth To must be from 1 to 12.
NTD YTO missing	Year of Birth To must be present.
NTD YTO invalid	Year of Birth To must be a 4 digit number.
NTD YTO < YFR	Year of Birth To cannot be less than YoB To.
NTD YTO too young	Year of Birth To must be over 19 years ago.
NTD YTO too old	Year of Birth To must be less than 81 years ago.
NTD MTO < MFR	If the YoBs are the same then the MoB To cannot be less than the MoB From.
NTD CRB missing	CRB must be present.
NTD CRB invalid	Must be 'C', 'R' or 'B'.
NTD 'include' missing	Parameter must be present.
NTD 'include' invalid	Must be 'Y' or 'N'.
RI/SP v NTD conflict	Can only have parameter in either the RI/SP section OR the NTD Dates section.
RI/SP and NTD missing	Batch parameters are missing.

REJECT MESSAGES	MEANING / ACTION
NO TRIALS assoc with S.O.	There are no trials currently selected for this Screening Office. <i>Leave this field blank.</i>
TRIAL CODE invalid	The Screening Office is not taking part in the trial indicated in the 'Trial Code for randomization' field. <i>Enter the correct trial code, i.e. A – Age of starting or I – Interval, or leave the field blank.</i>
TRIAL CODE can't be randomized	Enter A to randomly select women from a Call Batch if the 'Call/Recall/Both' field is set to C – Call. <i>Enter I to randomly select women from a Recall Batch if the 'Call/Recall/Both' field is set to R – Recall.</i>
TRIAL CODE mismatch	The trial code entered is invalid for the screening batch selected. <i>Enter A to randomly select women from a Call Batch if the 'Call/Recall/Both' field is set to C – Call.</i> <i>Enter I to randomly select women from a Recall Batch if the 'Call/Recall/Both' field is set to R – Recall.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
** SO changed! **	The Screening Office code has been amended. <i>Press Enter to confirm the new code, or press PF2 to restore previous details.</i>
Check SO REF	This query message will be displayed every time you attempt to update the screen. Please check that the Screening Office reference is correct. <i>Either press Enter to confirm, or PF2 to restore the previous details.</i>
TITLE change ok?	The Screening Office batch title has been changed. <i>Press Enter to confirm the new title or PF2 to restore previous information.</i>
SEL DAT > 1 yr?	The selection date is more than 1 year ahead. This message allows you to check that you have not inadvertently entered the wrong date. <i>Press Enter to confirm the selection date.</i>
SAFE too large	This message will be displayed if the safety period is greater than 9 months. <i>Press Enter to confirm the safety period.</i>
DELETE CT?	This message will be displayed if a count has previously been run for this batch and the screening batch conditions are now being changed. The count will be deleted for this batch. <i>Press Enter to confirm this deletion or PF2 to restore previous details.</i>

QUERY MESSAGES	MEANING / ACTION
RANDOMIZING batch	This message will be displayed if the batch has been set to randomize at invitation stage. <i>Press Enter to confirm this, or PF2 to restore previous details.</i>
RINT ok?	The recall interval has not been set to 36 months.

SB Screen, Page 2

REJECT MESSAGES	MEANING / ACTION
GPM missing	The GP selection method is mandatory. <i>Enter a code in the 'GP Selection Method' field.</i>
GPM invalid	The GP selection method is invalid. <i>Enter A – All GPs, S – Specific GPs or N – all except those specified.</i>
GPT missing	The GP selection type must be entered if the 'GP Selection Method' field has been entered. <i>Enter a code in the 'GP Selection Type' field.</i>
GPT invalid	The GP selection type is invalid. <i>Enter G – GP codes, S – screening office GP groups, D – district code or P – practice code.</i>
GP(s) invalid	The highlighted GP code is unknown on the system. <i>Check the code and re-enter correctly.</i>
GP missing	GP code(s) are required for this GP selection type. <i>Enter a valid GP code(s).</i>
GP(s) not reqd	GP code(s) not required for this GP selection type. <i>Remove the GP code(s) or amend the 'GP Selection Type' field.</i>
GP's duplicated	GP code(s) are repeated. <i>Delete the duplicate GP code(s).</i>
GP(s) not current	A GP code has been entered for a GP who has either not reached his/her start date or has been cancelled. <i>Delete the code of this GP.</i>
GP(s) in GRP not current	A GP group code has been entered for a group containing a GP who has either not reached his/her start date or has been cancelled. <i>Delete the code of this GP group.</i>
SO(s) invalid	The Screening Office GP group code entered is invalid. <i>Check the code and re-enter correctly.</i>
SO missing	A Screening Office GP group code is required for this GP selection type. <i>Enter a valid GP group code.</i>
SO(s) not reqd	Screening Office GP group code(s) are not required for this GP selection type. <i>Delete the code(s) or amend the 'GP Selection Type' field.</i>
DHA xx invalid	The highlighted district code is unknown to the system. <i>Check the code and re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
DHA missing	A district code is required for this GP or Area selection method. <i>Enter a valid code in the appropriate field.</i>
DHA(s) not reqd	A district code is not required for the GP or Area selection type. <i>Check the GP and Area selection fields and delete codes where not required.</i>
DHAs duplicated	A district code has been repeated in either the GP or Area Selection fields. <i>Delete the duplicate code(s).</i>
Area not pos	This Area selection method can only be used by sites using Address Codes. <i>Your site does not use Address codes, amend the 'Area Selection Method' field.</i>
ARM missing	An Area selection method must be entered. <i>Enter a code, i.e. A – All areas, S – Specified areas or N – all areas except those specified.</i>
ARM invalid	The Area selection method is invalid. <i>Enter S – Specified codes, A – All codes or N – all codes except those specified.</i>
ART missing	The Area selection type code is missing. <i>Enter the code, i.e. A – Address codes, D – Districts or S – Screening Office area codes.</i>
ART invalid	The Area selection type is invalid. <i>Enter A – Address codes, S – Screening Office area codes or D – Districts.</i>
ADD CD(s) invalid	Address code(s) entered are unknown on the system. <i>Check the codes and re-enter correctly.</i>
ADD CODE missing	You have chosen to select women living within a number of address codes. <i>You must enter at least one address code.</i>
ADD CODE(s) not reqd	Address code(s) are not required for the Area selection type chosen. <i>Delete all address codes or amend the 'Area Selection Type' field.</i>
ADD CD's duplicated	Address code(s) are repeated. <i>Check the codes and delete the duplicate(s).</i>
SO(s) invalid	Screening Office area code(s) entered are invalid. <i>Check the codes and re-enter correctly.</i>
SCR. OFF. missing	You have chosen to select women by Screening Office area code. <i>You must enter at least one area code.</i>
S.O.CODE(s)	Area code present but not required.
SO(s) duplicated	GP groups repeated.
DHA XX invalid	DHA code XX (area selection) not known.
DHA missing	DHA code required but not present.

REJECT MESSAGES	MEANING / ACTION
DHA not reqd	DHA code not required but present.
DHA's duplicated	DHA codes (area selection) repeated.
PRACTICE(s) invalid	PRACTICE code(s) not known.
PRACTICE missing	PRACTICE code required but not present.
PRACTICE(s) not reqd	PRACTICE code not required but present.
PRACTICE's duplicated	PRACTICE codes repeated.

Query Messages

QUERY MESSAGES	MEANING / ACTION
GP(s) STATUS ok?	A GP code has been entered for a GP who is in abeyance/dispersal. <i>If this GP code is correct, press Enter to confirm.</i>
GP(s) Start Date?	The Start Date for the entered GP code has not yet been reached. <i>Press Enter to confirm the action.</i>
GP(s) in GRP Start Date?	The Start Date has not yet been reached for one of the GPs within a group for a selection type of SO GP Group. <i>Press Enter to confirm the action.</i>
DELETE CT ?	This message will be displayed if a count has previously been run for this batch, and the screening batch conditions are now being changed. The previous count details will be deleted as a result of this. <i>Press Enter to confirm the deletion, or press PF2 to restore previous details.</i>

SB Screen, Page 4

REJECT MESSAGES	MEANING / ACTION
ST. DT. missing	The screening start date is mandatory. <i>Enter the date screening is to start.</i>
START invalid	The screening start date has an invalid format. <i>Re-enter the date using the format DD.MM.YY e.g. 14.07.94.</i>
START not future	The screening start date must be in the future. <i>Enter a date in the future.</i>
END DT. missing	The screening end date is mandatory. <i>Enter the date screening is to end.</i>
END DT. invalid	The screening end date has an invalid format. <i>Re-enter the date using the format DD.MM.YY e.g. 14.07.94.</i>

REJECT MESSAGES	MEANING / ACTION
DEF invalid	The 'Set Default Stages and Dates' field must be Y – to use the default settings, which should be pre-set on the SO Screen (see page 11-6). <i>Enter N or leave blank if default settings are not required. Enter Y or N.</i>
not pos. def=y	Default settings can not be used if data has been entered in any of the parameter fields. <i>Delete the entry in the parameter fields.</i>
DEF not allowed	Default settings have not been specified on the SO Screen (see page 11-6) for this Screening Office. <i>Check the SO screen and enter default settings, if appropriate.</i>
SO LET missing	The 'SO producing letters' field has been left blank. This field must be completed. <i>Enter Y if the Screening Office is to produce letters, or N if your organisation is to produce letters.</i>
SO LET invalid	An invalid character has been entered in the 'SO Producing Letters' field. <i>Enter Y if the Screening Office is to produce letters, or N if your organisation is to produce letters.</i>
DUE DATE(S) missing	The due date(s) should be present for the highlighted stage. <i>Enter due date(s).</i>
DATE(S) invalid	The due date(s) have been entered in an incorrect format. <i>Re-enter using the format DD.MM.YY e.g. 14.07.94.</i>
DATES not reqd	The Screening Office is responsible for producing reminder and non-responder correspondence. Therefore, you do not need to enter stage dates for these. <i>Delete the stage date(s) in the reminder/non-responder field(s).</i>
DATES sequence !	The stage dates do not follow one another. <i>Check the dates entered and re-enter correctly.</i>
DUE DTs <1 wk apart	The due dates entered are less than one week apart. <i>Enter due dates which are more than one week apart.</i>
DUE DT problem(s)	One or more of the stage due dates is inconsistent with the screening start date or the screening ends date, e.g. invitation date is after the screening start date. <i>Re-enter the due date(s) correctly.</i>
START too soon	The start date specified is too soon in relation to the screening end date. <i>Re-enter start date.</i>
STAGE print dup	If two types of print have been specified for non-responders, the print details must differ. <i>Re-enter details correctly.</i>

REJECT MESSAGES	MEANING / ACTION
INVIT. missing	The invitation stage must be specified. <i>Enter details of invitation stage.</i>
IN ORIG not reqd	If the Screening Office is producing letters the invitation originator does not need to be entered. <i>Delete entry in invitation 'Orig' field.</i>
INVIT. ORIG missing	If your organisation is producing letters, the invitation 'Orig' field must be completed. <i>Enter the originator G – GP, S – Screening Office or D – District.</i>
INVIT. ORIG invalid	If your organisation is producing letters, the invitation 'Orig' field must can only contain either G – GP, S – Screening Office or D – District.
IN LTR not reqd	If the Screening Office is producing letters, the invitation letter code is not required. <i>Delete entry in the invitation 'Letter' field.</i>
IN LTR missing	If your organisation is producing invitation letters, the invitation letter identity code must be entered. This letter code must match the appropriate letter in the letter library (see Section 4). <i>Enter the invitation letter code.</i>
IN LTR restricted	A letter code has been entered with a restriction code that is not IN. <i>Only an invitation letter can be used in the invitation 'Letter' field (see Section 4).</i>
REM 1/2 not required	If the Screening Office is producing letters, the first reminder stage is not required. <i>Delete entry in 'Reminder 1' field.</i>
REM 1/2 missing	If the Screening Officer is producing letters, the first and second reminder stages are not required. <i>If your organisation is handling letters, the first reminder stage must be present if the second reminder stage has been specified.</i>
R1/R2 ORIG. missing	If your organisation is producing reminder letters then the reminder 'Orig' fields must be completed. <i>Enter G – GP, S – Screening Office or D – District.</i>
R1/R2 ORIG. invalid	If your organisation is producing reminder letters then the reminder 'Orig' fields must be completed. <i>Enter G – GP, S – Screening Office or D – District.</i>
R1/R2 LTR missing	If your organisation is producing reminder letters than the reminder letter codes must be entered. <i>Enter the reminder letter codes.</i>
R1/R2 LTR not known	A reminder letter must have been created in the letter library (see Section 4). <i>Create a letter in the system's letter library, and re-enter code correctly.</i>

REJECT MESSAGES	MEANING / ACTION
R1/R2 LTR restricted	A letter code has been entered with a restriction code that is not R, R1 or R2. <i>Only a reminder letter can be used in the reminder 'Letter' fields. (For further information see Section 4.)</i>
N1/N2 not reqd	If the Screening Office is producing letters, first and second non-responder stages are not required. <i>If your organisation is handling letters, the first non-responder stage must be present if the second non-responder stage has been specified.</i>
N. RES. 1 missing	If your organisation is producing letters, the first non-responder stage must be entered if the second non-responder stage is specified. <i>Enter details for the first non-responder stage.</i>
N1/N2 ORIG missing	If your organisation is producing non-responder notifications then the non-responder 'Orig' fields must be completed. <i>Enter G – GP, S – Screening Office or D – District.</i>
N1/N2 ORIG invalid	If your organisation is producing non-responder notifications then the non-responder 'Orig' fields must be completed. <i>Enter G – GP, S – Screening Office or D – District.</i>
N1/N2 ORIG V DEST	The originator and destination are not compatible. Destination must not be P if originator is '–'. Destination must not be P if originator is G, S or D. <i>Delete the incorrect entry.</i>
N1/N2 DEST missing	If your organisation is handling non-responder notifications then the destination must be entered. <i>Enter either G – GP, S – Screening Office, D – District or P – Patient.</i>
N1/N2 DEST duplicate	More than one non-responder letter has been specified to be sent to each patient. If correspondence is to go directly to the patient then only one type of letter may be requested. <i>Re-enter the non-responder 'Dest' and/or 'Letter' fields correctly.</i>
N1/N2 LTR missing	If your organisation is producing non-responder letters then the non-responder letter 'Letter' fields must be completed. <i>Enter the appropriate letter code(s).</i>
N1/N2 LTR not known	The non-responder letter code must match the appropriate code in the system's letter library (see Section 4). <i>Enter the letter code correctly.</i>
N1/N2 LTR restricted	A letter code has been entered with a restriction code that is not applicable to non-responder letters. (For further information see Section 4.)

REJECT MESSAGES	MEANING / ACTION
N1/N2 LTR not required	If the Screening Office is producing letters, non-responder letters are not required. <i>Delete entry in non-responder letter fields.</i>
N1/N2 COP missing	You have not specified the number of copies you require for non-responder letters. <i>Enter the required number in the 'Copies' field.</i>
N1/N2 COP number	If your organisation is producing letters, the number of copies required must be entered. <i>Enter the number required.</i>
LOC. missing	If your organisation is producing letters, the location text must be entered to show where screening is to take place. <i>Enter location text.</i>
PERIOD missing	If your organisation is producing letters, the period text must be entered to show when screening is to take place. <i>Enter period text.</i>
\ – * chrs not allowed	The characters \, – and * are not allowed. <i>Delete invalid characters.</i>

Query Messages

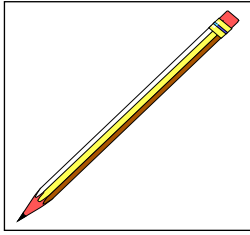
QUERY MESSAGES	MEANING/ACTION
REM 1 too soon	The first reminder date is less than two weeks after the invitation stage. <i>Press Enter to confirm, or amend the date in the 'Reminder 1' field.</i>
REM 2 too soon	The second reminder date is less than two weeks after the first reminder stage. <i>Press Enter to confirm, or amend the date in the 'Reminder 2' field.</i>
N1 COP >1 ok?	More than one copy has been requested for the first non-responder stage. <i>Press Enter to confirm, or amend the number of copies.</i>
DATE(s) = w/end ok?	The highlighted stage date is at the weekend. <i>Press Enter to confirm, or amend the highlighted date.</i>
STAGE missing ok?	You have not specified details for the highlighted stage(s). <i>Press Enter to confirm, or specify stage details.</i>
R1 & R2 ORIG differ?	The originators for the first and second reminder stages are different. <i>Press Enter to confirm, or change the entry in one of the 'Orig' fields.</i>

SB-FSP Screen

REJECT MESSAGES	MEANING/ACTION
Action invalid	Enter 'Y' or access the pop-up window.
SB <no.> created	Batch <no.> has already been created from this specification, you cannot create another from it.
Update 1 at a time	You can only create one batch at a time.
ZZZ SO invalid	You cannot create batches for the ZZZ (Unknown) SO.

Query Message

QUERY MESSAGES	MEANING/ACTION
Create Batch?	You have entered 'Y' to create a batch, are you sure this is what you want to do? <i>Press Enter to continue.</i>



The SE Screen (Screening Episodes)

Screening episodes can be created by a number of methods.

- Episode details are automatically set up for each woman when a screening batch is selected.
- Details may also be created automatically by a Network transfer if the woman has just moved to your HA area.
- Episode details can be entered manually via the SE screen when a woman is screened outside a batch, for 'live' and 'deducted' women (i.e. as a self referral, a GP referral or an early recall).
- Episode details, including batch, can also be entered manually when transferred from another HA, for 'live' and 'deducted' women.
- Episode details of NBRs (i.e. self referrals, GP referrals or early recalls) can be created automatically by a Network transfer from the Screening Office.

NOTE ➤ In certain circumstances, details may be entered manually for an episode within a batch. This occurs when a woman has moved to another HA and then returned to your HA. If her records relating to the batch have been deleted, they can be re-entered using the SE screen.

Details of a woman's most recent screening episode will be displayed first. Paging on will display details of her previous screening episodes, in chronological order.

The SE screen is used to:

- display details of an individual woman's screening episodes;
- create a new screening episode for 'live' and 'deducted' women;
- update screening episode details (with information supplied by the Screening Office) for 'live' and 'deducted' women;
- create higher risk surveillance episodes; and
- display a woman's next test due (NTD) date. (See *Appendix H: Rules for Calculating Next Test Due Dates*.)

NOTE ➤ Changes to 'deducted' women's screening details will automatically set an entry for the next run of AJ-BCX.

In addition, an audit of changes to screening episode details may be viewed via a pop-up box. This is described on pages 9-7 and 9-8.

NOTE ➤ You can use the SE screen to amend episodes for males; that is, if they had an episode created and subsequently had their sex changed (on the system) you can now update that episode.

It will not, however, be possible to create new episodes for males.

How to Use the SE Screen

Directions – Using the SE Screen

1. Enter a key of **SE** and use the woman's NHS number as a qualifier (see note below). Press **Enter** to display the woman's most recent screening episode. Page on using the standard paging keys to view the woman's past screening episodes.

To create a new screening episode for the woman enter a key of **SE** and a qualifier of **C,NHS number**, for example, **C,NHS4563**.

2. Enter/amend fields as required. When finished, press **Enter** to register the changes.

NOTE ➤ If the woman's NHS number is not known, her name and/or date of birth may be used as a qualifier. Commas must be used to separate the details, or to indicate if an item is missing, for example,

SMITH,MARY,1.5.38 or SMITH,,1.5.38 or ,,1.5.38 and so on.

If several women are found with these details, a list will be displayed and you may select the one you require.

If the patient sex is not known, the following message will appear on the second line:

**** Patient Sex Unknown ****

If Breast Cancer Screening notes exist, the following message will appear on the second line:

**** BCS Notes Exist ****

If an episode is created as part of a screening batch, details will be entered on the SE screen automatically. You may enter/amend the following fields:

Appointment Made	1st Offered Appointment
End Code	Actual Screening Date
Authorised by (SO/GP)	Early Recall Date

If the woman is a GP referral, self referral or early recall, her episode type and date, and the Screening Office code and reference may also be amended.

If the woman has had the higher risk marker set on the BR screen, the following message will be displayed in the header section of the screen:

*** Higher Risk, NTD date : DD.MM.CCYY ***

SE]Screening Episode		Qualifier[105 865 0416		]	
BISHOP, Ms. Debbie		DoB	: 25.03.1951	NTD Date	: not set
Mill View 6, Clifford Street,		Age	: 55		
NEW		GP Code	: 000020	SO Code	: AGA
Q Code : QT2					
Current call/recall status : NORMAL					

Episode Type		C	('C'all)		
Screening HA cipher			Screening Batch ID 915		
Screening Office Code . . .		AGA	Episode Date 02.08.06		
Screening Office Reference.		AGA-11234			
Appointment Made		[]	1st Offered Appointment. []		
End Code		[]	Actual Screening Date . []		
Authorised by (SO/GP) . . .		[]	Early Recall Date . . . []		
Invitation			Reminder 2		
Reminder 1			Non-Responder 2		
Non-Responder 1					

END CODE: DNR = Did not respond SC = Screening Complete W = Withdrawn (See help					
DNA = Did not attend PC = Premature Closure system for codes)					

Figure 1: The SE Screen (Batch Episodes)

SE]Screening Episode		Qualifier[400 111 2308		]	
CORBET, Mrs. Carolynne		DoB	: 11.12.1942	NTD Date	: 12.04.2008
17 Stowrit Way,		Age	: 63		
EXE		GP Code	: 000055	SO Code	: ZZZ (Undef.)
Q Code : QT2					
Current call/recall status : NORMAL					

Episode Type		[G]	('G'P-referral)		
Screening HA cipher		[]	Screening Batch ID []		
Screening Office Code . . .		[AGA]	Episode Date [03.04.05]		
Screening Office Reference.		[AGA980011T]			
Appointment Made		[Y]	1st Offered Appointment. [11.04.2005]		
End Code		[SC]	Actual Screening Date . [12.04.2005]		
Authorised by (SO/GP) . . .		[SO]	Early Recall Date . . . []		
			Last updated on 24.04.05		

END CODE: DNR = Did not respond SC = Screening Complete W = Withdrawn (See help					
DNA = Did not attend PC = Premature Closure system for codes)					

Figure 2: The SE Screen (Non-batch Referral Episodes)

SE]Screening Episode		Qualifier[757 814 0868		]	
SMITH, Ms. Fiona U (WOGAN)	DoB	: 16.09.1937	NTD Date	: 05.09.2011	
45 Hamlin Gardens,	Age	: 71			
EXE	GP Code	: 000078	SO Code	: AGA	
Q Code : QT1					
* Higher Risk, NTD date : 06.09.2009 *				C/R Status : Normal	

Episode Type	[H]	('H'igher Risk)			
Screening HA cipher	[NEW]	Screening Batch ID	[]		
Screening Office Code . . .	[AGA]	Episode Date	[02.09.08]		
Screening Office Reference.	[AGA-HR1A]				

Appointment Made	[Y]	1st Offered Appointment.	[05.09.2008]		
End Code	[SC]	Actual Screening Date .	[05.09.2008]		
Authorised by (SO/GP) . . .	[SO]	Early Recall Date . . .	[]		
		End Code Last Updated .	. 05.09.08		

END CODE: DNR = Did not respond SC = Screening Complete W = Withdrawn (See help					
DNA = Did not attend PC = Premature Closure system for codes)					

Figure 3: The SE Screen (Showing Higher Risk Flag and NTD Date)

Understanding the SE Screen

SO Code

This read-only field will display one of three possible values, depending on the criteria below:

- Where the woman's screening office code has been defined the field will show an SO code, for example **AGA**. This is displayed where:
 - your NHAIS system is connected to a *single* screening office, or
 - the woman's address code has been assigned to a screening office area code, or
 - the woman's GP code/GP practice is assigned to a screening office GP group.
- If the SO code is undefined, the field will display **ZZZ (Undef.)** where none of the three conditions above have been met.
- If the SO code is unknown and cannot be identified for the reasons given in the previous bullet points. The field will display **ZZZ(SO code 1/SO code 2)**, where **SO code 1/SO code 2** are different screening office codes, for example **ZZZ(BYO/AGA)**.

This condition arises when the address code is assigned to a screening office area code in **SO code 1**, but the GP code/GP practice is assigned to a screening office GP group in a different screening office, that is **SO code 2**.

Q Code

The Q Code is a nationally agreed Organisation code for Health Authorities, implemented as part of the New Health Authorities Programme.

Episode Type

The code for the episode type, that is, **C** – Call, **R** – Recall, **E** – Early recall, **S** – Self referral or **G** – GP referral.

A woman will be assigned a **C** – Call episode type unless she has any episode which has an SC – Screening Complete end code (or if she is a self referral, GP referral or early recall). After an episode has been closed with the SC end code, the woman will be **R** – Recalled for any future screening.

Screening HA cipher

This field only needs to be filled in if the woman has moved into your HA, and you are entering episode details from the old HA. Enter the national code of the old HA. A list of valid HA codes can be found on the FC screen.

Screening batch ID

The Identification number for the batch, generated when the batch was defined on the SB screen.

Screening Office Code

The three letter national code for the Screening Office (as listed on the SO screen).

Episode Date

The date on which the episode was created. This is the date the batch was run through Select using AJ-BCR. It is used for the purposes of Recall when calculating the time since last screening. If you are manually entering this date, it must be in DD.MM.YY format.

If an episode date is changed, any existing audit details for that episode will be transferred to the new episode date (see page 9-7).

NOTE ➤ Episode date changes may be prohibited via a background switch. On installation, the switch will be set to allow episode dates to be changed manually on this screen. If your HA wishes to prohibit episode date changes, you should contact your Support Team.

If an attempt is made to change the episode date when this has been prohibited by your HA, the error message “DATE change invalid” will be displayed.

Screening Office Reference

The batch reference, as specified originally by the Screening Office.

Appointment Made

This is set to **Y** – Yes if the woman has made an appointment to be screened. Otherwise, leave blank.

1st Offered Appointment

The first appointment made by the Screening Office for the woman in this episode to attend screening. If you are entering this date, it must be in DD.MM.CCY format.

NOTE ➤ The date for the first offered appointment must be entered if the Screening Dates Validation field is set to Y – Yes on the Screening Office defaults screen (see page 11-10).

End Code

If the screening episode has been closed, the appropriate end code is entered here. Some end codes and their meanings are displayed at the bottom of the screen; see Appendix C of this manual for a full list.

NOTES ➤ If you are entering/amending the end code, you must also specify the authorisation for this in the Authorised by field.

If you enter a WF end code, the woman must have a first offered appointment date.

It is possible to amend WC, WM, WD and WO codes for deducted women, when they have been set by AJ-BCX and a true end code is later received.

It is also possible for a WB or WO end code to be applied to an episode, and for episodes with an end code of WB or WO to be amended.

Where a WO end code is manually applied using the SE screen, it is recommended that the user records their reason for doing so on the patient's notes on page 2 of the SW screen. The WO end code can be applied via SE any time after a batch has been selected.

Actual Screening Date

The date the woman attended the Screening Office and received a mammography. If you are entering this date, it must be in DD.MM.CCYY format

NOTE ➤ The date of actual screening must be entered if the Screening Dates Validation field is set to Y – Yes on the Screening Office defaults screen (see page 11-10).

Authorised by (SO/GP)

Specify the authorisation if you have entered/amended the end code for this screening episode, that is, **SO** – Screening Office or **GP** – the woman's GP.

NOTE ➤ A WF end code may only be authorised by the Screening Office.

Early Recall Date

The date the patient must re-attend the Screening Office, if being called back early. If you are entering this date, it must be in DD.MM.CCYY format

Last updated on

The date the end code was entered/amended.

Invitation

The date the invitation letter was sent to the woman. If you are entering this date, it must be in DD.MM.YY format.

NOTE ➤ Dates for the reminder and non-responder letters need only be entered if your HA is responsible for sending them. Normally, the Screening Office will deal with this correspondence.

However, if the details of the episode are being entered manually, these fields may need to be completed.

Reminder 1

The date the first reminder letter was sent. If you are entering this date, it must be in DD.MM.YY format.

Reminder 2

The date the second reminder letter was sent. If you are entering this date, it must be in DD.MM.YY format.

Non-responder 1

The date the first non-responder card/list was sent. If you are entering this date, it must be in DD.MM.YY format.

Non-responder 2

The date the second non-responder card/list was sent. If you are entering this date, it must be in DD.MM.YY format.

NOTE ➤ The end codes DNA and DNR, shown at the bottom of the SE screen, are now equivalent in meaning and should be treated as the same.

How to View an Audit of Changes

Directions to View an Audit of Changes

1. Call up the main SE screen as described in the **Directions Box** on page 9-2, and page on to the required episode.
2. Position the cursor in the **Qualifier** field (top right box).
3. To display the information, use the normal key combination. (If you are working on an NHAIS System terminal, press the **Ctrl** and / keys at the same time.)
4. Use the standard paging keys, 2 and 1 on the numeric key pad, to move forward or backward through any additional information, indicated by >> or << at the bottom or top of the window border.
5. Press the **Return** key to close the box.

```

SE]Screening Episode                               Qualifier[257 642 2974
                                                    page->
SMITH,Ms. Kathy Fiona (GARNET) DoB      : 25.04.1945   NTD Date   : not set
15 Victor Street,                      Age       : 54
EXE                                     GP code   : 000025     SO Code    : AGA
Q Code : QT1
Current call/recall status - NORMAL
-----
Episode Type . . . . . G                      ('G'P-referral)
Screening HA cipher . . . . .                  Screening Batch ID . . . . . 28
Screening Office Code . . . LED               Episode Date . . . . . 16.12.99
Screening Office Reference LED-CDM111
-----
[-----]
|                                     BSS Audit of Screening Episode Changes
|-----|
| Date/Time Changed By  Field Identifier  From      To        Initials
|-----|
| 23-AUG-00 11:43      RI   NHS Number      CDM 3031  257 642 2974  OS
| 30-JUN-00 10:05      SE   Episode Type      S          G          OS
| 30-JUN-00 10:05      SE   Episode Date      11.12.1999 16.12.1999  OS
| 23-FEB-00 11:34      SE   Episode Type      G          S          OS
| 30-JAN-00 10:04      SE   Episode Created
|-----|
|-----|

```

Figure 4: SE Screen with Pop-up box Displaying Audit of Changes

The pop-up box shows the following details:

- The date and time of the change
- The application which made the change
- The screening episode detail which has been changed (Field Identifier)
- The previous and current values (From and To), and
- The initials of the individual who made the change.

It may be that no audit history is available. If this is the case, one of the following three messages will appear in place of audit details:

*** THE AUDIT FACILITY IS NOT SWITCHED ON
CHANGES TO EPISODES ARE NOT BEING RECORDED ***

*** THERE IS NO AUDIT HISTORY AVAILABLE FOR THIS EPISODE

*** THE AUDIT HISTORY IS RECORDED BY EPISODE
NO SCREENING EPISODES EXIST FOR THIS WOMAN ***

NOTE ➤ When the episode date is changed, the audit history prior to the date of change is still available to the audit viewer.

Error Messages

REJECT MESSAGES	MEANING / ACTION
HA invalid	The screening HA cipher must be a valid HA code, as listed on the FC screen. <i>Re-enter the HA code.</i>
EP TYPE missing	The episode type must be C – Call, R – Recall, E – Early Recall, S – Self-referral or G – GP referral. <i>Enter the episode type.</i>
EP TYPE invalid	The episode type must be C – Call, R – Recall, E – Early Recall, S – Self-referral or G – GP referral. <i>Re-enter correctly.</i>
EP TYPE vs HA	This HA and episode type cannot be entered together. <i>Change the code for either the HA or the episode type.</i>
ID not req'd	It is not necessary to enter the screening batch identification number. <i>Delete the screening batch ID.</i>
ID missing	You must enter the screening batch identification number, i.e. the number generated when the batch was defined on the SB screen. <i>Enter the screening batch ID.</i>
ID not found	There is no record of this screening batch identification number on the system. <i>Enter the correct screening batch ID.</i>
ID not numeric	The screening batch ID must be a number, i.e. the number generated when the batch was defined on the SB screen. <i>Re-enter the batch identification number correctly.</i>
ID Vs EP TYPE	This episode type conflicts with the batch type, i.e. the episode type is C – Call and the screening batch it is part of is recall only, or vice versa. <i>Re-enter either the episode type or the screening batch ID correctly.</i>
PAT not in batch	The woman is not part of the batch you have specified in the 'Screening Batch ID' field. <i>Enter the correct screening batch ID number.</i>
SO missing	The Screening Office code must be present. <i>Enter the Screening Office code.</i>
SO not req'd	The Screening Office code is not required. <i>Delete the Screening Office code.</i>
SO invalid	The Screening Office code must be a valid code, as listed on the SO screen. <i>Re-enter correctly.</i>
DATE missing	The date this screening episode was created must be entered in the 'Episode Date' field. <i>Enter the date the episode was created.</i>

REJECT MESSAGES	MEANING / ACTION
DATE not req'd	It is not necessary to enter the creation date for this screening episode. <i>Delete the episode date.</i>
DATE invalid	The date you have entered in the 'Episode Date' field must be in the format DD.MM.YY. <i>Re-enter correctly.</i>
DATE in future	The creation date for the screening episode cannot be in the future. <i>Re-enter the 'Episode Date' field correctly.</i>
DATE before DoB	This episode date is before the woman's date of birth. <i>Re-enter correctly.</i>
DATE change invalid	You have attempted to change the episode date, but this is not allowed by your HA.
PAT < 10yrs	The episode date you have entered means that the woman was less than ten years old at the time this episode was created. <i>Re-enter the 'Episode Date' correctly.</i>
EPISODE exists	A screening episode for this woman has already been created on this date. <i>Re-enter the 'Episode Date' correctly.</i>
EPISODE open	The last screening episode for this woman is still open; it must be closed before a new episode can be created. <i>Enter an end code for the woman's last screening episode.</i>
SO REF missing	The batch reference, as originally specified by the Screening Office, must be present. <i>Enter the 'Screening Office Reference' field.</i>
SO REF not req'd	The batch reference is not required. <i>Delete the entry in the 'Screening Office Reference' field.</i>
\~,* not allowed	The characters \~, * may not be used in the 'Screening Office Reference' field. <i>Enter the batch reference correctly.</i>
APPT invalid	The 'Appointment Made' field must be Y – Yes or left blank. <i>Enter Y or leave blank.</i>
APPT must be Y	The 'Appointment Made' field must contain Y – Yes. <i>Enter Y.</i>
APPT Vs STAGE	The 'Appointment Made' field cannot be set to Y – Yes until the invitation stage has been run. <i>Check that this episode is not yet at invitation stage, and leave the 'Appointment Made' field blank.</i>
END missing	The end code for this episode must be present. <i>Enter the appropriate code in the 'End Code' field.</i>
END invalid	The end code for this episode conflicts with the episode type and HA. <i>Re-enter the end code correctly.</i>

REJECT MESSAGES	MEANING / ACTION
END Vs APPT	If the 'Appointment Made' field is Y – Yes, the end code cannot be DNR, WS, WC, or WB. If an appointment has not been made, the end code cannot be SC or DNA. <i>Check that the 'Appointment Made' field is correct, and re-enter the end code.</i>
END Vs batch	The end code cannot be DNR if the invitation stage has not been processed. If the invitation stage HAS been processed, the end code can not be deleted. <i>Re-enter end code correctly.</i>
AUTH missing	The authorisation for entering/amending the end code must be present. <i>Enter SO – Screening Office or GP – the woman's GP in the 'Authorised by' field.</i>
AUTH not req'd	It is not necessary to enter authorisation if you have not entered an end code. <i>Delete the entry in the 'Authorised by' field.</i>
AUTH invalid	The authorisation for entering/amending the end code must be SO – Screening Office or GP – the woman's GP. <i>Re-enter the authorisation correctly.</i>
WF AUTH only SO/HA	A WF end code may only be authorised by the Screening Office. <i>Enter SO in the 'Authorised by' field.</i>
1st OFF missing	The date for the 1st offered appointment must be entered if the 'Screening Dates Validation' field on the SO,D screen is set to Y, and if the end code is SC, DNA or DNR. <i>Enter the date in the '1st Offered Appointment' field.</i>
1st OFF missing (PC)	You cannot enter an end code of PC to an episode with no associated Date of First Offered Appointment. <i>Check and re-enter as appropriate.</i>
1st OFF not req'd	The date for the 1st offered appointment must not be entered if the 'Appointment Made' field is N – No or blank. <i>Delete the date in the '1st Offered Appointment' field.</i>
1st OFF invalid	The date for the 1st offered appointment must be in the format DD.MM.CCYY. <i>Re-enter the date correctly.</i>
ACT SCR missing	The date of actual screening must be entered if the 'Screening Date Validation' field on the SO defaults screen has been set to Y – Yes, and the end code is SC. <i>Enter the date in the 'Actual Screening Date' field.</i>
ACT SCR not req'd	It is not necessary to enter the date of actual screening if an end code, bar SC, is present. <i>Delete the entry in the 'Actual Screening Date' field.</i>

REJECT MESSAGES	MEANING / ACTION
ACT SCR invalid	The date of actual screening must be entered in the format DD.MM.CCYY. <i>Re-enter the date correctly.</i>
ACT SCR in future	The date of actual screening must not be in the future. <i>Re-enter the date correctly.</i>
ACT SCR too early	The date of actual screening is before the episode date. <i>Re-enter the dates correctly.</i>
APT v END	If the 'Appointment made' field is not 'Y', the end code cannot be DNR, DNA, WF or SC.
EAR REC not req'd	Unless the end code is SC, it is not necessary to enter the early recall date. <i>Delete the entry in the 'Early Recall Date' field.</i>
EAR REC invalid	The early recall date must be entered in the format DD.MM.CCYY. <i>Re-enter the date correctly.</i>
EAR REC<<ACT SCR	The early recall date must be after the date of actual screening. <i>Re-enter the date(s) correctly.</i>
LAST UPD'D not req'd	It is not necessary to enter a date in the 'Last updated on' field if no end code has been entered. <i>Delete the date.</i>
LAST UPD'D missing	If an end code has been entered/amended, enter the date that this update took place. <i>Enter the date in the 'Last updated on' field.</i>
LAST UPD'D invalid	The date entered in the 'Last updated on' field must be in the format DD.MM.YY. <i>Re-enter the date correctly.</i>
LAST UPD'D in future	The date that the end code was updated cannot be in the future. <i>Re-enter the date in the 'Last updated on' field.</i>
LAST UPD'D too early	The date that the end code was updated must be after the Episode Date, i.e. the date the episode was created. <i>Re-enter the date in the 'Last updated on' field.</i>
STAGE not req'd	The date(s) for the batch stage(s) is not required. <i>Delete the batch stage date(s).</i>
INV invalid	The invitation stage date must be in the format DD.MM.YY e.g. 14.07.93. <i>Re-enter the date correctly.</i>
INV in future	The invitation stage date must not be in the future. <i>Re-enter the date correctly.</i>
INV too early	The invitation stage date must be after the prior notification date. <i>Re-enter the invitation date correctly.</i>
INV vs batch	The date entered for the invitation stage must be the same as that entered for this batch on the SB screen. <i>Re-enter the invitation stage date.</i>
PN in future	Date must not be in the future.

REJECT MESSAGES	MEANING / ACTION
PN invalid	Must be a valid date.
PN missing	Prior notification date must be present if any other stage dates have been entered or if the end code has a value and is not 'PC'.
PN too early	Must not be before the episode creation date.
PN vs batch	Must be the same as the prior notification run date on the screening batch.
REM 1 invalid	The date in the 'Reminder 1' field must be in the format DD.MM.YY e.g. 14.07.94. <i>Re-enter the date correctly.</i>
REM 1 in future	The date in the 'Reminder 1' field must not be in the future. <i>Re-enter date correctly.</i>
REM 1 too early	The date in the 'Reminder 1' field must be after the invitation stage date. <i>Re-enter the reminder 1 date.</i>
REM 1 vs batch	The date entered for the first reminder stage must be the same as that entered for this batch on the SB screen. <i>Re-enter the date in the 'Reminder 1' field.</i>
REM 2 not req'd	The second reminder date must not be present if the first reminder date has not been entered. Also, it must not be present if the end code is WS, WC or WB. <i>Delete the date in the 'Reminder 2' field.</i>
REM 2 invalid	The date in the 'Reminder 2' field must be in the format DD.MM.YY e.g. 14.07.94. <i>Re-enter the date correctly.</i>
REM 2 in future	The date in the 'Reminder 2' field must not be in the future. <i>Re-enter the date correctly.</i>
REM 2 too early	The second reminder date must be after the first reminder date. <i>Re-enter the date in the 'Reminder 2' field.</i>
REM 2 vs batch	The date entered for the second reminder stage must be the same as that entered for this batch on the SB screen. <i>Re-enter the date in the 'Reminder 2' field.</i>
NR 1 invalid	The date in the 'Non-responder 1' field must be in the format DD.MM.YY e.g. 14.07.94. <i>Re-enter the date correctly.</i>
NR 1 in future	The date in the 'Non-responder 1' field must not be in the future. <i>Re-enter the date correctly.</i>
NR 1 too early	The date in the 'Non-responder 1' field must be after the last stage date entered. <i>Re-enter the date in the 'Non-responder 1' field.</i>
NR 1 vs batch	The date entered for the first non-responder stage must be the same as that entered for this batch on the SB screen. <i>Re-enter the date in the 'Non-responder 1' field.</i>

REJECT MESSAGES	MEANING / ACTION
NR2 not req'd	It is not necessary to enter a second non-responder date if the first non-responder date has not been specified. <i>Delete the date in the 'Non-responder 2' field.</i>
NR 2 invalid	The date in the 'Non-responder 2' field must be in the format DD.MM.YY e.g. 14.07.94. <i>Re-enter the date correctly.</i>
NR 2 in future	The date in the 'Non-responder 2' field must not be in the future. <i>Re-enter the date correctly.</i>
NR 2 vs batch	The date entered for the second non-responder stage must be the same as that entered for this batch on the SB screen. <i>Re-enter the date in the 'Non-responder 2' field.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Check ETYPE	Check that the episode type you have entered is correct. <i>Press Enter to confirm.</i>
PAT < 30yrs	The episode date you have entered means that the woman was under 30 years of age at the time this episode was created. <i>Press Enter to confirm if this is correct, or amend the 'Episode Date' field.</i>
>1 EPISODE open	More than one of the screening episodes for this woman has no end code. <i>Press Enter to confirm if this is correct.</i>
AUTH different	You have changed the end code and entered a different authorisation to before. <i>Press Enter to confirm, or amend the 'Authorised by' field.</i>
1st OFF missing	You have not entered a date in the '1st Offered Appointment' field. <i>Check this date is to be omitted, and press Enter to confirm. Otherwise, enter the date of the first offered appointment.</i>
ACT SCR missing	You have not entered a date in the 'Actual Screening Date' field. <i>Check this date is to be omitted, and press Enter to confirm. Otherwise, enter the date the woman was screened.</i>

The SH Screen (Screening History)

The SH screen displays historical screening details for each woman. You can use it to identify when a woman was suspended or ceased, and who authorised this action. This enables you to determine why some women have missed screening.

NOTE➤ **You may also identify why some women have not received any breast screening correspondence, as any changes to the correspondence field will also be displayed.**

Therefore, when a woman's status is changed on the SW screen (see section 12), the date and nature of the change will be registered here on the SH screen. Automatic status changes as a result of AJ-BIN and AJ-BCP will also be recorded.

The SH screen is split into three sections:

- basic registration details;
- current screening status details; and
- amended screening details.

The amended details will be listed in chronological order, with the most recent change at the top of the list. If necessary, the paging keys can be used to view additional screens of information.

In addition to these details, the following messages may be displayed:

- **** BCS Notes Exist **** – patient notes exist for this woman (on the second page of the SW screen).
- **** DEDUCTED PATIENT **** – this woman has been deducted from the HA system (using the DL screen).
- *** Higher Risk, NTD date : DD.MM.CCYY *** – this woman has had the higher risk marker set on the BR screen.

How to Use the SH Screen

Directions – Using the SH Screen

1. Enter a key of **SH** and use the woman's NHS number as a qualifier. Press **Enter** to display the screen.
2. If necessary, use the standard paging keys to view the whole of the list of changes.

SH]Screening Details History		Qualifier[425 133 1524		]			
		** BCS Notes Exist **					
MURRAY, Mrs. Jennifer Conifer		DoB : 01.05.1955		Age : 56			
55, Beer Street, EXE		Dr. T Asprilla (000010)					
Q Code : QT2		NTD Date : 01.03.2014					
		* Higher Risk, NTD date : 03.09.2011 *					
Current Details		C/R Status	Reason for Ceasing	Auth By	Corr	Holder	Upd
		-----	-----	-----	-----	-----	---
		Ceased	Woman's choice	SO	Yes	-	FS
Previous Details :							
Amend Date & Time		C/R Status	Reason/Susp Date	Auth By	Corr	Holder	Upd
-----		-----	-----	-----	-----	-----	---
10.01.2011 16:46		Normal	-	-	Yes	-	FS
15.12.2010 14:42		Ceased	MCA - Best interests	SO	No	NEW	FS
15.12.2010 14:41		Normal	-	-	No	-	

Figure 1: The SH Screen – Page 1

Understanding the SH Screen

NOTE➤ All fields are display only.

C/R Status (Current Details)

The call/recall status of the woman, **N** – Normal or **C** – Ceased (indefinitely).

Reason for Ceasing (Current Details)

If the woman has been ceased with a reason, the reason must be either:

- “Terminally ill”;
- “Bilateral mastectomy”; or
- “Woman’s choice”.

Auth By

If the woman’s call/recall status was changed, the authorisation for this action is shown here: either **SO** – Screening Office or **GP** – the woman’s GP.

Upd By

The initials of the user who updated this woman's record.

Corresp

If this field is set to **No**, no letters will be produced for this woman. However, she will be included in all stages of the batch, and other prints may be produced (e.g. non-responder cards). If this field is set to **Yes**, breast screening correspondence will be produced for this woman.

Holder

This field will show if the holder of the woman's ceasing documentation has been changed.

Date and Time Amended

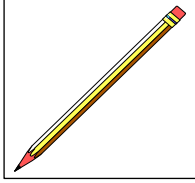
The date and time the woman last had her screening details updated.

C/R Status (Amended Details)

A woman's previous Call/Recall status, that is, **N** – Normal, **S** – Suspended (until a certain date) or **C** – Ceased (indefinitely).

Reason / Susp Date

Where a woman was previously ceased, this will show the reason if it was available.
Where a woman was previously suspended, this will show the "Suspend to" date.



The SO Screen (Screening Office Details)

The SO screens are used to display, enter and amend details of Screening Offices which your organisation is dealing with. All information should be supplied by the Screening Offices.

Analysis job BCS can be used to print some or all of the details relating to a particular Screening Office. This includes the Screening Office address, batch default settings, GP and address groups, and letter details. Details should be printed using AJ-BCS each time an amendment is made (see section 23 for further information).

SO screens are used to:

- display all national Screening Office codes
- display and enter address details for individual Screening Offices
- enter defaults to be used when setting up a Screening Office's batches, and/or transferring women's screening histories and registration changes
- set up the default parameters for AJ-BSRS which reports on higher risk women
- display and enter area codes specified for a Screening Office
- display and enter GP groups for a Screening Office
- define trial codes for Screening Offices participating in research
- choose which types of information can be sent and received across the network
- choose automatic or manual updating for transfers received from a Screening Office
- specify whether a screening office is active or inactive
- specify the run parameters for AJ-BSER
- specify the run parameters used by AJ-BSFF
- specify the run parameters used by AJ-BSF
- specify the run parameters for AJ-BSH
- specify the run parameters for AJ-BAEF
- specify the run parameters for AJ-BSUL

Qualifiers

All SO screens are accessed using a key of SO. The qualifier is the Screening Office code, followed by a comma, followed by a special letter depending on which type of SO screen you require. A further comma and code (e.g. area code) can be added to the qualifier to display a more specific screen. The table below gives examples.

NOTE Ø As a reminder, the bottom of each screen shows the qualifiers you should use to display each screen.

SCREEN	QUALIFIER	EXAMPLE
Index of SO codes	blank	
SO address details	SO code	LED
Specify AJ-BSH parameters	SO code,B	LED,B
SO defaults (page 1)	SO code,D	LED,D
SO defaults (page 2)	SO code,D1	LED,D1
Run parameters for AJ-BSER	SO code,ER	LED,ER
Run parameters for AJ-BAEF and AJ-BSF	SO code,F	LED,F
Run parameters for AJ-BSFF	SO code,FF	LED,FF
Index of SO GP groups	SO code,G	LED,G
Create/Delete a GP group	SO code,G,GP group code	LED,G,ZZZ
Set Up AJ-BSRS Defaults	SO code,H	LED,H
Index of SO area codes	SO code,S	LED,S
Create/Delete an area code	SO code,S,area code	LED,S,AC1
Index of SO trial codes	SO code,T	LED,T
Select/Delete a trial code	SO code,T,trial code	LED,T,A
SO network information	SO code,N	LED,N
Choose automatic or manual updating for SO transfers	SO code,N1	LED,N1
Set up parameters for automatically scheduled runs of AJ-BSUL	SO code,U	AGA,U

You can display the current list of valid qualifiers by placing the cursor in the **Qualifier** field and pressing **Ctrl Shift -**.

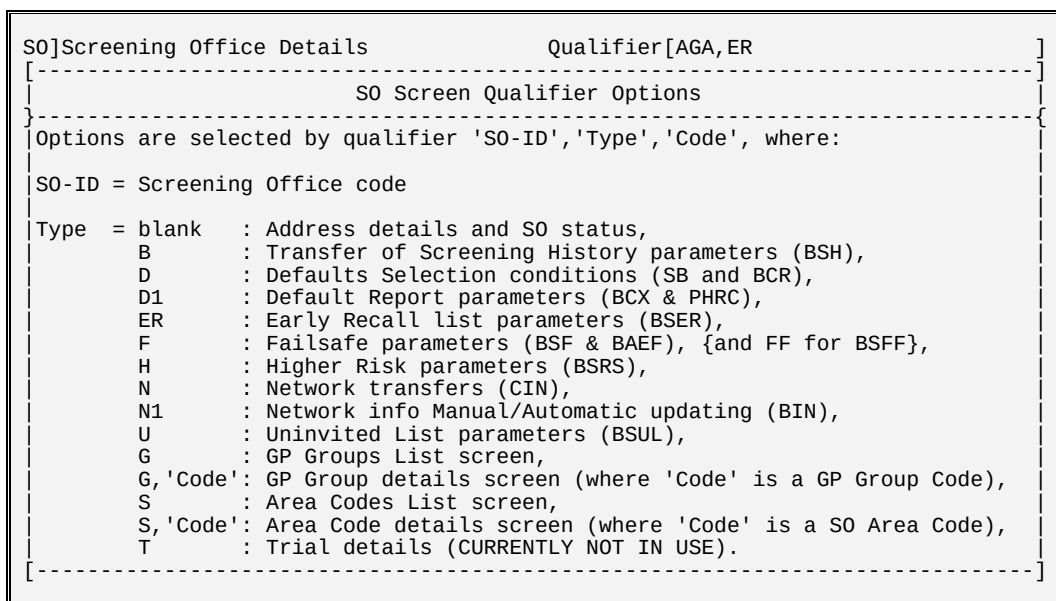


Figure 1: SO Screen Qualifiers Pop-up Window

Display Screening Office Codes

Directions – Display Screening Office Codes

1. Enter a key of **SO** with a blank qualifier. Press **Enter** to display the screen.
2. Page back and forth using the standard paging keys.

SO]Screening Office Details

Qualifier[

page->

List of Screening Office ID Codes

ID	Screening Office Title	ID	Screening Office Title
AGA	GATESHEAD	CLI	LINCOLNSHIRE
ANE	NEWCASTLE	CNN	NORTH NOTTINGHAMSHIRE
ANT	NORTH TEES	CNO	NOTTINGHAM
AWC	NORTH CUMBRIA	CRO	ROTHERHAM
BBR	BRADFORD - DISUSED	CSH	SHEFFIELD
BHL	HUMBERSIDE	CSY	S YORKSHIRE - DISUSED
BHU	PENNINE	DCB	CAMBRIDGE
BLE	LEEDS WAKEFIELD	DGY	GREAT YARMOUTH & WAVENEY
BYO	NORTH YORKSHIRE	DKL	KING'S LYNN
CBA	BARNSELY	DNF	NORWICH
CCH	CHESTERFIELD - DISUSED	DPT	PETERBOROUGH
CDE	DERBY CITY - DISUSED	DSU	EAST SUFFOLK
CDN	NORTH DERBYSHIRE	DSW	WEST SUFFOLK
CDO	DONCASTER	EBA	NORTH LONDON
CDS	SOUTH DERBYSHIRE	ECX	WEST OF LONDON
CLE	LEICESTER	ELD	BEDS & HERTS

For SO Screen Qualifier options display the pop-up window from the qualifier.

Figure 2: List Screening Office ID Codes

Enter/Amend Screening Office Address Details

The Screening Office address details will be used whenever the information is required in any of the breast screening prints.

Directions – Enter/Amend Screening Office Address Details

1. Enter a key of **SO** with the Screening Office code as a qualifier. Press **Enter** to display the details screen.
2. Enter/amend details as required. Press **Enter** to update the information.

```

SO]Screening Office Details                               Qualifier[AGA ]
      Office   : GATESHEAD
      Address  : [2 STAITHESTRAMP                        ]
                [SOMEWHERE                               ]
                [GATESHEAD                               ]
                [TYNE & WEAR                             ]
      Postcode : [NE35 9PE]                               DHA : [SO]
      Tel Exchange : STD : Number : Extn
      [NEWCASTLE ] [0191 ] [1234567 ] [999 ]
      [           ] [    ] [        ] [    ]
      NBSS Screening Office System? (Y/N) . . . . . [N]
      Active Screening Office? (Y/N) . . . . . [Y]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.
  
```

Figure 3: SO Screen – Screening Office Address Details

Understanding the SO Address Details Screen

Address

The Screening Office address. At least the first line of the address fields must be completed.

Post code

The Screening Office postcode.

DHA

The main District Health Authority with which the Screening Office is linked. The DHA code must be entered in this field.

Tel Exchange

The name of the Screening Office telephone exchange, for example EXETER.

STD

The telephone STD code for the Screening Office, for example 01392.

NOTE Ø You must enter the telephone exchange and/or the STD number for the Screening Office.

Number

The telephone number for the Screening Office.

Ext

The telephone extension number for the Screening Office.

NBSS Screening Office System

Enter **Y** – Yes if the Screening Office uses the Oxford System. Otherwise, leave it set to **N** – No.

NOTE Ø It is important to enter **Y** if the Oxford System is used as a batch will then be accepted by the Screening Office, provided the Screening Office batch reference number matches the Oxford System format. If a reference number is in the wrong format, the batch will be rejected.

Active Screening Office

Use this field to record whether the screening office is active or inactive. This should be set to **Y** if you are actively sending or receiving episode details to or from the Screening Office. If you do not communicate with the Screening Office, that is, you consider the Screening Office to be inactive, it should be set to **N**.

However, for a screening office to be set as inactive, all the following criteria must be met:

- there must not be any GP Groups or Area Codes defined for that Screening Office;
- there must not be any batches which are “Pending” or “Active” for that screening office (zero count batches are ignored). The IS screen can be used to identify any such batches (using a qualifier of “P” which will list only “Pending” batches, while a qualifier of “A” will list only “Active” batches); and
- there must be at least one other “active” Screening Office, that is, each site must have at least one active Screening Office.

NOTES Ø Once a Screening Office has been defined as having a status of inactive all parameters on all SO screens, except the “active/inactive” status marker, will become read-only. It will not be possible to change any other SO screen parameters for an inactive Screening Office.

Also, inactive Screening Offices will not be looked at by any of the Breast Screening System analysis jobs. No patients will be associated with an inactive Screening Office.

Results from inactive screening offices will still be accepted by the system.

Specify Default Settings

‘Default settings’ are values which are entered manually onto the system, and then retrieved automatically when required. Default values are set for each Screening Office, and may be used, for example, when creating screening batches on the SB screen (see section 8).

Defaults can be specified for four general areas:

Page 1

- The batch selection conditions, for example age range, the number of months since the women were last screened.
- The batch intervals and stage details, for example the number of weeks between each stage, which stages are to be run (invitation, first reminder etc.).

Page 2

- The batch conditions for transfer of women and their screening histories from one Screening Office to another.
- Conditions for the transfer, to the Screening Office, of changes to women’s registration details.

Directions – Specify Screening Office Default Settings

1. Enter a key of **SO** with the Screening Office code, **D** as a qualifier, for example **LED,D**.
2. Press **Enter** to display page 1 of the defaults screen.
3. Enter/amend settings as required. Press **Enter** to update the information.
4. To access page 2, enter a qualifier of Screening Office Code, **D1**, for example **LED,D1**.
 - As for page 1, enter/amend settings as required. Press **Enter** to update the information.

S0]Screening Office Details		Qualifier[AGA,D		]	
Name . . . GATESHEAD					
Default Selection Conditions :					
'C'all/'R'ecall/'B'oth [B] SO producing letters? (Y/N) . . [Y]					
Age Range for Call/Recall from [50] years to [70] years					
Month of Birth from [1] to [12]					
Recall Interval 36 months Safety Period . . . [24] months					
Mandatory Count Y Screening Dates Validation . . [N]					
Ignore the following Episode Types for the purpose of Recall :					
Self Referrals . [Y] GP Referrals . [Y] Early Recall . [Y]					
NTD Batches, FP69 exclusion . . [6] months					
DEFAULT INTERVALS AND STAGE DETAILS :					
Stage	Weeks	Orig	Dest	Letter Copies	NOTE:
* Invite	[04]	[]		[]	* 'weeks' is the interval
* Remind 1	[]	[]		[]	BEFORE SCREENING STARTS
* Remind 2	[]	[]		[]	when the stage is due.
+ Non-res 1	[]	[]	[]	[]	
		[]	[]	[]	+ 'weeks' is the interval
+ Non-res 2	[]	[]	[]	[]	AFTER SCREENING ENDS when
		[]	[]	[]	the stage is due.

Figure 4: SO Screen – Screening Office Default Settings, Page 1

Understanding the SO Default Settings Screen

Page 1 Default Selection Conditions

Call/Recall/Both

Enter **C** – call if you only want to select women who *have not* been screened before.

Enter **R** – recall if you only want to select women who *have* been screened before.

Enter **B** – both if you want to select all women, that is, *call* and *recall*.

SO producing letters (Y/N)

Enter **Y** if the Screening Office is to produce letters, and **N** if your organisation is to produce them.

Age Range for Call/Recall..from [] years.....to [] years

In the **from** field, enter the **earliest** age a women is to be eligible for call/recall. This must be more than 20 years. (The Forrest recommendation is **50** years).

In the **to** field, enter the **latest** age a woman is to be eligible for call/recall. This must be less than 80 years.

Month of Birth..from [] to []

All women whose birthdays fall within the specified range of months will be selected for screening.

In the **from** field, enter the number of the month which begins the range. Normally, this will be set to **1** (i.e. January).

In the **to** field, enter the number of the month which ends the range. Normally, this will be set to **12** (i.e. December).

NOTE Ø **The size of the batch can be limited by only selecting women whose birthdays fall, for example within the first half of the year. In this case, 1 and 6 would be entered in the from and to fields respectively.**

Recall Interval

This field is read-only and at the direction of the NHS BSP Information Systems Programme Board has been fixed at 36 months.

Safety Period

Women are recalled for screening every three years. This means each GP practice will be targeted only once during the three year screening cycle. To prevent women from 'just missing' a recall invitation the system incorporates a safety period.

In effect, when a recall batch is activated the system selects those women with an SC (Screening Complete) end code dated 36 months or MORE from the Date for selection, specified on the SB screen (see page 8-5). With a safety period in operation the system will search over a wider timescale.

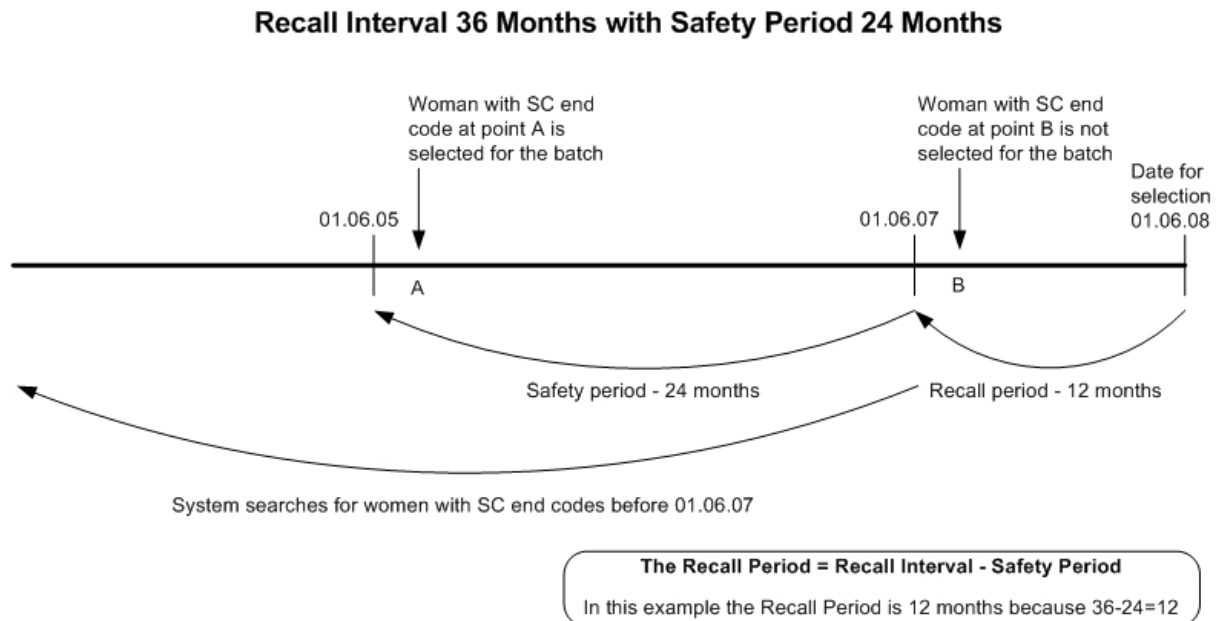
For example:

- The recall period is set to 36 months and the date of selection is 1.06.08. The system will count back 36 months from that date and then take into account the recommended safety period of 24 months. This means the system will search for all women with an SC end code before 1.06.07.

The safety period also prevents failsafe batches from being too large (these batches are designed to 'pick up' woman who have missed out on screening – see Appendix A for further details).

As batches are selected by GP only once every three years there is always the risk of a woman recently moved into an area, just missing out on a screening clinic. If the woman was almost due for recall at her old Health Authority, this would mean a total wait of nearly six years before being recalled for screening. The safety period will prevent this from occurring.

NOTE Ø **A woman can be selected into a recall batch providing she has at least one episode (of any type) with an SC end code.**

Example: Safety Period**Mandatory Count**

This field is read-only and set to Y so that a count for the Screening Office of women who will be selected for a batch will always be produced.

Screening Dates Validation

Some Screening Offices can send screening dates (i.e. 1st Offered Appointment date, Actual Screening date, and Early Recall date) electronically to the HA.

Set this field to **Y** – Yes if you want the system to check that incoming screening dates are in the correct order and format. Otherwise, leave set to **N** – No.

NOTE Ø If this field is set to Y and the Screening Office can not send dates electronically, the whole transfer (for all batch results and non-batch referrals) will be rejected when AJ-BIN is run.

If you have recently been linked to the network, it is important not to set this field to Y until you are told you can do so by your support team.

Ignore the following Episode Types for the purpose of Recall:

When a batch is run through AJ-BCR, the system will check the women's previous episodes, and select those women who are due for screening. If requested, the system will ignore episodes if they were the result of a self referral, GP referral, early recall or failsafe procedure.

This means that if a woman has been recently screened for one of these reasons, the system will ignore this screening episode and include her in the normal selection procedures within the screening cycle.

NOTE Ø It is especially important to set these fields to Y – Yes if you have set a short Safety Period, that is, less than the recommended 24 months. A short Safety Period means that women are less likely to be picked up in the regular screening cycle.

However, the Screening Office should be aware that, if the following episode types are ignored, the batch could contain women who have been screened very recently as a result of a self referral, GP referral and so on.

Self Referrals

Enter **Y** – Yes to ignore self referred screening episodes when the system calculates whether a woman is due for recall.

GP Referrals

Enter **Y** – Yes to ignore GP referred screening episodes when the system calculates whether a woman is due for recall.

Early Recall

Enter **Y** – Yes to ignore early recall screening episodes when the system calculates whether a woman is due for recall.

NTD Batches, FP69 exclusion

If a woman with FP69 status has an episode with a WF end code this number of months she will be excluded from NTD Dates batches.

This field has a minimum value of one month and a maximum value of nine months.

Page 1 Default Intervals and Stage Details

Invite

If your organisation is responsible for sending invitation letters, specify details for this stage. However, if the Screening Office is responsible for producing letters, you only need to specify the interval number of weeks in the first field.

weeks

Enter the number of weeks required between the invitation stage and the start of the screening period.

Orig

Enter the code to indicate who the invitation letters are to be addressed from, that is, **G** – GP, **D** – DHA or **S** – Screening Office.

Dest

This field is display only. If the invitation stage is specified, it will show **P** when **Enter** is pressed. Invitation letters always go to **P** – Patients.

Letter

Enter the code name of the invitation letter. Letter codes can be found in the letter library on the BL screen (see section 4).

NOTE Ø **The Rest (Restriction) field on the BL screen will carry the code IN for the letter you have chosen. This ensures that the letter can only be used at the invitation stage.**

copies

This field is display only. If the invitation stage is specified, it will show **1** when **Enter** is pressed. Only one copy of the print is produced.

Remind 1

If your organisation is responsible for sending first reminder letters, specify details for this stage. However, if the Screening Office is responsible for producing letters, these fields must be left blank.

weeks

Enter the number of weeks required between the first reminder stage and the start of the screening period.

Orig

Enter the code to indicate who the first reminder letters are to be addressed from, that is, **G** – GP, **D** – DHA or **S** – Screening Office.

Dest

This field is display only. If the first reminder stage is specified, it will show **P** when **Enter** is pressed. First reminder letters always go to **P** – Patients.

Letter

Enter the code name of the first reminder letter. Letter codes can be found in the letter library on the BL screen (see section 4).

NOTE Ø **The Rest (Restriction) field on the BL screen will carry the code R or R1 for the letter you have chosen. This ensures that the letter can only be used at the first reminder stage.**

copies

This field is display only. If the first reminder stage is specified, it will show **1** when **Enter** is pressed. Only one copy of the print is produced.

Remind 2

If your organisation is responsible for sending second reminder letters, specify details for this stage. However, if the Screening Office is responsible for producing letters, these fields must be left blank.

weeks

Enter the number of weeks required between the second reminder stage and the start of the screening period.

Orig

Enter the code to indicate who the second reminder letters are to be addressed from, that is, **G** – GP, **D** – DHA or **S** – Screening Office.

Dest

This field is display only. If the second reminder stage is specified, it will show **P** when **Enter** is pressed. Second reminder letters always go to **P** – Patients.

Letter

Enter the code name of the second reminder letter. Letter codes can be found in the letter library on the BL screen (see section 4).

NOTE Ø **The Rest (Restriction) field on the BL screen will carry the code R or R2 for the letter you have chosen. This ensures that the letter can only be used at the second reminder stage.**

copies

This field is display only. If the second reminder stage is specified, it will show 1 when **Enter** is pressed. Only one copy of the print is produced.

Non-res 1

If your organisation is responsible for sending first non-responder letters, specify details for this stage. However, if the Screening Office is responsible for producing letters, these fields must be left blank.

weeks

Enter the number of weeks required between the end of the screening period and the first non-responder stage.

NOTE Ø Two rows are provided for the following fields. Enter a second set of details if required.

Orig

Enter the code to indicate who the first non-responder letters are to be addressed from, that is, **G** – GP, **D** – DHA, **S** – Screening Office, or ‘–’ if the Breast Screening System is to send them.

Dest

Enter the code to indicate who is to receive the first non-responder letters, that is, **G** – GP, **S** – Screening Office, **D** – DHA or **P** – Patient.

NOTE Ø ‘P’ must be the Destination unless the Breast Screening System is sending letters.

Letter

If the first non-responder letter is to be sent to the patient, enter the code name of the letter. Letter codes can be found in the letter library on the BL screen (see section 4).

NOTE Ø The *Rest (Restriction)* field on the BL screen will carry the code N or N1 for the letter you have chosen. This ensures that the letter can only be used at the first non-responder stage.

copies

Enter the number of first non-responder prints you wish to produce.

Non-res 2

If your organisation is responsible for sending second non-responder letters, specify details for this stage. However, if the Screening Office is responsible for producing letters, these fields must be left blank.

weeks

Enter the number of weeks required between the end of the screening period and the second non-responder stage.

NOTE Ø Two rows are provided for the following fields. Enter a second set of details if required.

Orig

Enter the code to indicate who the second non-responder letters are to be addressed from, that is, **G** – GP, **D** – DHA, **S** – Screening Office, or **–** if the Breast Screening System is to send them.

Dest

Enter the code to indicate who is to receive the second non-responder letters, that is, **G** – GP, **S** – Screening Office, **D** – DHA or **P** – Patient.

NOTE Ø **‘P’ must be the Destination unless the Breast Screening System is sending letters.**

Letter

If the second non-responder letter is to be sent to the patient, enter the code name of the letter. Letter codes can be found in the letter library on the BL screen (see section 4).

NOTE Ø **The Rest (Restriction) field on the BL screen will carry the code N or N2 for the letter you have chosen. This ensures that the letter can only be used at the second non-responder stage.**

copies

Enter the number of second non-responder prints you wish to produce.

S0]Screening Office Details		Qualifier[AGA,D1		]	
Name . . . GATESHEAD					
Default Report Parameters:					
AJ BCX:					
Produce List of Live women moving SO				(Y/N)	[Y]
Deducted List, include All women or Deaths only				(A/D)	[D]
AJ PHRC:					
Transfer of Patient Registration Changes				(Y/N)	[Y]
Age Range				from [49] to [73]	
Patient change of : NHS Number				(Y/N)	[Y]
Date of Birth				(Y/N)	[Y]
Name and Title				(Y/N)	[Y]
Sex				(Y/N)	[Y]
GP				(Y/N)	[Y]
Address				(Y/N)	[Y]
Postcode				(Y/N)	[Y]

For S0 Screen Qualifier options display the pop-up window from the qualifier.					

Figure 5: SO Screen – Screening Office Default Settings, Page 2

Page 2 Default Selection Conditions

List of patients moving Screening Office (BCX) (Y/N)

Enter **Y** – Yes if the Screening Office requires a list of LIVE patients who have moved to a different Screening Office, but who remain within the same Health Authority. The list will be produced automatically when AJ-BCX is run (see section 26). If no such list is required, enter **N** – No.

Deducted List, include All women or Deaths only (A/D)

This field allows you to specify whether the AJ-BCX deducted list will include either:

- the details of all women who have been deducted (for that screening office); or
- the details of only those women whose reason for deduction was death.

Enter **A** or **D** as needed.

Transfer of Patient Registration Changes (PHRC) (Y/N)

Enter **Y** – Yes if the Screening Office wishes to receive details of changes to women's Registration details. The entries in the fields below will be used when AJ-PHRC is run (see section 36 for a description of this analysis job).

If the Screening Office does not wish to receive details of Registration changes, enter **N** – No.

Age Range (in years) from [50] to [70]

Enter the age range of women whose Registration changes will be sent to the Screening Office. The default is 50-70 years, but any age range is allowed.

Patient change of...***NHS number***

Enter **Y** – Yes if the Screening Office requires details of women who have had their NHS number changed. Otherwise, enter **N** – No.

Date of Birth

Enter **Y** – Yes if the Screening Office requires details of women who have had their date of birth changed. Otherwise, enter **N** – No.

Name and Title

Enter **Y** – Yes if the Screening Office requires details of women who have had their name and title changed. Otherwise, enter **N** – No.

Sex

Enter **Y** – Yes if the Screening Office requires details of women whose sex has changed. Otherwise, enter **N** – No.

GP

Enter **Y** – Yes if the Screening Office requires details of women who have had a change of GP. Otherwise, enter **N** – No.

Address

Enter **Y** – Yes if the Screening Office requires details of women whose addresses have changed. Otherwise, enter **N** – No.

Postcode

Enter **Y** – Yes if the Screening Office requires details of women whose postcodes have changed. Otherwise, enter **N** – No.

Screening Office GP Group Codes

A Screening Office may have a number of GP groups defined for it, each one containing a group of doctors. Thus, all women whose GP falls into a defined group can be called for screening simply by entering the GP group code.

NOTE Ø If your Health Authority deals with more than one Screening Office, you will need to set up either GP groups or Area codes, depending on the method of selecting batches.

Dummy GPs

It is recommended that a GP group is set up specifically for all dummy (ZZZ) GPs in your organisation. By using the ZZZ GP group code and an area code, you can call/recall all women with a ZZZ GP within a certain area of your Health Authority.

Problem Specifying the Same GP Code in More than One SO GP Group

If a GP code has been included in more than one GP Group for the same Screening Office, it may cause you a problem when specifying batches using the selection method of 'Not the SO GP Groups Specified'.

Example:

- Assume that GP code W104 is defined in two SO GP groups, for example WELLS and TEMPLE, for the same Screening Office.

Now assume that a batch has been defined for this Screening Office using the selection method of 'Not the SO GP Groups Specified' on SB page 2, and the group specified is TEMPLE. The GP selection on SB page 2 will look like this:

GP Selection Method		[N]	('A'll, 'S'pecified or 'N'ot those specified)	
GP Selection Type		[G]	('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)	
[TEMPLE]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
To enter more than 24 codes change the Qualifier to : 14,2,GP				

When the batch is counted or selected, any eligible women registered with the GP code W104 will be **included**.

You may have expected these women to be excluded from the batch because GP code W104 is in the SO GP Group TEMPLE. However, they are in the batch because GP code W104 is also in the SO GP Group WELLS, which – because of the method of selection – is included.

If you think a GP code has been specified in more than one SO Group, you can use the **BG screen** with a qualifier of **[code,SO cipher]** and it will display the names of all the Groups containing that code, for the specified Screening Office. The BG screen is described in section 14.

If a GP code is in more than one SO GP Group, for the same Screening Office, then you need to consider the effect this might have on batch selection. However, it is better to ensure that the code is only specified in one SO Group.

Specify AJ-BSER Run Parameters

Directions to Specify Run Parameters for AJ-BSER

1. Enter a key of **SO** with a qualifier of **SO code,ER**, for example **LED,ER**. Press **Enter** to display the screen.
2. To specify an early recall date range, enter the number of months in the past and in the future. You can enter **C** in one – but *not both* – of the fields to use the current date.
3. Specify whether you want to include address details by entering **Y** or **N** in the relevant field as appropriate.
4. If you want AJ-BSER to create a comma-separated values (CSV) file for download, enter **Y**.

```

SO]Screening Office Details          Qualifier[AGA,ER          ]
GATESHEAD Screening Office
Run Parameters for AJ-BSER Automatically Scheduled runs:

Early Recall date range:
  From this number of months in the past  (0 to 6, or C) . . . . . [6]
  To this number of months in the future  (0 to 6, or C) . . . . . [C]
  Note, this currently gives a date range of 01.01.2014 to 04.07.2014

Include address details? . . . . . (Y/N) . . . . . [Y]

Create 'csv' formatted download file(s)? . . . (Y/N) . . . . . [Y]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.

```

Figure 6: SO,ER Screen – Run Parameters for AJ-BSER Early Recall List

Understanding the AJ-BSER Run Parameters Screen

Early Recall date range:

From this number of months in the past

To this number of months in the future

These parameters are used to calculate an actual date range for early recall. The date range will be from the first day of the month to the last day of the month. Enter a number between **0** and **6**.

If you enter **C** the current date will be used.

NOTES Ø The date range shown on the screen will be recalculated every time the screen is displayed.

AJ-BSER will calculate a new date range according to how the parameters are set when it runs.

Include address details?

Enter **Y** if you want their address details to be included on the report. If you do not want address details to be printed, enter **N**.

Create 'csv' formatted download file(s)?

Enter **Y** in this field to create a comma-separated values (CSV) formatted download file for each print which has been created by the run.

Specify AJ-BSFF Run Parameters

Directions to Specify Run Parameters for AJ-BSFF

1. Enter a key of **SO** with a qualifier of **SO code,FF**, for example **LED,FF**. Press **Enter** to display the screen.
2. Enter the age by which woman should receive her first invitation for screening.
3. Enter the number of months AJ-BSFF looks ahead from the above age.
4. Specify whether NBR episodes are ignored in the check by entering **Y** or **N**
5. Enter **Y** or **N** to specify whether the report should include the woman's address.
6. Enter **Y** or **N** to specify whether AJ-BSFF should produce a failsafe specification.

```

SO]Screening Office Details           Qualifier[LED,FF           ]
NORTH & EAST DEVON Screening Office
Run Parameters for AJ-BSFF Failsafe:

Age . . . . .[53]
- The age by which women should have received their first invitation.

Number of months BSFF should look ahead (from 1 to 6). . . . . [3]
- BSFF looks for women who will reach the age specified above in the
  current month, or in the following number of months (specified here).

Ignore NBR episodes? (Y/N) . . . . . [Y]
- If this is set to 'Y', then NBR episodes will not be considered as
  invitations by BSFF. If this is set to 'N', NBR episodes may be
  considered as invitations, depending on the end code applied.

Include address details? (Y/N) . . . . . [Y]
- Set this to 'Y' to include the women's address on the report.

Include failsafe batch specifications? (Y/N) . . . . . [Y]
- Set this to 'Y' to include the basic batch specifications on the report
-----
For SO Screen Qualifier options display the pop-up window from the qualifier.

```

Figure 7: SO,FF Screen – Run Parameters for AJ-BSFF Failsafe

Understanding the AJ-BSFF Run Parameters Screen

Age

Enter the age by which the woman should receive her first invitation for screening. The age range can be between 47 and 53 years old.

Number of months BSFF should look ahead (from 1 to 6)

Enter the number of months that AJ-BSFF should look ahead from the age you specify.

Ignore NBR episodes (Y/N)

Set this field to **Y** if you do not want NBR episode to be considered as invitations.

Set the field to **N** if you do want to include NBR episodes.

Include address details (Y/N)

Enter **Y** to include the woman's address details, or **N** to exclude them from the run.

Include failsafe batch specifications (Y/N)

If you want to include basic batch specifications in the report – which will select the women identified into a failsafe batch – enter **Y**.

Display GP Group Codes

The SO screens include an index of GP group codes for each Screening Office. GP group codes are listed alphabetically.

Directions – Display Screening Office GP Group Codes

1. Enter a key of **SO** with the Screening Office code, **G** as a qualifier, for example LED,G.
2. Press **Enter** to display the GP group codes screen.
3. If necessary, page on using the standard paging keys to view the whole list.

S0]Screening Office Details			Qualifier[AGA,G			]		
List of GP Groups for GATESHEAD Screening Office								
GP Group-----			GP Group-----					
Code	Name	Type	Code	Name	Type			
-----			-----					
A2	BIG IN	G	XDM1	NORMAL GPS IN GROUP	G			
A3	M'LADY	G	XGENTE	BGEN TEST GROUP	G			
ALNEWGRP	AL'S NEW GROUP	G	XKIPGP	SKIPGP GROUP	G			
BGENTEST	BGEN TEST GROUP	G	ZZGRP1	ZZZ GP GROUP	G			
CDM1	PRACTICE 1	P						
CDM2	PRACTICE 2	P						
CDM3	PRACTICE 3	P						
CDM4	TEST4	G						
GLAD	GLAD	G						
GOOD	GOOD GROUP	G						
GOODY	THE GODDY GOOD GROUP	G						
SKIPGP	SKIPGP GROUP	G						
TEST	NEW	G						
X1	EVAN	G						
X2	BAGGINS	G						

For S0 Screen Qualifier options display the pop-up window from the qualifier.								

Figure 8: SO Screen – Display GP Group Codes

Create a GP Group

GP groups may be created by entering a new GP group code as the third part of the qualifier, and recording which GPs are included in the group.

Directions – Create a Screening Office GP Group Code

1. Enter a key of **SO** with the Screening Office code, **G**, new GP group code as a qualifier, for example LED,G,PEA. Press **Enter** to display a fresh screen.
2. Enter the name of the GP group in the **Name** field.
3. In the **Type** field, enter:
 - **G** to specify whether the group is comprised of individual GPs
 - **P** to indicate that the group is made up of GP practices.
4. Enter either:
 - the individual GP codes; or
 - the GP practice codes;in the fields below.
5. Press **Enter** to register the details on the system.

NOTE Ø Adding practice codes in a GP group removes the need to individually specify each GP in the practice into a GP group. It is also a safer way of defining your GP groups; as soon as a GP joins a new practice they will be automatically included in the GP group to which their practice belongs.

Amend/Delete a GP Group

You may amend the details of an existing GP group, or, if required, delete the whole group.

Directions – Amend/Delete a Screening Office GP Group Code

1. Enter a key of **SO** with the Screening Office code, G, GP group code as a qualifier, for example LED,G,ESO. Press **Enter** to display the GP group definition screen.
2. To amend details of an established GP group, simply type in the new information. Press **Enter** when finished.
3. To delete an existing GP group, first ensure that the correct code is displayed. Enter **Y** in the deletion field at the bottom of the screen and press **Enter**.
4. Before the group is deleted, a query message will be displayed. If the GP group contains any GP(s) who have patients listed on the GI screen, the query message will contain this information. Press **Enter** again only if you wish to proceed with the deletion.

NOTE Ø **If you delete a GP who has patients on his/her list, you must take some action to ensure that these patients will still be included in the screening programme.**

```

SO]Screening Office Details                               Qualifier[AGA,G,CDM1          ]
GP Group Screening Office . . . . . GATESHEAD
Name . . . . . [PRACTICE 1      ]
Type ('G'Ps or 'P'ractices) . [P]

Code    Practice Name                                Code    Practice Name
-----
[C10001] CRAIG TESTER123456789012345
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
[       ]
Delete this GP Group? (Y/N) . . . [ ]
-----
For SO Screen Qualifier options display the pop-up window from the qualifier.
```

Figure 9: SO Screen – Define a New GP Group

NOTE Ø It is now possible to include GPs in SO GP Groups before the GP start date. This will display a query message, as shown in the screen extract below.

```

S0]Screening Office Details      QUERY      Qualifier[AGA,G,JED1
1: GP(s) Start Date?
   GP Group Screening Office . . . . . GATESHEAD
      Name . . . . . [NEW SURGERY
      Type ('G'Ps or 'P'ractices) . [G]

   Code      Name
   -----
[000010] Dr BBB BOWING
[      ]
[      ]

[555000] Dr GR RYESON
[      ]
[      ]

```

Figure 10: SO Screen Extract – GP(s) Start Date Query Message

Understanding the SO GP Group Screen

Name

Enter the name of the group which the code represents, for example THE PEAK PRACTICE.

Enter individual GP codes in the fields below, to record the GPs included in the group.

To remove a GP from the group, delete his/her GP code. Before the GP is deleted, a query message will be displayed. If the GP has any patients, the query message will contain this information. Press **Enter** again if you wish to proceed with the deletion.

If you delete a GP who has patients on his/her list, you must take some action to ensure that these patients will still be included in the screening programme.

A group can contain any number of GPs. Fields are available on this screen for up to 20 GPs to be included in a group. When a group contains 20 GPs, a Page On facility will be available from this screen to allow you to add more GPs if required.

When a group contains more than 20 GPs, amendment of the group name (e.g. THE PEAK PRACTICE) can only be carried out from page 1 of this screen.

NOTE Ø Whenever a change (i.e. name changes, codes added or deleted) is made to an SO GP group, the details of that change are recorded in a background audit file.

You can display the audit file for a particular SO GP group by placing the cursor in the *Name* field and pressing the appropriate key sequence, for example Control Shift –.

GP Group Type

Enter:

- **G** if the GP group is to be composed of GP codes
- **P** if the GP group is to be composed of practice codes.

Code

Enter either the GP codes or practice codes in the fields to record who is included in the group.

? Delete GP Group Code PEA []

If you wish to delete the GP group code specified on this screen (in this example, PEA) enter **Y** – Yes in the box provided. When **Enter** is pressed, a query message will appear asking if you are sure you want to delete this GP group. If the group contains any GP(s) who have patients listed on the GI screen, the query message will contain this information. Press **Enter** again if you are sure you want to confirm the deletion.

If you delete a GP group which includes any GPs who have patients on their lists, you must take some action to ensure that these patients will still be included in the screening programme.

A GP group containing more than 20 GPs can only be deleted from page 1 of this screen.

NOTES Ø To print a list of the GP groups set up for a Screening Office, use analysis job AJ-BCS (see section 23).

General details of GPs within your Health Authority may be printed via analysis job AJ-BGEN (see section 27).

Set Up AJ-BSRS Defaults

The values entered on this screen are used by the higher risk surveillance analysis job (AJ-BSRS) to determine if a woman who has a higher risk status is either due or overdue for screening.

Directions – Set Up AJ-BSRS Defaults

1. Enter a key of **SO** with a qualifier of **SO code,H**, e.g. **LED,H**.
2. Press **Enter** to display the details screen.
3. Enter or amend details as required. Press **Enter** to update the information.

SO]Screening Office Details	Qualifier[LED,H	]
Name NORTH & EAST DEVON		
Description . This screen allows you to define the parameters which determine when a woman with a Higher Risk status will be reported by the Higher Risk Surveillance Analysis Job (AJ-BSRS).		
Report 'B'efore or 'A'fter Higher Risk NTD date . . [A]		
Number of weeks before/after Higher Risk NTD date . [2]		
Exclude 'open' Higher Risk episodes for (weeks) . . [6]		

For SO Screen Qualifier options display the pop-up window from the qualifier.		

Figure 11: SO Screen – AJ-BSRS Defaults Screen

Understanding the AJ-BSRS Defaults Screen

Report 'B'efore or 'A'fter higher risk NTD date

Enter either:

- **B** if the higher risk women are to be reported by AJ-BSRS in advance of their Next Test Due date; or.
- **A** if the higher risk women are to be reported by AJ-BSRS after their Next Test Due date has passed.

Number of weeks before/after higher risk NTD date

Enter the number of weeks to be used in determining whether a woman should be reported by AJ-BSRS.

Exclude 'open' higher risk episodes for (weeks)

Women who satisfy the NTD processing but have an 'open' higher risk episode will be excluded from the AJ-BSRS report for this number of weeks after the episode date. This is to prevent the woman from being repeatedly reported whilst waiting for the end code to arrive.

Screening Office Area Codes

A Screening Office will be responsible for screening women within a wide area. To simplify the selection of these women, the area is divided up and defined by a number of Area codes. Thus, all the women living in a particular area can be called for screening simply by entering the Area code.

Area codes may be set up for any Health Authority which uses Address codes. Each Address code will represent a specific locality: grouped together they form a Screening Office area.

NOTE Ø If your Health Authority deals with more than one Screening Office, you will need to set up either Area codes or GP groups, depending on the method of selecting batches.

Problem Specifying the Same Address Code in More than One SO Area Code

If an Address code has been included under more than one Area code for the same Screening Office, it may cause you a problem when specifying batches using the selection method of 'Not the SO Area Codes Specified'.

Example:

- Assume that Address code CULL is defined under two SO Area codes, for example EXE and TIV, for the same Screening Office.

Now assume that a batch has been defined for this Screening Office using the selection method of 'Not the SO Area Codes Specified' on SB page 2, and the code specified is TIV. The Area Selection on SB page 2 will look like this:

Area Selection Method	[N]	('A' ll, 'S' pecified or 'N' ot those specified)
Area Selection Type	[S]	('D' HA, 'S' O Area Code or 'A' ddress Code)
[TIV	]	]
[	]	]
[	]	]
[	]	]
To enter more than 15 codes change the Qualifier to : 14,2,AS		

When the batch is counted or selected, any eligible women registered under Address code CULL will be **included**.

You may have expected these women to be excluded from the batch because Address code CULL is defined under the SO Area code TIV. However, they are in the batch because Address code CULL is also defined under the SO Area code EXE, which – because of the method of selection – is included.

If you think an Address code has been specified under more than one SO Area code, you can use the BG screen with a qualifier of [code,SO cipher] and it will display the names of all the Areas containing that Address code, for the specified Screening Office. The BG screen is described in section 14.

If an Address code is in more than one SO Area code, for the same Screening Office, then you need to consider the effect this might have on batch selection. However, it is better to ensure that the Address code is only specified in one SO Area code.

Display Area Codes

The SO screens include an index of area codes for each Screening Office. Area codes are listed alphabetically.

Directions – Display Screening Office Area Codes

1. Enter a key of **SO** with the Screening Office code, **S** as a qualifier, for example LED,S.
2. Press **Enter** to display the area codes screen.
3. If necessary, page on using the standard paging keys to view the whole list.

```
SO]Screening Office Details          Qualifier[AGA,S          ]
  List of Area Codes: GATESHEAD

Code      Area Code Title          Code      Area Code Title
-----
HON       CDMS
```

For SO Screen Qualifier options display the pop-up window from the qualifier.

Figure 12: SO Screen – Display Area Codes

Create an Area Code

An area code may be created by entering the new area code as the third part of the qualifier, and recording which address codes are included in the area.

Directions – Create a Screening Office Area Code

1. Enter a key of **SO** with the Screening Office code, **S**, new area code as a qualifier, for example LED,S,AC1. Press **Enter** to display a fresh screen.
2. Enter the name of the area in the ***Address Codes contained within SO Area*** field.
3. Enter the individual address codes in the fields below. Press **Enter** to register the details on the system.

Amend/Delete an Area Code

You may amend the details of an existing area code, or, if required, delete the whole area code.

Directions – Amend/Delete a Screening Office Area Code

1. Enter a key of **SO** with the Screening Office code, **S**, area code as a qualifier, for example LED,S,AA1. Press **Enter** to display the area code definition screen.
2. To amend details of an established area code, simply type in the new information. Press **Enter** when finished.
3. To delete an existing area code, first ensure that the correct code is displayed. Enter **Y** in the deletion field at the bottom of the screen and press **Enter**. Press **Enter** again to confirm the deletion.

```

SO]Screening Office Details                Qualifier[AGA,S,AC19      ]
      ** THIS IS A NEW SCREENING AREA CODE **
Area Code Screening Office .  NORTH & EAST DEVON

      Name . . . . . [EAST HARTSTOWN      ]

Address Codes within this Area Code:
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]
[      ] [      ] [      ] [      ]

Delete this Area Code? (Y/N) . . . [ ]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.
  
```

Figure 13: SO Screen – Create a New Area Code

Understanding the SO Area Codes Screen

Name

Enter the name of the area which the code represents (e.g. EAST HARTSTOWN).

NOTE Ø A pop-up box detailing the audit history for the area code is available from this field. Press **Control Shift –** to view the audit file.

```

SO]Screening Office Details                               Qualifier[AGA,S,HON
                                                         page->
Area Code Screening Office . GATESHEAD

Name . . . . . [CDMS-AC1 ]

Address [-----]
[ABB] [-----] Area Code Audit [RST]
[ALP] [Date/Time Changed Action Value Changed by]
[AYL] [-----]
[BAR] 14-APR-15 08:29 Name Changed CDMS-AC FS
[BRAMP] 27-MAR-15 10:49 Code Deleted ARCH FS
[BRIDF] 27-MAR-15 10:48 Name Changed CDMS FS
[BRO] 18-SEP-09 10:37 Code Added DUL FS
[BUD] 18-SEP-09 10:35 Code Added NEW FS
[CARO] 18-SEP-09 09:58 Code Added HON FS
[CHE] 18-SEP-09 09:58 Area Code Created FS
[-----]
For SO Sc[-----]ier.

```

Figure 14: SO Screen – Area Code Changes Audit History

Address Codes contained within SO area

Enter the name of the area which the code represents, for example EAST HARTSTOWN.

Enter the address codes which make up this area in the fields below.

An SO area can contain any number of address codes. Fields are available on this screen for up to 30 address codes to be included in an SO area. When an area contains 30 address codes, a Page On facility will be available from this screen to allow you to add more address codes if required.

When an SO area contains more than 30 address codes, amendment of the area name (e.g. EAST HARTSTOWN) can only be carried out from page 1 of this screen.

? Delete Area Code AC1 []

If you wish to delete the area code specified on this screen (in this example, AC1), **Y** – Yes in the box provided. When **Enter** is pressed, a message will appear asking if you are sure you want to delete this area code. Press **Enter** again to confirm the deletion.

When an area contains more than 30 address codes, deletion of the area code can only be carried out from page 1 of this screen.

NOTE Ø To print a list of the area codes set up for a Screening Office, use Analysis Job BCS (see section 23).

General details of address codes used by your Health Authority may be printed via analysis job AJ-BGEN (see section 27).

Screening Office Trial Codes

NOTE Ø As a consequence of Phase 2 of the Next Test Due Dates, it is no longer possible to select any of the trials for the screening offices. At the time of writing (April 2011), there were no trials being run on the NHAIS Breast Screening System.

The name/code of the trials which a Screening Office is involved in can be displayed on the SO screen. There are three trial options shown:

- Age of Starting (code – **A**)
- Interval (code – **I**)
- One View Versus Two (code – **V**).

The trial details are displayed on page three of the SB screen (see page 8-15). Further information on research trials in general can be found in Appendix B.

Directions – Display Screening Office Trial Codes

1. Enter a key of **SO** with the Screening Office code, **T** as a qualifier, for example LED,T.
2. Press **Enter** to display the trial codes screen.

SO]Screening Office Details		Qualifier[LED,T		]
Trial Codes: NORTH & EAST DEVON				
** There are NO trials currently available **				

Selected trial codes:		List of available trial codes:		
		(NB. these are historic codes)		
Trial Code	Trial Name	Trial Code	Trial Name	
-----	-----	-----	-----	
		A	Age of Starting	
		I	Interval	
		V	One vs Two View	

For SO Screen Qualifier options display the pop-up window from the qualifier.				

Figure 15: SO Screen – Display Screening Office Trial Codes

Select/Delete Screening Office Trial Codes

The individual trial screen will display:

- the name of the Screening Office
- the name of the trial, for example Age of Starting
- the arm codes/names within the trial, that is, **C** – Control group, **S** – Study group

Directions – Display Screening Office Trial Codes

1. Enter a key of **SO** with the Screening Office code, **T**, trial code as a qualifier, for example LED,T,A.
2. Press **Enter** to display the individual trial screen.

```

SO]Screening Office Details          Qualifier[LED,T,A          ]
SO Trial Details: NORTH & EAST DEVON

      Arm Codes within trial : Age of Starting
      Arm Code      Arm Name
      -----
          C          Control
          S          Study

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.

```

Figure 16: SO Screen – Display Screening Office Trial Codes

Network Transfer Information

There are two screens related to Network transfers:

Page 1

- Use to display/specify the types of information which can be sent/received across the Network.

Page 2

- Use to choose manual or automatic updating for transfers received from a Screening Office.

NOTE Ø **You will only need to use page 2 when future transfers from Screening Offices become available. The field for screening batch results (121) is display only – you may not specify manual updates for this information.**

Each transfer type has a reference number, for example 201 for transfer of Health Authority details to the Screening Office. The transfer reference number is used in the reject messages for page 1 of the network screens.

At present, the only transfers that can take place are:

· screening batch lists	231 (Health Authority Ø Screening Office)
· registration changes	232 (Health Authority Ø Screening Office)*
· screening batch results	121 (Screening Office Ø Health Authority)
· non-batch referrals	131 (Screening Office Ø Health Authority)*
· acknowledgements	300 (both ways).

Other items are listed, and may be available for transfer in the future.

* Transfers 232 and 131 will come into use when Screening Offices are able to receive/send these types of information.

Directions – Display/Specify Network Transfer Information

1. To display page 1, enter a key of **SO** with the Screening Office code, **N** as a qualifier, for example LED,N.

To display page 2, enter a qualifier of Screening Office code, **N1**, for example LED,N1.

2. Press **Enter** to display the Network screen.
3. To request a transfer type on page 1, enter **Y** – Yes in the appropriate field. Press **Enter** to allow the transfer of this information over the Network.

NOTE Ø You may specify manual/automatic updates on page 2 when future transfers from Screening Offices become available.

```

SO]Screening Office Details           Qualifier[LED,N           ]
Name . . . . NORTH & EAST DEVON

Description . This screen allows you to indicate which data types the HA
               can send or receive over the Network to/from the Screening Office.

HA can send to SO:                     (Y/N)   HA can receive from SO:      (Y/N)

201 HA Details . . . . . [N]           101 SO Address . . . . . [N]
202 GP Details . . . . . [N]           102 SO Defaults . . . . . [N]
203 Address Code Details . . . . . [N]  103 Area Groups . . . . . [N]
231 Screening Batch List (Long) . . [Y]  104 GP Groups . . . . . [N]
241 Outstanding Screening Episodes . [N]  105 Letter Texts . . . . . [N]
300 Acknowledgements . . . . . [Y]     111 Batch Selection Params . [N]
232 Registration Changes . . . . . [Y]   121 Screening Batch Results. [Y]
                                           131 Non-Batch Referrals . . [Y]
                                           300 Acknowledgements . . . [Y]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.

```

Figure 17: SO Screen – Network Details

S0]Screening Office Details		Qualifier[LED,N1	]
Name	 AUTOMATIC/MANUAL UPDATING OF BSS NETWORK TRANSFERS for NORTH & EAST DEVON		
Description	. This screen allows you to define which data types the HA will perform AUTOMATIC or MANUAL updating upon.		
S0 to HA :		(A/M)	
(Datatype name)			
101	S0 Address		[M]
102	S0 Defaults		[M]
103	Area Groups		[M]
104	GP Groups		[M]
105	Letter Texts		[M]
111	Batch Selection Params	.	[M]
121	Screening Batch Results	.	A
131	Non Batch Referrals	. .	[M]

For S0 Screen Qualifier options display the pop-up window from the qualifier.			

Figure 18: SO Screen – Automatic/Manual Updating

NOTE Ø AJ-BIN will perform automatic updates for a transfer only if the appropriate field has been set to A on this screen.

Specify AJ-BSH Parameters

Use this screen to specify the parameters for each run of AJ-BSH.

Directions – Specifying AJ-BSH Parameters

1. Enter a key of **SO** with the Screening Office code, B, e.g. **AGA,B**.
2. Press **Enter** to display the AJ-BSH Parameters screen.
3. Enter either **Y** or **N** for each parameter.
4. Press **Enter** to set the parameters.

```

SO]Screening Office Details          Qualifier[AGA,B          ]
Name      . . . . GATESHEAD
Description . AJ-BSH Parameters

Control:
Transfer of Screening Office History (Y/N) . . . . . [Y]
Age Range (in years) . . . . . from [51] to [71]

Report sections:
Early Recalls? . . . . . [Y] Further history transferred in? . [Y]
With screening details? . . . . . [Y] Without screening details? . [Y]
Previously deducted as Dead? . . . [Y] Higher Risk, transferred in? . [Y]
'Un-ceased'? . . . . . [Y]

Report format:
Print screening history summaries on cards? . . . . . [N]
Multiple women per page of listing paper? . . . . . [Y]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.

```

Figure 19: SO Screen – AJ-BSH Parameters

Understanding the AJ-BSH Parameters Screen

Control Fields

Transfer of Screening Office History (Y/N)

This parameter determines whether the SO receives any transfers of screening history.
Enter either **Y** or **N**.

Age Range (in years)

Enter the age range to be included in the transfer.

Report Sections Fields

This section allows you to define which of the seven sections of the report you which to receive. Enter **Y** or **N** for each of the following parameters.

- Early Recalls?
- Further history transferred in?

- With screening details?
- Without screening details?
- Previously deducted as Dead?
- Higher Risk, transferred in?
- ‘Un-ceased’?

Report Format Fields

Print screening history summaries on cards?

Enter **Y** to produce reports on cards or **N** to produce them on listing paper.

Multiple women per page of listing paper?

This option can only be set to **Y** for listing paper.

Specify Screening Office Failsafe Parameters

Use this screen to specify the screening office failsafe parameters for each run of AJ-AJ-BSF and BAEF.

Directions – Specifying Screening Office Failsafe Parameters

1. Enter a key of **SO** with a qualifier of screening office code, **F**, e.g. **AGA,F**.
2. Press **Enter** to display the Screening Office Failsafe Parameters screen.
3. In the **Run Parameters for AJ-BSF** section, enter:
 - **Y** or **N** in the **Create download file?** field;
 - the number of months to look ahead for NTD dates;
 - the minimum age of women at NTD End date; and
 - the upper failsafe age limit in years.
4. In the **Run Parameters for AJ-BAEF** section, enter:
 - **Y** or **N** in the **Include this Screening Office?** field, and
 - **Y** or **N** in the **Create download file?** field.
5. In the **Both AJ's to report by** field, enter:
 - the GP selection type – **P** for practice, **G** for GP or **S** for SO GP group.
 - the area selection type – **A** for address, or **S** for SO area code.
6. Press **Enter** to set the parameters.

```

SO]Screening Office Details                               Qualifier[AGA,F                ]
GATESHEAD Screening Office Failsafe parameters

AJ-BSF run parameters:
  Create download file? (Y/N) . . . . . [Y]
  Number of months to look ahead for NTD dates? . . . . . [1]
  Minimum age of women at NTD End date? (Years/Months) . . . . . [52/11]
  Upper Failsafe Age limit (Years) . . . . . [70]
AJ-BAEF run parameters:
  Include this Screening Office? (Y/N) . . . . . [Y]
  Create download file? (Y/N) . . . . . [Y]
  (looking 1 months ahead with a maximum age of 52 years 10 months)
Both AJ's to report by:
  GP Selection Type ('P'ractice code, 'G'P or 'S'O GP Group) . . . . . [P]
  Area Selection Type ('A'ddress Code or 'S'O Area Code) . . . . . [A]
-----
The above settings currently equate to the following SB specifications :
BSF : NTD End Date : 31.03.2015
      Month/Year of Birth From : 01/1945      Month/Year of Birth To : 04/1962
      Only include women who already have a NTD date? (Y/N) . . . . . : N
BAEF : NTD End Date : 31.03.2015
      Month/Year of Birth From : 05/1962      Month/Year of Birth To : 12/1966
      Only include women who already have a NTD date? (Y/N) . . . . . : Y

```

Figure 20: SO Screen – Screening Office Failsafe Parameters

Understanding the Screening Office Failsafe Parameters Screen

NOTE Ø The SB parameters (displayed in the *NOTE* section of the screen) are recalculated whenever the screen is displayed or updated (by pressing the *Enter* key).

Run Parameters for AJ-BSF

Create download file?

As previously discussed, a file suitable for downloading (in CSV format) may be created containing the SB parameters and the details of the women identified (who would be invited by those SB parameters).

The default is 'yes'.

Number of months to look ahead for NTD dates?

The NTD date in the AJ-BSF report must be on, or before, the last day of the month *X* months in the future – this will be the NTD end date in the batch specification. This parameter would be limited to 0 to 5 months, where setting this parameter to zero would result in the range being calculated as of the last day of the current month.

The initial default for this parameter will be set to the same value as the corresponding parameter for AJ-BAEF was already set to.

Minimum age of women at NTD End date

This will be set in a “Years/Months” format and has a minimum value of 49 years and zero months. The initial default is 52 years and 11 months.

This parameter is used in the calculation of the ‘Month/Year of Birth To’ in the AJ-BSF report.

Upper Failsafe Age limit

This will be set in a “years” format and will be limited from 70 to 73. The default is set to 70 years.

This parameter is used in the calculation of the ‘Month/Year of Birth From’ in the AJ-BSF report.

Run Parameters for AJ-BAEF**Include this Screening Office? (Y/N)**

Enter **Y** or **N**.

Once the SO has completed its second round of age extension batches the age range for ‘normal’ failsafe batches will be extended such that it includes 49 to 52 year olds. At this point it will no longer be necessary to include the SO in any future run of AJ-BAEF.

Create download file? (Y/N)

Enter **Y** or **N**.

NOTE Ø **The fields *Number of months to look ahead for NTD dates?* and *Maximum age of women at NTD End date?* have been removed from this screen.**

Parameters for Both Analysis Jobs

Use these fields to determine whether both AJ-BAEF and AJ-BSF will be restricted to report on the types specified in the fields below.

GP Selection Type (‘P’ractice code, ‘G’P or ‘S’O GP Group)

To restrict the GP selection type, enter one of the following:

- **P** for practice
- **G** for GP
- **S** for SO GP group.

Area Selection Type (‘A’ddress Code or ‘S’O Area Code)

To restrict the area selection type, enter one of the following:

- **A** for address code
- **S** for SO area code

Specify AJ-BSUL Parameters

AJ-BSUL can be used to identify ‘uninvited’ women and/or early recall women. Use this screen to specify the parameters for each automatically scheduled run of AJ-BSUL.

Directions – Specifying AJ-BSUL Parameters

1. Enter a key of **SO** with the Screening Office code,U, e.g. **AGA,U**.
2. Press **Enter** to display the AJ-BSUL Parameters screen.
3. In the ‘uninvited women’ section, enter:
 - Enter **Y** or **N** to identify uninvited women.
 - Enter **Y** or **N** to include address details.
 - Enter the earliest and latest years and months in the **Age Range** fields.
 - Enter the number of months for the recall interval.
4. In the ‘early recall women’ section of the screen:
 - Enter **Y** or **N** to identify uninvited women.
 - Enter **Y** or **N** to include address details.
5. Enter **Y** if you want AJ-BSUL to create CSV-formatted download files.
6. Press **Enter** to set the parameters.

```

SO]Screening Office Details                               Qualifier[AGA,U                      ]
GATESHEAD Screening Office
Run Parameters for AJ-BSUL Automatically Scheduled runs:

Uninvited women:
  Identify 'Uninvited' women? . . . . . (Y/N) . . . . . [Y]
  Include address details? . . . . . (Y/N) . . . . . [Y]
  Age range (years/months) . . . . . from [53/0 ] to [72/11]
  Recall Interval (months) . . . . . [36]

Early Recall women:
  Identify Early Recall women? . . . . . (Y/N) . . . . . [Y]
  Include address details? . . . . . (Y/N) . . . . . [N]

Create 'csv' formatted download file(s)? . (Y/N) . . . . . [Y]

-----
For SO Screen Qualifier options display the pop-up window from the qualifier.
  
```

Figure 21: SO Screen – AJ-BSUL Parameters

Understanding the AJ-BSUL Parameters Screen

Uninvited Women

Identify ‘Uninvited’ women?

If you want AJ-BSUL to identify ‘uninvited’ women, enter **Y**. Otherwise, enter **N**.

Include address details?

Enter **Y** if you want AJ-BSUL to include address details. If not, enter **N**.

Age range (years/months)

Use these fields to enter the earliest and latest year and month age ranges .

Recall Interval (months)

Enter the number of months you want as the recall interval.

Early Recall Women

Identify Early Recall women?

If you want AJ-BSUL to identify early recall women, enter **Y**. Otherwise, enter **N**.

Include address details?

If you want AJ-BSUL to include address details for early recall women, enter **Y**. Otherwise, enter **N**.

Create ‘csv’ formatted download file(s)?

Finally, if you want the AJ-BSUL to create downloadable, comma-separated values (CSV) format files, enter **Y**. If not, enter **N**.

Error Messages

SO Address Screen

REJECT MESSAGES	MEANING / ACTION
ADD1 missing	The first line must be present for the Screening Office address. <i>Enter at least the first line for the Screening Office address.</i>
\~* chrs not allowed	The characters \ ~ * are not allowed. <i>Re-enter correctly.</i>
POSTCD invalid	The format of the postcode is invalid. <i>Re-enter correctly.</i>
TELEXCH invalid	The telephone exchange must only be letters. <i>Re-enter correctly.</i>
Invalid STD code	The STD code must be a valid STD number. <i>Re-enter correctly.</i>
STD or EXCH reqd	Either the STD code or the telephone exchange must be present. <i>Enter either the STD code or the telephone exchange.</i>
TELNO invalid	The telephone number must be a number. <i>Re-enter correctly.</i>
TELNO reqd	The telephone number must be entered, as the corresponding STD code and/or telephone exchange has been specified. <i>Enter telephone number.</i>
EXT invalid	The extension must be a number. <i>Re-enter correctly.</i>
TEL duplicates	A set of telephone details has been entered twice. <i>Delete the duplicate set.</i>
DHA missing	A DHA code must be specified. <i>Enter the code.</i>
DHA invalid	A DHA code must exist for the Health Authority. <i>Ensure you have obtained the correct code and re-enter it.</i>
NBSS Y or N	Must be Y – Yes or N – No. <i>Enter Y or N.</i>
NBSS missing	The NBSS field is blank. <i>Enter Y – Yes, if the Screening Office uses the Oxford system. Otherwise enter N – No.</i>
ACTIVE missing	Must be present. <i>Enter either ‘Y’ if the Screening Office is active or ‘N’ to set the Screening office status to inactive.</i>
ACTIVE invalid	Must be Y or N. <i>Re-enter, using ‘Y’ or ‘N’ only.</i>
SO has Area Codes	You cannot make Screening Office ‘inactive’ if it has any Area Codes defined.
SO has GP Groups	You cannot make Screening Office ‘inactive’ if it has any GP Groups defined.

REJECT MESSAGES	MEANING / ACTION
SO has active batch(s)	You cannot make Screening Office 'inactive' if it has any batches which are still active. Use the IS screen to see if the Screening Office has any outstanding active batches.
SO has pending batch(s)	You cannot make Screening Office 'inactive' if it has any batches which are still pending. <i>Use the IS screen to see if the Screening Office has any outstanding pending batches.</i>
cannot make SO inactive	You cannot make Screening Office 'inactive' if there are no other 'active' Screening Offices defined on the system.

Query Messages

QUERY MESSAGES	MEANING / ACTION
TELEXCH missing ?	The telephone exchange has not been entered. <i>Press Enter to confirm this, or enter details if known.</i>
STD CODE missing ?	The STD code has not been entered. <i>Press Enter to confirm this, or enter details if known.</i>
Old STD Code replaced	You have entered an old STD code. <i>Press Enter to replace it with the new code.</i>
TELNO missing ?	The telephone number has not been entered. <i>Press Enter to confirm this, or enter details if known.</i>

Default Screen (Page 1)

REJECT MESSAGES	MEANING / ACTION
CRB missing	The Call/Recall/Both field must be C – Call, R – Recall or B – Both. <i>Enter C, R or B.</i>
CRB invalid	Must be C – Call, R – Recall or B – both. <i>Re-enter correctly.</i>
SO LET missing	The 'SO producing letters' field must be Y – Yes or N – No. <i>Enter Y if the Screening Office produces letters; and N if not.</i>
SO LET invalid	The 'SO producing letters' field must be Y – Yes or N – No. <i>Re-enter correctly.</i>
AFR missing	Age Range 'from' must be present. <i>Enter a number above twenty.</i>
AFR format	Age Range 'from' must be a number. <i>Re-enter correctly.</i>
AFR too young	Age Range 'from' must be greater than 20. <i>Enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
ATO missing	Age Range 'to' must be present. <i>Enter a number less than 80.</i>
ATO format	Age Range 'to' must be a number. <i>Re-enter correctly.</i>
ATO too old	Age Range 'to' must be less than 80. <i>Re-enter correctly.</i>
AGE range !	Age Range 'from' must be less than Age Range 'to'. <i>Enter a number in the Range 'from' field which is less than the Range 'to'.</i>
MFR missing	Month of Birth 'from' must be present. <i>Enter a number in the Month 'from' field.</i>
MFR format	Month of Birth 'from' must be a number. <i>Re-enter correctly.</i>
MFR value !	Month of Birth 'from' must be a number between 1 and 12. <i>Re-enter correctly.</i>
MTO missing	Month of Birth 'to' must be present. <i>Enter a number in the month 'to' field.</i>
MTO format	Month of Birth 'to' must be a number. <i>Re-enter correctly.</i>
MTO value !	Month of Birth 'to' must be a number between 1 and 12. <i>Re-enter correctly.</i>
SAFE missing	Safety Period must be present if CRB = 'B' or 'R'. <i>Enter as appropriate.</i>
SAFE not reqd	Safety Period is not required if the Call/Recall/Both field is set to C – Call. <i>In this case, leave the Safety Period field blank.</i>
SAFE format	Safety Period must be a number. <i>Re-enter correctly.</i>
SAFE>RINT	If the Safety Period is greater than the Recall Interval.
SAFE too large	Safety period is greater than 36 months. <i>Check and re-enter.</i>
COUNT ANS Invalid	Mandatory Count field must be Y – Yes, N – No or blank. <i>Enter either Y, N or leave blank.</i>
SCRN DATES Missing	The Screening Dates Validation field must be Y – Yes or N – No. <i>Enter Y or N.</i>
SCRN DATES invalid	The Screening Dates Validation field must be Y – Yes or N – No. <i>Re-enter correctly.</i>
SELF REF invalid	Self Referrals field must be Y – Yes or N – No. <i>Enter either Y or N.</i>
GP REF invalid	GP Referral fields must be Y – Yes or N – No. <i>Enter either Y or N.</i>

REJECT MESSAGES	MEANING / ACTION
NTD FP69 Invalid	Must be from 1 to 9. <i>Check and re-enter.</i>
EARLY REC invalid	Early Recall field must be Y – Yes or N – No. <i>Enter either Y or N.</i>
WEEKS missing	The ‘weeks’ field must be specified for this stage. <i>Specify the number of weeks in the highlighted field.</i>
WEEKS invalid	The ‘weeks’ field must be a number. <i>Re-enter correctly.</i>
WEEKS sequence !	The sequence of stages is not correct. <i>Adjust the number(s) in the highlighted ‘weeks’ field.</i>
WEEKS reqd.>0	The ‘weeks’ field must be greater than 0. <i>Re-enter correctly.</i>
STAGE print dup	If two types of print are specified for a given stage (non-responder 1 or 2), the details must be different. <i>Re-enter or delete one set of details.</i>
INVIT. missing	Invitation stage must be specified. <i>Enter details in the ‘Invite’ fields.</i>
IN ORIG missing	Invitation originator must be either G – GP, S – Screening Office, D – DHA or ‘–’ – Breast Screening System. <i>Enter G, S, D or –.</i>
IN ORIG invalid	Invitation originator must be G – GP, S – Screening Office or D – DHA or ‘–’ – Breast Screening System. <i>Re-enter correctly.</i>
IN LTR not reqd	Invitation letter is not required. <i>Delete the letter code.</i>
IN LTR missing	Invitation letter must be specified. <i>Enter the letter code in the Invitation Letter field.</i>
IN LTR not known	Invitation letter must exist in the Screening Office letter library (on the BL screen). <i>Check you have entered the correct letter code. If so, set up the new letter in the letter library. Otherwise, re-enter the code correctly.</i>
IN LTR restricted	The invitation letter field will only accept invitation letters (i.e. if the restriction field on the BL screen is set to IN). <i>Enter the correct letter code in the correct field.</i>
REM1 missing	Details have been specified for the reminder 2 stage, but not for the reminder 1 stage. <i>Enter details in the ‘Reminder 1’ fields.</i>
R1 ORIG not reqd	Reminder 1 stage must not be present if the Screening Office are producing letters. <i>Delete details in the ‘Reminder 1’ fields.</i>
R1 ORIG missing	Reminder 1 originator must be G – GP, S – Screening Office or D – DHA. <i>Enter either G, S, or D.</i>

REJECT MESSAGES	MEANING / ACTION
R1 ORIG invalid	Reminder 1 originator must be G – GP, S – Screening Office or D – DHA. <i>Enter either G, S, or D.</i>
R1 LTR missing	Reminder 1 letter must be specified. <i>Enter the code for the first reminder letter.</i>
R1 LTR not known	Reminder 1 letter must exist in the Screening Office letter library (on the BL screen). <i>Check you have the correct letter code. If so, set up the new letter in the letter library. Otherwise, re-enter the code correctly.</i>
R1 LTR restricted	The reminder 1 letter field will only accept reminder letters (i.e. if the restriction field on the BL screen is set to R or R1). <i>Enter the correct letter code in the correct field.</i>
R2 ORIG not reqd	Reminder 2 stage must not be present if the Screening Office are producing letters. <i>Ensure that the Screening Office are producing letters. If so, delete details in the reminder 2 stage field.</i>
R2 ORIG missing	Reminder 2 originator must be present. <i>Enter either G, S, or D.</i>
R2 ORIG invalid	Reminder 2 originator must be G – GP, S – Screening Office or D – DHA. <i>Re-enter correctly.</i>
R2 LTR missing	Reminder 2 letter must be specified. <i>Enter the code for the second reminder letter.</i>
R2 LTR not known	Reminder 2 letter must exist in the Screening Office letter library (on the BL screen). <i>Check that you have the correct letter code. If so, set up the new letter in the letter library. If not, re-enter code correctly.</i>
R2 LTR restricted	The reminder 2 letter field will only accept reminder letters (i.e. if the restriction field on the BL screen is set to R or R2). <i>Enter the correct letter code in the correct letter field.</i>
N1 not reqd	Non-responder 1 stage must not be present if the Screening Office is producing letters. <i>Ensure that the Screening Office are producing letters. If so, delete details in the non-responder 1 field.</i>
N1 ORIG missing	Non-responder 1 originator must be G – GP, S – Screening Office, ‘–’ – Breast Screening System or D – DHA. <i>Enter G, S, – or D.</i>
N1 ORIG invalid	Non-responder 1 originator must be G – GP, S – Screening Office, D – DHA or ‘–’ – Breast Screening System. <i>Re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
N1 ORIG V DEST	Invalid originator/destination combination for the non-responder 1 stage. Destination must not be P if originator is ‘-’ – Breast Screening System. Destination must be P if originator is G, S or D. <i>Ensure the originator and destination fields have been entered correctly.</i>
N1 DEST missing	Non-responder 1 destination must be G – GP, S – Screening Office, ‘-’ – Breast Screening System or D – DHA. <i>Enter G, S, – or D.</i>
N1 DEST invalid	Non-responder 1 destination must be G – GP, S – Screening Office, D – DHA or P – Patient. <i>Re-enter correctly.</i>
N1 DEST duplicate	Cannot send 2 letters to the same destination. <i>Re-enter the destination for one of the letters.</i>
N1 LTR missing	In the non-responder 1 field, a letter code must be entered if originator is G, S or D. <i>Check that the originator field is correct. If so, enter the letter code.</i>
N1 LTR not known	Non-responder 1 letter must exist in the letter library (on the BL screen). <i>Check you have the correct letter code. If so, set up the new letter in the letter library. Otherwise, re-enter the code correctly.</i>
N1 LTR restricted	The non-responder 1 letter field will only accept non-responder letters (i.e. if the restriction field on the BL screen has been set to N or N1). <i>Enter the correct letter code in the correct field.</i>
N1 LTR not reqd	The non-responder 1 letter must not be present if originator is ‘-’ – Breast Screening System. <i>Ensure that the originator field is correct. If so, delete the letter code.</i>
N1 COP missing	You must specify the number of non-responder 1 copies you require. <i>Enter the number of non-responder 1 copies.</i>
N1 COP number	Non-responder 1 copies must be a number. <i>Enter the number of copies.</i>
N1 not reqd	Non-responder 1 stage must not be present if SO producing letters. <i>Delete details in the non-responder 1 fields.</i>
N2 not reqd	Non-responder 2 stage must not be present if the Screening Office are producing letters. <i>Delete details in the non-responder 2 fields.</i>
N2 ORIG missing	Non-responder 2 originator must be G – GP, S – Screening Office, ‘-’ – Breast Screening System or D – DHA. <i>Enter G, S, – or D.</i>

REJECT MESSAGES	MEANING / ACTION
N2 ORIG invalid	Non-responder 2 originator must be G – GP, S – Screening Office, ‘–’ – Breast Screening System or D – DHA. <i>Re-enter correctly.</i>
N2 ORIG V DEST	Invalid originator/destination combination for the non-responder 2 stage. Destination must not be P if originator is ‘–’ – Breast Screening System. Similarly, destination must be P if originator is G, S or D. <i>Re-enter correctly.</i>
N2 DEST missing	Non-responder 2 destination must be G – GP, S – Screening Office, P – Patient or D – DHA. <i>Enter G, S, P or D.</i>
N2 DEST invalid	Non-responder 2 destination must be G – GP, S – Screening Office, D – DHA or P – Patient. <i>Re-enter correctly.</i>
N2 DEST duplicate	Cannot send 2 letters to the same destination. <i>Re-enter the destination for one of the letters.</i>
N2 LTR missing	Non-responder 2 letter must be present if originator is G, S or D. <i>Enter letter code.</i>
N2 LTR not known	The non-responder 2 letter code must be present in the letter library. <i>Check you have entered the correct code. If so, set up the letter in the letter library. Otherwise, re-enter the code correctly.</i>
N2 LTR restricted	The non-responder 2 letter field will only accept non-responder letters (i.e. if the restriction field on the BL screen has been set to N or N2). <i>Enter the correct letter code in the correct field.</i>
N2 LTR not reqd	The non-responder 2 letter must not be present if the originator is ‘–’ – Breast Screening System. <i>Ensure that the originator field is correct. If so, delete the letter code.</i>
N2 COP missing	You must specify the number of non-responder 2 prints that you require. <i>Enter the number of copies.</i>
N2 COP number	Non-responder 2 copies must be a number. <i>Re-enter correctly.</i>
SCRN DATES On?	The Screening Dates Validation field is set to Y – Yes. <i>Press Enter to confirm that the Screening Office IS sending dates across the Network.</i>
STAGE(s) missing ok?	Stage details have not been entered. <i>Press Enter to confirm, or specify stage details.</i>
REM 1 too soon?	Reminder 1 stage is less than 2 weeks after the invitation stage. <i>Ensure that the reminder 1 stage and invitation stage have been entered correctly. Press Enter to confirm.</i>

REJECT MESSAGES	MEANING / ACTION
REM 2 too soon?	Reminder 2 stage is less than 2 weeks after the reminder 1 stage. <i>Ensure that the reminder 2 stage and reminder 1 stage have been entered correctly. Press Enter to confirm.</i>
REM 1 not reqd	Reminder 1 stage must not be present if SO producing letters. <i>Delete as appropriate.</i>
REM 2 not reqd	Reminder 2 stage must not be present if SO producing letters. <i>Delete as appropriate.</i>
N1 too late?	Non-responder 1 stage is more than 10 weeks after the date screening ends. <i>Ensure that the non-responder 1 weeks field is correct.</i>
N1 COP >1 ok?	You have requested more than one copy of the first non-responder print. <i>Check you have entered the correct number. If so, press Enter to confirm. Otherwise, re-enter the number of copies correctly.</i>
N2 too soon?	Non-responder 2 stage is less than 2 weeks after non-responder 1 stage. <i>Ensure that the non-responder 1 stage and non-responder 2 stage have been entered correctly. Press Enter to confirm.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
COUNT not selected ?	You have not requested a Mandatory Count. <i>Ensure that the Count field is correct.</i>
N1 COP >1 ok?	Non-responder 1 copies more than one. <i>Press Enter to confirm.</i>
N1 too late?	Non-responder 1 stage is more than 10 weeks after screening ends date. <i>Press Enter to confirm.</i>
N2 COP >1 ok?	You have requested more than one copy of the non-responder 2 print. <i>Check that you have entered the correct number. If so, press Enter to confirm. Otherwise, re-enter the number of copies correctly.</i>
N2 too late?	Non-responder 2 stage is more than 20 weeks after date screening ends. <i>Ensure that the non-responder 2 weeks field is correct. Press Enter to confirm.</i>
N2 too soon?	Non-responder 2 stage is less than two weeks after non-responder 1 stage.
REM 1 too soon?	Reminder 1 stage is less than two weeks after the Invitation stage. <i>Press Enter to confirm.</i>

QUERY MESSAGES	MEANING / ACTION
REM 2 too soon?	Reminder 2 stage is less than two weeks after the reminder 1 stage. <i>Press Enter to confirm.</i>
SAFE too large?	Safety Period is greater than 9 months. <i>Ensure that the Safety Period field is correct. (The recommended number is 24 months). Press Enter to confirm.</i>
SCRN DATES Off?	The Screening Dates Validation field is set to N – No. <i>Press Enter to confirm that the Screening Office IS NOT sending dates across the Network.</i>
SCRN DATES On?	Screening Dates Validation flag is set to Yes. <i>Press Enter to confirm.</i>
STAGE(s) missing ok	Optional stages are missing. <i>Press Enter to confirm.</i>

Default Screen (Page 2)

REJECT MESSAGES	MEANING / ACTION
ADDRESS flag invalid	The 'Address' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
ADDRESS flag missing	The 'Address' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>
AGE from v Age to	The age 'from' must be less than the age 'to'. <i>Check and re-enter.</i>
AGE from invalid	A number between 1 and 99 must be entered in the highlighted Age Range 'from' field. <i>Enter a number between 1 and 99.</i>
AGE from missing	A number between 1 and 99 must be entered in the highlighted Age Range 'from' field. <i>Enter a number in the 'from' field.</i>
AGE to invalid	A number between 1 and 99 must be entered in the highlighted Age Range 'to' field. <i>Enter a number between 1 and 99.</i>
AGE to missing	A number between 1 and 99 must be entered in the highlighted Age Range 'to' field. <i>Enter a number in the 'to' field.</i>
DEDN list invalid	The 'List of patients moving Screening Office' field must be 'Y' – Yes or 'N' – No. <i>Re-enter correctly.</i>
DEDN list missing	The 'List of patients moving Screening Office' field must be entered. <i>Enter 'Y' or 'N'.</i>
DL flag invalid	The 'Deducted List' flag is invalid. <i>Re-enter, using 'A' or 'D' as required.</i>

REJECT MESSAGES	MEANING / ACTION
DL flag missing	The 'Deducted List' flag is missing. <i>Enter 'A' or 'D' as required.</i>
DOB flag invalid	The 'Date of Birth' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
DOB flag missing	The 'Date of Birth' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>
GP flag invalid	The 'GP' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
GP flag missing	The 'GP' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>
REG flag invalid	You must enter 'Y' – yes, or 'N' – no in the 'Transfer of Patient Registration Changes' field. <i>Re-enter correctly.</i>
REG flag missing	You must enter 'Y' – yes, or 'N' – no in the 'Transfer of Patient Registration Changes' field. <i>Enter 'Y' or 'N'.</i>
NAME flag invalid	The 'Name and Title' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
NAME flag missing	The 'Name and Title' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>
NHS NO flag invalid	The 'NHS Number' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
NHS NO flag missing	The 'NHS Number' field must be 'Y' – yes, or 'N' – no. <i>Enter 'N' or 'Y'.</i>
POSTCODE flag invalid	The 'Postcode' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
POSTCODE flag missing	The 'Postcode' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>
SEX flag invalid	The 'Sex' field must be 'Y' – yes, or 'N' – no. <i>Re-enter correctly.</i>
SEX flag missing	The 'Sex' field must be 'Y' – yes, or 'N' – no. <i>Enter 'Y' or 'N'.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
AGE FROM not reqd	The 'Transfer of Screening Office History/Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to specify a number in the highlighted Age Range 'from' field. <i>Press Enter to confirm.</i>

QUERY MESSAGES	MEANING / ACTION
AGE TO not reqd	The 'Transfer of Screening Office History/Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to specify a number in the highlighted Age Range 'to' field. <i>Press Enter to confirm.</i>
DOB flag not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'Date of Birth' field. <i>Press Enter to confirm.</i>
NAME not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'Name and Title' field. <i>Press Enter to confirm.</i>
SEX flag not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'Sex' field. <i>Press Enter to confirm.</i>
GP flag not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'GP' field. <i>Press Enter to confirm.</i>
ADDRESS flag not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'Address' field. <i>Press Enter to confirm.</i>
POSTCODE flag not reqd	The 'Transfer of Patient Registration Changes' field has been set to 'N'. Therefore, it is not necessary to enter a value in the 'Postcode' field. <i>Press Enter to confirm.</i>
REG. flag = 'Y' OK?	The 'Transfer of Patient Registration Changes' field has been set to 'Y' – Yes. <i>Press Enter to confirm.</i>
REG. flag = 'N' OK?	The 'Transfer of Patient Registration Changes' field has been set to 'N' – No. <i>Press Enter to confirm.</i>
REG. flag vs C Type?	The 'Transfer of Patient Registration Changes' field has been set to 'N' – No, yet you have specified which changes are to be transferred. <i>Press Enter to confirm, or change the 'Transfer of Patient...' field to 'Y' – Yes.</i>

AJ-BSER Run Parameters Screen

REJECT MESSAGES	MEANING / ACTION
FROM invalid	Must be either 'C' or numeric.
FROM too large	Must be from 0 to 6.
FROM/TO both current date	The 'from' and 'to' entries cannot both be 'C'.
TO invalid	Must be either 'C' or numeric.

REJECT MESSAGES	MEANING / ACTION
TO too large	Must be from 0 to 6.
ADDRESS missing	Must be entered.
ADDRESS invalid	Must be 'Y' or 'N'.
CSV missing	Must be entered.
CSV invalid	Must be 'Y' or 'N'.

AJ-BSFF Run Parameters Screen

REJECT MESSAGES	MEANING / ACTION
Age missing	Age field must be specified. <i>Enter an age between 47 and 53.</i>
Age must be 47-53	Age must be a minimum of 47 and a maximum of 53. <i>Check and re-enter.</i>
Ignore NBR invalid	You can only enter either 'Y' or 'N'. <i>Check and re-enter.</i>
Ignore NBR missing	Ignore NBR field must be specified. <i>Enter either 'Y' or 'N'.</i>
Include add invalid	The 'Include address details?' field must be either 'Y' or 'N'. <i>Check and re-enter.</i>
Include add missing	The 'Include address details' field must be specified. <i>Enter either 'Y' or 'N'.</i>
Include fsafe invalid	The 'Include failsafe batch specifications' field must be either 'Y' or 'N'. <i>Check and re-enter.</i>
Include fsafe missing	You must make an entry in the 'Include failsafe batch specifications' field. <i>Enter either 'Y' or 'N'.</i>
No. months invalid	Number of months must be either 'Y' or 'N'. <i>Check and re-enter.</i>
No. months missing	Number of months field must be specified. <i>Enter either 'Y' or 'N'.</i>

Query Messages

QUERY MESSAGE	MEANING / ACTION
Age ok?	Check that the 'Age' selected is correct. <i>Press Enter to confirm.</i>

GP Groups Screen

REJECT MESSAGES	MEANING / ACTION
\ ~ * chrs not allowed	The characters \ ~ * are not allowed. <i>Re-enter details correctly.</i>
GROUP NAME missing	The GP group name must be specified.
GROUP NAME duplicated	The GP group name must be unique.
GROUP TYPE missing	The GP group type must be specified.
GROUP TYPE invalid	The GP group type must be 'G' or 'P'.
GP(s) not known	The highlighted GP codes do not exist for your organisation. <i>Re-enter correctly.</i>
GP(s) duplicated	You have entered the same GP code more than once. <i>Delete the duplicate GP code(s).</i>
GP(s) missing	You have not specified any GP codes in the fields provided. <i>Enter at least one GP code.</i>
GP(s) not current	The GP either has not reached his/her start date or has been cancelled. <i>Delete the highlighted GP code(s).</i>
PRACTICE(s) not known	Practice code is not known on the system.
PRACTICE(s) duplicated	Practice code must only be entered once.
PRACTICE(s) missing	At least one practice code must be entered.
DEL invalid	The Delete GP Group Code field must be 'Y' – Yes, 'N' – No or blank. <i>Enter 'Y', 'N' or leave blank.</i>
DEL not pos.	It is not possible to delete a GP Group code which has just been defined. <i>Press Enter to register the GP group code on the system. Then delete if required.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
GP(s) STATUS ok?	The highlighted GP is in abeyance/dispersal. <i>Press Enter to confirm the entry of this GP into the GP group. Otherwise, delete the highlighted GP code.</i>
GP(s) Start Date?	The Start Date has not yet been reached for this GP. <i>Press Enter to confirm.</i>

QUERY MESSAGES	MEANING / ACTION
GP(s) have patients?	You are about to delete a GP, who has patients listed on the GI screen, from a GP group. <i>Press Enter to confirm the deletion. Otherwise, enter 'N' – No in the Delete GP Group Code field, or press PF2 to restore the screen.</i> NOTE Ø If you delete a GP who has patients on his/her list, you must take some action to ensure that these patients will still be included in the screening programme.
DELETION REQUESTED	You are about to delete the displayed GP group code. <i>Press Enter to confirm the deletion. Otherwise, enter 'N' – No in the Delete GP Group Code field, or press PF2 to restore the screen.</i>
GP GROUP includes GP(s) with patients; do you want to remove the Group?	You are about to delete the displayed GP group although it contains one or more GPs with patients listed on the GI screen. <i>Press Enter to confirm the deletion. Otherwise, enter N – No in the Delete GP Group Code field, or press PF2 to restore the screen.</i> NOTE Ø If you delete a GP who has patients on his/her list, you must take some action to ensure that these patients will still be included in the screening programme.

AJ-BSRS Defaults Screen

REJECT MESSAGES	MEANING / ACTION
Must be 'B' or 'A'	AJ-BSRS can only report either 'B'efore or 'A'fter the Next Test Due date.
Must be numeric	Field must be a number.
Must be at least 1 week	Enter a number greater than zero.

Area Codes Screen

REJECT MESSAGES	MEANING / ACTION
AC TITLE reqd	The area code name must be present. <i>Enter the name of the area code in the first field.</i>
\ ~ * chrs not allowed	The characters \ ~ * are not allowed. <i>Re-enter details correctly.</i>
AC TITLE duplicate	The area code name you have entered already exists on the system. <i>Enter a unique area code name.</i>

REJECT MESSAGES	MEANING / ACTION
AD CD(s) invalid	The highlighted address codes do not exist for your organisation, i.e. they have not been registered on the AT (address tables) screen. <i>Re-enter correctly.</i>
AD CD's duplicated	You have entered the same address code more than once. <i>Delete the duplicate address code(s).</i>
ADD CD missing	You have not specified any address codes in the fields provided. <i>Enter at least one address code.</i>
DEL invalid	The Delete Area Code field must be Y – Yes, N – No or blank. <i>Enter Y, N or leave blank.</i>
DEL not pos.	It is not possible to delete an area code which has just been defined. <i>Press Enter to register the area code on the system. Then delete if required.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
DELETION REQUESTED!	You are about to delete the displayed area code. <i>Press Enter to confirm the deletion. Otherwise, enter 'N' – No in the 'Delete Area Code' field, or press PF2 to restore the screen.</i>

Network Screen (Page 1)

REJECT MESSAGES	MEANING / ACTION
NOTE Ø XXX is the transfer reference number displayed on the screen.	
XXX Invalid	The only characters allowed are 'Y' – Yes or 'N' – No. <i>Re-enter correctly.</i>
XXX NOT Available	The XXX transfer type is not yet available over the Network. <i>Press PF2 to restore the screen, or type 'N' and press Enter.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Are you sure?	You have requested the information NOT to be transferred over the Network, even though a transfer of this type is possible. <i>Press Enter to confirm, or change the field to Y – Yes.</i>

Network Screen (Page 2)

REJECT MESSAGES	MEANING / ACTION
Must be A or M	The only characters allowed are 'A' – Automatic updates or 'M' – Manual updates. <i>Re-enter correctly.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Type NOT recv'd	This transfer type may not be received from the Screening Office. Therefore, the change you have made will have no effect. <i>Press Enter to continue.</i>

AJ-BSH Parameters Screen

REJECT MESSAGES	MEANING / ACTION
HIST. flag invalid	Can only be set to 'Y' or 'N'. <i>Re-enter.</i>
HIST. flag missing	Field has not been entered. <i>Enter 'Y' or 'N'.</i>
AGE from invalid	Must be an integer, >0 and <100. <i>Check and re-enter.</i>
AGE from missing	Field has not been entered. <i>Enter an appropriate value.</i>
AGE to invalid	Must be an integer, >0 and <100. <i>Check and re-enter.</i>
AGE to missing	Field has not been entered. <i>Enter an age.</i>
AGE from v AGE to	AGE from must be less than AGE to. <i>Check and re-enter.</i>
Must be 'Y' or 'N'	All 'sections' can only be set to 'Y' or 'N'. <i>Enter 'Y' or 'N'.</i>
CARDS missing	Field has not been entered. <i>Enter 'Y' or 'N'.</i>
CARDS invalid	Must be set to 'Y' or 'N'. <i>Re-enter.</i>
MULTIPLE missing	Field has not been entered. <i>Enter 'Y' or 'N'.</i>
MULTIPLE invalid	Must be set to 'Y' or 'N'. <i>Re-enter.</i>
MULTIPLE vs CARDS	MULTIPLE cannot be set to 'Y' if CARDS is also 'Y'. <i>Check and re-enter as appropriate.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
AGE FROM not req'd	Field not required as HIST. flag = 'N'. <i>Press Enter to continue.</i>
AGE TO not req'd	Field not required as HIST. flag = 'N'. <i>Press Enter to continue.</i>

QUERY MESSAGES	MEANING / ACTION
HIST. flag = 'Y' OK?	HIST. flag correctly set? <i>Press Enter to continue.</i>
HIST. flag = 'N' OK?	HIST. flag correctly set? <i>Press Enter to continue.</i>

Failsafe Parameters Screen

REJECT MESSAGES	MEANING / ACTION
AGE MONTHS missing	Must be present.
AGE MONTHS invalid	Must be in range 0 to 11.
AGE YEARS missing	Must be present.
AGE YEARS invalid	Must be in range 49 to 53.
AREA Selection missing	Must be present.
AREA Selection invalid	Must be 'A' or 'S'.
DOWNLOAD missing	Must be present.
DOWNLOAD invalid	Must be 'Y' or 'N'.
GP Selection missing	Must be present.
GP Selection invalid	Must be 'P', 'G' or 'S'.
Include SO missing	Must be present.
Include SO invalid	Must be 'Y' or 'N'.
MAX AGE missing	Must be present.
MAX AGE invalid	Must be in range 70 to 73.
NTD MONTHS missing	Must be present.
NTD MONTHS invalid	Must be in the range 0 to 5.

Query Messages

QUERY MESSAGES	MEANING / ACTION
Parameters OK?	Check that the 'highlighted' parameters are OK. <i>Press Enter to confirm.</i>

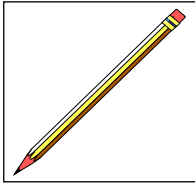
AJ-BSUL Parameters Screen

REJECT MESSAGES	MEANING / ACTION
IDENT UNINV missing	Must be entered.
IDENT UNINV invalid	Must be 'Y' or 'N'.
ADDRESS missing	Must be entered.
ADDRESS invalid	Must be 'Y' or 'N'.
FROM YEARS missing	Must be entered.

REJECT MESSAGES	MEANING / ACTION
FROM YEARS invalid	Must be numeric.
FROM YEARS > XX	Must not be greater than the maximum valid BSUL age.
FROM YEARS < YY	Must not be less than the minimum valid BSUL age.
FROM MONTHS missing	Must be entered.
FROM MONTHS invalid	Must be in range '0' to '11'.
TO YEARS missing	Must be entered.
TO YEARS invalid	Must be numeric.
TO YEARS > XX	Must not be greater than the maximum valid BSUL age.
TO YEARS < YY	Must not be less than the minimum valid BSUL age.
TO MONTHS missing	Must be entered.
TO MONTHS invalid	Must be in range '0' to '11'.
AGE RANGE years invalid	'From years must not be greater than 'to' years.
AGE RANGE months invalid	If 'from' and 'to' years are equal, the 'from' months must not be greater than the 'to' months.
RECALL INT invalid	Must be numeric.
RECALL INT missing	Must be entered.
RECALL INT too small	Must not be less than the minimum valid BSUL recall interval.
RECALL INT too large	Must not be greater than the maximum valid BSUL recall interval.
UNINVITED not req	If the 'Identify Uninvited' parameter is set to 'N' it is not necessary to enter this parameter.
IDENT EAR REC missing	Must be entered.
IDENT EAR REC invalid	Must be 'Y' or 'N'.
ADDRESS missing	Must be entered.
ADDRESS invalid	Must be 'Y' or 'N'.
ADDRESS V IDENT EAR REC	Not necessary if early recalls not selected.
CSV missing	Must be entered.
CSV invalid	Must be 'Y' or 'N'.

Query Message

QUERY MESSAGES	MEANING / ACTION
Parameters OK?	Check that the 'highlighted' parameters are OK. <i>Press ENTER to confirm.</i>



The SW Screen (Screening Details Summary)

The SW screen displays a woman's screening status and trial information; use the screen to enter any amendments to that information. There is also a second screen available for entering screening notes.

This screen may be used at any time to make interim amendments to a woman's details as requested by her GP, for example, to cease a woman who has undergone a bilateral mastectomy.

NOTE ➤ Any changes made to the Status flag or the Correspondence flag on this screen will be automatically recorded and displayed on the woman's SH screen (see Section 10 for further details).

The SW screen is used to:

- cease women, or reset to normal
- stop breast screening correspondence being sent to a woman
- amend trial information
- record women's screening notes.

NOTE ➤ It is possible to access this screen for male patients ONLY if they have BSS Screening history.

Table of Events

- Define a batch and run through the COUNT and SELECT option using AJ-BCR.
- AJ-BCP may be run to process the batch to invitation stage.

NOTE ➤ The invitation stage should be initiated on the date specified on the SB screen, page 4.

How to Use the SW Screen

Directions – Using the SW Screen

1. Enter a key of **SW** and use the woman's NHS number as a qualifier (see note below). Press **Enter** to display the screening details summary screen for the woman.
2. If necessary, update the woman's screening and/or trial status. Press **Enter**.
3. Page on, using the standard paging keys, to the woman's Patient Notes screen. Enter text as required. Press **Enter**.

NOTE ➤ If the woman's NHS number is not known, her name and/or date of birth can be used as a qualifier. Commas must be used to separate the details, or to indicate if an item is missing, for example:

SMITH,MARY,1.5.38 or SMITH,,1.5.38 or ,,1.5.38 and so on.

If several women are found with these details, a list will be displayed and you may select the one you require.

If the woman is due to be recalled early, and the recall date is within the last six months, the following message will appear on the second line of the first page of her screening summary:

**** Early Recall DD.MM.CCYY ****

If the patient is male, the following message will appear on the second line of the screen:

**** Male Patient ****

If the patient's sex is unknown, the following message will appear on the second line of the screen:

**** Patient Sex Unknown ****

If Breast Cancer Screening Notes exists, the following message will appear on the second line of the screen:

**** BCS Notes Exist ****

If the date is several months in the past, and no further information has been received from the Screening Office, the Screening Office may need to be reminded that the woman is due for early recall, or that episode details have not yet been received by your HA.

NOTES ➤ Women due for early recall can be identified for breast screening by the job AJ-BSUL. See Section 40 for further details.

Changes to 'deducted' women's screening details will automatically set an entry for the next run of AJ-BCX.

If the woman had the higher risk marker set on the BR screen, the following message will appear on line 6 of the display:

*** Higher Risk, NTD date: DD.MM.CCYY ***

```

SW]Screening Details Summary                               Qualifier[425 133 1524      ]
** BCS Notes Exist **                                     page->
MURRAY, Mrs. Jennifer Conifer                             DoB : 01.05.1955 Age : 56
55, Beer Street, EXE                                     Dr. T Asprilla (000010)
Q Code : QT2                                             NTD Date : 01.03.2014
* Higher Risk, NTD date : 03.09.2011 *

LAST SCREENING:
GP-referral,                                             Number of episodes - 9
Date - 21.01.11                                         'Open' episodes - 0
Office and Ref - AGA, NEW-CDM11
-----
Screening Status:
Call/Recall status? (N/C) . . . . [C] : Ceased
Reason for Ceasing (Ctrl L) . . . [W] : Woman's choice
Authorised by 'SO' or 'GP' . . . . [SO]
Correspondence required? (Y/N) . . [Y]
Holder of original ceasing doc . . [ ]

Trial Information:
Trial code . . . . . [ ] :
Arm code . . . . . [ ] :
Trial status . . . . . [ ] :

Call/Recall status updated by FS on 10.01.2011

```

Figure 1: The SW Screen – Page 1

```

SW]Screening Details Summary                               Qualifier[425 133 1524      ]
<-page
MURRAY, Mrs. Jennifer Conifer                             DoB : 01.05.1955 Age : 56
55, Beer Street, EXE                                     Dr. T Asprilla (000010)
Q Code : QT2                                             NTD Date : 01.03.2014
-----
Breast Cancer Screening Notes:
[W]O end code applied by AGA on 20.08.2003              ]
[                                                         ]
[                                                         ]

```

Figure 2: The SW Screen – Page 2

NOTES ➤ When a WO end code is applied by AJ-BIN or the BM screen, and if space exists, the patient notes are automatically updated to show the WO end code has been applied.

When a WO end code is applied using the SE or IW screens, if space exists the patient notes should be manually updated to record the reason for applying the WO end code.

Understanding the SW Screen

Page 1

LAST SCREENING:

Under this heading are three lines of information showing details of the last screening episode which was completed for the woman, that is, the date of the screening episode; the Screening Office code; and the reference number of the batch she was in. All three lines are display only.

Number of episodes

The number of completed screening episodes for the woman, that is, episodes which have been assigned an end code, for example, SC – Screening Complete, PC – Premature Closure, DNA – Did Not Attend etc.

‘Open’ episodes

The number of screening episodes which have not been closed for the woman, that is, episodes have not been assigned an end code, and are therefore still ‘Open’.

Q Code

The Q Code is a nationally agreed Organisation code for Health Authorities, implemented as part of the New Health Authorities Programme.

Screening Status

Call/Recall status

The default value for this field is **N** – Normal, indicating that the woman is available for screening. Change this field to **C** – Ceased if the woman has been ceased from screening indefinitely (i.e. she no longer requires screening).

Reason for Ceasing

Either **M** – MCA Best interests, **B** – bilateral mastectomy, or **W** – woman’s choice can be entered in this field.

NOTE ➤ From July 2008, the reason ‘Terminally Ill’ has been removed and is no longer a valid reason for ceasing a woman.

Entering **Ctrl L** causes a pop-up box to be displayed, giving these three alternatives and their meanings:

Reasons for Ceasing
‘M’CA – Best interests
‘B’ilateral mastectomy
‘W’oman’s choice

The reason can then be chosen from the pop-up box by selecting it using the arrow keys and then pressing **Return**. To update the record, you must then press **Enter**.

NOTES ➤ For a woman who was ceased prior to Release R, the 'Reason for Ceasing' will be blank. If you know what the reason was, you can insert it.

The text "Reason transferred in ->" will only be displayed when a woman has been transferred in with a Call/Recall status of Ceased and indicates that her reason for ceasing has also been transferred-in (but has not yet been updated) and can be found on page 2 of the SW screen.

This text will only be displayed until either:

- A reason for ceasing is entered.
- The woman's call/recall status is changed from ceased to normal.

With regard to the reason for ceasing M for 'MCA – Best Interests', where MCA is an abbreviation for the Medical Capacity Act 2005, the following guidance applies:

Under the Mental Capacity Act 2005 a legally accountable decision maker can make decisions for and on behalf of a person who lacks mental capacity. A woman may now be ceased from the breast screening programme if her care team, which will include the professional responsible for her healthcare and any or all formally appointed decision-makers, considers that it is in her best interests to do so. Full documentation relating to the decision must be retained for later audit.

For further information please refer to the official NHSBSP guidance.

Call/Recall status updated by XX on DD.MM.CCYY

This field is display only. It only appears after the woman's call/recall status has been updated, showing the date of the change and the initials of the person who made it.

Authorised by (SO/GP)

If changing the screening status of the woman to **C** – Ceased, enter the authorisation for this change: that is, **SO** – Screening Office or **GP** – the woman's GP.

Correspondence required?

Enter **Y** – Yes if invitation/reminder letters are to be produced for the woman.

If **N** – No is entered, no letters will be produced for the woman. However, she will be included in all stages of the batch, and other prints may be produced (e.g. non-responder cards).

Holder of original Ceasing doc

Enter a valid HA or Screening Office cipher to specify which organisation holds the woman's original ceasing documentation.

Trial Information

NOTE ➤ If the woman is involved in trials, all three fields must be completed.

Trial information may be automatically entered when AJ-BCP is run if the woman is in a trial batch which is randomised. See appendix B for more information on research trials.

Trial code

If the woman is involved in trials, enter/amend the code for the trial, that is, **A** – Age of Starting trial, or **I** – Interval trial.

Arm code

If the woman is involved in trials, enter/amend the ‘arm’ code to indicate which group she is in: that is, **S** if she is in the study group, **C** if she is in the control group.

Trial status

If the woman is involved in trials, enter/amend her trial status code: that is, **P** if she is currently participating in the trial, **N** if she has been withdrawn for any reason.

NOTE ➤ Users with restricted access may amend a woman’s trial or arm code, but not her trial STATUS.

Page 2**Breast Cancer Screening Notes:**

This is a free text field where any notes relating to the woman’s screening can be entered, updated or deleted. No clinical information should be entered here. If patient notes exist:

- the **Patient Notes** field on the IW screen should be set to **Y** – Yes
- the message **** BCS Notes Exist **** will be displayed on the woman’s SW, SE (screening episodes) and SH (screening history) screens.

NOTE ➤ If a woman with patient notes is deducted, her notes will be printed out on cards.

If a woman has moved to another HA, her notes will be transferred via the Network along with her other screening details. At the new HA they will be processed by AJ-CIN. The woman’s screening details will be automatically updated with the notes, provided none exist already.

SW]Screening Details Summary		Qualifier[4251331524		]-page	
RAY, Mrs. Jennifer Conifer		DoB : 01.05.1945		Age : 62	
55, Breer Street, EXE		Dr. APJ Aardvark (000020)			
Q Code QT2		NTD Date : 01.03.2014			

Breast Cancer Screening Notes:					
[NHS number change from 4117667114 in July 06. (PR)					
[					
[					
Ceased Details Transferred in :					
Sent from Newcastle HA (NEW) on 17.08.2007					
Reason for Ceasing : Bilateral mastectomy					
Date Ceased : 29.04.2007					
Holder of original Ceasing doc : Gateshead SO (AGA)					

Figure 3: The SW Screen – Page 2, Showing Transfer In with C/R Status of Ceased

For women whose ceased details have been transferred-in, page 2 of the SW screen displays the additional, read-only ceasing details as sent from her previous NHAIS site. This includes the following details:

- the name of the NHAIS site that the woman was transferred from;
- the date that the woman was transferred;
- the reason for ceasing if it is known (if this is not known the screen will display “Reason unknown”);
- the date that the woman was ceased; and
- the holder of the original ceasing documentation (if this is not known the screen will display “Holder unknown”).

Error Messages

REJECT MESSAGES	MEANING / ACTION
ARM CODE invalid	The Arm code must be S – Study group, C – Control group, or left blank. <i>Re-enter correctly, or leave blank.</i>
AUTH invalid	The only characters allowed in the ‘Authorised by’ field are SO – Screening Office or GP – the woman’s GP. <i>Re-enter correctly.</i>
AUTH missing	If you have changed the Call/recall status to C – Ceased, the authorisation for this change must be entered, i.e. SO – Screening Office or GP – the woman’s GP. <i>Enter the authorisation.</i>
AUTH not reqd	If the Call/recall status is N – Normal, it is not necessary to complete the ‘Authorised by’ field. <i>Delete the characters in the ‘Authorised by’ field.</i>
CHARACTERS invalid	The following characters are not allowed in the woman’s screening notes: # ~ / @ [\] ^ _ ‘ { } \$ <i>Delete/replace the incorrect characters.</i>
CODE invalid	The Call/Recall status must be N – Normal or C – Ceased. <i>Re-enter correctly.</i>
CODE missing	The Call/Recall status must be N – Normal or C – Ceased. <i>Enter N or C.</i>
CORR invalid	The ‘Correspondence’ field must be Y – Yes or N – No. <i>Re-enter correctly.</i>
CORR missing	You must indicate whether or not letters are to be produced for the woman. <i>Enter Y – Yes or N – No in the ‘Correspondence’ field.</i>
FIRST LINE empty	You should begin entering the woman’s screening notes in the first field, not in the second or third. <i>Enter information in the first field.</i>
HOLDER invalid	Must be either a NHAIS HA cipher or a SO cipher. <i>Re-enter as appropriate.</i>
HOLDER not required	Holder is not required if the woman is not ceased. <i>Leave the field blank.</i>
REASON invalid	The reason must be M, B or W. <i>Enter M, B or W in the ‘Reason for Ceasing’ field.</i>
REASON missing	If the Call/Recall status is C – Ceased, a reason must be entered. <i>Enter M, B or W in the ‘Reason for Ceasing’ field.</i>

REJECT MESSAGES	MEANING / ACTION
REASON not required	For Call/Recall status N – Normal, no reason is required. <i>Leave the 'Reason for Ceasing' field blank.</i>
TRIAL CODE invalid	The Trial code must be I – Interval, A – Age of Starting, or left blank. <i>Re-enter correctly, or leave blank.</i>
TRIAL STATUS invalid	The Trial status must be P – Participating, N – Non-participating, or left blank. <i>Re-enter correctly, or leave blank.</i>
TRIAL INFO invalid	If the woman is involved in trials, all three trial fields must be completed. Otherwise, leave blank. <i>Complete the trial information field(s), or leave all three fields blank.</i>
Unable to change TRIAL STATUS	Your level of access does not allow you to change the woman's trial status.

Query Messages

QUERY MESSAGES	MEANING / ACTION
Check AUTH	Check that you have entered the correct authorisation in the 'Authorised by' field. <i>Press Enter to confirm.</i>
Check Trial info	Check that you have entered the correct information in all three Trial fields. <i>Press Enter to confirm.</i>
HOLDER missing?	The Holder of the Ceasing documentation has not been entered. Can you enter it now? <i>Press Enter to confirm.</i>

The SM Screen (Screening Summary)

This screen is used to display a summary of a woman's full screening history. The screen is accessed by entering a key of **SM** with a qualifier of the woman's **NHS number**.

NOTE ➤ If the woman's NHS number is not known, her name and/or date of birth may be used as a qualifier. Commas must be used to separate the details, or to indicate if an item is missing, e.g.

SMITH,MARY,1.5.38 or SMITH,,1.5.38 or ,,1.5.38 and so on.

If several women are found with these details, a list will be displayed and you may select the one you require.

The total number of episodes for the woman is displayed, as well as the number of episodes which are still open (i.e. episodes which do not have an end code).

Episodes are displayed in chronological order, the most recent episode being displayed at the top of the list. Summary information for up to 9 episodes can be displayed on the screen at one time. If more than nine episodes exist for the woman, summary information for further episodes can be viewed by using the Page On key.

The header section of the screen will also show if the woman has had the higher risk marker set and, if so, what her Next Test Due date is (see **Figure 2**).

If you wish to view details of a specific screening episode summarised on this screen, the SE screen for that episode can be directly accessed from this screen simply by entering **E** in the **SE/AUD** field for the required episode.

The SM screen also has an audit viewing facility, via a pop-up box.

How to Use the SM Screen

Directions – Using the SM Screen

1. Enter a key of **SM** and a qualifier of either the woman's NHS number or name and date of birth (see note above). Press **Enter** to display the SM screen for the woman.
2. If nine episodes are displayed on the screen, and you wish to view details of an earlier screening episode, Page on using the standard paging keys.
3. If you wish to view further details of a screening episode (on the SE screen), enter **E** in the **SE/AUD** field for that episode, and then press **Enter**.

SM]Screening Summary										Qualifier[930 778 3438]									
SMITH, Ms. Kathy Fiona										DoB : 25.04.1947									
47 Headland Crescent,										Age : 63									
EXE										GP Code : 000017									
Q Code : QT1										Episodes : 3 (Open : 3)									
Current call/recall status : NORMAL										SO Code : AGA									
-----										-----									
SE/	Episode	Ep	SB	Next	Stge/Due	End	Auth	1st	Off	Actual	Early								
AUD	Date	Typ	ID	(NBR	SO Ref)	SO	Apt	Code	By	App	Date	Scr	Date	Rec	Date				
[]	17.08.04	C	2	PNL	01.02.03	AGA													
[]	19.03.04	C	10	FIN		AGA													
[]	07.10.03	C	12	FIN		LED													

BCS Notes :																			

Figure 1: The SM Screen

If the woman has been ceased, the date of ceasing and the reason for ceasing will be displayed (if available).

SM]Screening Summary										Qualifier[757 814 0868]									
SMITH, Ms. Fiona U (WOGAN)										DoB : 16.09.1937									
45 Hamlin Gardens,										Age : 71									
EXE										GP Code : 000078									
Q Code : QT1										Episodes : 1 (Open : 0)									
* Higher Risk, NTD date : 06.09.2009 *										C/R Status : Normal									
-----										-----									
SE/	Episode	Ep	SB	Next	Stge/Due	End	Auth	1st	Off	Actual	Early								
AUD	Date	Typ	ID	(NBR	SO Ref)	SO	Apt	Code	By	App	Date	Scr	Date	Rec	Date				
[]	02.09.08	H		AGA-HR1A		AGA	Y	SC	SO	05.09.08	05.09.08								

BCS Notes :																			

Figure 2: The SM Screen, Showing Higher Risk Flag and NTD Date

Understanding the SM Screen

There is only one data entry field: **SE/AUD**. This field is also used to display a pop-up box showing audit information for the episode.

The read-only information displayed on the screen is all self-explanatory, with the exception of the **SO Code** field and 'Next Stge/Due (NBR SO Ref) column.

The read-only **SO Code** field will display one of three possible values, depending on the criteria below:

- Where the woman's screening office code has been defined the field will show an SO code, for example **AGA**. This is displayed where:
 - your NHAIS system is connected to a *single* screening office, or

- o the woman's address code has been assigned to a screening office area code, or
- o the woman's GP code/GP practice is assigned to a screening office GP group.
- If the SO code is undefined, the field will display **ZZZ (Undef.)** where none of the three conditions above have been met.
- If the SO code is unknown and cannot be identified for the reasons given in the previous bullet points. The field will display **ZZZ(SO code 1/SO code 2)**, where **SO code 1/SO code 2** are different screening office codes, for example **ZZZ(BYO/AGA)**.

This condition arises when the address code is assigned to a screening office area code in **SO code 1**, but the GP code/GP practice is assigned to a screening office GP group in a different screening office, that is **SO code 2**.

Next Stge/Due (NBR SO Ref)

Different information will be displayed in this column for different types of episode, as follows:

Episode Type	Displayed Details
Call/Recall at this Health Authority	The Next Stage Due, and the date at which that stage is due to be run.
Call/Recall from another Health Authority	The Screening Office Reference Code for that episode.
Non-Batch Referral	The Screening Office Reference Code for that episode.

SE/AUD

If you wish to see further information about an episode, enter **E** in this field. The SE screen for the episode will then appear.

This field can also be used to display audit information for the episode. To display audit information, place the cursor on this field and press the appropriate key combination, as described below.

How to View an Audit of Changes

Directions to View an Audit of Changes

1. On the SM screen, position the cursor in the **SE/AUD** field of the episode for which you wish to view an audit.
2. To display the information, use the normal key combination. (If you are working on an NHAIS System terminal, press the **Ctrl** and / keys at the same time.)
3. Use the standard paging keys, **2** and **1** on the numeric key pad, to move forward or backward through any additional information, indicated by **>>** or **<<** at the bottom or top of the window border.
4. Press the **Return** key to close the box.

```

SM]Screening Summary                               Qualifier[930 778 3438      ]
SMITH, Ms. Kathy Fiona      DoB      : 25.04.1947   NTD Date   : not set
47 Headland Crescent,      Age      : 63
EXE                          GP Code   : 000017      SO Code    : AGA
Q Code : QT1                Episodes  : 3 (Open : 3)
Current call/recall status : NORMAL
-----
SE/ Episode  Ep  SB  Next Stge/Due      End  Auth 1st Off  Actual  Early
AUD Date     Typ ID  (NBR SO Ref)  SO  Apt Code By  App Date Scr Date Rec Date
-----
[-----]
[                BSS Audit of Screening Episode Changes                ]
[-----]
Date/Time Changed By  Field Identifier      From          To          Initials
-----
17-AUG-04 11:06      BCR  Episode Created                                IA
-----
[-----]

```

Figure 3: The SM Screen with Pop-up Box Showing Audit Details

The pop-up box shows the following details:

- the date and time of the change;
- the application which made the change;
- the screening episode detail which has been changed (Field Identifier);
- the previous and current values (From and To); and
- the initials of the individual who made the change.

It may be that no audit history is available. If this is the case, one of the following three messages will appear in place of audit details:

*** THE AUDIT FACILITY IS NOT SWITCHED ON

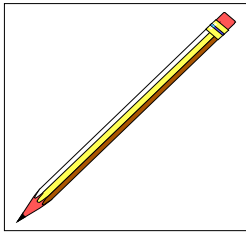
CHANGES TO EPISODES ARE NOT BEING RECORDED ***

*** THERE IS NO AUDIT HISTORY AVAILABLE FOR THIS EPISODE ***

*** THE AUDIT HISTORY IS RECORDED BY EPISODE
NO SCREENING EPISODES EXIST FOR THIS WOMAN ***

Error Messages

REJECT MESSAGES	MEANING / ACTION
SE/AUD invalid	The 'SE/AUD' field must either contain 'E' or be left blank. <i>Re-enter correctly.</i>
Action invalid	'E' can only be entered in the 'SE/AUD' field of one episode at a time. <i>Remove at least one of the 'E' entries, and leave all the 'SE/AUD' fields blank except one.</i>



The BG Screen (BSS Group Enquiry)

This read-only screen is used to display all GP Groups and Area Codes, for all Screening Offices, in which a GP code or Address code is defined.

Optionally, a Screening Office code can be included in the qualifier. In this case, the screen will display all GP Groups and Area Codes, belonging to that Screening Office only, in which the GP code or Address code is specified.

NOTE ➤ Although it is unlikely that a code will be defined in both a GP Group and an Area Code, it is possible. (The AT screen will allow you to enter a valid GP code as an address code.)

How to Use the BG Screen

Directions – Using the BG Screen

1. Enter a key of **BG** with a valid qualifier (see below).
2. Press **Enter**.

Valid qualifiers are:

GP code	Displays all GP Groups and Area Codes for all Screening Offices in which the GP Code is defined.
Address code	Displays all Area Codes and GP Groups for all Screening Offices in which the Address Code is defined.
GP code,SO code	Displays all GP Groups and Area Codes, for the specified Screening Office only, in which the GP Code is defined.
Address code,SO code	Displays all Area Codes and GP Groups, for the specified Screening Office only, in which the Address Code is defined.

BG]BSS Group Enquiry Screen			Qualifier[000020			]		
List of GP Groups and Area Codes in which the specified code is defined.								
GP Group	GP Group Title	S0 Code	Area Code	Area Code Title	S0 Code			
G	XYZ GP Group	AGA						
G1	LED1	LED						
G2	LED2	LED						
			** Specified code is not **					
			** defined in any Area Codes **					

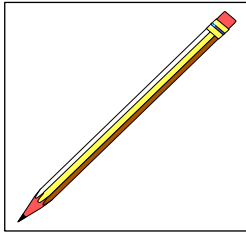
Figure 1: The BG Screen (No SO Code in the Qualifier)

BG]BSS Group Enquiry Screen			Qualifier[000020,LED			]		
List of GP Groups and Area Codes in which the specified code is defined.								
GP Group	GP Group Title	S0 Code	Area Code	Area Code Title	S0 Code			
G1	LED1	LED						
G2	LED2	LED						
			** Specified code is not **					
			** defined in any Area Codes **					
			** within the specified S.O. **					

Figure 2: The BG Screen (SO Code Included in the Qualifier)

Error Message

REJECT MESSAGE	MEANING / ACTION
** Enter a GP Code, or Address Code, into the ** Qualifier to display all GP Groups and Area ** Codes that the specified code is defined in. **	You have not entered a qualifier.



The BH Screen (BSS Parameters)

The BH screen is used to hold and change Breast Screening System parameters which are not Screening Office specific.

How to Use the BH Screen without a Qualifier

Directions – Using the BH Screen

1. Enter a key of **BH** with a blank qualifier. Press **Enter** to display the screen.
2. Change the ***DoB Changes Required?*** field to **Y** – yes – if your site wishes to identify women whose date of birth has been changed such that it could affect their eligibility for screening. Otherwise, leave this field set to **N** – no.
3. Enter a number between 1 and 20 for the ***Maximum No. of Transfers per CINB*** field. The default is 5.
4. You can specify whether you want to include details of automatic updates in the CINB report. Enter one of the following options in the ***Include details of Automatic updates?*** field:
 - Enter **Y** to include the details of women who have had their episodes updated by CIN124.
 - Enter **N** to suppress the reporting of automatic updates.
 - Enter **X** to suppress both the reporting of automatic updates and any ****** NO DETAILS TO PRINT ****** pages.
5. In the ***AJ-BCO: report open episodes after*** field, enter the number of months an episode must have been ‘open’ for before AJ-BCO will report it. The minimum is 0, the maximum is 36 months.
6. Use the ***AJ-BCO: print order*** field to specify whether the order in which print should be generated. Enter either:
 - **A** – for alphabetically by surname; or
 - **N** – for NHS number order.
7. Enter **Y** if you want AJ-BCO to always produce a print summary, regardless of whether any outstanding episodes have been found.
8. Enter **Y** if you want to suppress standard AJ-BCP prints, or **N** to produce them as normal.
9. Press **Enter** to register these details.

NOTE ➤ The BH-BSFF screen was replaced by the SO,F screen (in February 2009) and can no longer be used to specify run parameters for AJ-BSSF.

Instead, use the SO,F screen to specify AJ-BSFF run parameters. If you try to use the BH-BSFF screen you will see the following message:

This screen is no longer used. Please access the SO screen (with a qualifier of SO code,F) to view/set-up the BSFF parameters for each individual screening office.

```

BH]BSS Parameters Screen                               Qualifier[      ]
               Breast Screening System Parameters

DoB Changes Required? (Y/N). . . . . [Y]

CINB Reporting:
    Maximum no. of Transfers per CINB (up to 20) . [1 ]
    Include details of Automatic updates? (Y/N/X). [X]

AJ-BC0: report open episodes after . . . . . [6 ] months
        print order, 'A'lphabetic surname or 'N'HS . . [N]
        always produce Summary Report? (Y/N) . . . . . [N]

AJ-BCP: suppress prints? (Y/N) . . . . . [Y]

BSS Practice Profiles statistics were last extracted on : 02.02.2015

-----
Other Qualifiers for the BH screen are:
'BSSD' - Parameters for AJ-BSSD
'BSSM' - Breast Screening Merge process
  
```

Figure 1: The BH Screen

Understanding the BH Screen

DoB Changes Required?

If your organisation wishes to keep a record of changes to women's dates of birth where the change would put them out of the age range for screening, enter **Y** in this field. Otherwise, this field must contain **N**.

Maximum no. of Transfers per CINB

The number of transfers per CINB allows the prints from that number of transfers to be brought together under one print queue entry.

NOTE ➤ The parameter will initially default to 5, but it can be changed to any number between 1 and 20.

Include details of Automatic updates

Use this field to specify whether CINB should report on women who have had episodes automatically updated by CIN24 in the CINB report.

Enter **Y** to include the details within the report.

Enter **N** to suppress the details.

NOTE ➤ Women who had ceased or high risk details updated will still be reported even if **N** is selected.

Enter **X** to suppress both the details from the report and any ****** NO DETAILS TO PRINT ****** pages.

AJ-BCO: report open episodes after

Use this field to specify the number of months an episode must have been open before AJ-BCO will report it. The minimum is 0 and the maximum is 36 months.

AJ-BCO: print order, 'A' lphabetic surname or 'N' HS

You can specify the order in which the AJ-BCO is generated. Enter either:

- A for a listing in alphabetical order by surname
- N for NHS number order

AJ-BCO: always produce Summary Report

Enter **Y** to produce summary report even if no outstanding episodes have been found.

Enter **N** if summary report is not required if no outstanding episodes have been found.

AJ-BCP: suppress prints?

If you want to suppress the standard prints produced by AJ-BCP, enter **Y**. Otherwise, enter **N** to produce the prints as normal.

NOTES ➤ This print suppression will not apply if a batch transfer fails and migrates to print (i.e. if this situation arises the print will still be produced.)

If AJ-BCP does not produce any prints the AJ-Q entry will have a status of "COMPLETE" instead of "AWAITS PRINTING".

How to Use the BH Screen with Qualifier BSSD

The BH screen, with BSSD as the qualifier, is used to define which data items are to be included for each woman who is selected to be in the AJ-BSSD Download file.

Directions – Using the BH Screen with the BSSD Qualifier

1. Enter a key of **BH** with a qualifier of **BSSD**. Press **Enter** to display the screen.
2. Select the values for each field you want to be included in the download file by entering **Y** or **N** in the relevant field.

NOTE ➤ This does not apply to the *NHS Number* field, nor does it apply to the *Include All Episodes, Latest episodes only or No episode details* field. See below for further details.

BH]BSS Parameters Screen		Qualifier[BSSD]	
AJ-BSSD Data Items : Specify data items for inclusion in the download file.			
REGISTRATION INFORMATION (Current) -----			
NHS Number Y	Name [Y]	Date of Birth . . [N]	
Address [N]	Post Code [N]	SO Code [Y]	
SO GP Group [Y]	SO Area Code . . . [N]		
ADDITIONAL INFORMATION (As at the 'Review' date) -----			
Age [N]	GP Code [Y]	GP Partnership . [N]	
GP Practice Code . [N]	PCO Code [N]	Address Code . . [N]	
Q Code [Y]	DHA Code [N]	Call/Recall Stat. [Y]	
Reason for Ceasing. [Y]	Date Ceased [Y]	Authorised By . . [N]	
Higher Risk marker. [N]	Higher Risk NTD . . [N]		
SCREENING INFORMATION (Current) -----			
Correspondence Req. [N]	Notes [N]	Trial Information [N]	
NTD Date [N]			
EPISODE INFORMATION -----			
Include 'A'll episodes, 'L'atest episode only or 'N'o episode details . . [L]			
Episode Date . . . [Y]	Episode Type . . . [N]	Batch ID [N]	
SO Code [N]	HA Cipher [N]	SO Ref Code . . . [N]	
End Code [N]	Authorised By . . . [N]	1st Off App Date. [N]	
Actual Scrn Date . [N]	Early Recall Date . [N]	End Code Upd Date [N]	

Figure 2: The BH Screen, with BSSD Qualifier

Understanding the BH Screen, Qualifier BSSD

With the exception of the *Include All Episodes, Latest Episodes or No Episode Details* field in the Episode Information section of the screen (see below), all fields accept either a **Y** or **N** value.

Enter **Y** to include the relevant field in the download file, or **N** to exclude the details.

NHS Number

This value cannot be changed and will always be included in the download file.

Include 'A'll Episodes, 'L'atest Episodes or 'N'o Episode Details

This is the first field in the Episode Information section of the screen. Enter **A** to include all episodes, **L** to only include the latest episode details, or **N** to exclude episode details from the download file.

If **all** episodes are specified, then a separate record for each episode (for all women who satisfy the selection criteria) will be included in the AJ-BSSD download file.

If **no** episodes are specified, then no episode information will be included in the download file – even if all other fields in the Episode Information section are set to **Y**.

How to Use the BH Screen with Qualifier BSSM

The purpose of this new process is to enable NHAIS users to merge the screening histories of two women on their system who have been identified as registration duplicates.

Overview of the Operational Process

The merge facility is a two stage process. However, one merge must be completed or cancelled before another can be started.

The **first stage** is to run **AJ-BSSM** to produce a report which:

- highlights any issues that might prevent the merge from taking place;
- identifies any queries for consideration before going ahead with the merge
- shows the current episode history of both women (i.e. their pre-merge history);
- shows an image of the merged episode history (i.e. the post-merge history); and
- provides the password needed in order to go ahead with the merge process.

The **second stage** is to use the **BH-BSSM** screen which will:

- enable the merge the process to go ahead and be completed; or
- enable the merge process to be cancelled.

NOTE ➤ This stage should be run within one hour of the report being generated by AJ-BSSM. If it is not, the process will automatically time out and stage 1, running AJ-BSSM, will have to be repeated.

For further information on AJ-BSSM, please refer to chapter 46 of the Breast Screening Reference Manual.

Directions – Using the BH Screen with the BSSM Qualifier

1. Enter a key of **BH** with a qualifier of **BSSM**. Press **Enter** to display the screen.
2. Select the values for each field you want to be included in the download file by entering **M** (merge) or **C** (cancel) in the relevant field.
3. Enter the password as shown AJ-BSSM report and press **Enter**.

This screen can only be used when there is already a merge pending, that is, after AJ-BSSM has already been used to start the merge process.

When there is a merge pending this screen can be used to either cancel or complete the merge. To complete the merge you must enter the password which is listed on the AJ-BSSM Report.

Screen Display

When the BH-BSSM screen is displayed after AJ-BSSM has been run, it will show that a merge is pending and that it must either be completed or cancelled before a specific time. That time is calculated as one hour from when AJ-BSSM started to run on the AJ-Q. If the merge is not completed within that time, it will be automatically timed out and the merge process will have to be repeated.

BH]BSS Merge Screen	Qualifier[BSSM	]
BREAST SCREENING MERGE		
BH-BSSM is the second stage of the process to merge the Breast Screening histories of two women on your system who have been identified as registration duplicates. This screen will complete or cancel a merge which has already been started by AJ-BSSM. To complete the merge you will need to enter the password provided in the BSSM report. Please note that you need to complete the merge on this screen within one hour of running AJ-BSSM. Also note this screen will only show details of a merge which is already pending from AJ-BSSM. Merge pending from 600 000 3544 onto 100 166 3411 Merge must be completed before 5:10 PM. Enter 'M' to merge details or 'C' to cancel [] If you want to complete the merge you must enter the password from the AJ-BSSM report here []		

Figure 3: The BH Screen, with BSSM Qualifier

Validation

If a pending merge is to be completed, the correct password from the corresponding AJ-BSSM output report must be entered.

If a pending merge is to be cancelled, the password is not required.

Record of Merges

The system will automatically keep a record of every merge which has been started by AJ-BSSM. This information can be viewed in a pop-up box by pressing **Ctrl L** when the cursor is in the qualifier field of the BH-BSSM screen.

```

BH]BSS Merge Screen                               Qualifier[BSSM                               ]

[-----]
|                                     Record of all BSSM merges shown below                                     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| DATE      TIME      OLD NHS      NEW NHS      STATUS      |
| 16/08/2006 04:10 PM  600 000 3544  100 166 3411  PENDING      |
| 02/06/2006 09:23 AM  187 372 6600  103 467 6539  COMPLETE      |
| 01/06/2006 02:15 PM  187 372 6600  103 467 6539  CANCELLED      |
| 11/06/2006 11:17 AM  205 564 6265  383 456 5555  TIMED OUT      |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

If you want to complete the merge you must enter
the password from the AJ-BSSM report here . . . . . [      ]

```

Figure 4: The BH Screen, with Record of BSSM Merges Pop-up Box

Checking the Results of a Completed Merge

Because of any queries that might be raised on the AJ-BSSM report, it is always good practice to check the results of the merge using the SM screen for both NHS numbers.

If all the episodes have been copied from the old NHS number, the SM screen will state that there are no episodes to display for that number.

When any episodes are copied across to the new number, the episode audit details on the new number are updated to show that the episode was moved from the old number. Remember, episode audit details can be viewed using the pop-up box facility on either the SE screen (see chapter 9) or the SM screen (see chapter 13). Information on how to do this can be found in the online BSS Reference Manual.

Understanding the BH Screen, Qualifier BSSM

NOTE ➤ The fields on this screen will only be available for entry whilst there is a merge pending. There will be one field to specify if you wish to complete or cancel the merge and another to enter the password if you are completing the merge.

Enter 'M' to merge details or 'C' to cancel

Enter **M** (merge) or **C** (cancel) as required.

If you want to complete the merge...

Enter the unique five character password from the AJ-BSSM report to complete the merge.

Error Messages

BH Screen without a Qualifier

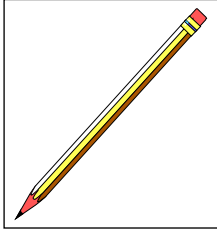
REJECT MESSAGES	MEANING / ACTION
DoB missing	The 'DoB Changes Required?' field must not be blank. <i>Enter either 'Y' or 'N'.</i>
DoB invalid	Characters allowed are 'Y' or 'N'. <i>Re-enter correctly.</i>
TRANSFERS missing	You have not entered a number of transfers. <i>Enter a number between 1 and 20.</i>
TRANSFERS invalid	You have entered an invalid character. Entries must be a whole number greater than zero. <i>Enter a number between 1 and 20.</i>
TRANSFERS < 1	You have entered a number less than 1. Entries must be a whole number greater than zero. <i>Enter a number between 1 and 20.</i>
TRANSFER > 20	You have entered a number greater than 20. Entries must be a whole number greater than zero. <i>Enter a number between 1 and 20.</i>
AUTO UPDATES missing	Must be present.
AUTO UPDATES invalid	Must be 'Y', 'N' or 'X'.
MONTHS missing	Must be present.
MONTHS invalid	Must be an integer.
MONTHS < 0	Must be greater than zero.
MONTHS > 36	Must not be greater than 36.
ORDER missing	Must be present.
ORDER invalid	Must be 'A' or 'N'.
SUMMARY missing	Must be present.
SUMMARY invalid	Must be 'Y' or 'N'.
BCP missing	Must be present.
BCP invalid	Must be 'Y' or 'N'.

BH Screen with BSSD Qualifier

REJECT MESSAGES	MEANING / ACTION
FIELD missing	Data item field must be present. <i>Enter 'Y' or 'N'.</i>
FIELD invalid	Data item field must be 'Y' or 'N'. <i>Re-enter using 'Y' or 'N'.</i>
EPISODES missing	Episodes parameter must be present. <i>Enter 'A', 'L' or 'N'.</i>
EPISODES invalid	Episodes parameter must be 'A', 'L' or 'N'. <i>Re-enter using 'A', 'L' or 'N'.</i>

BH Screen with BSSM Qualifier

REJECT MESSAGES	MEANING / ACTION
action missing	An action must be entered. <i>Enter either 'M' to merge the record, or 'C' to cancel.</i>
action invalid	Must be 'M' or 'C'. <i>Check and re-enter.</i>
PASSWORD missing	The password must be entered to complete a merge. <i>Enter the password as shown on the AJ-BSSM report.</i>
PASSWORD invalid	The password must be what was on the AJ-BSSM print. <i>Check and re-enter.</i>
PASSWORD not req'd	The password is required if you are not completing a merge. <i>Remove the password.</i>



The BR Screen (BSS Higher Risk Details)

The NHS Cancer Reform Strategy (December 2007) requires that surveillance of women below the normal screening age band who have been identified as being at a higher risk of developing breast cancer in line with the NICE guidelines¹ will be managed through the NHS Breast Screening Programme.

The age at which affected women will enter the surveillance programme is dependant on their individual reason for being classed as at higher risk (e.g. due to genetic mutation, family history or previous radiotherapy during treatment for Hodgkin's disease).

The BR screen has been developed in support of this and can be used to:

- set a woman's higher risk marker
- set a woman's next test due date, if the higher risk marker has been set to 'Y'
- view an audit of all changes which have been made to the woman's screening details (on both the BR and SW screens).

The SE and SM screens should be used to view, enter or amend a woman's higher risk episode details. Further information on these screens can be found chapters 9 and 13 respectively.

How to Use the BR Screen

Directions – Using the BR Screen

1. To display the BR screen for a woman use her NHS number as a qualifier.
2. If the NHS number is not known her surname, forename, date of birth may be used. Commas must be entered in between each part of the qualifier, even if that part is not used.

Examples of possible qualifiers for the BR screen are shown below:

- NHS number – e.g. **4004004004**
- surname – e.g. **SMITH,,**
- surname, forename and date of birth – e.g. **SMITH,MARY,1.5.38**
- surname and forename – e.g. **SMITH,MARY,**
- surname and date of birth – e.g. **SMITH,,1.5.38**
- date of birth only – e.g. **.,1.5.38**

3. Press **Enter**.

If more than one woman is found matching the details you specify, they will all be displayed in a list on the RS screen, allowing you to select the correct woman's details.

¹ NICE Clinical Guideline 41 (October 2006) – “Familial breast cancer. The classification and care of women at risk of familial breast cancer in primary, secondary and tertiary care.”

NOTE ➤ If a woman moves into a new NHAIS area, her higher risk status (if applicable) and screening history are also transferred.

BR]BSS Higher Risk Details		Qualifier[112 024 1685]	
SMITH, Ms. Fiona U (WOGAN)		DoB : 16.09.1947 Age : 61	
20 Heavitree Road, EXE		Dr. A Apricot (000028)	
Q Code QT1			

Setting the following marker indicates that the woman satisfies the criteria which determine her to be at a sufficiently higher risk of breast cancer to warrant annual screening.			
Higher Risk ? (Y/N) []			
Next Test Due date []			

Figure 1: BR Screen, with NHS Number Qualifier

Understanding the BR Screen

Higher Risk ? (Y/N)

Set this to **Y** to indicate the woman is at a higher risk of breast cancer and that she is eligible for annual screening.

Next Test Due date

Enter a date in here to indicate when the woman's next higher risk episode is due.

NOTE ➤ If the higher risk marker is set to 'Y' and no date is entered it indicates that the woman will no longer be screened under the annual surveillance program.

Subsequently, if or when she is in the age range for the normal screening program she will be picked up when she is due and enter the normal three year cycle of the BSS Call/Recall program.

Viewing an Audit of Changes

To view the audit of changes (see **Figure 2** below) which have been made to a woman's details using this screen, position the cursor in the **Qualifier** field and press the appropriate key combination, for example **Ctrl Shift -**. (This will be the same as is used to view the audit details on the SE screen.)

```

BR]BSS Higher Risk Details          Qualifier[988 728 2677      ]
                                ** DETAILS UPDATED **
BLUE, Maj. Soldier                DoB : 01.02.1969  Age : 40
1 The Barracks, TOP                Dr. B Burgundy (000032)
Q Code  QT2
[-----]
|                                     BSS Audit of Screening Details Changes                                     |
|-----|
| Date/Time Changed By  Field Identifier  From          To          Initials |
|-----|
| 01-MAY-09 14:28   BR   Next Test Due date  null          01.05.2010   FS   |
| 01-MAY-09 13:41   BR   Details Created                                     FS   |
|-----|
|                                                                                                     |
|                                                                                                     |
|                                                                                                     |
|-----|

```

Figure 2: BR Screen, Showing Audit of Changes Pop-up Window

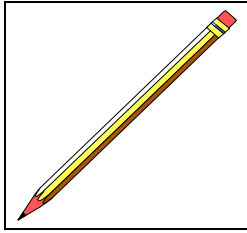
NOTE ➤ This pop-up window will also show the details of any changes made on the SW screen.

Error Messages

REJECT MESSAGES	MEANING / ACTION
HIGHER RISK missing	Cannot be reset to null.
HIGHER RISK invalid	Must be either 'Y' or 'N'.
NTD DATE not required	The next test due date is not required if the higher risk marker is not 'Y'.
NTD DATE invalid (format)	An invalid date format has been entered.
NTD DATE invalid (future)	A next test due date must be in the future when it is entered.
NTD DATE invalid (too soon)	If the latest episode has a 'SC' end code, the next test due date must be at least one year after the actual screening date of that episode.

Query Messages

REJECT MESSAGES	MEANING / ACTION
HIGHER RISK ok?	The higher risk field has been changed. <i>Press Enter to confirm the change.</i>
NTD DATE ok?	The NTD date has been changed. <i>Press Enter to confirm the change.</i>



Analysis Job BAP (Print Acknowledgements)

Analysis job BAP can be used to produce a paper print of information available on the AK screen (see section 1 for more details on acknowledgements).

Analysis job BAP is used to:

- print acknowledgements for Screening Offices;
- print all incomplete acknowledgements; and
- print all missing information.

AJ-BAP produces a print of acknowledgements for Screening Offices, within a specified range of dates or transfer numbers. There are options to print all incomplete acknowledgements and all missing information.

You can also view the prints online using the AV Viewer screen facility.

NOTE ➤ You may only select a range of transfer numbers if you are printing acknowledgements for a specific Screening Office.

All completed acknowledgements for a particular Screening Office can be deleted using AJ-BAPD. Note, however, that acknowledgements can only be deleted provided that:

- they are more than six whole months old;
- they have a status of 'Complete' or 'Housekeeping'; and
- their deletion will not lead to 'Missing' acknowledgements going unreported.

For further information on AJ-BAPD, please refer to chapter 46 of this manual.

How to Use the AJ-BAP Screen

Directions – Using the AJ-BAP Screen

1. Enter a key of **AJ** and use **BAP** as a qualifier. Press **Enter** to display the screen.
2. Specify whether you require a print of all incomplete acknowledgements (as on the AK,O screen).
3. Specify whether you require a print of all missing information (as on the AK,M screen).
4. Specify whether you wish to print acknowledgements for a specific Screening Office. If so, enter the Screening Office code in the next field.
5. Specify the date range OR the transfer number range.

NOTE ➤ The transfer number range may only be used if you are printing acknowledgements for a particular Screening Office.

6. Enter **Y** – Yes in the last field to prepare the job for processing.
7. Follow the standard print procedure.

AJ]Analysis Job	Qualifier[BAP	]
Job Name . . PRINT ACKNOWLEDGEMENTS		
Description . This job will print any requested data relating to acknowledgements in the Breast Screening system.		
Print all incomplete acknowledgements? (Y/N) . . . [Y]		
Print all missing information? (Y/N) . . . [N]		
Print acknowledgements for selected SO? (Y/N) . . . [N]		
Selected SO []		
Date range from [] to []		
or		
Transfer number range from [] to []		
Enter 'Y' to put the job into the Queue for processing []		

Figure 1: The AJ-BAP Screen

Understanding the AJ-BAP Screen

Print all incomplete acknowledgements

Leave set to **Y** – Yes if you require a print of all incomplete acknowledgements. Otherwise, enter **N** – No.

Print all missing information

Enter **Y** – Yes if you require a print of all missing information. Otherwise, leave set to **N** – No.

Print acknowledgements for selected SO

Enter **Y** – Yes if you wish to print acknowledgements for a specific Screening Office. If you require a print for all Screening Offices, leave set to **N** – No.

Selected SO

If you have entered **Y** – Yes in the previous field, you must specify which Screening Office you want to print acknowledgements for. Enter the three character Screening Office code – this code must exist on the Screening Office index screen.

Date range

If required, enter the range of dates in the format DD.MM.YY (e.g. 14.07.94). A print will be produced for all acknowledgements which were processed within these dates.

Transfer number range

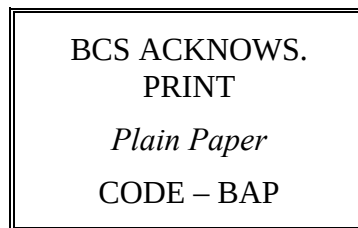
If required, enter a range of transfer numbers. A print will be produced for all acknowledgements inclusive of these numbers.

To set up the job for processing...

Enter **Y** – Yes to prepare the job for processing.

Prints

One print is produced using AJ-BAP:



The first page of the print will be a summary of the specification entered on the AJ-BAP screen. The following pages will show details and the status of acknowledgements for each Screening Office within your area, or just for the specified Screening Office.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point. Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

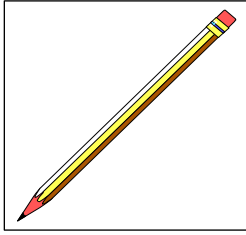
Enter [SUMMARY] to start from the first details page.

Enter [SO CODE] to start from the specified Screening Office code or, if that does not exist, from the next code.

Error Messages

REJECT MESSAGES	MEANING / ACTION
INCOMP missing	You must enter either Y – Yes or N – No in the ‘Print all incomplete acknowledgements’ field. <i>Enter Y or N.</i>
INCOMP invalid	You must enter either Y – Yes or N – No in the ‘Print all incomplete acknowledgements’ field. <i>Re-enter correctly.</i>
MISS missing	You must enter either Y – Yes or N – No in the ‘Print all missing information’ field. <i>Enter Y or N.</i>
MISS invalid	You must enter either Y – Yes or N – No in the ‘Print all missing information’ field. <i>Re-enter correctly.</i>
SEL missing	The ‘Print acknowledgements for selected SO’ field must be Y – Yes or N – No. <i>Enter Y or N.</i>
SEL invalid	The ‘Print acknowledgements for selected SO’ field must be Y – Yes or N – No. <i>Re-enter correctly.</i>
SO missing	You must specify a Screening Office code if the ‘Print acknowledgements for selected SO’ field has been set to Y – Yes. <i>Enter a three character Screening Office code.</i>
SO not reqd	You do not need to specify a Screening Office as the ‘Print acknowledgements for selected SO’ field has been set to N – No. <i>Delete the Screening Office code, or set the previous field to Y – Yes.</i>
SO invalid	The three character Screening Office code must be registered on the Screening Office index (see page 11-3). <i>Re-enter the Screening Office code correctly.</i>
No data to prepare	There are no acknowledgements to print for the selected Screening Office, or the acknowledgements file does not exist.
FROM DT invalid	The first date in the ‘Date range’ fields must be in the format DD.MM.YY, e.g. 14.07.94. <i>Re-enter date correctly.</i>
FROM DT in future	The first date in the ‘Date range’ fields must be in the past. <i>Re-enter date correctly.</i>
TO DT in future	The second date in the ‘Date range’ fields must be in the past. <i>Re-enter date correctly.</i>
TO DT invalid	The second date in the ‘Date range’ fields must be in the format DD.MM.YY, e.g. 14.07.94. <i>Re-enter date correctly.</i>
TO DT missing	The second date in the ‘Date range’ fields must be specified. <i>Enter a second date.</i>

REJECT MESSAGES	MEANING / ACTION
TO DT not reqd	You do not need to enter a date in the second 'Date range' field if the first field is blank. <i>Delete the date, or complete the date range by entering a date in the first field.</i>
DATES sequence	The second date in the 'Date range' fields is earlier than the first date. <i>Re-enter date(s) correctly.</i>
DATES,MISS conflict	If you have requested a print of the missing information, it is not necessary to enter a date range. <i>Check that the 'Print all missing information' is correct. If so, delete the date range.</i>
FR TRAN invalid	You must enter a number in the first 'Transfer number range' field. <i>Re-enter correctly.</i>
FR TRAN not reqd	You do not need to enter a number in the first field of the 'Transfer number range' as there is no entry in the second field. <i>Delete the number in the first field.</i>
FR TRAN too high	The number in the first 'Transfer number range' field is higher than the last transfer number on file. <i>Re-enter correctly.</i>
FR TRAN missing	The first number in the 'Transfer number range' must be entered if a number has been entered in the second field. <i>Enter a number in the first field.</i>
TO TRAN invalid	You must enter a number in the second field of the 'Transfer number range'. <i>Re-enter correctly.</i>
TO TRAN not reqd	You do not need to enter a number in the second field of the 'Transfer number range' as there is no entry in the first field. <i>Delete the number in the second field.</i>
TO TRAN too high	The second transfer number is too high. <i>Re-enter a lower transfer number in the second field of the 'Transfer number range'.</i>
TRAN sequence	The second transfer number is less than the first transfer number. <i>Re-enter the number(s) in the 'Transfer number range'.</i>
START invalid	The 'To set up the job for processing ..' field must contain Y – Yes. <i>Enter 'Y' in this field.</i>



- RUTLAND HEALTH COMMISSION -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Job Code - BAP

BREAST SCREENING ACKNOWLEDGEMENTS PRINT

Printed : 28-DEC-94 4:18 PM

Breast Screening Acknowledgements Print

SUMMARY

Print all incomplete acknowledgements	Y
Print all missing information	N
Print acknowledgements for selected S0	N

Selected S0

Date range 01.06.94 to 01.12.94

Transfer number range to

Breast Screening Acknowledgements Print

SO : GATESHEAD (AGA)

Transfer Number	Date of Transfer	Send or Receive	Data Type	Transfer Method	Initials	Processing Status
2	28.11.94	Send	SBL	Print		Outstanding
4	02.11.94	Send	SBL	Print		Outstanding
6	28.11.94	Send	SBL	Print		Outstanding
6	02.11.94	Send	SBL	Print		Outstanding

Breast Screening Acknowledgements Print

S0 : NEWCASTLE (ANE)

Transfer Number	Date of Transfer	Send or Receive	Data Type	Transfer Method	Initials	Processing Status
2	02.11.94	Send	SBL	Print		Outstanding
4	02.11.94	Send	SBL	Print		Outstanding
6	28.11.94	Send	SBL	Print		Outstanding
6	02.11.94	Send	SBL	Print		Outstanding

Analysis Job BCR (Activate/Delete Screening Batch)

Analysis job BCR is used to activate or delete screening batches which have been defined on the SB screens.

The following options are available:

- **Count:** the number of women who would have screening episodes set up if the batch was selected.

NOTE ➤ AJ-BCR refers to the SB screen parameters to determine the correct batch counting process for Recall Interval/Safety Period (RI/SP) and Next Test Due (NTD) batches.

- **Select:** select the women in the batch and set up screening episodes for them. As with the **Count** process, the correct 'batch selection' process will be determined from the SB screen parameters for **all** batch types.
- **Delete Batch:** delete a batch that has been defined on the SB screen but has not yet been selected (i.e. screening episodes have not been set up for the women).
- **Delete Live Batch:** delete a batch that has been selected (all screening episodes within this batch will also be deleted).

NOTE ➤ If any of the women have end codes assigned to them, the batch cannot be deleted. In this instance, you should contact Support if you need to delete the batch.

The **delete batch** and **delete live batch** options are extremely powerful and should rarely be used. If in doubt, you should contact your Support team.

NOTE ➤ Episodes with a WS (Withdrawn Suspended) end code now count as an invitation in failsafe processing.

A WC end coded episode will *not* be classed as an invitation if the woman has a "Normal" call/recall status (i.e. she has been 'un-ceased').

A **count** should be run for most Screening Office batches before the batch is run through the **select** option (the Screening Office defaults screen should have the 'Mandatory Count' field set to **Y** – Yes). This is to ensure that a reasonable number of women will be selected; **your organisation should check with the Screening Office that this number is acceptable before the batch is run through select.**

Once a **count** has been performed, the number of women due to be selected will be displayed on the first page of the SB screen for this batch. Enter a key of **SB** and use the screening batch identification number as a qualifier to display this screen. The status of the batch will be shown as **CT** – Count. The number of women counted may also be viewed on the IS screen (see section 6).

When estimating the number of women likely to be allocated W end codes at the invitation stage AJ-BCR takes into account how many 'open' episodes will be closed with a WB end code due to a woman having another open episode at the same Screening Office.

The print produced by the **count** option will show the estimated number of women in the batch, plus the number of women likely to be allocated the following end codes at the invitation stage:

WC	Withdrawn Ceased	WO	Withdrawn for other reasons
WF	Withdrawn FP69 status	WB	Withdrawn already being screened

AJ-BCR also predicts how many 'open' episodes will be closed with a WB end code at the invitation stage due to a woman having another episode at the same Screening Office.

Additionally, AJ-BCR uses FP69 control flags when reporting counts of those women who are likely to be allocated a WF end code at the invitation stage. These control flags are background parameters which are initially set so that reasons 2 (returned by dead letters office) and 4 (notification of property destruction) will set WF end codes. They can be changed by your NHAIS support team.

NOTE ➤ The number of women likely to be assigned withdrawn end codes must be checked and approved before the batch is run through the select stage. For more information on end codes, please refer to Appendix C.

Higher risk women are prevented from being counted or selected into batches if they satisfy *all* of the following conditions:

- they have the 'Higher Risk' marker set to 'Y' (on the BR screen); and
- they have a 'Higher Risk Next Test Due date' set (also on the BR screen); and
- they are aged less than 50 (on the day the batch is counted/selected).

This is so that higher risk women are not inappropriately invited into 'age extension batches' before they are 50, that is, the higher risk surveillance programme screens them until they are 50.

After the result of the count has been approved by the Screening Office, the batch can be run through the **select** option. This will set up screening episodes for each woman in the batch, and set the date for screening. The status of the batch will now be shown as **SL** – Select on the first page of the SB screen.

NOTE ➤ It is important to understand the impact of the time interval between a batch being selected and the invitation stage being run. Appendix F explains the impact.

NTD Date Batch Count/Selection Process

Women will be included in an NTD dates batch provided that they meet the two criteria specified below:

- They satisfy the demographic selection.
- Their month and year of birth lies in the range specified on Page 1 of the SB screen.

NOTE ➤ This is an inclusive range and is different to the RI/SP batches ‘specified months of birth’ method.

If a woman satisfies the above two criteria she could then be **excluded** from the batch according to the following six rules:

- If a woman has been newly registered (i.e. within the new registrations limit of 28 days) she will be excluded from NTD Dates batches **unless** she has had an episode updated since her registration.
- If a woman has an FP69 status and has a WF (Withdrawn FP69 Status) end coded episode with an episode date which is within the ‘NTD Batches, FP69 Exclusion’ limit (from the SO-D screen).

NOTE ➤ This calculation uses ‘whole’ months. For example, where the limit is set to six months and a batch is selected in July, a WF end coded episode would exclude a woman from the batch if the episode date was in February or later.

- If a woman already has an ‘open’ episode at the same Screening Office.
- Women must have no SC (Screening Process Complete) end coded episodes to be in a ‘call only’ batch and they must have at least one SC end coded episode to be in a ‘Recall only’ batch.
- If she has a NTD date set and it is after the NTD end date specified on page 1 of the SB screen.
- If the woman **does not** have a NTD date and the batch is specified (on page 1 of the SB screen) to ‘only include women who already have a NTD date’.

NOTE ➤ The episode ignore flags are not used by NTD Dates batches. To highlight this, when a NTD Dates batch is to be processed by AJ-BCR, the screen will display a query message – NTD Dates Batch? – together with a note.

Processing Batches Using GP Groups and/or Area Codes

For an explanation of how the AJ-BCR Count/Select processing works when a batch has been set up to use selection methods of GP Groups and/or Area Codes, please see **Specifying Batches Using GP Groups and/or Area Codes** in the SB screen documentation in chapter 8.

How to Use the AJ-BCR Screen

Directions – Using the AJ-BCR Screen

1. Enter a key of **AJ** and use **BCR** as the qualifier. Press **Enter** to display the screen.
2. Enter the identification number of the batch you wish to process, i.e. the number generated on SB when the batch was set up.
3. Enter the Screening Office code and the Screening Office batch reference.
4. Choose the action you require from the screen list, and enter the command in the field provided.
5. Enter **Y** – Yes to start processing the analysis job.
6. Follow the standard print procedure.

AJ]Analysis Job		Qualifier[BCR	]
Job Name . . COUNT, SELECT OR DELETE A SCREENING BATCH			
SPECIFY WHICH BATCH :		Ignore the following Episode Types for purpose of RECALL:	
Screening Batch Identifier . . []		Self Referrals -	
Screening Office Code []		GP Referrals -	
Screening Office Reference . . []		Early Recalls -	
		Failsafe -	
ACTION REQUIRED :			
List of possible actions		Command expected	
-----		-----	
Run job in COUNT mode		'COUNT'	
Run job in SELECT mode (batch actioned)		'SELECT'	
Delete a new (unactioned) batch		'DELETE BATCH'	
Delete a previously actioned batch		'DELETE LIVE BATCH'	
NB: use these actions for ALL batch types (- RI/SP, Failsafe and NTD).			
		COMMAND [	]
To set up the job for processing enter 'Y'			[]

Figure 1: The AJ-BCR Screen

Understanding the AJ-BCR Screen

Screening Batch Identifier

Enter the identification number of the batch you wish to process. This is the number generated when the batch was first specified on the SB screen, for example 14.

Screening Office Code

Enter the three character code for the Screening Office. This must be a code which is registered on the SO index screen.

Screening Office Reference

Enter the batch reference, as supplied by the Screening Office.

Ignore the following Episode Types...

These fields are display only. They show whether women screened as a result of a self referral, GP referral, early recall or failsafe batch will be ignored when recalled for screening. (See the Screening Office defaults screen, page 11-6, for more details).

COMMAND

Enter the action you require, i.e. COUNT, SELECT, DELETE BATCH or DELETE LIVE BATCH.

If you have requested the deletion of a LIVE batch, you will need to enter a password before the command can be carried out.

NOTE ➤ See Appendix A for more details on failsafe batches.

To set up the job for processing enter 'Y'

Enter Y – Yes to start processing the analysis job.

Prints

One of four prints may be produced using AJ-BCR, depending on which option is chosen:

BCS COUNT FOR SB XX <i>Standard Listing Paper</i> CODE – BCR	BCS SELECT FOR SB XX <i>Standard Listing Paper</i> CODE – BCR
BCS DELETE SB XX <i>Standard Listing Paper</i> CODE – BCR	BCS DELETE LIVE SB XX <i>Standard Listing Paper</i> CODE – BCR

NOTE ➤ ‘SB XX’ identifies the screening batch which is being processed, where XX is the number of the batch.

Each print will begin with a summary of the information entered on the SB screens for the batch.

This will be followed by the result of the action you have requested.

GP/Area Selection

When a batch is counted or selected, the batch summary report will also include a page showing the name of each GP specified in the batch. Along with the name of the GP there will also be a count of those women in the batch who are registered with that GP. This will happen whether the GP is specified individually or as part of a GP group. The purpose of these changes is to enable the user to check more easily that the correct GPs have been specified in the batch.

AJ-BCR will also show these new counts for:

- each address code, whether specified individually or as part of an area group;
- each District which has been individually specified in the batch.

AJ-BCR will not show names or counts:

- for a selection method of all GPs or all GP Groups;
- for a selection method of all Address Codes or all Area Groups;
- for a selection method of all DHAs;
- when a batch has been deleted.

Where the selection method in a screening batch is ‘Not those specified’, the print will list those GPs/Address Codes/DHAs that have actually been **included** in the batch and also show the number of patients identified for each one. However, GPs/Address Codes/DHAs and so on, with zero patient counts will not be listed. The selection method of ‘Not those specified’ is generally used for specifying failsafe batches.

In failsafe batches the list will enable you to check more easily which GPs/Address Codes/DHAs have actually been **included** in the batch. It may help to identify GPs with unusually high numbers of patients which could highlight problems within routine screening rounds. Such problems can be identified at the count stage and rectified before patient(s) are selected unnecessarily into a batch. It may also prevent patients being selected into two batches, for example where a GP has been included in a failsafe batch and is also about to be included in a routine screening batch.

The first page of the AJ-BCR report will always report the batch parameters as entered on the SB screens.

NOTE ➤ GP and Area codes will be printed in the same sequence as they appear on SB screen 2.

The AJ-BCR count and select reports also include a breakdown of the count of FP69 women into those whose episode will be given “WF” end codes, and those for whom the episode will be kept open (in accordance with the BSS FP69 control flags). These details are shown on the final page of the BCR report.

Additionally, GPs who have an end date and have had women counted/selected in the batch, will be specifically highlighted in the “GP SELECTION – Additional Information” section of the print.

NOTE ➤ This will only be possible if the “GP Selection Type” of the batch is either:

- **G – for GPs**
- **S – for SO GP groups *and* the SO GP group is composed of GPs**
- **P – for practices**

Restart Points

Since the report produced is a short summary, it is not possible to restart this print from a specified point.

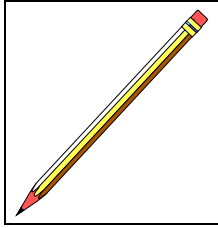
Error Messages

REJECT MESSAGES	MEANING / ACTION
BATCH incorrect	The first three fields, 'Screening Batch Identifier', 'Screening Office Code' and 'Screening Office Reference', are inconsistent with one another. <i>Refer to the SB screen, page 1, for this particular batch and re-enter the correct information.</i>
BATCH incomplete	The screening batch you have chosen to process has not been fully specified. <i>Complete the details for this batch on the SB screens.</i>
BATCH in use	The screening batch you have chosen is unavailable as it is currently in use elsewhere. <i>Try again later.</i>
COMMAND invalid	The only entries allowed in the 'COMMAND' field are COUNT, SELECT, DELETE BATCH or DELETE LIVE BATCH. <i>Re-enter the command correctly.</i>
COMMAND not pos.	The command you have specified cannot be carried out because the batch is not at of the right stage: • if the batch has been through SELECT, the only further action available here is DELETE LIVE BATCH. • If the batch has NOT been through SELECT, it is not possible to DELETE LIVE BATCH. <i>Give a command which is compatible with the batch stage.</i>
COUNT not performed	A count is mandatory for this Screening Office; this is specified on the SO defaults screen (see page 11-6). However, a count has not been performed for this batch. <i>Run a COUNT.</i>
START not yet requested	The last field 'To set up the job for processing enter Y', must be set to Y – Yes to begin processing. <i>Enter Y.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
FAILSAFE batch?	This message will be displayed for all commands if the batch is defined as a Failsafe batch on the SB screen.
COUNT before SELECT ?	You are about to run the batch through the SELECT stage, but you have not performed a count. A count is not mandatory for this Screening Office. <i>If you wish to proceed without performing a count of the expected number of women in the batch, press Enter.</i>

QUERY MESSAGES	MEANING / ACTION
CRB Status v Failsafe	The call/recall status is 'C' or 'R' and the batch is specified as a failsafe batch on the SB screen. The call/recall status for a failsafe batch should be 'B' for both call and recall. <i>Check that the call/recall status is correct, and press Enter to confirm.</i>
CHECK IGNORE settings	Ensure that the 'Ignore Episode Type' fields are correct. <i>Press Enter to confirm.</i>
NTD Dates batch?	This will be displayed when a NTD Dates batch is either counted or selected.



BCS Count Report – Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCR **

** SCREENING BATCH SUMMARY **

** COUNT BATCH 367 **

Printed : 27.03.2014 at 13:50

BCS Count Report – General Details Page

- TES PDT HEALTH AUTHORITY -

Screening Batch Identifier	367	
Screening Office Code	AGA GATESHEAD	Reference AGA-B367
Screening Batch Title	BATCH 367	

GENERAL

Batch Type	Recall Interval/Safety Period	
Date for Selection	04.04.14	
'C'all/'R'ecall/'B'oth	B	SO producing letters Y
Year of Birth	1944 to 1964	Recall Interval 36 months
Month of Birth	1 to 12	Safety Period 24 months
Batch Created	26.03.14	Screening Batch Status CT
Selection Made		Number of Women Chosen 12

GP SELECTION

GP Selection Method	S	('A'll, 'S'pecified, 'N'ot those specified)
GP Selection Type	G	('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)

GPD0CB

AREA SELECTION

Area Selection Method	S	('A'll, 'S'pecified, 'N'ot those specified)
Area Selection Type	A	('A'ddress Code, 'D'HA, 'S'O Area Code)

GTT

TRIAL SELECTION

There are no current trials.

BCS Count Report – Additional Information Page

- TES PDT HEALTH AUTHORITY -

Screening Batch Identifier	367	
Screening Office Code	AGA GATESHEAD	Reference AGA-B367
Screening Batch Title	BATCH 367	

GP SELECTION - Additional Information

This section reports which GPs actually have women identified in the batch.

GP Selection Method	S	('A'll, 'S'pecified, 'N'ot those specified)
GP Selection Type	G	('G'P, 'S'O GP Group, 'D'HA or 'P'ractice code)

GP Code	Title (count)	GP Code	Title (count)

GPDOCB	DR T O'HARA (12)	100 *	DR R TED (2)
101 #	DR T ROBIN (4)	102 *	DR M LILY (6)
103	DR L MARSHALL (8)	104	DR B BARNEY (10)

* indicates the GP has an End Date in the past
indicates the GP has an End Date in the future

AREA SELECTION - Additional Information

This section reports which Address Codes actually have women identified in the batch.

Area Selection Method	S	('A'll, 'S'pecified, 'N'ot those specified)
Area Selection Type	A	('A'ddress Code, 'D'HA, 'S'O Area Code)

Address Code (count)	Address Code (count)	Address Code (count)

GTT (32)		

BCS Count Report – Stage Details Page

- TES PDT HEALTH AUTHORITY -

Screening Batch Identifier	367	
Screening Office Code	AGA GATESHEAD	Reference AGA-B367
Screening Batch Title	BATCH 367	

STAGE DETAILS

Screening Starts	23.04.14	Screening Ends	24.04.14

Stage Due Run Number Orig Dest Letter Copies

Invitation 26.03.14
Reminder 1
Reminder 2
Non-Responder 1

Non-Responder 2

Variable Text for Letters:

<LOCATION>

<PERIOD>

BCS Count Report – Last Page

- TES PDT HEALTH AUTHORITY -

Screening Batch Identifier	367
Screening Office Code	AGA
Screening Office Reference	AGA-B367

ACTION REQUESTED :	COUNT

Date Actioned 26-MAR-14
Date Printed 27-Mar-14

The following Episode Types were ignored:

Self Referrals	Yes
GP Referrals	Yes
Early Recalls	Yes
Failsafe Batch	Yes

RESULT: DURING THIS PROCESS, 32
ELIGIBLE WOMEN WERE COUNTED

The following reasons/numbers of women are **LIKELY** to be withdrawn at the Invitation Stage:

WC	0
WB	1
WO	0
WF	2
TOTAL	3

RE: FP69 Women in batches
Currently women with FP69 status will only be assigned a WF end code
if their 'reason for FP69 status' is one of the following codes:

2	(Returned by Dead Letter Office)
4	(Notification of Property Destruction)

8 women with different reasons for FP69 status have also been included in this batch.

Analysis Job BCB (Print Batch Details)

AJ-BCB allows you to provide a Screening Office with details related to a specific screening batch. All or some of the following information can be printed:

- **Basic data**, providing a general summary of the batch specification on the SB screen (including GP, area and trial selection; any batch randomisation details; stages; and variable texts used in letters for location and period).
- **Further GP information**, providing a full list of GPs involved in the batch. GPs no longer marked as 'live' on the registration system (i.e. those who have been cancelled, ceased or retired) will be marked with an '*'; GPs who are not taking part in the scheme will be marked with a '+'.
- **Further area information**, providing a full list of address codes included in the batch, along with locality, town, county and DHA.
- **Further trial information**, providing a full list of trial and arm codes within the batch.
- **Full print of batch letters**, providing a print of all letters relating to the specified screening batch.

NOTE ➤ Use AJ-BCL to print information relating to the women in the batch, i.e. the screening batch list (see section 19).

Use AJ-BCS to print details relating to a specific Screening Office, including all available letters and a list of its GP and area groups (see section 23).

How to Use the AJ-BCB Screen

Directions – Using the AJ-BCB Screen

1. Enter a key of **AJ** and use **BCB** as a qualifier. Press **Enter** to display the screen.
2. Enter the screening batch identification number in the first field. Alternatively, enter the Screening Office code followed by the Screening Office reference for the batch, e.g. LED,LED323788.
3. Specify which information you wish to print by entering **Y** – Yes in the appropriate field(s).
4. Enter **Y** – Yes in the final field to start processing the job.
5. Follow the standard print procedure.

```

AJ]Print Screening Batch                Qualifier[BCB                ]
Job Name . . BSS PRINT SCREENING BATCH DETAILS
SCREENING BATCH IDENTIFIER   [14                ] (or SO-ID,SO-REF)

-----
Basic Data? (Y/N) . . . . . [Y]
(summary includes: general, selections, stages and variable texts)
-----
Further GP information? (Y/N) . . . . . [N]
-----
Further Area information? (Y/N) . . . . . [N]
-----
Further Trial information? (Y/N) . . . . . [N]
-----
Full print of batch letters? (Y/N) . . . . . [N]
-----

To set the job up for processing enter 'Y' . . . . . [ ]

```

Figure 1: The AJ-BCB Screen

Understanding the AJ-BCB Screen

Screening Batch Identifier

Enter the identification number of the batch you wish to produce details for. This is the number which is generated on the SB screen when the batch was specified, e.g. 14.

Alternatively, enter the Screening Office code, followed by the Screening Office batch reference number. A comma should separate the two items, e.g. LED,LED675655.

Basic Data

Leave set to **Y** – Yes if you require a summary print of the batch details, i.e. the batch specification on the SB screen. Otherwise, enter **N** – No.

Further GP information

Enter **Y** – Yes if you require a list of all GPs involved in the batch. Otherwise, leave set to **N** – No.

Further Area information

Enter **Y** – Yes if you require a list of all address codes included in the batch. Otherwise, leave set to **N** – No.

Further Trial information

Enter **Y** – Yes if you require a list of trial and arm codes used within the batch. Otherwise, leave set to **N** – No.

Full print of batch letters

Enter **Y** – Yes if you require a print of all letters relating to the specified screening batch. Otherwise, leave set to **N** – No.

...type 'Y' to start the job

Enter **Y** – Yes to place the job onto the queue, ready for processing.

Prints

One print may be produced using AJ-BCB:

BCS DETAILS FOR SB XX <i>Standard Listing Paper</i> CODE – BCB

This print may be made up of several sections, depending on how many of the options were chosen. The first page always shows a summary of the print specification on the AJ-BCB screen.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from. Prints will only be produced if they were requested on the AJ-BCB screen. If the print was not requested, the next available print will be produced.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Enter [A] to start printing from the basic data pages.

Enter [B] to start from the GP information page(s).

Enter [C] to start from the area information page(s).

Enter [D] to start from the trial information page(s).

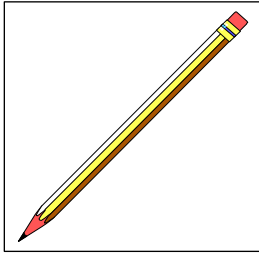
Enter [E] to start from the batch letters page(s).

Enter [Z] to start from the end of print page.

Error Messages

REJECT MESSAGES	MEANING / ACTION
SB-ID missing	You must enter either the batch identification number, or the Screening Office code followed by the batch reference, in the first field. <i>Enter the 'Screening Batch Identification' field.</i>
SB-ID invalid	The batch identification must be a number up to six characters long. <i>Re-enter correctly.</i>
SB-ID not known	The batch identification number must exist on the system. <i>Check the identification number and re-enter correctly.</i>
BATCH IN USE	The batch is in use at the moment on another part of the system. <i>Try again later.</i>
SO-ID missing	You must enter the Screening Office code before the batch reference in the first field, e.g. LED,LED628389. <i>Enter the three character Screening Office code.</i>
SO-ID not known	The Screening Office code you have entered is not registered on the system. <i>Check the SO,I screen for the correct code, and re-enter.</i>
SO-REF missing	The batch reference must be entered after the Screening Office code in the first field, eg LED,LED628278. Enter the batch reference.
SO-REF not known	The batch reference must exist on the system. <i>Check the SB screen for this batch, then re-enter the reference number correctly.</i>
BASIC missing	You must enter either Y – Yes or N – No in the 'Basic Data' field. <i>Enter Y or N.</i>
BASIC invalid	You must enter either Y – Yes or N – No in the 'Basic Data' field. <i>Re-enter correctly.</i>
GP INFO missing	You must enter either Y – Yes or N – No in the 'Further GP information' field. <i>Enter Y or N.</i>
GP INFO invalid	You must enter either Y – Yes or N – No in the 'Further GP information' field. <i>Re-enter correctly.</i>
AREA INFO missing	You must enter either Y – Yes or N – No in the 'Further Area information' field. <i>Enter Y or N.</i>
AREA INFO invalid	You must enter either Y – Yes or N – No in the 'Further Area information' field. <i>Re-enter correctly.</i>
TRIAL INFO missing	You must enter either Y – Yes or N – No in the 'Further Trial information' field. <i>Enter Y or N.</i>
TRIAL INFO invalid	You must enter either Y – Yes or N – No in the 'Further Trial information' field. <i>Re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
SOL missing	You must enter either Y – Yes or N – No in the ‘Full print of batch letters’ field. <i>Enter Y or N.</i>
SOL invalid	You must enter either Y – Yes or N – No in the ‘Full print of batch letters’ field. <i>Re-enter correctly.</i>
START missing	You must enter Y – Yes in the final field to begin processing the analysis job. <i>Enter Y.</i>
START invalid	You must enter Y – Yes in the final field to begin processing the analysis job. <i>Re-enter correctly.</i>
NO PRINTS SELECTED	At least one of the print options must be selected. <i>Enter Y – Yes in at least one of the information fields.</i>



- RUTLAND HEALTH COMMISSION -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Job Code - BCB

SCREENING BATCH DETAILS

Printed : 28-DEC-94 4:06 PM

PRINT DETAILS

SO Code : LED
SO Ref : LED3098901
Batch Id : 14
Batch Title :
Basic Data : YES
GP Groups : YES
Area Groups : YES
Trial Info. : YES
SO Letters : YES

Screening Batch Identifier 14
Screening Office Code LED EAST DEVON Ref LED3098901
Screening Batch Title

GENERAL

Date for Selection 12.02.94
Call/Recall/Both (C/R/B) B SO producing letters Y
Year of Birth 1945 to 1959 Month of Birth 1 to 12
Recall Interval 36 months Safety Period 24 months
Batch Created 05.12.94 Screening Batch Status CT
Selection Mode Number of Women Chosen 12

GP SELECTION

GP Selection Method S (A=All, S=Specified, N=Not those specified)
GP Selection Type G (G=GP, S=SO GP Group, D=DHA)
000073

AREA SELECTION

Area Selection Method S (A=All, S=Specified, N=Not those specified)
Area Selection Type A (A=Address Code, D=DHA, S=SO Area Code)
TOR

TRIAL SELECTION

Include women currently participating in trials (Y/N)? Y
Trial Selection Method (A=All, S=Specified, N=Not those specified)
Trial selection Type (T=Trial code, A=Trial & Arm Code)

Screening Batch Identifier 14
Screening Office Code LED EAST DEVON Ref LED3098901
Screening Batch Title

STAGE DETAILS

Screening Starts 12.02.95 Screening Ends 12.02.95

Stage Due Run Number Orig Dest Letter Copies

Prior Notif. 03.01.95 - G C 1

Invitation 11.01.95

Reminder 1

Reminder 2

Non-Responder 1

Non-Responder 2

Variable Text for Letters:

<LOCATION> GENERAL SURGERY

<PERIOD> 12.02.95

GPS

- RUTLAND HEALTH COMMISSION -

28-DEC-94

Batch : 14

LED ref : 3098901

List of GPs in Batch

GP Code	GP Name	GP Code	GP Name	GP Code	GP Name
-----	-----	-----	-----	-----	-----
000073	Dr R KINGFISHER				

* Denotes GP(s) with a dubious cancellation status

ADDRESS CODES

- RUTLAND HEALTH COMMISSION -

28-DEC-94

Batch : 14

LED ref : 3098901

List of Address Codes in Batch

Address Code	Locality	Town	County	DHA
-----	-----	-----	-----	---
TOR		TORQUAY		TO

TRIALS

- RUTLAND HEALTH COMMISSION -

28-DEC-94

Batch : 14

LED ref : 3098901

NO CODES SELECTED

List of Trial and Arm Codes in Batch

TRIAL CODE	TRIAL NAME	ARM CODE	ARM NAME

TRIALS

- RUTLAND HEALTH COMMISSION -

28-DEC-94

Batch : 14

LED ref : 3098901

Letter Code : C
Restriction : PN
C
INVITATION

.....1.....2.....3.....4.....5.....6.....7.....8
TO ETC FROM ETC

DD-MM-YY

Dear etc

[01]
[02]
[03]
[04]
[05]
[06]
[07]
[08]
[09]
[10]
[11]
[12]
[13]
[14]
[15]
[16]
[17]
[18]
[19]
[20]
[21]
[22]
[23]
[24]
[25]
[26]
[27]
[28]
[29]

- TEXT FOR TEAR-OFF SLIP -

[01] To make or change an appointment please telephone or complete and return
[02] this slip
.....1.....2.....3.....4.....5.....6.....7.....8

50 LETTERS

- RUTLAND HEALTH COMMISSION -

28-DEC-94

* SCREENING OFFICE PRODUCING PATIENT LETTERS *

Analysis Job BCD (Print Screening Episodes)

A woman's screening records effectively consist of a general summary followed by a number of screening episodes. AJ-BCD may be used to print some or all of this information.

How to Use the AJ-BCD Screen

Directions – Using the AJ-BCD Screen

1. Enter a key of **AJ** and use a qualifier of **BCD**. Press **Enter** to display the screen.
2. Enter the NHS numbers of the women whose screening episodes you wish to print. In the corresponding fields, enter the date of the individual episode, or **A** to print all episodes.
3. Enter **Y** – Yes in the final field to prepare the job for processing.
4. Follow the standard print procedure.

AJ]Analysis Job		Qualifier[BCD		]	
Job Name . . BREAST SCREENING PRINT EPISODES					
Description . This application will print one or all screening episodes for the selected women.					
Selection . .	NHS Number	Episode Date (A for all)	NHS Number	Episode Date (A for all)	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
	[	]	[	]	
To set up the job for processing enter 'Y' []					

Figure 1: AJ-BCD Screen

Understanding the AJ-BCD Screen

NHS number

Enter the NHS number of each woman whose screening details you wish to print.
Details may be entered for up to 22 women.

Episode Date

Enter the date of the specific episode you wish to print. This must be in the format DD.MM.YY, i.e. 14.07.95. Alternatively, enter **A** to print all of the woman's episodes.

To set up the job...

Enter **Y** – Yes to prepare the job for processing, and enter it on the print queue.

Prints

One print may be produced using AJ-BCD:

BCS PRINT EPISODE <i>Standard Listing Paper</i> Code – BCD

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ **Leave the 'Restart point' field blank if you wish to start the print from the beginning.**

Enter [SURNAME] to start from the specified woman's surname.

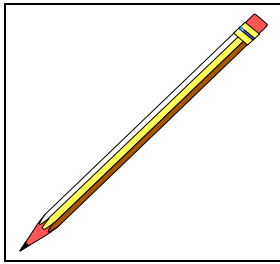
Enter [SURNAME,INITIALS] to start from the specified woman's name. If there are no women on the system with these initials/surname, the print will begin from the woman whose name is next in alphabetical order.

Error Messages

REJECT MESSAGES	MEANING / ACTION
NO DETAILS ENTERED	You have not specified details in the 'NHS number' or 'Episode Date' fields. <i>Enter details in the fields provided.</i>
NHS NO missing	You have entered the 'Episode Date' field, but have not specified the woman's NHS number. <i>Enter the woman's NHS number in the field provided.</i>
NHS NO invalid	You have entered the woman's NHS number in an incorrect format. <i>Re-enter the NHS number correctly.</i>
PAT not found	The NHS number you have entered does not correspond to any woman on the system. <i>Re-enter the NHS number correctly.</i>
PAT in error	The registration details for the highlighted woman are in error. <i>Contact your support team.</i>
PAT male	The NHS number you have entered is for a male patient. <i>Re-enter the NHS number correctly.</i>
DATE missing	You must enter a date, or enter A - All, in the 'Episode Date' field for each corresponding NHS number. <i>Enter the episode date.</i>
DATE invalid	You must enter a date in the format DD.MM.YY, or enter A – All in the 'Episode Date' field. <i>Re-enter correctly.</i>
DATE not found	A screening episode does not exist for the date you have entered. <i>Enter another date.</i>
START invalid	Enter Y – Yes to prepare the job for processing. <i>Enter Y.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
PAT(s) sex unknown	The patient is of indeterminate sex, i.e. s/he is not registered as female or male. <i>Press Enter if you wish to continue.</i>
DATE(s) no episodes	A – All episodes has been entered in the 'Episode Date' field, but the woman has no screening episodes. <i>Press Enter if you wish to continue.</i>



- TES PDT Database HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCD **

PRINT SCREENING EPISODE(S)

Job Run : 03.06.2011

Printed : 03.06.2011 15:51

03.06.2011

TES PDT HEALTH AUTHORITY

Print Screening Episode(s)

Mrs. JENNIFER CONIFER MURRAY
55
Beer Street
Exeter, Devon

NHS number : 425 133 1524 NTD Date : 01.03.2014
Date of Birth : 01.05.1955
Age : 56 Trial Info :
GP : Doctor T Asprilla (000010)
*** Higher Risk, NTD date : 03.09.2011 ***
Current call/recall status : CEASED Reason : Woman's choice Auth : S0
Status Last Updated : 10.01.2011
Holder of Ceasing doc : CODE UNKNOWN
Notes : 12345678901234567890123456789012345678901234567890123456789
- 1 2 3 4 5 -
12345678901234567890123456789012345678901234567890123456789

Address code: EXE DHA: EX

Screening Episodes : 9

EPISODE TYPE, DATE	BATCH ID	SCREENING OFFICE, REFERENCE	SCREENING HA	APPT. MADE	END STATUS	AUTHORISED BY	STAGES	ISSUED
GP referral 31.01.2000		LED East Devon LED-E00050		Y	Premature Closure	S0		
					Last updated	: 15.02.2007		
					First App. date	:		
					Screening date	:		
					E. Recall date	:		

Analysis Job BCL (Screening Batch List)

Analysis job BCL produces registration and screening details of all women in a particular batch – including Next Test Due (NTD) Date batches – or for women who are self referred, GP referred or early recalls. It may be used to produce extra copies of the screening batch list (SBL) when requested by the Screening Office.

NOTE ➤ Screening batch lists produced by AJ-BCL should not be used as a substitute for the batch lists produced by AJ-BCP. They should only be produced for the Screening Office in an exceptional situation, e.g. AJ-BCP transfer failed or lost, etc.

Analysis job BCL is used to:

- recreate a screening batch list (SBL) which was previously produced by AJ-BCP
- create a batch list of all women who are being screened as a result of GP referral, self referral or early recall – only women with open episodes will be included in the list.

The print will be similar to the screening batch lists produced by AJ-BCP at invitation stage. However, using AJ-BCL, a screening batch list may be produced at any time after the batch has been selected.

NOTE ➤ The screening records will not be updated when AJ-BCL is run, for example women who are ceased will not be given a WC end code.

A batch must be included in a run of AJ-BCP for the screening records to be updated.

How to Use the AJ-BCL Screen

Directions – Using the AJ-BCL Screen

1. Enter a key of **AJ** and use **BCL** as a qualifier. Press **Enter** to display the screen.
2. Enter the identification number of the batch you require, that is, the number generated on the SB screen when the batch was defined (e.g. 14)
Or:
Enter **S**, **G** or **E** if you require a list of women being screened as a result of a self referral, GP referral or early recall.
3. If you have entered **S**, **G** or **E** in the first field, specify the Screening Office code in the field below.
4. Specify the number of copies you require.
5. If you require an electronic transfer of the batch list to the Screening Office, enter **Y** in the **Electronic Transfer** field. If not, enter **N**.
6. Enter **Y** in the last field to start processing.
7. Follow the standard print procedure.

NOTE ➤ The 'Electronic Transfer' field will only be present if your organisation has electronic links established.

AJ] Analysis Jobs	Qualifier [BCL	]
JOB NAME. . . . LIST OF WOMEN IN SCREENING BATCH (SCREENING BATCH LIST)		
DESCRIPTION . . This analysis job will produce a list of all women in a screening batch, together with appropriate screening information.		
Screening Batch ID	[	]
SO Code (if ID is S, G or E)	[	]
Number of Copies	[1]	
Electronic Transfer to Screening Office .	[	]
To set the job up for processing enter 'Y' []		

Figure 1: The AJ-BCL Screen

Understanding the AJ-BCL Screen

Screening Batch ID

Enter the screening batch identification number, generated when the batch was defined on the SB screen.

Enter **S** – Self referral, **G** – GP referral or **E** – Early recall if the women in the batch are being screened outside the normal screening cycle.

SO code (if ID is S, G or E)

If you are printing a batch list for self referrals, GP referrals or early recall women, enter the Screening Office code.

Number of Copies

Enter the number of copies you require. A maximum of nine may be requested.

NOTE ➤ If you are transferring the batch list to the Screening Office electronically, the first copy will be transferred and the other(s) will be printed.

Electronic Transfer

This field will only be present if your organisation has electronic links with the Screening Office.

Enter **Y** – Yes if the screening batch list is to be passed to the Screening Office by electronic transfer.

Enter **N** – No if you wish to print the list, and/or if the Screening Office cannot receive an electronic transfer of the information.

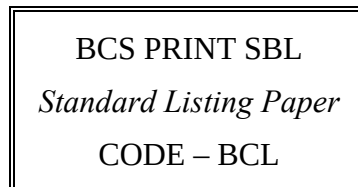
NOTE ➤ If electronic transfers are possible, the transfer method will be by the network.

To set the job up...

Enter **Y** – Yes to prepare the job for processing.

Prints

One print may be produced using AJ-BCL:



If the print is for an ordinary batch, i.e. not for self referrals, GP referrals or early recall women, it will be divided into the following sections:

- **summary page** showing screening batch details, and the number of call/recall women within the batch, including totals for those who have been ceased, suspended, etc.
- women with **normal** status for call
- women with **normal** status for recall
- women who have been **suspended** (call)
- women who have been **suspended** (recall)
- women who have been **ceased** (call)
- women who have been **ceased** (recall)
- women who are already being screened
- women who have their registration or screening details missing.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the code to indicate which print you wish to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Enter [COPY NUMBER] to begin from the copy specified (usually 1).

Enter [COPY NUMBER,SO CODE] to begin printing from this Screening Office.

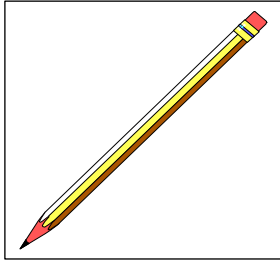
Enter [COPY NUMBER,SO CODE,BATCH ID] to begin from the specified batch, e.g. enter [1,LED,14] to start printing from batch 14 for the Exeter Screening Office.

Error Messages

REJECT MESSAGES	MEANING / ACTION
ID missing	You must enter the batch identification number, or S – Self referral, G – GP referral or E – Early recall. <i>Complete the 'Screening Batch ID' field.</i>
ID invalid	You must enter a valid batch identification number, or S – Self referral, G – GP referral or E – Early recall. <i>Re-enter the 'Screening Batch ID' field.</i>
ID not found	The identification number you have entered in the first field does not relate to any batch on the system. <i>Re-enter the batch number correctly.</i>
ID being processed	This batch is presently unavailable for printing as its details are being amended. <i>Try again later.</i>
ID no episodes	No self referral, GP referral or early recall episodes exist, OR the batch has not yet been selected via AJ-BCR. Therefore, there are no details to print. <i>Check/amend the entry in the 'Screening Batch ID' field.</i>
SO missing	A Screening Office code must be specified if you have requested a print of self referrals, GP referrals or early recall women. <i>Specify the Screening Office code.</i>
SO not reqd	You do not need to enter a Screening Office code if you have entered a number in the 'Screening Batch ID' field. <i>Delete the Screening Office code.</i>
SO invalid	The Screening Office code must be valid, i.e. it must be registered on the SO screen. <i>Re-enter correctly.</i>
SO not set up	You must specify the Screening Office details on the SO,A screen before you can use this Office code. <i>Check the Screening Office code is correct. If so, specify the Screening Office details on the SO,A screen.</i>
COP missing	You must enter the number of copies you require. <i>Complete the 'Number of Copies' field.</i>
COP invalid	You must enter the number of copies you require. <i>Re-enter correctly.</i>
TRAN V batch ID	The batch you have selected cannot be electronically transferred. <i>Re-enter the 'Screening Batch ID' field and/or the 'Electronic Transfer' field.</i>
TRAN invalid	The 'Electronic Transfer' field must be Y – Yes or N – No. <i>Re-enter correctly.</i>
START invalid	The last field must be Y – Yes or blank. <i>Re-enter correctly.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
COPIES prnt>1	You have chosen to produce more than one copy of the batch list. If electronic transfer has been requested, the first copy will be transferred and the other(s) will be produced as a paper print. <i>Press Enter to confirm.</i>
TRAN only	The batch list is to be electronically transferred, and only one copy has been requested. Therefore, no extra prints will be produced. <i>Press Enter to confirm.</i>



Analysis Job BCO (Print Outstanding Episodes)

The contents of the breast screening database should be checked periodically to ensure that old batches are being correctly updated with end codes.

AJ-BCO will check through all batches on the system which have finished processing, and also all GP referrals, self referrals, early recall and higher risk episodes. A print will be produced listing open episodes which were created on or before the 'review to' date (set using the BH screen). The print will be divided into Screening Office sections.

Additionally, AJ-BCO produces a summary report which contains counts for all 'active' screening offices on your NHAIS system. This report is always generated if there are any open episodes to report. However, if you do not want the summary when there is nothing to report, you can switch it off using the BH screen. (See Section 15 for more information on the BH screen.)

This job can be used on an ad hoc basis, but should be run at least once a month. The print should be divided into Screening Office sections, and sent to the relevant Screening Offices. Each Screening Office should check the women cited on the outstanding list, and inform your HA of any updates which should be made to the women's records.

The print itself can be viewed on the AV screen.

NOTE ➤ AJ-BCO should always be run prior to the production of breast screening statistics. All open episodes must be closed before KC63 statistics are produced. This is because open episodes are not included in these calculations, therefore the statistics can be misleading if a number of women with open episodes are omitted.

From June 2012, the run parameters for AJ-BCO which determine the review date and the order in which the print is produced are set on the BH screen.

How to Use the AJ-BCO Screen

Directions – Using the AJ-BCO Screen

1. Enter a key of **AJ** and enter **BCO** in the qualifier field. Press **Enter** to display the screen. The parameters used for the run are set on the BH screen.
2. Enter either:
 - **Y** in the field provided to put the job into the queue for processing; or
 - **S** to schedule the job via the Automatic Job Scheduler.
3. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BCO                               ]
Job Name . . . . BREAST SCREENING OUTSTANDING OPEN EPISODES
Description . . This job will check the episodes in all FINISHED batches in
                  addition to all GP Referral, Self Referral, Early Recall and
                  Higher Risk episodes. Episodes which were created before the
                  calculated review date which do not have an end code will be
                  reported in the BCO print.

                  Run parameters for AJ-BCO are set on the BH screen:
                  Report open episodes after 3 months (which currently
                  gives a calculated review date of 01.03.2012).
                  Print to be ordered alphabetically by surname.

                  The print is sorted by Screening Office to allow it to be split
                  up and sent to them so that they can take the necessary action.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
  
```

Figure 1: The AJ-BCO Screen

Understanding the AJ-BCO Screen

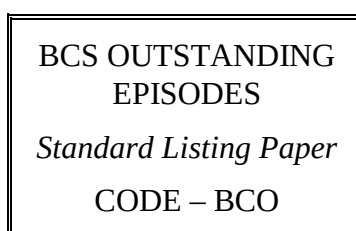
To set up the job for processing...

Enter either:

- **Y** to prepare the job for processing and enter it on the print queue; or
- **S** to schedule the job using the Automatic Job Scheduler.

Prints

One print, which can be viewed on the AV screen, may be produced using AJ-BCO:



The first page of the print is a summary of outstanding screening episodes for all Screening Offices within your area. Overall totals will be provided for call, recall, GP referral, self referral and early recall groups, as well as for each individual Screening Office.

Following this is a section for each Screening Office, including a summary and a detailed list of women with outstanding episodes for each individual Office.

Send the final page to the Screening Office along with the appropriate section. This should be used as an acknowledgement slip, to be returned to the HA on receipt of the print.

NOTE ➤ If registration records are corrupt, an error page will be produced.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Enter [SCREENING OFFICE CODE] to start from the Screening Office specified. If this code does not exist, the print will begin from the next alphabetic Screening Office name.

Enter [SCREENING OFFICE CODE,BATCH NUMBER] to start from the batch number specified for the Screening Office. If the batch number does not exist, the print will start from the first batch number for this Screening Office.

Error Messages

REJECT MESSAGES	MEANING / ACTION
START missing	A value must be entered.
START invalid	Must be either 'Y' or 'S'.

AJ-BCO Summary Report – Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCO **

** OUTSTANDING SCREENING EPISODES **

Review Date : 01.07.2013

Job Run : 24.01.2014
Printed : 24.01.2014 at 14:25

AJ-BCO run parameters are currently set on the BH screen as follows:

Report 'open' episodes after 6 months (which gives a calculated Review Date of 01.07.2013).

Print order is alphabetic, by surname.

AJ-BCO Summary Report – Detail Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 1

OVERALL SUMMARY OF OUTSTANDING EPISODES =====

SO CODE -----	SCREENING OFFICE -----	CALL ----	RECALL -----	GP REFERRAL -----	SELF REFERRAL -----	EARLY RECALL -----	HIGHER RISK -----	TOTAL -----
CDO	DONCASTER	74	1	3	9	6	23	116
CBA	BARNSELY	0	0	0	0	0	0	0
CSH	SHEFFIELD	0	0	0	0	0	0	0
FBH	BARKING & HAVERING	0	0	0	0	0	0	0
	TOTAL	74	1	3	9	6	23	116

AJ-BCO Detail Report – Header Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 1

- TES PDT HEALTH AUTHORITY -

** BREAST CANCER SCREENING SYSTEM **

** AJ-BCO **

** OUTSTANDING SCREENING EPISODES **
for
** DONCASTER SO **

Transfer No. 125

Job Run : 24.01.14
Printed : 24.01.14 at 16:15

No. of patients listed - 99

AJ-BCO run parameters are currently set on the BH screen as follows:
Report 'open' episodes after 6 months (which gives a calculated Review Date of 01.07.2013).
Print order is alphabetic, by surname.

AJ-BCO Detail Report – Summary Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 2

Doncaster (CD0)

Transfer Number 125

SO SUMMARY OF OUTSTANDING EPISODES

Screening Batch ID	Screening Batch Reference	Call	Recall	Other	Total
-----	-----	----	-----	-----	-----
190	CD0111	74	1	-	75
	HIGHER RISK EPISODES	-	-	23	23
	GP REFERRALS	-	-	3	3
	SELF REFERRALS	-	-	9	9
	EARLY RECALLS	-	-	6	6
	TOTAL	74	1	41	116

AJ-BCO Detail Report – Batch Details Page

Doncaster (CDO)		Batch ID : 190	Batch Reference : CD0111		Transfer Number 125	
Patient Name	NTD Date (episodes)..	NHS No. Date	DoB Type	Status/Auth Appt	GP Name (Code) Last Stage Processed	Open eps. Trials
ADAMS, SARAH PATRICIA	not set	400 000 3283 05.11.2008	06.07.58 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BAKER, JANICE U	not set	400 000 6916 05.11.2008	17.09.51 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BALL, KAY	03.09.2010	400 001 0573 05.11.2008	26.06.47 Recall	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BALL, OLIVE SHARON	not set	521 732 6867 05.11.2008	11.06.43 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BEGLEY, MELONIE	not set	821 670 5123 05.11.2008	25.07.44 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BISHOP, MARY	not set	960 058 7086 05.11.2008	07.12.56 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	3
BLACK, PHYLLIS RACHEL	not set	621 788 2558 05.11.2008	11.12.58 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
BLACK, SARAH WENDY	not set	364 170 1759 05.11.2008	14.06.51 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
DORY, CLAIRE GERALDINE	not set	986 738 1858 05.11.2008	21.12.50 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2
DRAKE, FLORENCE	not set	745 534 0702 05.11.2008	18.01.51 Call	N No	L R X Lilac (000038) Invitation - 10.09.2009	2

=====
Status codes : 'N'ormal, 'C'eased

AJ-BCO Detail Report – Early Recalls Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 8

Doncaster (CD0)

** EARLY RECALLS **

Transfer Number 125

Patient Name	NTD Date	(episodes)..	NHS No. Date	DoB Appt	Status/Auth Screening HA	GP Name (Code) (Cipher)	Open eps. S0 Ref	Trials
BARNES, KATHY LYNNE	01.04.2012		115 173 4357 05.11.2007	27.03.46 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	7 CD0111	
GONZALES, RACHEL FIONA	not set		283 850 8776 05.11.2007	03.03.53 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	3 CD0111	
JESTY, PHYLLIS YVETTE	02.01.2010		244 060 7827 05.11.2006	08.04.38 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	4 CD0111	
MCLEAN, VANESSA YVONNE	not set		157 674 3608 05.11.2003	21.10.54 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	8 CD0111	
PATCH, TABATHA LYNNE	05.11.2011		176 086 6733 05.11.2007	05.08.56 Yes	C-S0 Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	8 CD0111	
REAGAN, ZOE INGRID	not set		200 650 1518 05.11.2006	18.11.52 Yes	C-S0 Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	7 CD0111	

```

-----
Status codes :  'N'ormal, 'C'eased

```

AJ-BCO Detail Report – GP Referrals Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 9

Doncaster (CD0)

GP REFERRALS

Transfer Number 125

Patient Name	NTD Date	(episodes)..	NHS No. Date	DoB Appt	Status/Auth Screening HA	GP Name (Code) (Cipher)	Open eps. S0 Ref	Trials

PATCH, TABATHA LYNNE	176 086 6733	05.08.56	C-SO	L R X Lilac (000038)	8
05.11.2011	05.11.2005	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
REAGAN, ZOE INGRID	200 650 1518	18.11.52	C-SO	L R X Lilac (000038)	7
not set	05.11.2007	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
SINGH, OLIVE SUSAN	208 222 5119	07.02.52	N	L R X Lilac (000038)	7
not set	05.11.2005	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	

```
Status codes : 'N'ormal, 'C'eased
```

AJ-BCO Detail Report – Higher Risk Page

Doncaster (CD0)		** HIGHER RISK EPISODES **					Transfer Number 125	
Patient Name	NTD Date	(episodes)..	NHS No. Date	DoB Appt	Status/Auth Screening HA	GP Name (Code) (Cipher)	Open eps. SO Ref	Trials
BARNES, KATHY LYNNE	01.04.2012		115 173 4357 05.11.2003	27.03.46 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	7 CD0111	
GONZALES, RACHEL FIONA	not set		283 850 8776 05.11.2006	03.03.53 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	3 CD0111	
JESTY, PHYLLIS YVETTE	02.01.2010		244 060 7827 05.11.2007	08.04.38 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	4 CD0111	
MCLEAN, VANESSA YVONNE	not set		157 674 3608 05.11.2006	21.10.54 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	8 CD0111	
PATCH, TABATHA LYNNE	05.11.2011		176 086 6733 06.12.2005	05.08.56 Yes	C-SO Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	8 CD0111	
REAGAN, ZOE INGRID	not set		200 650 1518 06.12.2005	18.11.52 Yes	C-SO Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	7 CD0111	
SINGH, OLIVE SUSAN	not set		208 222 5119 06.12.2005	07.02.52 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	7 CD0111	
SINGH, PATRICIA HAZEL	not set		247 612 1282 05.11.2007	27.04.39 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	5 CD0111	
SINGH, SUSAN J	not set		285 522 6252 05.11.2007	08.01.57 Yes	N Pdt Ha Test	L R X Lilac (000038) Database Ver Test (TES)	2 CD0111	

=====
Status codes : 'N'ormal, 'C'eased

AJ-BCO Detail Report – Self Referrals Page

Review Date : 01.07.2013

TES PDT HA
BSS : OUTSTANDING SCREENING EPISODES

Page 11

Doncaster (CD0)

** SELF REFERRALS **

Transfer Number 125

Patient Name	NTD Date	(episodes)..	NHS No. Date	DoB Appt	Status/Auth Screening HA	GP Name (Code) (Cipher)	Open eps. S0 Ref	Trials

BARNES, KATHY LYNNE	115 173 4357	27.03.46	N	L R X Lilac (000038)	7
01.04.2012	05.11.2005	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
MCLEAN, VANESSA YVONNE	157 674 3608	21.10.54	N	L R X Lilac (000038)	8
not set	05.11.2007	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
PATCH, TABATHA LYNNE	176 086 6733	05.08.56	C-SO	L R X Lilac (000038)	8
05.11.2011	05.11.2006	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
REAGAN, ZOE INGRID	200 650 1518	18.11.52	C-SO	L R X Lilac (000038)	7
not set	05.11.2005	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
SINGH, OLIVE SUSAN	208 222 5119	07.02.52	N	L R X Lilac (000038)	7
not set	05.11.2007	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	
SINGH, PATRICIA HAZEL	247 612 1282	27.04.39	N	L R X Lilac (000038)	5
not set	05.11.2006	Yes	Pdt Ha Test Database Ver Test (TES)	CD0111	

```
Status codes : 'N'ormal, 'C'eased
```

This page shows the list of the GPs (and their respective counts) actually included in the failsafe batch.

The total of the GP counts comes to 261, which is the number of women identified for the batch.

As entered in the batch parameters shown on the previous page, the batch does not include the specified GPs 000017, 000018, 000019.

- SAMPLE SHARED SERVICES AGENCY -			
Screening Batch Identifier	126		
Screening Office Code	AGA GATESHEAD	Reference	AGA222
Screening Batch Title	XYZ GP Practice - Failsafe		

GP SELECTION - Additional Information			
This section reports which GPs actually have women identified in the batch.			
GP Selection Method	N	('A'll, 'S'pecified, 'N'ot those specified)	
GP Selection Type	G	('G'P, 'S'O GP GROUP, 'D'HA)	
GP Code	Title (count)	GP Code	Title (count)
-----	-----	-----	-----
000010	DR. JS. INDIGO (82)	000015	DR. N NUTBROWN (42)
000022	DR. S. BINDI (137)		

AREA SELECTION - Additional Information			
Area Selection Method	A	('A'll, 'S'pecified, 'N'ot those specified)	
Area Selection Type	A	('A'ddress Code, 'D'HA, 'S'O Area Code)	

Analysis Job BCP (Process Batch Stages)

Analysis job BCP plays a central role in the breast screening system. Given the large number of screening batches which may be active at any time, it is difficult to monitor each one to ensure that all their stages are processed on the correct dates. Consequently, AJ-BCP is used to trigger the stage processing.

This analysis job will check all batches which have been run through the SELECT stage of AJ-BCR. For every batch which has reached or passed a stage date – as defined on page 4 of the SB screen, the relevant prints will be produced. These should be split and sent to the relevant patients, Screening Offices or GPs.

AJ-BCP should be run regularly – **once weekly is recommended** – to ensure that all batch stages are processed within one week of the due date. It is also advisable to run the job on the same day every week.

Table of Events

- Define the batch and run through the COUNT and SELECT using AJ-BCR.
- **AJ-BCP may be run to process the batch to invitation stage.**

The next page shows how AJ-BCP triggers the processing of a number of screening batches, depending on the stage dates which were originally set on the SB screen.

NOTE ➤ It is important to understand the impact of the time interval between a batch being selected and the invitation stage being run. Appendix F explains the impact.

Example: Triggering Batches

Suppose that a system has just been set up, and the first three batches have been defined on the SB screen. Below is a summary of the details entered on page 4 of this screen, i.e., the stages set for the batches and the dates on which they are due.

Stage	Screening Batch 1	Screening Batch 2	Screening Batch 3
Invitation	15 Feb 95	22 Feb 95	2 Mar 95

At this HA, it has been decided that AJ-BCP should be run once a week on Tuesdays, commencing 21 February 95. The table below shows how each of the batch stages will be included in a weekly run of AJ-BCP.

AJ-BCP Run	Screening Batch 1	Screening Batch 2	Screening Batch 3
21 Feb 95	invitation	—	—
28 Feb 95	—	invitation	—
7 Mar 95	—	—	invitation
14 Mar 95	—	—	—

Updating Women's Records

Prior to using AJ-BCP to execute the batch stages, it is essential that the details for all the women in the screening batch are up to date. For example, before the invitation stage is triggered, you should enter any amendments to women's details from the returned prior notification lists.

As stages are processed, AJ-BCP will update the women's episodes to show that she has passed through a particular stage. End codes may also be automatically assigned. For example, at the Invitation stage, and ONLY the Invitation stage, a woman's episode details are re-assessed to determine if she should still be in the batch. This is necessary as a woman's screening history on the HA database may have changed since the batch was selected. Some women's episodes will be updated with the following 'withdrawn' end codes (see Appendix C for further information):

- **WC** – for women who have been ceased
- **WF** – for women who have had FP69 status set
- **WD** – for women who have died
- **WM** – for women who have moved to another HA (with change of GP)
- **WB** – for women who are already being screened
- **WO** – for women who have been withdrawn for any other reason.

NOTES ➤ The WF end code will only be assigned to women with an FP69 status if the reason for that status is either code 2 (returned by dead letter office) or code 4 (notification of property destruction).

Your NHAIS support team can add or remove reasons for an FP69 status to the list of those which set the WF end code.

The following may occur as a result of a re-assessment.

- If a woman is in a Both, or Recall only batch and new episode details have arrived which would have originally excluded her from the batch (i.e. she has just been screened) then the current batch episode will be closed with a "WB" end code. In the "Screening Batch Lists" print she will be printed in the Women Already Being Screened (BR) section.
- If a woman is in a batch as a Call, and the HA subsequently receives details which would make her a Recall (i.e., she gets an SC end coded episode), then her episode type will be reset to Recall. The batch, or SO default parameters, will then be consulted to determine if she is eligible for Recall in the batch. If she is not eligible for Recall, then the current batch episode will be closed with a "WB" end code and in the "Screening Batch Lists" print she will be printed in the Women Already Being Screened (BR) section. If she is eligible, then the episode will be left open and in the "Screening Batch Lists" print she will be printed in the appropriate section for Recall women. This will happen even if the batch is a Call only batch.

NOTE ➤ This is the only way that a woman can be a Recall in a Call batch.

- If a woman is in a Recall only batch and the HA subsequently receives details which would make her a Call (i.e., her only "SC" end code has changed), then

her episode type will be reset to Call. In the “Screening Batch Lists” print she will be printed in the appropriate section for Call women.

NOTE ➤ This is the only way that a woman can be a Call in a Recall batch.

- Any batch which has been set up for randomisation on page 1 of the SB screen will have arm codes of research trials randomly allocated to all women within the batch. In these cases, women involved in the control arm of the Interval trial, for instance, will have their episodes closed by the **WO** end code.

The Invitation Stage and NTD Dates Batches

For NTD Date batches the following actions may occur at Invitation stage:

- The episode type may be changed from Call to Recall (and vice versa) if the woman’s screening history has been changed since the batch selection. Note, while this does not result in the woman being withdrawn from the batch it can result in a woman having a Recall episode in a Call only batch, or a Call episode in a Recall only batch.
- If the woman’s screening history has been changed since the batch selection and this change has resulted in her NTD Date now being after the NTD End Date for the batch, she will be withdrawn with a WB end code.
- If the woman has had a change to her screening history (since the batch selection) which has resulted in her NTD Date being set to null and the batch is specified to ‘only include those who already have a NTD Date’ she will be withdrawn with a “WO” end code.
- If the woman’s Date of Birth has been changed to one outside of the range for the batch she will be withdrawn with a “WO” end code.

Closing Open Episodes within WB End Code

If a woman has another ‘open’ episode at the **same** Screening Office as the current batch episode, the current batch episode will be closed with a WB end code. However, if a woman has two ‘open’ episodes from **different** Screening Offices, both episodes will be left open; it is then up to the individual Screening Offices to decide which end codes should be applied to those episodes.

Where there are two ‘open’ batch episodes, it is not always relevant for AJ-BCP to automatically close one with a WB end code. This is because the invitation for the episode which is left ‘open’ could be returned undelivered, and this episode closed as WF by the Screening Office. Although the other episode is closed WB, resulting in the woman not receiving an invitation, she will still be selected under failsafe, but this is likely to be outside of the 36 month recall period. Whilst the situation will probably be detected where the two invitations are to the same Screening Office, that is not likely to be the case when they are for different Screening Offices.

By not closing one of the episodes WB at the HA, when different Screening Offices are involved, the woman should receive at least one invitation. She is then more likely to be recalled by practice, and not part of failsafe, and should remain within the 36 months for recall. This solution is also in keeping with the current trend towards ‘informed choice’. It will then be up to the Screening Offices to close both of the episodes.

Electronic Transfer of SBLs (Screening Batch Lists)

If your organisation has established electronic links, the screening batch list (SBL), normally produced at invitation stage, may be transferred via the Network to the appropriate Screening Office.

When Network links are not available, the screening batch list will automatically be produced as a paper print. This can then be sent to the relevant Screening Office.

If a network entry is migrated back to paper, job entry on the AJ-Q screen will be called 'BCP SBL Migrate'. When it has completed processing, an entry will be made on the PQ-AP screen and the list may be printed in the usual way.

Automatic Job Scheduler

The Automatic Job Scheduler may be used to automatically add jobs to the analysis job queue. You may specify how often you require the job to be run, starting from a particular date, and if the job should be allowed to run at weekends.

Though the process is automatic, you may intervene to delete/amend/suspend jobs on the scheduler queue. You do this by using the JS screen.

An audit trail keeps a record of jobs which have been: scheduled; deleted; manually instigated and suspended from automatic scheduling, and any errors/problems which have been encountered. You view the audit trail using the **JL** screen. Entries are displayed in descending chronological order, with the most recent job first in the list.

For more details about the automatic job scheduler, refer to the **Print Management Reference Manual**.

How to Use the AJ-BCP Screen

Directions – Using the AJ-BCP Screen

1. Enter **AJ** as the key and use **BCP** as the qualifier. Press **Enter** to display the screen.
2. Enter either **Y** to put the job in the queue for processing or **S** to schedule the job automatically. Entering **S** will open the “Add a job to the Automatic Job Scheduler” screen.
3. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BCP                               ]
Job Name . . . . BREAST SCREENING CALL/RECALL PRINTS
Description . . This job will automatically generate prints required by the
                  call/recall system from details that have been set up on the
                  SB applications. These will consist of the following:

                  a) Invitation, Reminder and Non-Responder correspondence.

                  b) The Screening Batch List at Invitation.

                  c) A list of the stages processed by the job for each batch and
                     details of women for whom correspondence was not produced.

                  Each screening batch (for which a screening stage is due)
                  will be processed.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 1: The AJ-BCP Screen

Prints

A total of six prints may be produced using AJ-BCP. The Stages Processed list, will always be produced; the remainder will be printed depending on which stage each batch has reached, and which correspondence your HA is responsible for.

BCS STAGES PROCESSED LIST <i>Standard Listing Paper</i> CODE – BCP	BCS SCREENING BATCH LIST <i>Standard Listing Paper</i> CODE – BCP	LETTERS <i>Letter Paper Format 1</i> CODE – BCP
NON-RESPONDER CARDS <i>4 inch card</i> CODE – BCP	NON-RESPONDER LIST <i>Standard Listing Paper</i> CODE – BCP	BCS NETWORK CONTROL REPORT <i>Standard Listing Paper</i> CODE – BCP

NOTE ➤ If you delete the job before it has completed processing on AJ-Q, only the changes for the batch being processed at the time will be reversed, i.e., changes for batches which have been processed will remain.

The **Stages Processed List** provides details of: all batches processed in this run; batches which should have been processed but were not, and the reason why; women for whom correspondence was not produced.

The **Screening Batch List** will be produced at the invitation stage. It lists women included in the batch, and is sent to the Screening Office for their use.

Letters are produced to be sent to women either inviting them to attend screening, or reminding them to do so if they have not responded so far. These are only produced if the HA is responsible for correspondence.

Non-responder Cards are produced for each woman who has not responded to the invitation and reminder letters. These are sent to the women's GPs, who will indicate what action should be taken. These are only produced if the HA is responsible for correspondence.

The **Non-responder List** details women who have not responded to invitation and reminder letters; it is sent to the appropriate Screening Office. This is only produced if the HA is responsible for correspondence.

The **BCS Network Control Report** is created whenever a breast screening Network transfer takes place. AJ-BCP will place a new entry on to an existing print (on the PQ-AP queue), or, if a print does not already exist, it will create a new print entry for the Network Control Report (see Section 35 for further details).

NOTE ➤ Prints destined for the Screening Office will end with a trailer page. This acts as an acknowledgement slip, to be completed by the Office and returned to your HA to acknowledge receipt of the print.

Network transfers, however, will be acknowledged electronically.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Stages Processed List

Enter [SO CODE] to start from the Screening Office specified or, if that does not exist, from the next Screening Office.

Screening Batch Lists

Enter [COPY NUMBER] to start from the copy specified (usually 1).

Enter [COPY NUMBER, SO CODE] to start from the Screening Office specified or, if that does not exist, from the next Screening Office.

Enter [COPY NUMBER, SO CODE, BATCH ID] to start from the batch number specified or, if that does not exist, from the next batch.

Letters

Enter [COPY NUMBER] to start from the copy number specified.

Enter [COPY NUMBER, BATCH ID] to start from the batch specified or, if that does not exist, from the next batch.

Enter [COPY NUMBER, BATCH ID, SURNAME] to start from the surname specified or, if that does not exist, from the next surname.

Non-responder Cards

Enter [COPY NUMBER] to start from the copy number specified.

Enter [COPY NUMBER, BATCH ID] to start from the batch specified or, if that does not exist, from the next batch.

Enter [COPY NUMBER, BATCH ID, CORR NO, GP CODE] to start from the GP code specified or, if that does not exist, from the next GP code. The 'CORR NO' should be the correspondence number, i.e. either 1 or 2.

Non-responder Lists

Enter [COPY NUMBER] to start from the copy number specified.

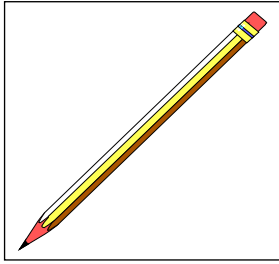
Enter [COPY NUMBER, BATCH ID] to start from the batch specified.

Enter [COPY NUMBER, BATCH ID, CORR NO, DEST CODE] to start from the destination specified or, if that does not exist, from the next destination. The 'CORR NO' should be the correspondence number, i.e. either 1 or 2. The 'DEST CODE' should be a Screening Office code or a DHA code.

Enter [COPY NUMBER, BATCH ID, CORR NO, DEST CODE, GP CODE] to start from the GP code specified or, if that does not exist, from the next GP code.

Error Messages

REJECT MESSAGES	MEANING / ACTION
START invalid	In the last field, you must either enter Y to put the job in the queue for processing, or enter S to schedule the job via the Automatic Job Scheduler. <i>Enter Y or S.</i>



Exeter Health Authority

* * * B R E A S T C A N C E R S C R E E N I N G * * *

Printed 12-JAN-99

PRIOR NOTIFICATIONS

CALL - Screening Batch Title TEST BATCH

SUMMARY

Copy 1 of 1

East Devon Screening Office

S0 Ref : LED-111111

HA ID : 1

Number of women eligible for Prior Notification : 6

DR. A AMBER

Exeter Health Authority

* * * B R E A S T C A N C E R S C R E E N I N G * * *

Printed 12-JAN-99

Dear Dr. Amber

12-JAN-99

Exeter Health Authority
BREAST CANCER SCREENING - Call DR. A AMBER (000001)
Women with CEASED status

Page 1

Partnership:
AMBER AND PARTNERS (P/000001)

East Devon Screening Office (SO Ref: LED-111111, HA Ref: 1)

The following women are currently ceased from breast screening. Please mark/complete one of the options on the right hand side below

HOOPER, Ms., ELAINE HALEY

2 STONE COTTAGES
EXTON
DULVERTON
SOMERSET TA22 9JT

DoB : 19.06.1942 Age: 56
NHS no : 791 448 1118
Status : CEASED by GP
Reason :
Last SO:
Last screening:

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐
withdrawal letter required
- Reason for b):

RAYMOND, Ms., ALISON

22 LORIMER CLOSE
EXTON
DULVERTON
SOMERSET TA22 9LF

DoB : 14.06.1945 Age: 53
NHS no : 389 102 1463
Status : CEASED by GP
Reason :
Last SO: LAV
Last screening: 05.12.1994

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐
withdrawal letter required
- Reason for b):

RUPERT, Mrs., ANNABELLE

LIMING CLOSE FARM
EXTON
DULVERTON
SOMERSET TA22 9LG

DoB : 25.01.1944 Age: 54
NHS no : 892 772 6490
Status : CEASED by GP
Reason : Bilateral mastectomy
Last SO: LCO
Last screening: 11.08.1993

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐
withdrawal letter required
- Reason for b):

DATE Doctor's Signature

12-JAN-99

Exeter Health Authority
BREAST CANCER SCREENING - Call DR. A AMBER (000001)
Women with NORMAL status

Page 1

Partnership:
AMBER AND PARTNERS (P/000001)

East Devon Screening Office (SO Ref: LED-111111, HA Ref: 1)

The following women have been selected for breast screening. Please mark/complete one of the options on the right hand side below.

COOPER, Ms., ELAINE HALEY

1 STONE COTTAGES
EXTON
DULVERTON
SOMERSET TA22 9JT

DoB : 20.06.1942 Age: 56
NHS no : 691 448 1118
Status : NORMAL

Last SO: LAV
Last screening: 19.01.1995

N.B: This lady may need
the facility of a
chair lift

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐ withdrawal letter required

Reason for b):

ROGERS, Ms., ZOE ALISON

21 LORIMER CLOSE
EXTON
DULVERTON
SOMERSET TA22 9LD

DoB : 15.06.1945 Age: 53
NHS no : 645 102 1463
Status : NORMAL

Last SO: LAV
Last screening: 05.12.1994

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐ withdrawal letter required

Reason for b):

WAYMON, Mrs., ANNA

LEEMING FARM
EXTON
DULVERTON
SOMERSET TA22 9LE

DoB : 24.01.1944 Age: 54
NHS no : 123 987 1603
Status : NORMAL

Last SO:
Last screening:

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐ withdrawal letter required

Reason for b):

DATE Doctor's Signature

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

PRIOR NOTIFICATIONS

Print completed: 12-JAN-99 5:09 PM

Exeter Health Authority

* * * B R E A S T C A N C E R S C R E E N I N G * * *

Printed 12-JAN-99

PRIOR NOTIFICATIONS

CALL - Screening Batch Title TEST BATCH

SUMMARY

Copy 1 of 1

East Devon Screening Office

SO Ref : LED-111111

HA ID : 1

Number of women eligible for Prior Notification : 3

DR. B BLUEBERRY

Exeter Health Authority

* * * B R E A S T C A N C E R S C R E E N I N G * * *

Printed 12-JAN-99

Dear Dr. Blueberry

12-JAN-99

Exeter Health Authority
BREAST CANCER SCREENING - Call DR. B BLUEBERRY (000023)
Women with CEASED status

Page 1

Single-handed GP
DR. B BLUEBERRY (000023)

East Devon Screening Office (SO Ref: LED-111111, HA Ref: 1)

The following women are currently ceased from breast screening. Please mark/complete one of the options on the right hand side below

WILLIAMS, Mrs., MARY

18 CANBERRA CRESCENT
PENNSYLVANIA
EXETER
DEVON EX4 2PL

DoB : 11.11.1942 Age: 56
NHS no : 888 275 1009
Status : CEASED by GP
Reason : Woman's choice
Last SO: LAV
Last screening: 13.09.1993

a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice - ☐
withdrawal letter required

Reason for b):

DATE Doctor's Signature

12-JAN-99

Exeter Health Authority
BREAST CANCER SCREENING - Call DR. B BLUEBERRY (000023)
Women with NORMAL status

Page 1

Single-handed GP
DR. B BLUEBERRY (000023)

East Devon Screening Office (SO Ref: LED-111111, HA Ref: 1)

The following women have been selected for breast screening. Please mark/complete one of the options on the right hand side below.

LANE, Ms., DEIRDRE

33 MELBOURNE AVENUE
PENNSYLVANIA
EXETER
DEVON EX\$ 8JJ

DoB : 22.07.1945 Age: 53
NHS no : 466 772 1554
Status : NORMAL

Last SO: LAV
Last screening: 04.10.1994

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐
withdrawal letter required

Reason for b):

SPICE, Ms., GINGER

FLAT 5
23 OLD TIVERTON ROAD
EXETER
DEVON EX4 6BH

DoB : 22.11.1944 Age: 54
NHS no : 363 985 1638
Status : NORMAL

Last SO:
Last screening:

- a) Details correct ☐ d) Patient DECEASED ☐
b) Return status to NORMAL ☐ (please highlight)
c) Cease call/recall because:
Terminally ill ☐ e) Amendments to name/address:
Bilateral mastectomy ☐
Woman's choice ☐
withdrawal letter required

Reason for b):

DATE Doctor's Signature

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

PRIOR NOTIFICATIONS

Print completed: 12-JAN-99 5:11 PM

Analysis Job BCS (Print SO Details)

Analysis job BCS is used to produce a print of the details of a particular Screening Office (as entered on the SO screens, see section 11). The information may be printed in a summary or detailed form.

Any or all of the following details may be produced:

- **basic details**, i.e. the name, address and telephone number of the Screening Office; the Office's batch default selection and stage settings; specifications for the transfer of screening histories and registration changes;
- **trial details**, i.e. the name of the trial(s) the Screening Office is participating in, plus the trial and arm codes;
- **GP groups**, i.e. the GP groups set up for the Screening Office;
- **area groups**, i.e. the area groups set up for the Screening Office; and/or
- **letters**, i.e. the letters set up for the Screening Office.

NOTE➤ The basic details print will also indicate whether or not a count is to be performed before a batch is selected (using AJ-BCR). This includes the episode type inclusion/exclusion settings for a count/select run of AJ-BCR.

The print will also show if a Screening Office has been marked as “active” or “inactive” on the SO screen.

How to Use Analysis Job BCS

Directions – Using the AJ-BCS Screen

1. Enter a key of **AJ** and use **BCS** as a qualifier. Press **Enter** to display the screen.
2. Enter the Screening Office code in the first field to produce a print of details for this Office.
3. Specify the type of details you wish to produce relating to this Screening Office, i.e., basic details, trial information, GP groups, area groups and/or Screening Office letters.
4. Enter **Y** in the last field to start processing.
5. Follow the standard print procedure.

AJ]Analysis Job	Qualifier[BCS	]
Job Name PRINT SCREENING OFFICE DETAILS		
SCREENING OFFICE CODE []		

Basic Data : 'N'one/'A'll [A] (including general address/telephone details and default selection conditions)		
Trial Data : 'N'one/'A'll [N]		

GP Groups	: 'N'one/'S'pecified/'A'll [N]	'B'rief/'F'ull . . []
specified	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []

Area Groups	: 'N'one/'S'pecified/'A'll [N]	'B'rief/'F'ull . . []
specified	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []

S0 Letters	: 'N'one/'S'pecified/'A'll [N]	'B'rief/'F'ull . . []
specified	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []

Enter 'Y' to put the job into the Queue for processing []		

Figure 1: The AJ-BCS Screen

Understanding The AJ-BCS Screen

Screening Office Code

Enter the three character code for the Screening Office you require.

Basic Data

Leave set to **A** – All if you wish to print the address details and default settings for the specified Screening Office.

Enter **N** – None if you do not require a print of this information.

Trial Data

Leave set to **N** – None if you do not require a print of the trial details for the specified Screening Office.

Enter **A** – All if you wish to print the name of the trial(s) the Screening Office is participating in, along with the trial and arm codes.

GP Groups

Leave set to **N** – None if you do not require a print of the GP groups set up for the specified Screening Office.

Enter **S** – Specified if you require a print of specific GP groups. The GP groups should be entered in the field boxes below.

Enter **A** – All if you require a print of all GP groups set up for the specified Screening Office.

(B)rief/(F)ull

Enter **B** – Brief if only brief information on GP groups is required.

Enter **F** – Full if full information on GP groups is required.

NOTE➤ **If details for specific GP groups are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field.**

Area Groups

Leave set to **N** – None if you do not require a print of the area groups set up for the specified Screening Office.

Enter **S** – Specified if you require a print of specific area groups. The area groups should be entered in the field boxes below.

Enter **A** – All if you require a print of all area groups set up for the specified Screening Office.

(B)rief/(F)ull

Enter **B** – Brief if only brief information on area groups is required.

Enter **F** – Full if full information on area groups is required.

NOTE➤ **If details for specific area groups are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field.**

SO Letters

Leave set to **N** – None if you do not require a print of the letters set up for the specified Screening Office.

Enter **S** – Specified if you require a print of specific letters. The letter codes (as set up on the BL screen) should be entered in the field boxes below.

Enter **A** – All if you require a print of all letters set up for the specified Screening Office.

(B)rief/(F)ull

Enter **B** – Brief if only brief information on the Screening Office letters is required.

Enter **F** – Full if full information on the Screening Office letters is required.

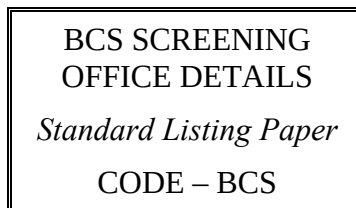
NOTE➤ **If details for specific area groups are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field.**

Enter ‘Y’ to put the job in the Queue for processing...

Enter **Y** to start processing.

Prints

One print may be produced using AJ-BCS:



Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the code to indicate which print you wish to start from.

NOTE➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Enter [A] to begin from basic details, [T] for trial information, [B] for GP groups, [C] for area groups, or [D] for letter details.

Enter [D,LETTER CODE] if you wish to begin printing from a specific letter, e.g. [D,INDEFT] to start printing with the invitations.

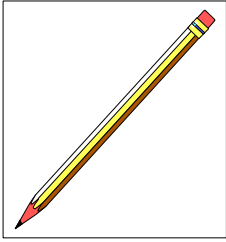
NOTE➤ If you enter a code for details which have not been requested on the AJ-BCS screen, the print will start from the next set of details which have been selected.

Error Messages

REJECT MESSAGES	MEANING / ACTION
SO-ID missing	The Screening Office code must be entered in the first field. <i>Enter the three character code.</i>
SO-ID not known	The Screening Office code must exist on the SO index screen (see section 11). <i>Re-enter correctly.</i>
SO-ID no details	The Screening Office details have not been entered on the SO screens. <i>Enter the details for this Screening Office.</i>
BASIC missing	You must enter either N – None or A – All in the ‘Basic Data’ field. <i>Enter N or A.</i>
BASIC invalid	You must enter either N – None or A – All in the ‘Basic Data’ field. <i>Re-enter correctly.</i>
TRIAL missing	You must enter either N – None or A – All in the ‘Trial Data’ field. <i>Enter N or A.</i>
TRIAL invalid	You must enter either N – None or A – All in the ‘Trial Data’ field. <i>Re-enter correctly.</i>
GP NSA missing	You must enter N – None, S – Specified or A – All in the ‘GP Groups’ field. <i>Enter N, S or A.</i>
GP NSA invalid	You must enter N – None, S – Specified or A – All in the ‘GP Groups’ field. <i>Re-enter correctly.</i>
GP BF not reqd	You do not need to enter the GP groups ‘(B)rief/(F)ull’ field, as you have not requested this print. <i>Delete the entry.</i>
GP BF missing	You must specify whether you want a detailed or summary print of GP groups. <i>Enter B – Brief or F – Full in the GP groups ‘(B)rief/(F)ull’ field.</i>
GP BF invalid	You must enter B – Brief or F – Full in the GP groups ‘(B)rief/(F)ull’ field. <i>Re-enter correctly.</i>
GP BF must be F	If details for specific GP groups are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field. <i>Enter F.</i>
GP GRP not reqd	You only need to specify GP groups if you have entered S – Specified in the ‘GP Groups’ field. <i>Delete the GP group codes.</i>
GP GRP(s) missing	You have chosen to print details of specific GP groups. <i>Enter the GP group codes in the fields provided.</i>
GP GRP invalid	The GP group code you have entered is not registered on the system. <i>Re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
GP GRP duplicated	You have entered a GP group code more than once. <i>Delete the duplicate.</i>
AREA NSA missing	You must enter N – None, S – Specified or A – All in the ‘Area Groups’ field. <i>Enter N, S or A.</i>
AREA NSA invalid	You must enter N – None, S – Specified or A – All in the ‘Area Groups’ field. <i>Re-enter correctly.</i>
AREA BF not reqd	You do not need to enter the area groups ‘(B)rief/(F)ull’ field, as you have not requested this print. <i>Delete the entry.</i>
AREA BF missing	You must specify whether you want a detailed or summary print of area groups. <i>Enter B – Brief or F – Full in the area groups ‘(B)rief/(F)ull’ field.</i>
AREA BF invalid	You must enter B – Brief or F – Full in the area groups ‘(B)rief/(F)ull’ field. <i>Re-enter correctly.</i>
AREA BF must be F	If details for specific area groups are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field. <i>Enter F.</i>
AREA GRP not reqd	You only need to specify area groups if you have entered S – Specified in the ‘Area Groups’ field.
AREA GP(s) missing	You have chosen to print details of specific area groups. <i>Enter the area group codes in the fields provided.</i>
AREA GRP invalid	The area group code you have entered is not registered on the system. <i>Re-enter correctly.</i>
AREA GRP duplicated	You have entered an area code more than once. <i>Delete the duplicate.</i>
LET NSA missing	You must enter N – None, S – Specified or A – All in the ‘SO Letters’ field. <i>Enter N, S or A.</i>
LET NSA invalid	You must enter N – None, S – Specified or A – All in the ‘SO Letters’ field. <i>Re-enter correctly.</i>
LET BF not reqd	You do not need to enter the SO letter ‘(B)rief/(F)ull’ field, as you have not requested this print. <i>Delete the entry.</i>
LET BF invalid	You must enter B – Brief or F – Full in the SO letters ‘(B)rief/(F)ull’ field. <i>Re-enter correctly.</i>
LET BF must be F	If details for specific Screening Office letters are to be printed, enter F – Full in the ‘(B)rief/(F)ull’ field. <i>Enter F.</i>
LETTER not reqd	You only need to specify Screening Office letter codes if you have entered S – Specified in the ‘SO Letters’ field. Delete the letter codes.

REJECT MESSAGES	MEANING / ACTION
LETTER(s) missing	You have chosen to print details of specific Screening Office letters. <i>Enter the letter codes in the fields provided.</i>
LETTER invalid	The Screening Office letter code you have entered is not registered on the system. <i>Re-enter correctly.</i>
LETTER duplicated	You have entered a Screening Office letter code more than once. <i>Delete the duplicate.</i>
START missing	You must enter Y – Yes in the last field to start processing. <i>Enter Y.</i>
START invalid	You must enter Y – Yes in the last field to start processing. <i>Re-enter correctly.</i>
NO DATA asked for	You have not requested any of the available prints. <i>Enter details for at least one type of print.</i>



Analysis Job BCSI (Integrity Checker)

Analysis job BCSI checks that all breast screening records are consistent with information held in other areas of the HA system, for example, Screening Office details, screening batch details, women's registration details and BSS system parameters.

AJ-BCSI also produces the 'PC End Codes Report' which details where a PC end code has been applied to an episode where no date of first offered appointment has been entered.

NOTE Ø The 'PC End Codes Report' is always produced.

AJ-BCSI should be run **once a month**, or when requested by the Support Team.

AJ-BCSI produces a print detailing the Screening Office / Screening Batch ID / NHS number / File reference associated with each error, and the data that has been rejected. The print indicates whether each error can be corrected by the HA, or if it should be reported to the Support Team.

NOTE Ø There is also an option to have some errors corrected automatically. Contact your Support Team if you want this option included or removed.

The Support Team has the facility to specify whether individual error checks are to be performed. This facility can also be used to turn off an error check that is known to produce a large number of errors. For example, if your HA is only using **GP** groups (listed on the SO,G screen), then the check which identifies whether any address code is held within an **area** group may be suppressed. If it is left in operation, it could create a large number of error messages unnecessarily.

Errors listed by AJ-BCSI are divided into three groups:

- **HA Corrections:** these are errors which HA staff can remedy themselves.
- **Support Team Corrections:** these errors cannot be remedied by HA staff. They should be reported to your Support Team.
- **Automatic Corrections:** these errors have been automatically corrected by the system. The list of error messages is for information only; no further action is required.

How to Use the AJ-BCSI Screen

Directions – Using the AJ-BCSI Screen

1. Enter a key of **AJ** and a qualifier of **BCSI**. Press **Enter** to display the screen.
2. Select the type(s) of error reports you require by entering either **Y** or **N** in the appropriate user fields:
 - HA Corrections;
 - Support Team Corrections; and
 - Automatic Corrections.

NOTE Ø **The *Automatic Corrections* option will only be available if this has been provided by your Support Team.**

Also note that the ‘PC End Codes Report’ is *always* produced.

3. Either enter **Y** in the last field to prepare the job for processing via the AJ-Q screen, or enter **S** to schedule the job via the Automatic Job Scheduler, then press **Enter**.
4. Follow the standard print procedure.

AJ]Analysis Job	Qualifier[BCSI	]
Job Name . . BSS INTEGRITY CHECKER		
Description . This job will check the integrity of your Breast Screening database, against data held in other areas of the HA system. Some errors may be corrected by the HA, some must be resolved by the support team and others can be corrected automatically.		
Auto Correction: YES Suppress Males: NO		
Job last run : 17.07.2015		
Select the type of reports you require:		
HA Corrections?	 (Y/N).	[]
Support Team Corrections?	 (Y/N).	[]
Automatic Corrections?	 (Y/N).	[]
Three additional prints may also be generated:		
1. the 'PC End Codes Report',		
2. the 'Unknown UTLAs Report',		
3. the 'NTD Batch Exclusions Report'.		
Enter 'Y' to put the job into the Queue for processing OR		
Enter 'S' to schedule the job via the Automatic Job Scheduler []		

Figure 1: The AJ-BCSI Screen

Understanding the AJ-BCSI Screen

Auto Correction

This setting can only be changed by your Support Team. If it is set to **YES**, the job will automatically correct any errors it can, and the **Automatic Corrections** field will be available to print error reports if required. If this field is set to **NO**, errors will need to be manually corrected.

Suppress Males

This field can only be changed by your Support Team. If it is set to **YES**, male patients with screening details will be reported on the list the first time they are found, but will be suppressed from further AJ-BCSI reports. If this field is set to **NO**, male patients will be reported each time AJ-BCSI is run.

Job last run

This field is display only. It shows the date and time that the breast screening integrity checker was last run.

HA Corrections?

Enter **Y** if you require an error report listing those errors which can be dealt with by HA staff. Otherwise, enter **N**.

Support Team Corrections?

Enter **Y** if you require an error report listing those errors which must be dealt with by your Support Team. Otherwise, enter **N**.

Automatic Corrections?

Enter **Y** if you require an error report listing those errors which have been corrected automatically. Otherwise, enter **N**.

NOTE Ø This field will only be available for data entry if 'Auto correction' has been set to 'YES' by your Support Team.

Enter ‘Y’ to put the job into the Queue for processing OR

Enter ‘S’ to schedule the job via the Automatic Job Scheduler

Check that all the details you have entered on this screen are correct. If they are, then either enter **Y** in this field to put the AJ-BCSI analysis job in the queue for processing (via the AJ,Q screen), or enter **S** to schedule the job via the Automatic Job Scheduler.

Prints

Four prints may be produced using AJ-BCSI:

BCS INTEGRITY CHECK <i>Standard Listing Paper</i> CODE – BCSI	PC END CODES REPORT <i>Standard Listing Paper</i> CODE – BCSI
UNKNOWN UTLA REPORT <i>Standard Listing Paper</i> CODE – BCSI	NTD BATCH EXCLUSIONS <i>Standard Listing Paper</i> CODE – BCSI

BCS Integrity Check Report

The BCS Integrity Check print may consist of up to three sections, depending on the options which have been set on the AJ-BCSI screen. These sections are:

- HA Corrections;
- Support Team Corrections; and
- Automatic Corrections (if this possibility has been allowed by your Support Team).

If a section contains no errors, the message ***** NO DETAILS TO PRINT ***** will be printed.

PC End Codes Report

The PC End Codes Report – which will always be produced – lists women who meet the following criteria:

- they have an episode with a PC end code that has no date of first offered appointment; and
- they have not subsequently been invited for screening.

NOTE Ø Both reports can either be printed, or viewed online using the AV viewer screen facility.

Unknown UTLA Report

The Unknown UTLA Report shows the relevant details of women (in the 45 to 74 age range) for whom no upper tier local authority (UTLA) can be identified. A woman's UTLA is identified from her postcode. The following scenarios will result in a woman's UTLA being classed as unknown:

- her postcode is incorrect;

- her postcode is invalid; or
- her postcode is valid, but the postcode file on your NHAIS system is not the most current version.

It is important to ensure a woman's UTLA can be correctly identified as soon as possible because your KC63 Statistics report according to which UTLA each woman was associated with on the last day of the annual review period (31 March).

NOTE Ø It is not possible to correct a woman's postcode retrospectively.

NTD Batch Exclusions Report

This report shows the relevant details of women who have been identified as being due for invitation to screening in consecutive months by the NTD failsafe analysis jobs (AJ-BAEF and AJ-BSF) who have not been subsequently included in a batch.

The report will highlight where women have been repeatedly excluded (both deliberately and accidentally) from NTD failsafe batches after being identified as being due for screening.

The number of consecutive months is initially set to a default of two months. However this can be increased by your NHAIS Support Team if required.

NOTE Ø The report will not be generated if there are no women to report.

Print Restart Points

If a print has been suspended, it may be restarted from a particular section.

The following restart points are available, enabling the report to be printed from a specific section:

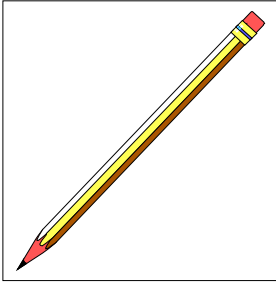
- "S1" = HA error corrections
- "S2" = Support Team error corrections
- "S3" = Automatic error corrections

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE Ø Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Error Messages

REJECT MESSAGES	MEANING / ACTION
HA Corr MISSING	You have not entered anything in the 'HA Corrections' field. <i>Enter either 'Y' – yes, or 'N' – no.</i>
HA Corr INVALID	You have entered something other than 'Y' – yes, or 'N' – no in the 'HA Corrections' field. <i>Re-enter correctly.</i>
Support Corr MISSING	You have not entered anything in the 'Support Team Corrections' field. <i>Enter either 'Y' – yes, or 'N' – no.</i>
Support Corr INVALID	You have entered something other than 'Y' – yes, or 'N' – no in the 'Support Team Corrections' field. <i>Re-enter correctly.</i>
Auto Corr MISSING	Your Support Team has set 'Auto correction' to YES, but you have not entered anything in the 'Automatic Corrections' field. <i>Enter either 'Y' – yes, or 'N' – no.</i>
Auto Corr INVALID	You have entered something other than 'Y' – yes, or 'N' – no in the 'Automatic Corrections' field. <i>Re-enter correctly.</i>
No Report Selected	You have not entered 'Y' in any of the fields 'HA Corrections', 'Support Team Corrections' or 'Auto correction'. <i>You must enter either 'Y' in at least one of these fields before AJ-BCSI can start processing.</i>
Start MISSING	You have not entered anything in the last field to start this analysis job. <i>Enter either 'Y' or 'S'.</i>
Start INVALID	You have entered something other than 'Y' or 'S' in the last field. <i>Re-enter correctly.</i>



BSS INTEGRITY CHECK

MAIN SUMMARY PAGE

Somerset Family Health Services Authority

*** BREAST SCREENING SYSTEM (BSS) ***

Job Code - AJ-BCSI

Printed : 14.02.2009 14:04

Control Parameters : Automatic Correction = YES

SUMMARY OF ALL REPORTS

Total Number of HA Corrections	= 10
Total Number of Support Corrections	= 8
Total Number of Automatic Corrections	= 3
Total Number of errors found	= 21

SECTION 1: HA ERROR CORRECTIONS

Somerset Family Health Services Authority

*** BREAST SCREENING SYSTEM (BSS) ***

Job Code - AJ-BCSI

Printed : 14.02.2009 14:04

*** HA ERROR CORRECTIONS ***

Totals	:	Screening Office errors	=	5
		Screening Batch errors	=	2
		BSS Patient errors	=	4
Grand Total of HA error corrections			=	15

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 1

Job Number: 112

*** HA ERROR CORRECTIONS ***

Run Date: 12-FEB-2009

BSS Integrity Check Report - Screening Office Errors

S.O. Cipher	Name	Error Details
AGA	GATESHEAD	GP DOC5 whose contract does not start until 29.11.2009 is included in GP Group MGRP2. THIS ERROR CAN BE CORRECTED BY THE HA
AGA	GATESHEAD	The S0-F (AJ-BSFF parameters) screen has not been set up for this screening office. THIS ERROR CAN BE CORRECTED BY THE HA
BLE	LEEDS	The S0-D1 (defaults, page 2) screen has not been set up for this screening office. THIS ERROR CAN BE CORRECTED BY THE HA
LED	EAST DEVON	The S0-N1 (networks, page 2) screen has not been set up for this screening office. THIS ERROR CAN BE CORRECTED BY THE HA
LED	EAST DEVON	GP DOC9 whose contract does not start until 18.12.2009 is included in GP Group MGRP5. THIS ERROR CAN BE CORRECTED BY THE HA

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 2

Job Number: 112

*** HA ERROR CORRECTIONS ***

Run Date: 12-FEB-2009

BSS Integrity Check Report - BSS Patient Errors

NHS Number	Rejected Data	Error Details
416 161 6163	30.02.1941	This patient has an invalid Date of Birth. THIS ERROR CAN BE CORRECTED BY THE HA
417 212 3244	26.09.1998	The suspend-to date is no longer used on the BSS system. THIS ERROR CAN BE CORRECTED BY THE HA
417 454 5456	S0	This patient has a normal status but the authorised-by flag is set. THIS ERROR CAN BE CORRECTED BY THE HA
429 876 5431	10.13.2000	The First Offered Appointment Date is invalid. THIS ERROR CAN BE CORRECTED BY THE HA

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 2

Job Number: 112

*** HA ERROR CORRECTIONS ***

Run Date: 12-FEB-2009

BSS Integrity Check Report - Screening Batch Errors

HA Batch ID	Rejected Data	Error Details
22	NXLETT	This letter does not exist in the BSS Letter Library. THIS ERROR CAN BE CORRECTED BY THE HA
31	1489	The Stage Details (SB, page 4) screen has not been completed for this batch. THIS ERROR CAN BE CORRECTED BY THE HA

SECTION 2: SUPPORT ERROR CORRECTIONS

Somerset Family Health Services Authority

*** BREAST SCREENING SYSTEM (BSS) ***

Job Code - AJ-BCSI

Printed : 14.02.2009 14:04

*** SUPPORT ERROR CORRECTIONS ***

Totals	:	Screening Office errors	=	1
		Screening Batch errors	=	2
		BSS Patient errors	=	3
		BSS System Parameter errors	=	2
Grand Total of Support error corrections			=	8

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 1

Job Run Number: 112
Run Date: 12-FEB-2009

*** SUPPORT ERROR CORRECTIONS ***

BSS Integrity Check Report - Screening Office Errors

S.O.
Cipher

Name

Error Details

BGA

Not Known

This Screening Office does not exist in the SOCODES file.
REFER THIS ERROR TO YOUR SUPPORT TEAM

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 3

Job Run Number: 112
Run Date: 12-FEB-2009

*** SUPPORT ERROR CORRECTIONS ***

BSS Integrity Check Report - BSS Patient Errors

NHS Number	Rejected Data	Error Details
420 212 2224	TEMP11 (previous no.)	This patient appears on more than 1 NHS number within the BSS database. (Episode: 14.09.2008) REFER THIS ERROR TO YOUR SUPPORT TEAM
420 445 5662	X	The episode type is invalid for this patient episode. (Episode 05.08.2007) REFER THIS ERROR TO YOUR SUPPORT TEAM
421 213 3334	TIS	Trials details do not correspond to the information held on the TRL file. REFER THIS ERROR TO YOUR SUPPORT TEAM

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 2

Job Run Number: 112
Run Date: 12-FEB-2009

*** SUPPORT ERROR CORRECTIONS ***

BSS Integrity Check Report - Screening Batch Errors

HA Batch ID	Rejected Data	Error Details
19	420	The number of women (420) does not match the actual number (474) in this batch. REFER THIS ERROR TO YOUR SUPPORT TEAM
27	14.07.9991	The Reminder 1 Issue Date is invalid. REFER THIS ERROR TO YOUR SUPPORT TEAM

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 4

Job Run Number: 112
Run Date: 12-FEB-2009

*** SUPPORT ERROR CORRECTIONS ***

BSS Integrity Check Report - BSS System Parameter Errors

File Reference

Error Details

^GRREF(BFSPAR)

Control flags for HA to S0 Network Transfer are not set correctly.
REFER THIS ERROR TO YOUR SUPPORT TEAM

^GRREF(BFSPAR)

Control flags for Deducted Patient Network Transfer are not set correctly.
REFER THIS ERROR TO YOUR SUPPORT TEAM

SECTION 3: AUTOMATIC ERROR CORRECTIONS

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 3

Job Run Number: 112
Run Date: 12-FEB-2009

*** AUTOMATIC ERROR CORRECTIONS ***

BSS Integrity Check Report - BSS System Parameter Errors

File Reference

Error Details

^FPC (BCS)

The approximate number of Address Codes in the system is incorrect.
THIS HAS BEEN AUTOMATICALLY CORRECTED
Before Change: 120 After Change: 152

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 2

Job Run Number: 112
Run Date: 12-FEB-2009

*** AUTOMATIC ERROR CORRECTIONS ***

BSS Integrity Check Report - BSS Patient Errors

NHS Number

Error Details

420 212 2224

This patient has normal status but the authorised-by flag is set.
THIS HAS BEEN AUTOMATICALLY CORRECTED
Before Change :S0 After Change :NULL

420 445 5662

There is no corresponding screening batch node for this episode.
THIS HAS BEEN AUTOMATICALLY CORRECTED
Before Change :NULL After Change :^SB(11,"W",4204455662)

14-FEB-2009

- SOMERSET FAMILY HEALTH SERVICES AUTHORITY -

Page 1

Job Run Number: 112
Run Date: 12-FEB-2009

*** AUTOMATIC ERROR CORRECTIONS ***

BSS Integrity Check Report - Screening Batch Errors

*** NO DETAILS TO PRINT ***

Somerset Family Health Services Authority

*** BREAST SCREENING SYSTEM (BSS) ***

Job Code - AJ-BCSI

Printed : 14.02.2009 14:04

*** AUTOMATIC ERROR CORRECTIONS ***

Totals	:	Screening Batch errors	=	0
		BSS Patient errors	=	2
		BSS System Parameter errors	=	1
Grand Total of Automatic error corrections			=	3

PC END CODES REPORT

HEADER PAGE

TES PDT HEALTH AUTHORITY

*** BREAST SCREENING SYSTEM ***

** AJ-BCSI **

Printed : 31.03.2009 at 14:54

** PC End Codes Report **

This report shows details of women who have had a PC End Code applied to an episode where no date of 1st Offered Appointment has been entered, provided that they have received no subsequent invitations for breast screening. This header page shows the counts (the detail pages list the actual women concerned) of these occurrences where the PC end codes have been applied since the last run of AJ-BCSI.
i.e. where the PC end codes have been applied since 20.03.2009.

Screening Office	Totals since 20.03.2009
-----	-----
SOMERSET (LSO)	5

This report has been generated because a PC end coded episode is treated as an invite by the failsafe selection process, however the absence of a date of 1st Offered Appointment indicates the woman was not actually invited. Therefore this episode either has an incorrectly assigned PC end code (which is excluding the woman from failsafe batches) or it has a correctly assigned PC end code but is missing the date of 1st Offered Appointment. You should contact your Screening Office to ensure you have the correct results for these women.

Note, at the end of this report there is a summary showing the total number of women on your system that meet this PC end codes scenario. For each screening office listed, these counts are split between women currently under 71 years of age and women currently aged 71 or over.

Notes

1. The totals column is the number of women (of all ages) who have had a PC end code applied *since the last run of AJ-BCSI* which meets the PC End Codes scenario. It is possible that you may not have any women counted in this column.
2. If any women have been counted in this column, there will be a details section in the print for that screening office which lists information about each of the women identified.

PC END CODES REPORT

DETAILS SECTION

31-MAR-2009

SOMERSET HEALTH AUTHORITY

Page 1

SOMERSET SO (LSO): PC End Codes applied with no 1st Off Appt dates since 20.03.2009

NHS Number	Name	DoB	Ep Date	PC Applied
265 708 5482	POACHER, SALLY D	11.03.1949	27.08.2008	29.03.2009
400 001 2118	CAR, FIONA VANESSA	05.10.1953	27.08.2008	29.03.2009
400 006 3022	LONG, NELLIE ALISON	20.04.1952	28.09.2008	29.03.2009
400 008 3635	PAINE, SUSAN M	17.05.1954	28.09.2008	30.03.2009
400 012 0565	WHITE, KATHY VANESSA	01.12.1952	28.07.2008	30.03.2009

Notes

1. The “Ep Date” is the episode date of the PC end coded episode that has no Date of First Offered Appointment present.
2. The “PC Applied” is the date that the PC end code was applied to the episode.

PC END CODES REPORT

SUMMARY PAGE

Summary of PC End Codes applied with no 1st Off Appt dates - for whole database

Screening Office	Totals : Age<71	Age 71+	Screening Office	Totals : Age<71	Age 71+
-----	-----	-----	-----	-----	-----
GATESHEAD (AGA)	9	2	EAST DEVON (LED)	113	1
SOMERSET (LSO)	19	2			

Notes

For each screening office:

1. The first totals column is the *total* number of women on your system *under 71* years of age who meet the PC End Codes scenario.
2. The second totals column is the *total* number of women on your system *aged 71 and over* who meet the PC End Codes scenario.

Unknown UTLAs Report, Header Page

TES PDT HEALTH AUTHORITY

*** BREAST SCREENING SYSTEM ***

** AJ-BCSI **

Job run date: 08.05.2015

Printed: 13.05.2015 at 15:26

** Unknown UTLAs Report **

This report shows the relevant details of women for whom it is not possible to identify an Upper Tier Local Authority (UTLA).

A woman's UTLA is identified from her Postcode. The following scenarios will result in a woman's UTLA being classed as Unknown:

1. her Postcode is incorrect
2. her Postcode is invalid
3. her Postcode is valid but the Post Code file on your NHAIS system is not the most current version.

57 women (in the 45-74 age range) with an Unknown UTLA have been identified.

Because your annual KC63 Statistics are produced according to UTLA it is important to ensure a woman's UTLA can be correctly identified as soon as possible.

Unknown UTLAs Report, Details Page

**** AJ-BCSI: Unknown UTLAs Report (45-74 age range) ****

Post Code	NHS Number	Surname, Forename(s)	DoB (Age)	Address
-----	-----	-----	-----	-----
-				
EX2 3SD	944 566 5449	SAINSBURY, JEANETTE	06.06.1964 (50)	19 Hurry Hill, TIV
EX2 3SH	711 255 2559	GRITTER, GLADYS	17.02.1951 (64)	8 Hardnut Street, TIV
EX2 3TR	427 766 7724	GUBBINS, BETTY	03.05.1950 (64)	62 Deerhill Lane, HON
EX2 3TT	CWKL 3	BONE, LAURA	12.04.1959 (56)	23 Tudor Grove, HEA
EX2 3TY	707 080 8097	CONSTABLE, P C	28.03.1959 (56)	4 Letsby Avenue, TIV
EX2 3TY	713 422 4317	GARTERHOUSEN, GWENDELIN	14.03.1959 (56)	3 Westerbrook Road, EXE
EX2 3WD	123 666 6321	RODGERS, JO D	09.04.1950 (65)	10 Woolworth Way, HON
EX2 3WS	665 433 4566	ELLISON, MARY	14.02.1955 (60)	8 Hunters Lane, TIV
EX2 4FG	211 111 0027	HARDIMAN, PATRICIA	04.04.1956 (59)	11 Strangeway Street, HON
EX2 4FG	435 566 5534	DAWKINS, DEBBIE	09.10.1950 (64)	41 Fern Street, TIV
EX2 5TT	AJRG 2	HEMP, MARY JOANNA	24.07.1963 (51)	2 High Street, HEA

Analysis Job BCSX (Breast Screening Download)

Analysis job BCSX extracts women's registration details from the HA database, and places them either in a Unix file or on the Communications Micro Queue (CJ-4).

NOTE ➤ Consult your CSR MIS Dataset Definition Document, Breast Cancer Screening, for details of the data format and structure.

The AJ-BCSX screen allows you to specify which types of information you wish to include in the download. Normally, all information types will be included; if any are to be omitted, you must change the appropriate field(s) on the screen list to **N** – No.

NOTE ➤ Consult your File Transfer User Manual for further information on the CJ-4.

How to Use AJ-BCSX

Directions – Using the AJ-BCSX Screen

1. Enter a key of **AJ** and a qualifier of **BCSX**. Press **Enter** to display the screen.
2. If you do not wish to download any of the types of information listed, enter **N** – No in the appropriate fields. To include all information, leave all fields set to **Y** – Yes.
3. Enter a full Unix filename, e.g. **/tmp/bcsx**, if the details are to be transferred to a Unix file. If this field is left blank, the download will be made via CJ-4.

NOTE ➤ The Unix filename must be in a valid format, as in the example above.

4. Enter **Y** – Yes to start the download of information.

AJ]Analysis Job		Qualifier[BCSX		]	
Job Name . . . BREAST SCREENING DOWNLOAD FROM HA REGISTER					
Description . . This screen allows you to include / exclude (Y/N) dataset fields and input a UNIX pathname for the download if required.					
NHS Number [Y]		Postcode OS Grid Ref (X) [Y]			
Date of Birth . . . [Y]		Postcode OS Grid Ref (Y) [Y]			
GP Code [Y]		Electoral Ward [Y]			
GP National Code . . [Y]		Enumeration District . . [Y]			
Postcode [Y]		Jarman Indicator [Y]			
DHA Code [Y]		Screened/Not Screened . [Y]			
Ceased [Y]		Date of Last Screening . [Y]			
Date of Last Episode [Y]		Episode End Code . . . [Y]			
Last Invitation Date [Y]		Reason for Ceasing . . . [Y]			
HA Cipher [Y]					
Full UNIX pathname (optional) []					
* WARNING ! - LARGE FILES MAY BE GENERATED *					
To set up the job for processing enter 'Y' []					

Figure 1: The AJ-BCSX Screen

NOTES ➤ The “Date of Last Episode” refers to the episode date of the woman’s most recent screening episode. The “Date of Last Screening” refers to the episode date of the woman’s most recent screening episode to have been closed with an end code of ‘SC’.

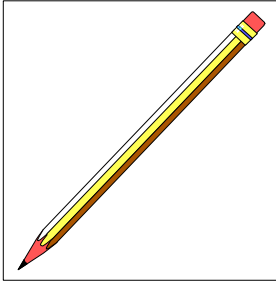
Consult your CSR MIS Dataset Definition Document, Breast Cancer Screening, for details of the data format and structure.

Error Messages

REJECT MESSAGES	MEANING / ACTION
FIELD VALUES must be Y or N	Only Y – Yes or N – No may be entered in the information fields listed. <i>Enter Y or N.</i>
NO SELECTION made	At least one of the information fields must be Y – Yes. <i>Enter Y in at least one field.</i>
PATH invalid	You may only enter lower case letters, numbers and forward slashes '/' in the 'Full UNIX pathname' field. <i>Re-enter the Unix filename correctly.</i>
PATH must begin '/'	The Unix filename must begin with a forward slash '/'. <i>Enter '/' at the start of the filename.</i>
PATH must not end '/'	The Unix filename must not end with a forward slash '/'. <i>Delete '/' at the end of the filename.</i>
PATH has null entry	The Unix filename must not contain two forward slashes together, e.g. //bcxs. <i>Enter a complete filename.</i>
PATH does not exist	The Unix file does not exist. <i>Enter a valid Unix filename.</i>
'Y' TO START	You must enter Y – Yes in the final field to start the download. <i>Enter Y.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
COMMS MICRO QUEUE download?	You have not entered a Unix filename; the download will therefore be entered on the Communications Micro Queue (CJ-4). <i>Press Enter to confirm, or enter a Unix filename in the 'Full UNIX pathname' field.</i>
UNIX FILE download?	You have entered a Unix file name; the download will therefore be transferred via a Unix file. <i>Press Enter to confirm, or delete the Unix filename to send the download via CJ-4.</i>
NHS NUMBER not required?	The 'NHS Number' field has been set to N – No. <i>Press Enter to confirm, or set the field to Y – Yes.</i>



Analysis Job BCX (Transfer/Print Details of Deductions)

AJ-BCX is used to transfer and/or print details of women who have been deducted from the database. The job, which includes the option to use the Automatic Job Scheduler, should be run at least **once a week**.

Analysis job BCX is used to:

- produce a summary list of deducted women
- produce a card print of deducted women's episodes (as seen on the SE screen)
- produce a list of LIVE women moving Screening Office (SO) within the same HA
- transfer screening details across the Network for women who are identified as being resident in another HA.

NOTE ➤ The prints for the summary listing of deducted women and list of live patients moving SO within the same HA are screening office specific. A print queue entry will be created for each individual SO for which there are deducted women.

Dates of birth are also included for the list of live women moving SO within the same HA.

When a woman with breast screening details is deducted from the Registration system (using the DL screen), a record of this is made on a file. AJ-BCX uses this file to create a summary list of all women who have been deducted. Depending upon the number of Screening Offices used by the HA, the list will be divided into one or more separate reports, one report for each individual SO.

NOTE ➤ Each woman will be reported under her current, responsible Screening Office (derived from her GP/Address at the time of deduction). This may not be the SO where the woman was last screened.

Where AJ-BCX has been unable to derive a woman's Screening Office, that woman will be included in the 'Unknown' section of the report. If this occurs, the HA should endeavour to determine which SO is responsible for the woman and ensure that they are informed.

Deduction cards may also be produced for each woman showing her screening history, as recorded on the SE screen. Please refer to the Prints section of this chapter for details about when Deducted Cards are printed.

NOTE ➤ Deduction cards will not be automatically produced if the women are moving to a new HA and you have chosen to transfer their details electronically.

In addition to the standard deduction list, a list may be produced of all LIVE women who have changed Screening Office, but remained within the area of the HA. When AJ-BCX is run, it will check to see if there are any LIVE women within the file, and produce a report listing their screening details.

NOTE ➤ The ‘List of patients moving Screening Office’ field on the SO,D1 screen must be set to **Y – Yes** to enable the production of the list (refer to page 11-16 for information on the Screening Office defaults screen).

The prints (the listings and cards, if produced) may be used to manually transfer screening information to the relevant HAs and/or Screening Offices.

During processing, AJ-BCX will close any open episodes, assigning the following ‘withdrawn’ end codes:

- WC** for women who have been ceased from routine call/recall
- WS** for women who have been suspended from routine call/recall
- WF** for women who have had FP69 status set
- WD** for women who have died
- WM** for women who have moved to another HA (and changed their GP).
- WO** for women who have been deducted for reasons ‘E’ (Embarkation), ‘R/C’ (Registration Cancelled), ‘M/H’ (Mental Hospital), ‘S/D’ (Service Dependent) or ‘O/R’ (Other Reason)

AJ-BCX will check each woman’s reason for deduction. If that reason is ‘Removal to a new HA’, and the woman’s most recent episode has an end code of **WF**, **WO**, **DNA** or **DNR** which was applied within the specified number of months, then AJ-BCX will reset the end code to **WM**. The default specified number of months is 12 for both **WF/WO** or **DNA/R** end codes, however, these may be reset independently by your Support Team at your request.

Where the end code has been updated for the woman’s most recent episode, this will be highlighted on the summary list report as “(closed by BCX)”. The woman’s most recent episode is included on the report, regardless of whether the episode is open or closed.

If the woman has other open episodes, then her next most recent open episode is also included on the report and this will also be highlighted as “(closed by BCX)”. Although a woman could have several open episodes, the SO deductions list will only ever show a maximum of 2 episodes – the woman’s most recent episode and her next most recent ‘open’ episode.

The number of episodes closed by AJ-BCX will also be highlighted on the report.

AJ-BCX will also forward the screening histories of those women who have been identified by AJ-NXBV as being resident in another HA. The NXBV application uses a Preventative Health module for those deducted patients who have been identified by NHSCR as having moved to another HA. The Preventative Health module will set up details so that AJ-BCX can electronically transfer any corresponding Breast Screening History to the new HA. This only affects those patients whose original reason for deduction is other than moving to a new HA.

Automatic Job Scheduler

The Automatic Job Scheduler may be used to automatically add jobs to the analysis job queue. You may specify how often you require the job to be run, starting from a particular date, and if the job should be allowed to run at weekends.

Though the process is automatic, you may intervene to delete, amend or suspend jobs on the scheduler queue. You do this by using the **JS** screen.

An audit trail keeps a record of jobs which have been: scheduled; deleted; manually instigated and suspended from automatic scheduling, and any errors or problems which have been encountered. You view the audit trail using the **JL** screen. Entries are displayed in descending chronological order, with the most recent job first in the list.

For more details about the automatic job scheduler, refer to the Print Management Reference Manual.

NOTE ➤ The timely transfer of a woman's screening history reduces the possibility of her being called or recalled incorrectly because her new HA does not have her latest details.

Network Transfer of Details

When women are deducted because they have been identified as being resident in another HA, AJ-BCX provides the option to transfer their screening histories across the network via the AJ-Q screen. Screening episodes will be automatically set up for each woman at the new HA and can be viewed on the SE screen (see Section 9).

The network transfer to the woman's new NHAIS area will, where these details exist, also include:

- the holder of the woman's ceasing documentation;
- the woman's reason for ceasing; and
- the date she was ceased.

NOTE ➤ If the woman has had the higher risk marker set, this is also sent to her new screening area, together with her NTD date and any episodes she has.

Following the transfer, you may wish to print the details which have been passed over the Network to the new HA. To do this, you can choose to migrate the transfer to print from your ICM screens. (Refer to the ICM Reference Manual for details.) This will copy the details from the Network to the AJ-Q screen so that deduction cards can be produced.

The job entry on the AJ-Q screen will be called 'BCXM – Alternative Comms Method'. Once it has completed processing, entries will be set up on the PQ-AP screen to produce the listings and deduction cards. These may be printed in the usual way.

How to Use the AJ-BCX Screen

Directions – Using the AJ-BCX Screen

1. Enter a key of **AJ** and use **BCX** as a qualifier. Press **Enter** to display the screen.
 2. Enter **Y** – Yes in the field at the bottom of the screen to prepare the job for processing. Press **Enter**.
- Or
3. Enter **S** in the field at the bottom of the screen to schedule the job automatically. This will open the “Add a Job to the Automatic Job Scheduler” screen.
 4. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BCX                      ]
Job Name   . . PREPARE BREAST SCREENING DEDUCTED PATIENT TRANSFERS
Description . AJ-BCX is used to transfer and/or print the Breast Screening
              history of women who have been deducted from the database.

              This analysis job can prepare three Print Types -

                  1) A card print of the patients episodes.
                  2) Summary listing(s) of DEDUCTED patients.
                  3) List(s) of LIVE patients moving SO within HA.

              Print Types 2 and 3 are Screening Office specific.

              NB : During the running of this job it may not be possible
                  to use applications which change the status or NHS No.
                  of deducted patients.

              Enter 'Y' to send Transfers-out via the Network . . . . . [ ]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 1: The AJ-BCX Screen

Understanding the AJ-BCX Screen

Enter ‘Y’ to send Transfers...

Enter **Y** – Yes if you wish to transfer the deducted women’s screening details across the Network to the new HA.

Enter ‘Y’ to put the job in the queue...

Enter **Y** – Yes to prepare the job for processing.

Enter ‘S’ to schedule the job via Automatic Job Scheduler

Enter **S** – If you wish to schedule a time to transfer the deducted women’s screening details automatically via the AJ-Q screen.

NOTE ➤ Please refer to the **Print Management Reference Manual** for details on how to set up a job on the Automatic Job Scheduler.

Prints

Three prints may be produced using AJ-BCX:

DEDUCTIONS LIST <i>Standard Listing Paper</i> CODE – BCX	DEDUCTIONS PRINTS <i>4-inch card</i> CODE – BCX	MOVED SO LIST (LIST LV) <i>Standard Listing Paper</i> CODE – BCX

Deductions Prints

Deductions List (Print Type: LISTING) – a list of deducted women for each Screening Office. Each report will include a header page for the SO, and will be split into sections according to the reason for deduction. Only those Screening Offices and sections that have details to print will be reported. If applicable, the first section for a Screening Office will show women who have been deducted for reason of ‘Death’, followed by a section for women who have moved to another HA. This is followed by all other sections in alphabetical order according to reason for deduction. If there are no details at all, the report will simply state “NO DETAILS TO PRINT”.

The page number and the number of pages per screening office will be included in the heading of each detailed page. There will be up to five women’s records on each page, and each record is divided into blocks of information listing the woman’s registration details, episode details and deduction details.

Information relating to the network transfer will be reported via the AJ-PHCN print. On the PHCN print, the ‘Network Transfer Action’ shows the status of the Network transfer for the new HAs. The following details will be provided: the HA code and name; the date the entry was placed onto the Network; the number of women being transferred; and the action/status message (see table below for an explanation of these).

ACTION MESSAGE	MEANING
Network Transfer	The transfer has been successfully placed onto the Network
Migrated back to paper – CJQ status code failure (EM)	AJ-BCX has failed to place the transfer onto the Network. The type of failure is indicated by the code in brackets.
Migrated back to paper – User Request/Retry Limit	You have requested that the transfer be placed on deduction cards or the Network has failed to successfully send the deducted details to the new HA.

Deductions Prints (Print Type: CARD) – a summary card followed by a card for each screening episode will be produced for each woman. The header page shows:

- a count of the number of women whose Cards have been printed; and
- a count of the number of women whose Cards have been suppressed from the print.

NOTE ➤ Deducted Cards will only be printed if the woman has one of the following reasons for deduction:

R = Removal to New HA (only when electronic transfer is not possible);

R/A = New HA Same GP (only when electronic transfer is not possible);

A/C = Adopted Child;

R/C = Registration Cancelled;

S/D = Service Dependent.

As of May 2004, Deducted Cards which would previously have been produced for all other reasons are now suppressed from the print.

Moved SO List (Print Type: LIST LV) – a list of LIVE women moving Screening Office but remaining within the same HA. This print is Screening Office specific.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Deductions List (Print Type: LISTING)

Enter [HA cipher] to start the 'Network Transfer Action' section from the specified HA, or from the next HA in alphabetical order.

Enter [SO NAME] to start the deduction list from the specified Screening Office. If there are no women for the Screening Office entered, the print will start from the next Screening Office.

Enter [SO NAME,SURNAME] to start the deduction list from the specified surname within the Screening Office. If the surname does not exist, the print will start from the next surname in alphabetical order.

Deductions Prints (Print Type: CARD)

Enter [OUT] to start from women deducted because of transferral to a new HA, or [IN] to start from women deducted for any other reason.

Enter [OUT,HA CODE] to start from the new HA specified, for women deducted because of transferral.

Enter [IN,DEDUCTION REASON] to start from the specified reason for deduction.

Moved SO List (Print Type: LIST LV)

Enter [SO CODE] to start from the specified Screening Office, or, if this is not present, from the next Screening Office.

Enter [SO CODE.SURNAME,FORENAME] to start from the specified name within the Screening Office, or from the next name in alphabetical order.

Error Messages

REJECT MESSAGES	MEANING / ACTION
NETWORK ANS invalid	Enter Y – Yes or N – No in the first field. <i>Re-enter correctly.</i>
NETWORK ANS missing	You must enter Y – Yes or N – No in the first field. <i>Enter Y or N.</i>
START invalid	You may only enter Y – Yes in the final field to start processing the job. <i>Enter Y.</i>
No data to prepare	There are no women on the deduction file. Therefore, there is no information to process.

SO Deductions List (SO Summary Page)

- EXETER HEALTH AUTHORITY -

*** BREAST SCREENING CALL/RECALL SYSTEM ***

** AJ-BCX **

DEDUCTIONS LIST
for Plymouth Screening Office

No. of Patients listed : 28

SO Deductions List (Detail Page)

Job Run - 23.07.2001

- EXETER HEALTH AUTHORITY -
BREAST CANCER SCREENING SYSTEM - DEDUCTIONS LIST for EAST DEVON SO (AJ-BCX)

Page 1/10

Reason for Deduction - New HA

Restart: PLYMOUTH

ONEAL Mrs. LYNNE ANNETTE NHS Number : 400 007 7023 Date of Birth : 03.03.1946 GP Code : 000047 GP Name : H CARRUTHERS	Rose Cottage Newberry Avenue Hillingdale Exeter Devon EX1 2PD	- LAST SCREENING EPISODES - 1. SO Batch ID : LED 450812 Self Ref. Episode Date: 17.01.1999 End Code : SC Actual Scr. Date : 30.04.1999 Early Recall Date :	Date of Ded. : 23.07.2001 New HA : AGA - Gateshead
PRICE Ms. LILLIAN NHS Number : 400 006 3942 Date of Birth : 10.08.1967 GP Code : 000047 GP Name : H CARRUTHERS	Hillview House 14 Bell Drive North Balir Estate Exeter Devon ----- * Higher Risk * * NTD date : 02.02.2009 *	- LAST SCREENING EPISODE - 1. SO Batch ID : LED 450812 Recall Episode Date: 17.01.1999 End Code : WF Actual Scr. Date : Early Recall Date :	Trial Codes : ACP Date of Ded. : 23.07.2001 New HA : AGA - Gateshead

SO List of LIVE women who have changed SO within the HA (SO Summary Page)

- EXETER HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM ***

List of LIVE patients moving Screening Office (SO) within HA

Moving from WEST DEVON (LPL) SCREENING OFFICE

Printed - 23.04.2009 8:28

Number of patients listed = 2

SO List of LIVE women who have changed SO within the HA (Detail Page)

Job Run - 23.04.2009

- EXETER HEALTH AUTHORITY -
List of LIVE women moving SO within HA

Page 1

Moving from : GATESHEAD (AGA) SCREENING OFFICE

WOMEN Surname, Forename(s)	D.O.B.	NHS No.	GP Name (Code)	Receiving SO Name (Code)	Date of Movement	Trial Codes
DORY, WENDY NANCY	21.12.51	241 626 7509 (NHS1555099)	IAT GOLDBURG	(000050) EAST DEVON	(LED) 03.03.09	
SMITH, BRENDA	05.03.48	546 999 5091 (NHS2333422)	T TOTAL	(000060) EAST DEVON	(LED) 03.03.09	

BCX Card Print – Header Page:

*** AJ-BCX ***

*** NEWCASTLE HEALTH AUTHORITY ***

*** BREAST CANCER SCREENING SYSTEM ***

DEDUCTED PATIENT CARDS

Job Run : 17.02.2004

Printed : 17.02.2004

Number of women with Cards Printed : 5
Number of women with Cards suppressed : 4

NB : Cards are only printed for women if their Reason for Deduction was one of the following : "R", "R/A", "A/C", "R/C" or "S/D".

BCX Card Print – Summary:

(Breast Cancer Screening Summary Record)		
CAR, GENEVIEVE SHARON Ms.	Reason for leaving : D	
NHS No.: 400 001 2215	D o B: 06.03.1937	Date deducted : 01.01.2001
51 Preston Street Exeter EX1 1DJ	GP : G Cyan (000046)	
	Trial :	Status :
Call/Recall Status	: Normal	
Authorised by	:	
Correspondence required	: Yes	
Date of last Screening Complete episode	:	
Total of 1 episodes printed on following cards.		

BCX Card Print – Summary (inc. Higher Risk Marker and NTD Date:

(Breast Cancer Screening Summary Record)		
BLACK, BRIGITTE ANNETTE Ms.	New HA : NEW	
(Fletcher, Brigitte Annette : Prev. name)	Date deducted : 02.03.2008	
NHS No.: 214 656 8860	Date of Birth : 05.05.1965	
* Higher Risk, NTD date : 06.06.2009 *		
2 Hillside Cottages South Brent Devon, TQ10 9BA	GP : A P J Aardvark (000020)	
	Trial :	Status :
Call/Recall Status (Reason)	: Ceased (Bilateral mastectomy)	
Authorised by	: S0	
Correspondence required	: Yes	
Holder of original Ceasing doc	: AGA (Gateshead S0)	
Call/Recall status updated on	: 22.02.2008	
Date of last Screening Complete episode	: 14.11.2007	
Total of 4 episodes printed on following cards:		

BCX Card Print – Episode Record:

(Breast Cancer Screening Episode Record)		
CAR, GENEVIEVE SHARON		
400 001 2215		
Episode Type	: Call	
Screening FHS	: TES	Screening Batch ID : 93
Screening Office	: ZNI - NORTHERN IRELAND	Episode Date :
09.10.2000		
SO REF	: 000001	
Appointment made	: No	1st Offered Appt. :
End Code	: W0	Actual Screening :
Authorised by	:	Early Recall date :
		Last updated on :
Prior Notification	:	
Invitation	:	
Reminder 1	:	Reminder 2 :
Non-Responder 1	:	Non-Responder 2 :

Analysis Job BGEN (General Details)

Analysis job BGEN may be used to print:

- HA contact details, as set up on the BC screen (see section 2)
- GP details
- GP partnership details (as a full list, or changes since the job was last run)
- Address Code details, as set up on the AT (address table) screen.

AJ-BGEN can also be used to create a download file of GP details. (The process of creating this file, and a description of its contents can be found later in this chapter.)

AJ-BGEN needs to be run whenever any of the above details change. The HA contact details, GP details and Address Code details prints will not highlight information which has changed.

The GP partnership details report will indicate changes to information. Each time the Partnership list is compiled, asterisks are printed to highlight where details have changed since the last time the Partnership report was run. The actual changes, however, will not be indicated.

The prints may be used for your organisation's reference, or by any Screening Office that requests the information. The job can be run either manually or via the Automatic Job Scheduler.

NOTES Ø AJ-BGEN will automatically generate a data type 202 "GP Details" entry on the AK-S screen if the print is produced for a Screening Office.

Be aware that it is not possible to electronically transfer these details and the AK-M screen requires manual updating for the following data types:

- HA Contact dets (201)
- GP/Partnership dets (202)
- Address Code dets (203).

How to Use Analysis Job BGEN

Directions – Using the AJ-BGEN Screen

1. Enter a key of **AJ** and use **BGEN** as a qualifier. Press **Enter** to display the screen.
2. Specify who you want details produced for, i.e. for a specific screening office or for your organisation.
3. Specify the type of details to be printed. You can either press **Ctrl L** and choose the run type from the pop-up window, or you can enter one of the following:
 - **AD** for address details as set up on the AT screen.
 - **DL** to download GP details (only used to show the download path and filename). See *GP Details Download File* later in this chapter for details.
 - **GP** for GP details as set up on the GD screen.
 - **HA** for HA details as set up on the BC screen.
 - **PR** for practice details, either a full list or changes only.
 - **PS** for partnership details, either a full list or changes only.

NOTE Ø **Option AD may only be chosen if your HA uses address codes.**

4. If you have selected a partnership report, enter the type of report you want, i.e. enter **F** for a full print including changes, or **C** for a changes only print.
5. Either enter **Y** in the last field to set up the job for processing via the AJ-Q, or enter **S** to schedule the job on the Automatic Job Scheduler.
6. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BGEN                      ]
Job Name   . . BSS GENERAL INFORMATION (HA to SO)
Description . This application produces a list of general information,
               including HA contact details, GP details, GP Partnership
               details and Address Code details that can be printed at
               the HA and sent to the screening office.
Selection . . Print for a screening office or for HA reference only.
               Enter SO Cipher or 'H' for HA reference only . . . . . [  ]
               Enter run type (ctrl L for list) . . . . . [  ]
               For the Partnership or Practice report do you require:
               'F'ull print or 'C'hanges only? . . . . . [  ]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [  ]
  
```

Figure 1: The AJ-BGEN Screen

Understanding the AJ-BGEN Screen

Enter SO Cipher or 'H' for HA reference only

Enter **H** if you require the information for your organisation.

If you wish to print the information for a specific Screening Office, enter the Screening Office code.

Enter run type

Use this field to specify the type of details to be printed. You can either press **Ctrl L** and choose the run type from the pop-up window, or you can enter one of the following:

- **AD** for address details as set up on the AT screen
- **DL** to download GP details (only used to show the download path and filename)
- **GP** for GP details as set up on the GD screen
- **HA** for HA details as set up on the BC screen
- **PR** for practice details, either a full list or changes only
- **PS** for partnership details, either a full list or changes only

AJ]Analysis Job		Qualifier[BGEN		]	
Job Name . . BSS GENERAL INFORMATION (HA to SO)					
Description . This application produces a list of general information, including HA contact details, GP details, GP Partnership details and Address Code details that can be printed at the HA and sent to the screening office.					
Selection . . Print for a screening office or for HA reference only.					
Enter SO Cipher or 'H' for HA reference only []					
Enter run type (ctrl L for list) .		Run Type:		]	
For the Partnership or Practice rep}		-----		{	
'F'ull print or 'C'hanges only? .		AD - Address Details		[]	
		DL - Download GP details			
		GP - GP details			
		HA - HA details			
		PR - Practice details			
		PS - Partnership details			
		-----		]	
Enter 'Y' to put the job into the Queue for processing OR					
Enter 'S' to schedule the job via the Automatic Job Scheduler []					

Figure 2: The AJ-BGEN Screen, with Run Type Pop-up Window

Select Partnership/Practice print option

Enter **F** to produce a full partnership or practice listing, including changes, or enter **C** to produce a partnership or practice print listing only those records which have changed since the last job run.

Leave this field blank if you have not requested a partnership or practice report.

NOTE Ø This field is used by both the partnership and practice reports.

Enter 'Y' to put the job into the Queue for processing OR

Enter 'S' to schedule the job via the Automatic Job Scheduler

Enter either **Y** or **S**.

Prints

A total of five types of print can be produced using AJ-BGEN.

BCS HA CONTACT DETAILS <i>Standard Listing Paper</i> CODE – BGEN	BCS GP DETAILS <i>Standard Listing Paper</i> CODE – BGEN	BCS ADDRESS CODE DETAILS <i>Standard Listing Paper</i> CODE – BGEN
BCS PARTNERSHIP DETAILS <i>Standard Listing Paper</i> CODE – BGEN	BCS PRACTICE DETAILS <i>Standard Listing Paper</i> CODE – BGEN	

The partnership report produces several detailed report pages and will include either full details or only those changes made since the last job run.

The structures of the reports, for a health authority run and for a screening office run, are as follows:

HA Run

Responsible Partnerships	Partnerships Single-handed GPs Abeyance GPs Dummy GPs
Non-Responsible Partnerships	Partnerships Single-handed GPs Abeyance GPs

SO Run

Responsible Partnerships	Partnerships	SO known SO not known
	Single-handed GPs	SO known SO not known
	Abeyance GPs	SO known SO not known
	Dummy GPs	SO known SO not known
Non-Responsible Partnerships	Partnerships	SO known SO not known
	Single-handed GPs	SO known SO not known
	Abeyance GPs	SO known SO not known

The national practice code and name are included in the Partnership Details report. Records which have changed since the last run of AJ-BGEN will have a description of the change beneath the GP details on the left-hand side of the print.

Changes relate either to a single-handed GP or to the senior partner in a partnership. The following changes can be reported by the AJ-BGEN print:

- GP name
- partnership name
- address
- telephone number
- new GP
- new partnership
- GP previously with unknown SO
- single-handed GP who was previously the senior GP in a partnership
- partnership closed
- single-handed GP who was previously in a partnership
- partnership deleted
- GP cancelled
- partner details¹.

A symbol will also be marked against the respective partner(s) as follows:

- a plus sign '+' indicates new partner in partnership
- the letter 'x' indicates a partner removed from partnership.
- the right angle bracket '>' shows a change of details to a partner within a partnership.

Since the 'Changes only' option may produce sections of the report with no details to print, a further amendment has been made whereby if one of the main sections (Responsible or Non-responsible) has no details at all to print, a section page will be produced stating:

**** NO DETAILS FOR THIS SECTION ****

The partnership section of the report has also been amended, with partners now shown on the right side of the print (they were originally on the left side of the report) to make the report clearer.

NOTE Ø The Partnership Details report uses the partnership address stored on the GP screen. If these details do not exist on the GP screen, they are instead taken from the GD screen. The telephone and fax number are also taken from the GD screen (as these details are not held on the GP screen).

¹ If a change has been made to a partner within a partnership, it will be shown as 'Partner details' in the 'Changes' field on the left-hand side of the report.

AJ-BGEN will take the GP address and telephone/fax number shown on the GP Partnership report from the GD screen for the senior partner only. Where this address or telephone/fax number does not exist it will be shown as 'unknown'.

The Practice Details report lists changes made to a practice since the report was last run and, like the existing Partnership Details report above, the Practice Details report gives you the option to produce a full list of GP practices, or show only those GP practices where a change has occurred via the PC screen.

Where a 'full' print is requested, those records which have changed since the last run will have an asterisk attached to show that a change has occurred. Where a 'changes only' run has been requested, the report will only show changes made since the last run. Details of the change will be included in both the 'Full' and 'Changes Only' prints.

The following changes are reported in the practice report:

- new practice
- practice closed
- practice name
- practice address
- telephone/fax number
- GP list start date
- GP list change
- GP list deleted

The Practice Details report can be run via the automatic job scheduler.

Examples of the report layouts are included in the print sample.

Print Restart Points

If the print has been suspended, the GP, Partnership and Address Code lists may be restarted from a particular point.

Use the PS screen to restart printing, making the appropriate restart entry in the **Restart point** field:

- where GP details have been requested, enter the GP code you want the print to start from;
- where address code details have been requested, enter the address code you want the print to start from;
- where Partnership details have been requested, enter the 'restart' reference (printed at the top of each page) to indicate the page you want the print to start from.

Leave the **Restart point** field blank if you want to start the print from the beginning.

GP Details Download File

AJ-BGEN has an option to create a download file containing GP details. The file will be comma-delimited and named in the following format:

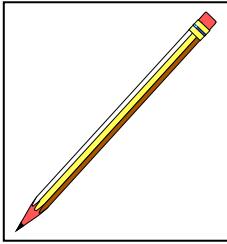
- *Site cipher-BGEN-GP-current date-incremented sequence number*

The following details will be included in the GP download report, and are in GP local code order:

- GP surname
- GP forename(s)
- GP title
- GP local code
- GP national code
- GP practice code
- GP partnership code
- GMC number
- GP address
- GP post code
- GP telephone number
- GP fax number
- GP primary district
- GP SO cipher

Error Messages

REJECT MESSAGES	MEANING/ACTION
C/F for Pship/Prac only	The 'F' (full list) or 'C' (changes only) option is only valid with a practice or partnership run type.
C/F invalid	Must be either 'F' (full list), 'C' (changes only) or null (if partnership/practice print is not requested).
C/F missing	For a partnership/practice print you must specify whether a full list/changes only print is required.
C/F not required	The option for a full list/changes only list can only be used when the partnership print has been requested.
DL run must use HA	The DL run can only be used with a destination type of HA because the GP details are not SO specific.
NOT address coded	Print type can't be 'A' if HA does not use address codes.
PRINT DEST missing	Destination must be present. <i>Enter either 'HA' or a screening office code.</i>
PRINT DEST invalid	Destination must be a valid screening office code or 'HA' for health authority reference only.
RUN TYPE missing	Print details required must be entered.
RUN TYPE invalid	Print details must be 'AD', 'DL', 'GP', 'HA', 'PR' or 'PS'.
SO incomplete	The SO screens for the specified screening office are not fully defined.
START missing	You must enter either 'Y' or 'S' in the last field to start processing. <i>Enter 'Y' or 'S'.</i>
START invalid	You have entered something other than 'Y' or 'S' in the last field. <i>Enter 'Y' or 'S'.</i>



HA Contact Details Report (Front Page)

- EXETER HEALTH AUTHORITY -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Job Code - BGEN

BCS TRANSFER GENERAL INFORMATION (HA to SO)

HA Details

Printed : 28.12.2001 11:45

HA Contact Details Report (Details Page)

28 Dec 2001

- EXETER HEALTH AUTHORITY -
BCS Transfer General Information (HA to S0)

Page 1

HA DETAILS

HA Reference only

HA ID : TES

HA name : EXETER HEALTH AUTHORITY

Address : THE CASTLE
MOUNT DOOM
EXETER
DEVON

Post Code : EX1 1AB

Tel. No. : 01392 987654

Contact : GRUDGE IVOR

Receive RCN : Y

GP Details Report (Front Page)

- EXETER HEALTH AUTHORITY -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Job Code - BGEN

BCS TRANSFER GENERAL INFORMATION (HA to SO)

GP Details

Printed : 29.12.2001 10:22

GP Details Report (Details Page)

29-DEC-2001

- EXETER HEALTH AUTHORITY -

Page 1

BCS Transfer General Information (HA to S0)

GP DETAILS

HA Reference only

GP Code : 621 Surname : Jelbert Forenames : Gillian Inits : G Title : DR National Code : 891210 GMC Code : 5283644	Address : 69 Princes Road Torquay Devon TQ1 1PA	TEL Exchange : TORQUAY STD Code : 01802 Tel No : 9237584 DHA1 : T0 DHA2 : DHA3 :
GP Code : 807 Surname : Jenkins Forenames : Jack Inits : J Title : DR National Code : 841201 GMC Code : 2064832	Address : Glendover Falkland Road Torquay Devon TQ2 5JP	TEL Exchange : TORQUAY STD Code : 01802 Tel No : 9815363 DHA1 : T0 DHA2 : EX DHA3 :
GP Code : 905 Surname : James Forenames : Michael Inits : M Title : DR National Code : 800110 GMC Code : 7243022	Address : Tudor House Fore Street St Marychurch, Torquay Devon TQ1 4PR	TEL Exchange : TORQUAY STD Code : 01802 Tel No : 729154 DHA1 : T0 DHA2 : EX DHA3 :

Full Listing: Example of Front Summary Page

** AJ-BGEN **

GP Partnership Details for Gateshead Screening Office

- Full Report -

Section 1: Responsible to Gateshead HA

Totals:

Total number of Partnerships within AGA SO	:	1
Total number of Partnerships with Unknown SO	:	28
Total number of Single-handed GPs within AGA SO	:	10
Total number of Single-handed GPs with Unknown SO	:	109
Total number of Dummy GPs within AGA SO	:	7
Total number of Dummy GPs with Unknown SO	:	1
Total number of GPs in Abeyance within AGA SO	:	10
Total number of GPs in Abeyance with Unknown SO	:	0
Grand Total for section	:	166
Total number of changes	:	11

** NOTE: Double asterisks indicate that there has been a change of details since the last time that AJ-BGEN was run **

Full Listing: Example of Detail Page (Partnership Section)

17-NOV-2009

TES PDT HEALTH AUTHORITY

Page 2

BSS Transfer General Information (HA to SO)

Restart:R,P,ANDERSON,1

GP PARTNERSHIP DETAILS for Gateshead Screening Office - Full Report

PARTNERSHIPS Responsible to TES HA - Partnerships within Gateshead Screening Office

Transfer Number: 571

The address shown is the partnership
address unless stated otherwise.

** ANDERSON, ROBIN EDWARD

Local Code: G1020

Nat. Code : 841020

Practice : I00010 - ROBIN'S NEW PRACTICE

Q Code : QT2

Partnership Details:

P/G1020 - ANDERSON GROUP

25 NEW ROAD

WILLINGTON

GATESHEAD

NE2 1BS

Tel: 01392 776364 (senior GP)

Changes: Pship name, Partner details

Partners: 4

> BROWN, HELENA JANE

JENKINSON, NORMA LOUISE

+ PATEL, ALI

WILSO, JAMES

Loc Code: Nat Code: Tel:

G4016 234532 0176 306012

G3010 838019 0176 302010

G5014 900043 Unknown

G1117 892017 0176 493902

GOLDEN, LENNY

Local Code: G1010

Nat. Code : 897078

Practice : E12345 - S

Q Code : QT1

Partnership Details:

P/000078 - GOLDEN GP L PARTNERSHIP

GOLDEN PRACTICE

EX2 5SE

Tel: 0171 1234567 (senior GP)

Partners: 1

RODRIGUES, JUAN PAULO

Loc Code: Nat Code: Tel:

G3102 884071 01392 492755

Changes Only: Example of Front Summary Page

** AJ-BGEN **

GP Partnership Details for Gateshead Screening Office
- Changes only -

Section 1: Responsible to Gateshead HA

Totals:

Total number of Partnerships within AGA SO	:	2
Total number of Partnerships with Unknown SO	:	0
Total number of Single-handed GPs within AGA SO	:	2
Total number of Single-handed GPs with Unknown SO	:	4
Total number of Dummy GPs within AGA SO	:	3
Total number of Dummy GPs with Unknown SO	:	0
Total number of GPs in Abeyance within AGA SO	:	0
Total number of GPs in Abeyance with Unknown SO	:	0
Grand Total for section	:	11

Changes Only: Example of Detail Page (Partnership Section)

17-NOV-2009

TES PDT HEALTH AUTHORITY

Page 3

BSS Transfer General Information (HA to SO)

Restart:R,P1,GREENBACK,2

GP PARTNERSHIP DETAILS for Gateshead Screening Office - Changes Only

PARTNERSHIPS Responsible to TES HA - Partnerships within Gateshead Screening Office

Transfer Number: 571

The address shown is the partnership
address unless stated otherwise.

GREENBACK, WILLIAM

Local Code: G2030

Nat. Code : 544321

Practice : Unknown

Q Code : QT1

Partnership Details:

P/G2030 - GREENBACK PARTNERSHIP

GREEN PRACTICE (senior GP)

11 WALKER WAY

EX2 6JA

Tel: 0175 201232

Changes: Snr GP prev in unknown SO

Partners: 2

JOHNSON, ALAN

LARKIN, CATHERINE HANNAH

Loc Code: Nat Code: Tel:

G2525 464428 0175 242628

G3132 489276 0175 242629

O'DUFF, JULIE

Local Code: G3093

Nat. Code : 767676

Practice : Unknown

Q Code : QT1

Partnership Details:

P/JAS1 - JAS

THE SURGERY (senior GP)

NE7 2BN

Tel: 0175 336789

Changes: New Pship

Partners: 1

BURMAN, IAN

Loc Code: Nat Code: Tel:

G3012 565433 Unknown

Changes Only: Example of Detail Page (Single-handed GPs Section)

17-NOV-2009

TES PDT HEALTH AUTHORITY

Page 15

Restart:R,S1,WATSON,14

BSS Transfer General Information (HA to SO)

GP PARTNERSHIP DETAILS for Gateshead Screening Office - Changes Only

SINGLE-HANDED GPs Responsible to TES HA - GPs Whose Screening Office could not be Identified

Transfer Number: 571

WATSON, ALBERT

Local Code: G2939

Nat. Code : 653739

Practice : D54123 - Pontefield Surgery

Q Code : QT1

THE SURGERY

NE15 2TH

Tel: Unknown

Changes: Prev snr GP in pship

WATSON, SARAH JANE

Local Code: G1760

Nat. Code : 131211

Practice : Unknown - Unknown

Q Code : QT1

WESTBROOKE

HIGH LANE

GATESHEAD

NE6 2RT

Tel: Unknown

Changes: New GP

Full Listing/Changes Only: No details for the Entire Section (Non-responsible Section)

17-NOV-2009

TES PDT HEALTH AUTHORITY

Page 2

Restart:X,,,1

BSS Transfer General Information (HA to S0)

GP PARTNERSHIP DETAILS for Gateshead Screening Office - Changes Only

- NON-RESPONSIBLE REPORT SECTION -

*** NO DETAILS TO PRINT FOR THIS SECTION ***

Full Listing/Changes Only: Acknowledgement Sheet (for Data Type 202)

17-NOV-2009

TES PDT HEALTH AUTHORITY

Page 2

BSS Transfer General Information (HA to S0)

Restart:

GATESHEAD SCREENING OFFICE

GP PARTNERSHIP DETAILS
(Data type: 202)

Please detach and complete this page and return it to the Health Authority.

Transfer No. 571

Date received

Signed

Address Code Details Report (Front Page)

- EXETER HEALTH AUTHORITY -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Job Code - BGEN

BCS TRANSFER GENERAL INFORMATION (HA to SO)

Address Code Details

Printed : 29.12.2001 10:24

Address Code Details Report (Details Page)

29-DEC-2001

- EXETER HEALTH AUTHORITY -

Page 1

BCS Transfer General Information (HA to S0)

ADDRESS CODE DETAILS

HA Reference only

ADDRESS CODE	LOCALITY	TOWN	COUNTY	DHA CODE
ABB	ABBOTS BICKINGTON MILTON DAMER	HOLSWORTHY	DEVON	EX
ALP	ALPHINGTON	EXETER	DEVON	EX
AX		AXMINSTER	DEVON	EX
AXM		AXMINSTER	DEVON	DO
AYL	AYLESBEARE	EXETER	DEVON	EX
BAK	BAKERS HILL	EXETER	DEVON	EX
BAR	BARTON	TORQUAY	DEVON	TO
BARTON	BARTON	TORQUAY	DEVON	TO
BLQ	BILL QUAY	EXETER	DEVON	EX
BOVET		BOVEY TRACEY	DEVON	TO
BRAMP	BRAMPFORD SPEKE	EXETER	DEVON	EX
BRI		BRIDPORT	DEVON	DO
BRID	BRIDFORD	EXETER	DEVON	EX
BRIDFORD	BRIDFORD	EXETER	DEVON	EX
BRIX		BRIXHAM	DEVON	TO
BRO	BROADCLYST	EXETER	DEVON	EX
BROST	BROADCLYST STATION	EXETER	DEVON	EX
BUD		BUDLEIGH SALTERTON	DEVON	DO
BURROW	BURROW NEWTON POPPLEFORD	SIDMOUTH	DEVON	EX
CAD	CADBURY	EXETER	DEVON	EX
CHE	CHERITON BISHOP	EXETER	DEVON	EX
CHEL	CHELSTON	TORQUAY	DEVON	TO
CHIR	CHIRSTOW	EXETER	DEVON	EX
CHU	CHUDLEIGH	NEWTON ABBOT	DEVON	EX
CLAP	CLAPHAM	EXETER	DEVON	EX
CLHON	CLYST HONITON	EXETER	DEVON	EX
CLST.GE	CLYST ST. GEORGE	EXETER	DEVON	EX
CLST.MA	CLYST ST. MARY	EXETER	DEVON	EX
COC	COCKINGTON VILLAGE	TORQUAY	DEVON	TO

AJ-BGEN Practice Report – Main Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BGEN **

** BSS TRANSFER GENERAL INFORMATION (HA TO SO) **

** GP Practice Details **

** Changes Only **

- North & East Devon Screening Office -

Totals:

Practices within Screening Office	:	1
Practices with unknown Screening Office	:	1
Practices closed since last run of BGEN	:	0
Grand Total	:	2

Job Run Date: 15.05.2015

Printed : 20.05.2015 at 15:30

The BGEN Practice Details report was previously run for LED Screening Office on 05.05.15 at 11:54

AJ-BGEN Practice Report – Section Header Page

** AJ-BGEN **

** GP Practice Details **

* Changes only *

- North & East Devon (LED) Screening Office -

- Practices within Screening Office -

Number of changes in section : 1

AJ-BGEN Practice Report – Details Page

15-05-2015

TES PDT HA

Page 2

Restart:2,C76767

GP PRACTICE DETAILS for North & East Devon (LED) Screening Office

Practices Within Screening Office

Transfer Number: 3928

Practice code : A30201
Practice Name : STELLAR PRACTICE
Practice Address : FLOOR 9
STELLAR HOUSE
WESTBROOK
HONITON
DEVON
EX2 5SE

Date registered : 01.02.2015
Date Closed :

Tel : 0131 1022013
Fax : 0131 1033023

Change(s) : Tel/fax number

Start Date of GP list : 01.03.2015
Number of GPs in practice : 2

	Loc Code:	Nat Code:
BROWN, JANE	G12543	232435
*SMITH, NORMA	G20112	283665

*GP has an end date and no patients
#GP has an end date and registered patients

AJ-BGEN Partnership Report – Totals Page

** AJ-BGEN **

GP Partnership Details for Gateshead Screening Office

- Full Report -

Section 1: Responsible to TES HA

Totals:

Total number of Partnerships within AGA SO	:	88
Total number of Partnerships with Unknown SO	:	12
Total number of Single-handed GPs within AGA SO	:	6
Total number of Single-handed GPs with Unknown SO	:	4
Total number of Dummy GPs within AGA SO	:	2
Total number of Dummy GPs with Unknown SO	:	1
Total number of Ended but not Cancelled GPs within AGA SO	:	1
Total number of Ended but not Cancelled GPs with Unknown SO	:	0
Grand Total for section	:	114
Total number of changes	:	11

** NOTE: Double asterisks indicate that there has been a change of details since the last time that AJ-BGEN was run.

For Partnership details, the address and telephone number is taken from the senior partner's details.

AJ-BGEN Partnership Report – Details Page

15-MAY-2015

TES PDT HEALTH AUTHORITY

Page 2

BSS Transfer General Information (HA to S0)

Restart:R,P,HELIOTROPE,4

GP PARTNERSHIP DETAILS for Gateshead Screening Office - Full Report

PARTNERSHIPS Responsible to TES HA - Partnerships within Gateshead Screening Office

Transfer Number: 1281

HELIOTROPE, FRANCES

Local Code: 000009

Nat. Code : 886009

Practice : C10001 - AB AND BA PRACTICE

Q Code : QT2

Partnership Details:

P/000009 - GRANT AND CHESTER PSHIP

NEWISH HOUSE

NEWISH PLACE

EXETER

DEVON

EX4 3ED

Tel: 0131 3344556

Number of current partners: 1

MID, D

Loc Code:

10433

Nat Code:

834446

Tel:

Unknown

** PLANT, A

Local Code: 931

Nat. Code : 342600

Practice : B10101 - ALIS B10101 PRACTICE STUFF

Q Code : QT1

Partnership Details:

P/931 - MID931 PSHIP

1 THE CLINIC

GITTISHAM

EX2

Tel: 0131 54753589

Changes: Practice name

Number of current partners: 1

JONES, F

MULLEN D

Loc Code:

1023

1212

Nat Code:

843246

836546

Tel:

Unknown

0131 3452341

Analysis Job BIN (Update Transfer Information)

Analysis job BIN is central to the electronic transfer of information between the Health Authority and the screening office. It processes acknowledgements and automatically keeps the system tidy each time the job is run (known as *housekeeping*). It performs updates from transfers of short screening batch lists and non-batch referrals.

There is also the option to produce an audit trail. The audit shows the details which have been matched automatically between the Health Authority and the screening office, and details which have been manually matched via the BM screen.

AJ-BIN is used to report on auto-updates – either by providing full details or counts – and duplicate non-batch referrals (NBRs) as required. Duplicate NBR reporting can also be suppressed.

AJ-BIN should be run **at least twice a week** if electronic links are established at your Health Authority.

NOTE ➤ If your system is not very busy, it may only be necessary to run AJ-BIN when the need is highlighted on the PHCN print. See Section 35 for further details.

AJ-BIN will perform automatic updates for transfers only if the appropriate field on the SO,N1 screen is set to 'A' (see Section 11).

The analysis job BIN is used to:

- perform housekeeping functions (see *Housekeeping* below),
- make updates from transfers of short screening batch lists and non-batch referrals,
- perform an audit trail showing details automatically matched between the Health Authority and Screening Office and details manually matched via the BM screen,
- report on auto-updates (providing either full details or counts), and
- report on or suppress reporting on duplicate NBRs.

Housekeeping

Housekeeping, which is automatically carried out each time AJ-BIN runs, consists of the following actions:

- processing acknowledgements automatically on the AK screen,
- processing any acknowledgements to send to screening offices, and
- deleting any transfers from previous runs that are complete.

Updates from Screening Office Transfers

Short screening batch lists (SSBLs) and details of non-batch referrals (NBRs) are received from the screening office. The women on the short SBL will be matched with the women in the Health Authority batch; details for the non-batch referrals will be matched to women whose records are held on the Health Authority registration database.

AJ-BIN performs the following actions:

- If there is an exact match, the screening records will be updated automatically on the SE and SW screens.
- If an exact match cannot be found, the woman will be assigned for manual matching (using the BM screen).
- If any of the women are deducted, a query message will be displayed on the Update Control Report; the deducted woman's details will be sent to the woman's new Health Authority.
- If the incoming information is invalid, the batch list, or an individual record within it, can be rejected.
- NBR rejects, as well as being reported on the Control Reports, will also be printed on cards; and if necessary the cards should be forwarded to other Health Authorities.

NOTES ➤ On the short screening batch list, the number of women should be the same for the screening office and the Health Authority. If there is a difference in the totals, the batch will still be processed, but a warning message will be given on the Control Report (see page 26–6).

An incoming WF, WO, DNA or DNR end code will not be allowed to overwrite an existing WM end code.

If the incoming screening office record contains “Suspend” information, it will be rejected.

If a woman's status is Normal on the HA system and the screening office record shows a Ceased status, the screening office record will be rejected.

A WB or WO end code to be applied to an episode, and episodes with an end code of WB or WO can also be amended.

Screening office systems may not be able to assign and send WB end codes electronically at present.

If an existing code is automatically overwritten by a WO end code sent by a screening office, and if room exists on the patient notes (on the SW screen – page 2), the notes will be updated with the following information:

“WO end code applied by SO-ID on dd.mm.ccy”

where SO-ID is the screening office cipher and dd.mm.ccy is the date AJ-BIN was run.

It is also possible for an SC end code to be overwritten automatically by AJ-BIN without the user being aware that this has occurred. If an SC end code is overwritten

automatically by a different eligible end code sent from the screening office, it will be reported in the 'Query' section of the BIN print to highlight to the user that this has occurred and should be checked. This will apply to batch episodes and NBR episodes.

The following query message will be included in the 'Query' section of the BIN report:

"SC end code overwritten."

Audit Trail

If requested, AJ-BIN will carry out a full audit trail for women who have automatically matched with the Health Authority records via AJ-BIN. This request can also show women who were manually matched via the BM screen. Old and new details will be included when an audit trail is requested. When an audit has been requested, and the woman's details have been accepted and updated, the proposed audit print will allow the user to identify the woman's previous details (prior to update) should a mismatch be detected. This allows mismatches to be rectified more quickly. If the audit trail is not required, only the new details will be printed.

How to Use the AJ-BIN Screen

Directions – Using the AJ-BIN Screen

1. Enter a key of **AJ** and use **BIN** as a qualifier. Press **Enter** to display the screen.
2. Enter a screening office code if you require processing for just one screening office.
3. Specify whether you require an audit trail.
4. If you want auto-updates reporting, enter either:
 - **F** for full details, or
 - **C** for counts only.
5. If you want to report duplicate NBRs, enter **Y**. Otherwise, enter **N**.
6. Enter **Y** in the final field to prepare the job for processing, or enter **S** to schedule the job via the automatic job scheduler.

```

AJ]Analysis Job                               Qualifier[BIN                      ]
Job Name   . . UPDATE TRANSFER INFORMATION
Description . This job will process incoming electronic BSS screening details
              as received from the screening office. Each time the job is run
              it will perform administrative housekeeping, which includes the
              deletion of completed transfers from previous runs and also the
              the processing of all acknowledgements.

              Where an audit trail has been selected, both the new and old
              screening details will be included on the print.

              Selected SO (leave blank to select all SO's) . . . . . [  ]
              Full audit trail required? (Y/N) . . . . . [Y]
              Auto-updates reporting, 'F'ull details or 'C'ounts only? . . . . . [F]
              Report Duplicate NBRs? (Y/N) . . . . . [Y]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
  
```

Figure 1: The AJ-BIN Screen

Understanding the AJ-BIN Screen

Selected SO

Enter the three character SO code to process transfers from a single screening office. If this field is left blank, transfers from all screening offices will be processed.

Full audit trail required

Leave set to **Y** – Yes if you wish to print old and new information. Enter **N** – No if you require a print of only the new details.

Auto-updates reporting, 'F'ull details or 'C'ounts only?

This field is used to report either the full details of women who have had episodes automatically updated, or report counts only.

Enter **F** to include full details of updates in the *Update Information Report* or **C** to only include the counts.

Report Duplicate NBRs?

This field can be used to specify whether to suppress the reporting of duplicate NBRs.

If you do not use this report you may suppress it by entering **N** here. To produce the report, enter **Y**.

Enter 'Y' to put the job into the Queue for processing

Enter **Y** in this field if you wish to put this AJ-BIN job into the queue for processing. An entry will be made on the AJ-Q screen, and can be scheduled when required.

Enter 'S' to schedule the job via the Automatic Job Scheduler

Enter **S** in this field if you wish to schedule a time to process AJ-BIN automatically via the job scheduler.

NOTE ➤ If you wish to delete the job on the AJ-Q screen, AJ-BIN will attempt to restore the records for the current transfer being processed back to their original state (i.e. before updates were performed).

However, if any details have subsequently been changed by the IW, SE or SW screens, then those screening details will not be restored.

Processing

Progress Flags

Progress is updated at various stages. The first part of progress signifies which stage of processing is being performed. The second part shows which point in the processing of that stage has been reached.

The processing stages are:

Stage	Description
1	Process transfers received, except acknowledgements
2	Process all acknowledgements received
3	Process acknowledgements for sending electronically
4	Delete old records from transfer file

Prints

From November 2006 onwards, any print produced by AJ-BIN will be available for viewing online using the AV viewer screen facility.

NOTE ➤ It will not be possible to use the AV screen to view AJ-BIN reports which were produced prior to the November 2006 software installation.

Seven different reports may be produced by AJ-BIN:

BCS UPDATE INFO REPORT <i>Standard Listing Paper</i> CODE – BIN	BCS ACKNOW. MIGRATE <i>Standard Listing Paper</i> CODE – BIN	BIN MIGRATE ERROR REPORT <i>Standard Listing Paper</i> CODE – BIN
NBR REJECTS CARD PRINT <i>Card</i> CODE – BIN	NBR DUPLICATE RESULTS REPORT <i>Standard Listing Paper</i> CODE – BIN	FP69 EXCEPTION REPORT <i>Standard Listing Paper</i> CODE – BIN
HIGHER RISK NOTIFICATIONS REPORT <i>Standard Listing Paper</i> CODE – BIN		

The **Update Information Report** summarises the processes which have taken place and lists details of all transfers which have been updated.

The **Acknowledgements Migrate** print lists details of all paper acknowledgements. This report is only produced if transfer of acknowledgements via the Network has failed.

During AJ-BIN housekeeping, transfer details are deleted from the BI screen when they are 'Complete'. The **BIN Migrate Error Report** is printed when the transfer file is missing.

The **NBR Rejects Card** print reports details of all NBR episodes which have been rejected (either by AJ-BIN or the BM screen). One card will be produced for each rejected NBR episode. This Print will not be produced if there are no details to report.

The **NBR Duplicate Results Report** lists details of all duplicate NBR episodes which have been received from the SO. This print can also be viewed via the AV Screen.

The **FP69 Exception Report** lists details of those women who have had an episode updated with a WF end code even though they were not at FP69 status. This report will contain details of women who were matched via the BM screen as well as those who were matched by AJ-BIN.

It also highlights those women who do have an FP69 status and have had their 'open' end code or WF end code overwritten with an SC or PC end code.

A WF end code is applied by a woman's screening office because they have not been able to contact her. For each woman on the WF End Codes Exception Report, the following checks should be carried out:

- If she has recently changed address, and the screening office do not have her most recent address, then that is probably the reason why they were unable to contact her and so sent a WF end code to the HA. In this situation, the screening office should use her new address, as supplied by the HA.
- If she has not changed her address recently, and the HA and the screening office both have the same address for her, then the woman should be set to FP69 status on the HA system because she is not responding to correspondence at her last known address.

This print can also be viewed via the AV Screen.

NOTE ➤ On the short screening batch list, if the number of women for the screening office (xxx) differs from the number of women for the HA (yyy), the batch will still be processed, but the following warning message will be printed on the Control Report:

**** WARNING ****

SO Count xxx/HA Count yyy

Check with SO

Transfer Complete (or) Awaiting match

If this message appears, you should contact the SO to try to identify why this is the case. Failure to do this might leave women with open episodes at the HA after the SO has closed the batch.

The **Higher Risk Notifications Report** lists the details of those women who have had a Higher Risk status and Next Test Due date sent from the Screening Office before a Higher Risk episode has been sent.

This report also includes separate sections for those women who were matched and updated, and for those who were *not* matched and therefore *not* updated.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point. Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Update Reports

Enter [PAGE TYPE] to start the print from the page type specified. Page types are:

- 1 transfers received
- 2 acknowledgements processed
- 3 transfer files deleted

- 4 short screening batch updates
- 5 non-batch referral updates
- 9 manual matching updates (performed by the BM screen, see section 5)

Enter [PAGE TYPE,SO CODE] to start from the screening office code within the page type specified. If the screening office code does not exist, the print will start from the next code in alphabetical order.

Acknowledgements Print

Enter ['LINK WITH' TYPE], i.e. enter 1 to start the print from links with the Health Authority.

Enter [SO CODE] to start from the specified screening office. If the screening office does not exist, the print will start from the next code in alphabetical order.

NBR Rejects Card Print

Enter [SO CODE,TRANSFER NUMBER] to start the print from a particular Transfer Number within the specified screening office.

Error Messages

AJ-BIN Screen Messages

REJECT MESSAGES	MEANING / ACTION
SO invalid	You must enter a valid screening office code in the 'Selected SO' field. <i>Enter a valid three character code.</i>
SO not known	The screening office code must be registered on the SO index screen. <i>Set up the screening office on the system, or re-enter code correctly.</i>
AUDIT missing	You must specify whether or not you require a full audit trail. <i>Enter Y – Yes or N – No in the 'Full audit trail' field.</i>
AUDIT invalid	The only entries allowed in the 'Full audit trail' field are Y – Yes or N – No. <i>Enter Y – Yes or N – No.</i>
AUTO UPDATES missing	Must be entered.
AUTO UPDATES invalid	Must be either 'F' or 'C'.
NBRs missing	Must be entered.
NBRs invalid	Must be 'Y' or 'N'.
START missing	You must enter either Y or S in the last field to prepare the job for processing. <i>Enter Y or S, as required.</i>
START invalid	You must enter either Y or S in the last field to prepare the job for processing. <i>Re-enter the last field correctly.</i>

Query Messages

QUERY MESSAGES	MEANING / ACTION
Transfers for all SOs selected	You have selected to process transfers received from all screening offices. AJ-BIN will also perform housekeeping.
Check HIGHER RISK details	A valid Higher Risk episode has been transferred in for a woman who does not already have the Higher Risk Marker set to 'Y'es. Alternatively, the Higher Risk NTD has been set from a valid date to null and the woman is aged under 49.

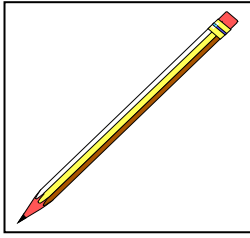
AJ-BIN Control Report Messages

REJECT MESSAGES	MEANING / ACTION
1st OFF invalid	The first offered appointment date is invalid.
1st OFF missing	The first offered appointment date must be present if the 'Screening Date Validation' field on the SO defaults screen has been set to Y.
1st OFF too early	The first offered appointment date must be after the episode date.
1st OFF > x months in future	The first offered appointment date is too far ahead of the episode date. This message will appear if the time difference is more than a value (x) of between 1 and 12 months. This value may be amended via the Support Team.
ACT SCR in future	The date of actual screening must not be in the future.
ACT SCR invalid	The date of actual screening is invalid.
ACT SCR missing	The date of actual screening must be present if the 'Screening Date Validation' field on the SO defaults screen has been set to Y.
ACT SCR not reqd	The date of actual screening is required for an SC end code only.
ACT SCR too early	The date of actual screening must be after the episode date.
APT invalid	Appointment has not been set to Y.
APT v END	An end code of SC, DNA or WF has been given, but no Appointment has yet been set.
ARM CODE invalid	If a woman is involved in trials, the arm code must be either C (Control) or S (Study). Otherwise, leave this field blank
AUTH invalid	The authorisation code should be GP or SO.
AUTH missing	Authorisation is required for a patient whose Call/Recall status is Ceased.
BATCH EP already exists	NBR record cannot overwrite an existing batch episode.
Ceased C/R Status	The patient has a Normal status at the HA, but has a Ceased status on the SO record.
DATE not required	The "Suspend to" date is no longer used in the BSS system.
DNR not allowed	DNR end code is not allowed for an NBR.
EAR REC invalid	The early recall date is invalid.

REJECT MESSAGES	MEANING / ACTION
EAR REC not required	The early recall date is required for an SC end code only.
EAR REC < ACT SCR	The early recall date must be after the date of actual screening.
EAR REC > 3 years	The early recall date must be within 3 years of the episode date.
END invalid	The end code is invalid for this episode type. An existing end code cannot be overwritten with a null end code. With the exception of a WB end code, a W end code can only be updated with an SC end code.
END vs STAGE	An end code of SC, DNA or WF has been given for a batch which is not yet at the INVITATION stage.
EPISODE DATE invalid	The episode date is not valid.
EPISODE TYPE invalid	The episode type is not valid for the corresponding record data type.
HR NTD invalid	The data format is invalid.
HR NTD before existing date	The incoming HR NTD is before the existing HR NTD.
IPM Params	Incorrect or missing Intelligent Patient Matching parameters.
No Female Match	No female patient matches the details received.
No Patient Match	No patient match for the details received.
SE does not exist	For SBL only. A patient in the batch does not have a screening batch episode.
SO details not current	Details received are rejected because a more recent update has been made to the screening episode.
Suspended C/R Status	A patient cannot have a status of Suspended.
TRIAL CODE invalid	If a woman is involved in trials, the trial code must be A (Age), V (View, one v two), or I (Interval). Otherwise, leave blank.
TRIAL INFO invalid	If a woman is involved in trials, all three trial fields must be completed. Otherwise, leave fields blank.
TRIAL STATUS invalid	If a woman is involved in trials, the trial status must be either P (Participating) or N (Non-participating). Otherwise, leave blank.

Caution Messages

CAUTION MESSAGES	MEANING / ACTION
Check Auth	The authorised-by flag on details received is different to the authorised flag held at the HA.
Check Episode Type	For NBR only. The episode type on details received is different to the episode type held at the HA.
Check Trial info	Trial information on details received is different to trial information held at the HA.
Patient Deducted	This patient's details have been deducted.



Update Information Control Report – Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

** UPDATE INFORMATION REPORT **

Printed : 09.10.2014 13:13

Update Information Report: Transfers Received Page

9-OCT-2014

TES PDT HEALTH AUTHORITY

Page 1

Update Information Report

TRANSFERS RECEIVED

----- Link with -----	----- Transfer number -----	----- Transfer date -----	----- Data type (SB No.) -----	----- SO Reference Code -----	----- Processing status (Updates, Rejects, BM) -----
LED	3001	09.10.2014	Short SBL (SB 364)	LED364	Awaiting match (1, 1, 2)

Update Information Report: Acknowledgements Page

9-OCT-2014

TES PDT HEALTH AUTHORITY

Page 2

Update Information Report

ACKNOWLEDGEMENTS PROCESSED

----- Link with -----	----- Transfer number -----	----- Transfer date -----	----- Send or receive -----	----- Data type -----	----- Transfer method -----	----- Processing status -----
LED	3001	09.10.2014	Receive	Short SBL	Electronic	Awaiting match

Update Information Report: Completed Transfer Files Deleted Page

9-OCT-2014		TES PDT HEALTH AUTHORITY		Page 3
Update Information Report				
COMPLETED TRANSFER FILES DELETED				
----- Link with -----	----- Transfer number -----	----- Transfer date -----	----- Data type -----	
LED	3000	09.10.2014	Short SBL	

Update Information Report: Short SBL Rejects and Queries Page

9-OCT-2014	TES PDT HEALTH AUTHORITY				Page 4				
Update Information Report									
BATCH REJECTS AND QUERIES		Link with : LED - North & East Devon Screening Office				Transfer Number : 3001			
		Batch Number : 364				Transfer Date : 09.10.2014			
		SO Reference : LED364							

NHS Number	Surname	Forename(s)		Date of Birth					
		Status	Auth By	Appt made	End Code	First Off Appt Date	Act Screen Date	Early Recall Date	

* REJECTS *									
342 065 8788	DALESIDE	VENASSA		04.03.1960					
		New:	N	Y	QQ				
		Old:	N		WB				
Reason for reject: 1. END invalid									

Update Information Report: Manual Matching Updates Page

9-OCT-2014

TES PDT HEALTH AUTHORITY

Page 5

```

** Update Information Report **

```

MANUAL MATCHING UPDATES

Link with : LED - North & East Devon Screening Office
Status : Matching Complete
Data Type : Batch

Transfer Number: 3000
Transfer Date : 08.10.2014
Batch Number : 363
S0 Reference : LED363

NHS Number	Surname	Forename(s)	Date of Birth									
		Status	Auth By	Appt Made	End Code	First Appt	Off Date	Act Date	Screen	Early Recall Date	Trial Info	User ID

* ACCEPTED *

SO:	TTT	8715135	MADDISON	TABATHA	12.07.1960
HA:	731	871	5135	MADDISON	TABATHA
					12.07.1960

New:	N	Y	SC	05.03.2014
Old:	N	Y	PC	05.03.2014

FS

* REJECTED *

SO:	1636566XXX	GREGGS	IVANA	17.07.1957

New: N Y SC

FS

Reason for reject: 1. No match (user reason)

Update Information Report: Short SBL Updates Page

9-OCT-2014

TES PDT HEALTH AUTHORITY

Page 6

Update Information Report

BATCH UPDATES

Link with : LED - North & East Devon Screening Office
Status : Awaiting match
Batch No. : 364
SO Reference : LED364

Transfer Number : 3001
Transfer date : 09.10.2014
Women in batch : 4
Women transferred: 4

NHS Number	Surname	Forename(s)	Date of Birth	Status	Auth By	Appt Made	End Code	First Off Appt Date	Act Screen. Date	Early Recall Date	Trial Info.

* FOR MATCHING *

1636566XXX	SKEGGS	NELLIE INGRID	17.07.1957

New:	N	Y	SC

TTT 8715135	DISON	DOREENA	12.07.1960

New:	N	Y	SC	05.03.2014

** BREAST SCREENING CALL/RECALL SYSTEM **

** Update Information Report **

Print Completed : 09-OCT-2014 13:20

R/2160 Header Page for Error Print to be printed when transfer file is missing (Routine BINMHDR)

-NEWCASTLE HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

BIN MIGRATE - ERROR REPORT

Printed : 28-JAN-2000 10:43

R/2160 Information Page for Error Print to be printed when transfer file is missing (Routine BINMERR)

- NEWCASTLE -
- HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM ***

*** BIN MIGRATE ***

*** ERROR REPORT ***

Screening Office : GATESHEAD

File Reference : ^BSNOUT (72,"AGA","A133")

The above mentioned file has been automatically deleted from
The system and cannot be retrieved. This is because files to
The Screening Office are currently held on the system for 60
Days and then deleted.

This can be avoided by checking transfers are successful via ICM.

PLEASE NOTE - YOUR SUPPORT TEAM CANNOT RETRIEVE THIS FILE

Printed : 28-JAN-2000 10:43

NBR Rejects CARD Print – Header Page

24-JAN-2001

Page 1

Newcastle Health Authority

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

** Rejected Non-Batch Referral Transfers **

Job Run Date : 23.01.2001

Printed : 23.01.2001 at 16:30

Number of NBRs Rejected : 1

NBR Rejects CARD Print – Detail Page

24-JAN-2001		Page 2	
Newcastle Health Authority			
AJ-BIN - Rejected Non-Batch Referral Transfers			
Screening Office : ANE - NEWCASTLE		Transfer Number : 2431	
Screening Office Ref. : 1234567890		Transfer Date : 21.01.2001	

Surname, Title, Forename(s)			
NHS Number : 111 222 3333		Call/Recall Status : Normal	
Date of Birth : 01.03.1950		Authorised by :	
Address Line 1		Episode Type : G	
Address Line 2		Episode Date : 12.09.2000	
Address Line 3		Appointment Made : No	
Address Line 4		End Code : SC	
Postcode		1st Offered Appt :	
Reason(s) for reject :		Actual Screening :	
1. No patient match		Early Recall Date :	

NBR Duplicate Results Report – Header Page

- NEWCASTLE HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

** NBR DUPLICATE RESULTS REPORT **

Printed : 21.08.2002 15:34

NBR Duplicate Results Report – Detail Page

21-AUG-2002

NEWCASTLE HEALTH AUTHORITY

Page 1

NBR Duplicate Results Report

Link with : AGA – Gateshead Screening Office
 Status : Complete
 SO Reference : AGA-NEW65

Transfer Number : 65
 Transfer Date : 21.08.2002
 No. Duplicates : 4

NHS Number	Surname	Episode Type	Forename(s) Episode Date	Status	Date of Birth Auth By	Appt Made	End Code	Address Line 1 First Off Appt Date	Act Screen. Date	Postcode Early Recall Date
123 456 0001	ABBOTT	G	ANGELA 01.04.2002	N	01.01.1950 SO	Y	SC	1 APPLE STREET 13.05.2002	15.05.2002	NE11 1AA
123 456 0002	BLACK	S	BELINDA 22.04.2002	N	02.02.1950 SO	Y	SC	1 BROOK STREET 23.05.2002	21.05.2002	NE22 2BB
123 456 0003	COUSINS	E	CATHERINE 03.07.2002	N	03.03.1950 SO	Y	SC	1 CRAFT STREET 13.07.2002	15.07.2002	NE33 3CC
123 456 0004	DARTH	G	DIANE 01.04.2002	N	04.04.1950 SO	Y	PC	1 DOUDY STREET 13.05.2002	15.05.2002	NE44 4DD

AJ-BIN FP69 Exceptions Report – Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

** FP69s Exception Report **

Printed : 27.03.2014 15:42

This report lists 2 types of updates:

Section 1: those who were not at FP69 status but have had an episode updated with a 'WF' End Code.

Section 2: those who were at FP69 status and have had an 'open' or 'WF' end coded episode updated with either an 'SC' or 'PC' end code.

Screening Office

LED - NORTH & EAST DEVON

Total in Section 1 | Section 2

2 | 2

AJ-BIN FP69 Exceptions Report – Section 1

27-MAR-2014

- TES PDT HEALTH AUTHORITY -

Page 1

FP69s Exception Report : LED - NORTH & EAST DEVON
Section 1: Non FP69 women updated with WF end codes

Transfer Number : 44
Transfer Date : 13.03.2014
SO Reference : AGA338
Batch Number : 316

GRUNDY, GERTIE
NHS Number : 281 988 9182
Date of Birth : 03.11.1951

11 HANKERS ROAD
DENBY STH
TIVERTON
DEVON
EX4 6YH

NTD Date : not set
Call/Recall Status : N
Authorised By :

Episode Type : R
Episode Date : 24.03.2014
Appointment Made : Y
End Code : WF

Transfer Number : 44
Transfer Date : 13.03.2014
SO Reference : AGA338
Batch Number : 316

HILLS, SARAH
NHS Number : 377 555 5773
Date of Birth : 14.07.1954

14 RED ROAD
DENBY STH
TIVERTON
DEVON
EX2 4EG

NTD Date : not set
Call/Recall Status : N
Authorised By :

Episode Type : R
Episode Date : 23.03.2014
Appointment Made : Y
End Code : WF

AJ-BIN FP69 Exceptions Report – Section 2

27-MAR-2014

- TES PDT HEALTH AUTHORITY -

Page 2

FP69s Exception Report : LED - NORTH & EAST DEVON
Section 2: FP69 women updated with SC or PC end codes

Transfer Number : 48
Transfer Date : 13.03.2014
SO Reference : AGA3381
Batch Number : 317

PORTOLION, DOT
NHS Number : 444 988 9182
Date of Birth : 23.12.1951

211 BLAKE ROAD
DENBY STH
TIVERTON
DEVON
EX5 6YH

NTD Date : 05.04.2017
Call/Recall Status : N
Authorised By :

Episode Type : R
Episode Date : 25.03.2014
Appointment Made : Y
End Code : SC

Transfer Number : 48
Transfer Date : 13.03.2014
SO Reference : AGA3381
Batch Number : 317

CHOLDHILLS, FLORENCE
NHS Number : 666 555 5773
Date of Birth : 11.02.1954

4 SHREDDERS AVE
DENBY STH
TIVERTON
DEVON
EX5 4EG

NTD Date : 02.04.2017
Call/Recall Status : N
Authorised By :

Episode Type : R
Episode Date : 25.03.2014
Appointment Made : Y
End Code : PC

AJ-BIN Higher Risk Notifications – Header Page

27-AUG-2009

Page 1

TES PDT HEALTH AUTHORITY
** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BIN **

** Higher Risk Notifications **

Job Run Date : 24.08.2009

Printed : 27.08.2009 at 15:13

This report lists those women for which the Screening Office has sent initial notification of their Higher Risk status and Next Test Due date.

Screening Office

CDO - DONCASTER

Number Updated / Not Updated(woman not matched)

1 / 0

AJ-BIN Higher Risk Notifications – Details Page

27-AUG-2009

Page 2

TES PDT HEALTH AUTHORITY
AJ-BIN : Higher Risk Notifications for CDO (DONCASTER)
* Women matched and details have been updated *

REDWELL, STELLA J
64 ANTHONY ROAD
PELAW
SOUTH TYNESIDE
EX1 2ST

NHS Number : 285 522 6252
Date of Birth : 08.01.1967

Transfer Number : 1
Transfer Date : 06.08.2009

Higher Risk Status : Yes
Higher Risk NTD : not set

AJ-BIN Example of Update Information Control Report – Details Page for a Higher Risk Episode Type

27-AUG-2009

TES PDT HEALTH AUTHORITY

Page 5

** Update Information Control Report **

MANUAL MATCHING UPDATES

Link with: CDO - Doncaster Screening Office
Status : Matching Complete
Data Type: Non-Batch Refs

Transfer Number: 3
Transfer Date : 24.08.2009
SO Reference : CD0111

NHS Number	Surname	Forename(s)	Date of Birth	Address Line 1	Postcode	Episode Type	Episode Date	Status	Auth By	Appt made	End Code	First Off Appt Date	Act Screen Date	Early Recall Date	User ID

* QUERIES *

111 318 1338	WILLIAMS	DEBBIE KATE	11.04.1966	THE STRAND	EX3 0AS	(HR NTD : not set)	New Ep: H	04.11.2006	C	SO	Y	SC	15.01.2007	20.01.2007	
	(HR NTD : 19.02.2010)	Old Ep:							C	SO					

Reason for query: 1. Check HIGHER RISK NTD

AJ-BIN Example of Update Information Details Report – Details Page for a Higher Risk Episode Type

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Page 1

Update Information Details

NON-BATCH REF UPDATES	Link with	: CDO - Doncaster Screening Office	Transfer Number	: 1
	Status	:	Transfer date	: 06.08.2009
	SO Reference	: CD0111	Women transferred:	9

NHS Number	Surname	Forename(s)	Date of Birth			Address Line 1			Postcode	
		Episode Type	Episode Date	Status	Auth By	Appt Made	End Code	First Off Appt Date	Act Screen. Date	Early Recall Date

*** UPDATES ***

111 318 1338	WILLIAMS	DEBBIE KATE	11.04.1966	THE STRAND	EX3 0AS

(HR NTD : not set)	New Ep:	H	04.11.2006	C	SO	Y	SC	15.01.2007	20.01.2007
(HR NTD : 19.02.2010)	Old Ep:			C	SO				

157 674 3608	MCLEAN	VANESSA YVONNE	21.10.1954	47 RINGSWELL AVENUE	EX1 3EF

New Ep:	S	06.12.2005	N	Y
Old Ep:			N	

AJ-BIN Example of NBR Rejects Card Print – Details Page for a Higher Risk Episode Type

27-AUG-2009	Page 2	
TES PDT HEALTH AUTHORITY		
AJ-BIN : Rejected Non-Batch Referral Transfers		
Screening Office	: CDO - DONCASTER	Transfer Number : 1
Screening Office Ref.	: CD0111	Transfer Date : 06.08.2009

JESTY, MS., PHYLLIS YVETTE		
NHS Number	: 244 060 7827	Call/Recall Status : Normal
Date of Birth	: 08.04.1938	Authorised By :
3 POLSLOE ROAD		Episode Type : H
PELAW		Episode Date : 06.12.2006
SOUTH TYNESIDE		Appointment Made : Y
RED		End Code : PC
EX1 2HL		1st Offered Appt :
		Actual Screening :
		Higher Risk NTD : not set
Reason(s) for reject :		
1. 1st OFF missing (PC)		

AJ-BIN Example of NBR Duplicates Print – Details Page for a Higher Risk Episode Type

27-AUG-2009

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Page 1

NBR Duplicate Results Report

Link with : CDO - DONCASTER
Status : Complete
SO Reference : CD0111

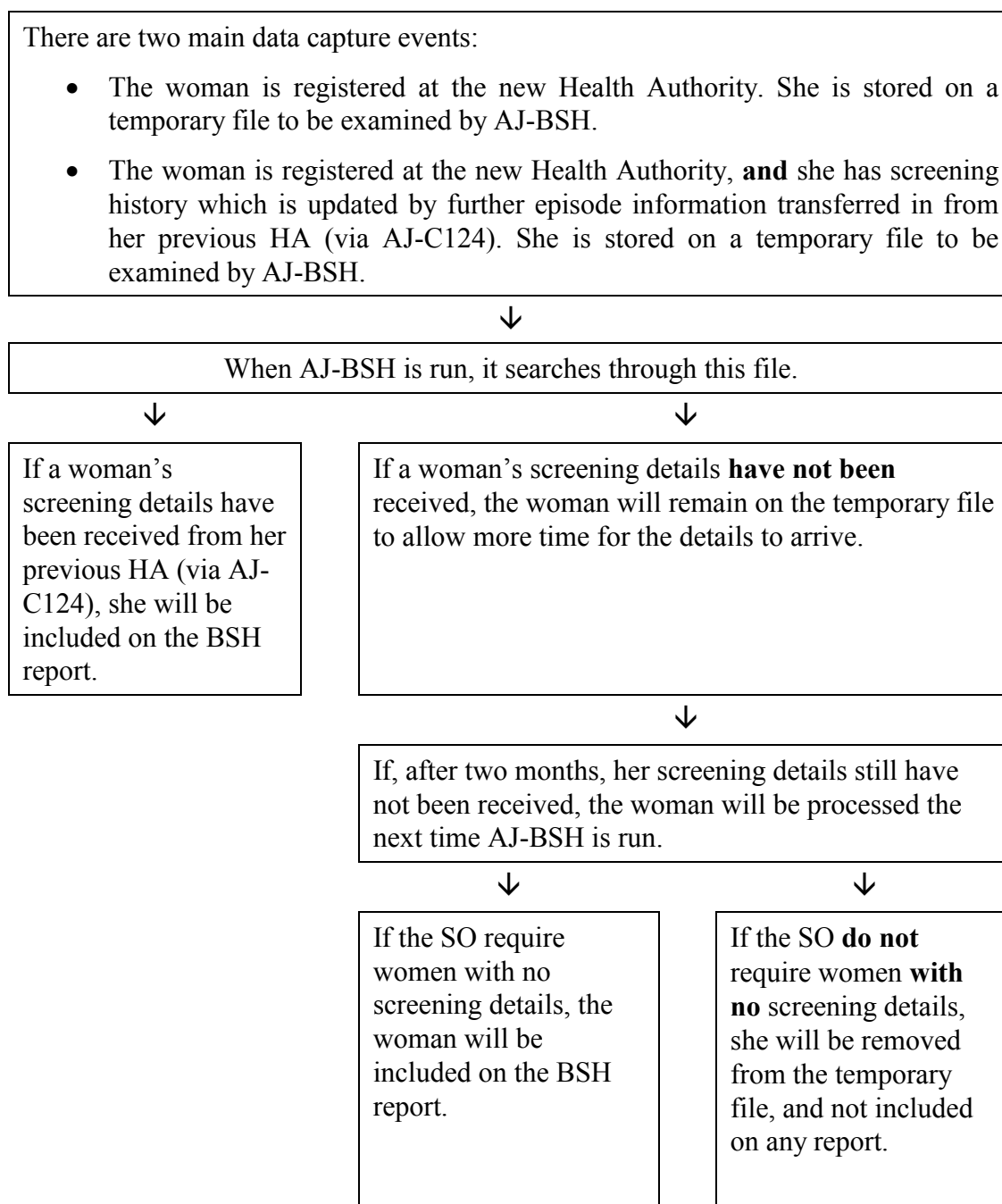
Transfer Number : 1
Transfer Date : 06.08.09
No. Duplicates : 2

NHS Number	Surname	Forename(s)		Status	Date of Birth		End Code	Address Line 1		Postcode	
		Episode Type	Episode Date		Auth By	Appt Made		First Off Appt Date	Act Screen. Date	Early Recall Date	
115 173 4357 (HR NTD : 15.07.2010)	BARNES	H	KATHY LYNNE 06.12.2004	N	27.03.1946	Y		WESTERN WAY		EX1 1HH	
157 674 3608	MCLEAN	G	VANESSA YVONNE 06.12.2005	N	21.10.1954	Y		47 RINGSWELL AVENUE		EX1 3EF	

Analysis Job BSH (Transfer Screening Histories)

When a woman moves into a new Screening Office area, as a result of moving to a new Health Authority or Health Authority area, her breast screening history must be transferred to the new Screening Office. AJ-BSH performs the following processing.

Table of Events



Analysis job BSH produces:

- a **screening history print** – this may be sent to the relevant Screening Office; and
- an **exception report**, used by the Health Authority to amend each woman's details before sending her screening history to the new Screening Office.

NOTE ➤ If no exceptions are found, the exceptions report will not be produced.

It is recommended that this analysis job is run at least monthly. However, if you are in an area of high population movement it is recommended that the analysis job is run at least once every week.

NOTE ➤ AJ-BSH may be scheduled via the Automatic Job Scheduler.

The AJ-BSH reports can be used by the SO to:

- identify women who have moved into a new catchment area and will help to identify if they will be picked up in a routine batch within 36 months of their previous screen;
- identify women who have been previously deducted with a reason of death, but have been subsequently re-registered;
- request previous mammograms from the last Screening Office;
- identify women who are 53 that have never been invited for screening and help to invite them as soon as possible by the most appropriate method;
- initiate early recall appointments for women requiring a non-routine assessment;
- identify women who have the higher risk marker set who have moved into a new catchment area; and
- identify women who have been 'un-ceased', who may now be due for screening as a result of their change of C/R Status.

NOTE ➤ The AJ-BSH reports (listing and card format) can be viewed online via the AV screen.

The SO screen (qualifier **so-id,B**) should be used to define which sections of the report your Screening Offices will receive and also on which format (Listing or Cards) the report will be produced.

A separate print queue entry will be created for each Screening Office for which there are women to report. Consequently, if there are no women to report for a particular SO, there will be no print queue entry for that SO. There will be a separate print queue for the exception report, which will only be produced if there are any exceptions found by that run of AJ-BSH.

NOTE ➤ It is possible that AJ-BSH may run successfully and not produce any prints (i.e. it did not find anything to report).

The report will list those women who have had their call/recall status changed from 'ceased' back to 'normal'. This in line with a change to the failsafe selection criteria which means that a WC end coded episode on a woman with 'normal' call/recall status (i.e. she is not ceased) will not count as an invite and therefore she could now be eligible for inclusion in a batch.

You can decide whether the individual report sections are produced according to parameters which can be set on the SO screen (with a qualifier of **so-id,B**). The header page of the transfer of screening history reports will show either the counts of women in each requested section or that a section has not been requested by an SO (via the SO-B screen).

The format of the report (either listing paper or cards) can also be set on the SO screen (again, using a qualifier of **so-id,B**).

How to Use the AJ-BSH Screen

Directions – Using the AJ-BSH Screen

1. Enter a key of **AJ** and use a qualifier of **BSH**. Press **Enter** to display the screen.
2. Enter **Y** to start processing the job or **S** to place the job into the Automatic Job Scheduler.
3. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BSH                ]
Job Name   . . TRANSFER OF SCREENING HISTORY
Description . This job can produce a print of ALL women who are eligible for
               screening and have moved to a new screening office coverage area.
               A separate entry will be placed on the print queue for each
               screening office for which there are women to report.

               Each print can be composed of several sections, all of which are
               optional. The print format (- Cards or Listing) is also optional.
               Use the SO screen (Qualifier: so-code,B) to set the required
               options for your screening offices.

               A separate print, on Listing paper only, will also be produced if
               there are any exceptions to be reported.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
  
```

Figure 1: The AJ-BSH Screen

NOTE ➤ If there is already an AJ-BSH processing or suspended on the AJ-Q it will not be possible to submit another BSH run to the AJ-Q. The AJ-BSH screen will be displayed as shown below.

```

AJ]Analysis Job                               Qualifier[BSH                ]
Job Name   . . TRANSFER OF SCREENING HISTORY

Description . This job can produce a print of ALL women who are eligible for
               screening and have moved to a new screening office coverage area.
               A separate entry will be placed on the print queue for each
               screening office for which there are women to report.

               Each print can be composed of several sections, all of which are
               optional. The print format (- Cards or Listing) is also optional.
               Use the SO screen (Qualifier: so-code,B) to set the required
               options for your screening offices.

               A separate print, on Listing paper only, will also be produced if
               there are any exceptions to be reported.

               [-----]
               | **  AJ-BSH currently has an incomplete entry on the AJ-Q.  ** |
               | ** This must complete before another BSH can be submitted. ** |
               |-----|

```

Figure 2: The AJ-BSH Screen – Incomplete Job Already On Queue

If there is a BSH job suspended on the AJ-Q, it must be either restarted and allowed to complete, or deleted from the AJ-Q. No information will be lost if the entry is deleted from the AJ-Q.

NOTE ➤ The reports generated by AJ-BSH can be viewed online via the AV screen, whether they were produced for listing paper or card format stationery.

Understanding the AJ-BSH Screen

Enter ‘Y’ to start the job OR

Enter ‘S’ to schedule the job via the Automatic Job Scheduler

When you have completed the other two fields on this screen, enter **Y** in this field to start this analysis job.

Alternatively, you can place the job into the Automatic Job scheduler by entering **S**.

When AJ-BSH has finished processing, the print jobs can be started via the PQ-AP screen.

Prints

Two print types may be produced using AJ-BSH. Separate print queue entries are created for each screening office.

BCS TRANSFER OF SCREEN HIST <i>Standard Listing Paper / Cards</i> CODE – BSH	BCS TRANSFER EXCEPTION REPORT <i>Standard Listing Paper</i> CODE – BSH

- The screening history print may be printed on either cards or standard listing paper.
- The exception report is always printed on listing paper.

NOTE ➤ As previously mentioned, if no exceptions are found, the exceptions report will not be produced.

The Screening History Print

The screening history print is produced for each **Screening Office** for which there are women to report. It begins with a summary, followed by up to seven sections, (depending on which sections have been specified on the SO-B screen), detailing women who have:

- moved into the Screening Office area and have an early recall date on their most recent screening episode, irrespective of their age;
- moved into the Screening Office area, are eligible for screening, and have a screening history;
- moved into the Screening Office area, are eligible for screening, but do not have any screening history;
- moved into the Screening Office area, are eligible for screening, and have had further episode details, which update their existing screening history, transferred in from a previous HA;
- been previously deducted with a reason of “Death”, but have since been re-registered;
- who have moved into the area and have a higher risk of breast cancer; and
- who have had their call/recall status changed from “ceased” back to “normal”.

Depending on the options set on the SO-B screen, the screening history print may be produced on standard listing paper or on cards. If the print is on listing paper, each page may contain details either for several women or for just one woman.

The Exception Report

If there are exceptions present on the system, an exception report is produced for the **Health Authority**. It begins with a summary page, followed by a detailed section listing all women:

- whose Screening Office cannot be identified through their address code or GP code;
- who have an FP69 status;
- who have had deducted patient cards produced by AJ-C124 (Network Transfers In);
- who have had mismatching Higher Risk details transferred in; and
- who have been “un-ceased”, but their current Screening Office is unknown.

The summary page of the print shows what action should be taken to remedy each of the discrepancies above.

NOTES ➤ The exception report will also highlight a woman’s details if she has been previously deducted with a reason of “Death” and she has subsequently been re-registered.

Print Queue Entries

A separate print queue entry will be reported for Screening Office for which there are women to report. The SO-B screen is used to specify whether the report will be on Listing paper or Cards.

The Exception Report will only be produced if there are any exceptions found.

PQ]Print Queue - ANALYSIS PRINTS				Qualifier[AP,BSH						
								<-page->		
	Job	Name	Code	Print	User	Print	Start	Prn'r	Job	Rt
				Type	Cat'y	Date	Time	No.	Id	
[] 1	BSH	Xfer of BSS Hist (AGA)		Listing	FULS					99
[] 2	BSH	Xfer of BSS Hist (BYO)		Card	FULS					99
[] 3	BSH	Xfer of BSS Hist (LED)		Listing	FULS					99
[] 4	BSH	Xfer of BSS Hist (LPL)		Listing	FULS					99
[] 5	BSH	Exceptions Report		Listing	FULS					99

Action Field : 'D'etele
Choice.[] Printer.[] Copies.[] Retention.[]

Print Restart Points

If a print has been suspended, it may be restarted from a particular point. Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

To restart the AJ-BSH print, you must enter the restart reference number which appears at the top of each page, for example, enter **8,25**. The first number refers to the file index, the second is the sequence number.

- Enter [FILE INDEX,SEQUENCE NUMBER] to begin the print from the page with the specified restart reference number.
- Enter [FILE INDEX,SEQUENCE NUMBER/FILE INDEX,SEQUENCE NUMBER] to print **from** the page with the first restart reference to the page with the second restart reference.

Error Messages

REJECT MESSAGES	MEANING / ACTION
START missing	The 'Enter 'Y' to put the job into the Queue for Processing or Enter 'S' to schedule the job via the Automatic Job Scheduler' field is empty. <i>Enter either:</i> • 'Y' to start the job; or • 'S' to place the job into the Automatic Job Scheduler.
START invalid	The only values allowed in the 'Enter 'Y' to put the job into the Queue for Processing or Enter 'S' to schedule the job via the Automatic Job Scheduler' field are 'Y' – Yes or 'S' – Start. <i>Enter either:</i> • 'Y' to start the job; or • 'S' to place the job into the Automatic Job Scheduler.

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSH **

** Transfer of Screening History **

** Exception Report **

Job Run Date : 17.02.2011

Screening History Summary :

	Total
Number of women with FP69 Status	0
Number of women with NO Screening Office identified	7
Number of women with details held on deducted cards	9
Number of women with mismatching Higher Risk details	4
Number of 'Un-ceased' women with unknown SO	0

=====

You should agree with your Screening Offices what actions need to be taken for the women identified below, they may wish you to run AJ-BCD and forward on their screening details (once the correct SO is known).

FP69 Status - Woman has FP69 status.

NO Screening Office - GP/Address Code for woman needs to be correctly allocated a screening office using SO screen, page G or S.

Deducted Cards - Deducted Cards were produced from network transfers-in.

Higher risk mismatch - The incoming higher risk details do not match the woman's existing higher risk details as held on the system. Check that current higher risk details are correct and update via the BR screen if necessary.

Un-ceased SO unknown - These women have had their C/R status changed from Ceased to Normal and as such may now be due for screening. Additionally, it has not been possible to identify the SO from the womans GP/Address Code.

22.02.2011

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- TES PDT HEALTH AUTHORITY -
Breast Screening - Transfer of Screening History

Exception Report

Name	NHS Number	D.o.B.	GP Name	(Code)	Reason for Exception
REAGAN, VICTORIA VANESSA	228 744 8233	13.04.1957	DR. ABC BLACK	(000040)	Unable to identify SO from GP/Address
PUGH, ODETTE ANNETTE	243 711 4785	17.09.1947	DR. ABC BLACK	(000040)	Unable to identify SO from GP/Address
SINGH, RACHEL C	285 158 8567	09.05.1952	DR. O GOLDENGPO	(000017)	FP69 Status
HIRD, KATE Z	306 160 8435	03.05.1968	DR. ABC BLACK	(000040)	Mismatch on Higher Risk flag/date

13.05.2011

Page 1

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSH **

** Transfer of Screening History **

** Screening Office Report **

Job Run Date : 15.04.2011

LED - EAST DEVON Screening Office

Screening History Summary :

	Total
Number of women with early recalls	2
Number of women with screening details	1
Number of women without screening details	1
Number of women with screening details who have had further history transferred in	1
Number of women who have been previously deducted with a reason of Death	1
Number of higher risk women who have been transferred in	2
Number of women who have had their C/R Status changed from Ceased back to Normal	1

14-APR-97

Restart Ref: 7,36

Page 2

EXETER FAMILY HEALTH SERVICES AUTHORITY
Breast Screening - Transfer Of Screening History for East Devon SO

Women with Early Recalls

HILL	Prev HA : NEW - Newcastle	Last Screening Episode Details
Ms. Fiona Jackie	Prev SO : AGA - Gateshead	
Lavender Farm		Episode Type : Normal
New Street	Movement Date: 01.08.1996	
Alphington		Episode Date : 05.02.1996
Exeter	Last SC Date : 10.12.1995	
Devon	With Prev SO : AGA - Gateshead	End Code :
	Current Status : Normal Trial :	Actual Screening Date : 23.07.1996
Address Code : EXA	Authorised By : Status :	
NHS Number : 369 646 5981	Suspend To date :	Early Recall Date : 13.08.1996
DoB : 28.01.1944 Age : 53		
	Correspondence : Yes	
GP : 000001 Dr JP Andres	No. of Episodes : 2	
THOMAS	Prev HA : SUN - Sunderland	Last Screening Episode Details
Mrs. Rebecca Trixie	Prev SO : AGA - Gateshead	
Carrot Lane		Episode Type : Normal
Dunsford	Movement Date: 02.08.1996	
Exeter		Episode Date : 12.03.1996
Devon	Last SC Date : 12.03.1996	
	With Prev SO : AGA - Gateshead	End Code : SC
	Current Status : Normal Trial :	Actual Screening Date : 12.06.1996
Address Code : EXB	Authorised By : Status :	
NHS Number : 478 533 2584	Suspend To date :	Early Recall Date : 09.07.1996
DoB : 28.04.1944 Age : 53		
	Correspondence : Yes	
GP : 000001 Dr GF Kennedy	No. of Episodes : 1	

Note: there will be multiple women per page of listing paper.

14-APR-97

Restart Ref: 7,36

Page 3

EXETER FAMILY HEALTH SERVICES AUTHORITY
Breast Screening - Transfer Of Screening History for East Devon SO

Women with Episode Details

WOOD		Prev HA : NEW - Newcastle		Last Screening Episode Details	
Mrs. Elsa		Prev SO : AGA - Gateshead			
Bridge Lane				Episode Type	: Normal
Heathfield		Movement Date: 03.08.1996		Episode Date	: 01.02.1996
Exeter				End Code	:
Devon		Last SC Date : 01.12.1995		Actual Screening Date	: 13.07.1996
		With Prev SO : AGA - Gateshead		Early Recall Date	: 03.08.1996
Address Code : EXE		Current Status : Normal	Trial :		
NHS Number : 944 188 7722		Authorised By :	Status :		
DoB : 18.11.1940		Suspend To date :			
Age : 56					
		Correspondence : Yes			
GP : 000001 Dr D Jolly		No. of Episodes : 2			

14-APR-97

Restart Ref: 7,36

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EXETER FAMILY HEALTH SERVICES AUTHORITY
Breast Screening - Transfer Of Screening History for East Devon SO

Women without Episode Details

CHANDRASEKAR	Prev HA : NEW - Newcastle	Last Screening Episode Details
Mrs. Norma	Prev SO : AGA - Gateshead	
14 Riverside Cottages		***** NO EPISODE DETAILS *****
Exeter	Movement Date: 04.08.1996	
Devon		
	Last SC Date :	
	With Prev SO :	
Address Code : EXE	Current Status : Normal Trial :	
NHS Number : 887 766 2342	Authorised By : Status :	
DoB : 16.08.1960 Age : 36	Suspend To date :	
GP : 000001 Dr D Jolly	Correspondence : Yes	
	No. of Episodes : 0	

14-APR-97

Restart Ref: 7,36

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EXETER FAMILY HEALTH SERVICES AUTHORITY
Breast Screening - Transfer Of Screening History for East Devon SO

Women with Episode Details who have had Further History Transferred In

STONE	Prev HA : NEW - Newcastle	Last Screening Episode Details
Ms. Jade Kristal	Prev SO : AGA - Gateshead	
198 Union Road		Episode Type : Normal
Exeter	Movement Date: 05.08.1996	
Devon		Episode Date : 22.02.1996
	Last SC Date : 18.12.1995	
	With Prev SO : AGA - Gateshead	End Code :
Address Code : EXE	Current Status : Normal Trial :	Actual Screening Date : 12.07.1996
NHS Number : 667 234 6916	Authorised By : Status :	
DoB : 26.07.1944 Age : 52	Suspend To date :	Early Recall Date :
GP : 000001 Dr D Jolly	Correspondence : Yes	
	No. of Episodes : 3	

16.04.2007

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- DEVON HEALTH AUTHORITY -
Breast Screening - Transfer of Screening History for EAST DEVON Screening Office

Women who have been previously deducted with a reason of Death

HARMAN	Prev HA : SUN - SUNDERLAND	Last Screening Episode Details
EMMA	Prev SO : LPL - WEST DEVON	
The Rectory		Episode Type : Call
95 Hill Barton Road	Movement Date : 12.04.2006	
Exeter		Episode Date : 19.04.2005
Devon	Last SC Date : 19.04.2005	
	With Prev SO : LPL - WEST DEVON	End Code : SC
	Current Status : Ceased Trial :	Actual Screening Date : 22.05.2005
Address Code : EXE	Authorised By : SO Status :	
NHS Number : 171 708 5067		Early Recall Date :
D.o.B. : 23.05.1943 Age : 63	Correspondence : Yes	
GP Code : 000078		
GP Name : DR. L GOLDENGPL	No. of Episodes : 2	

AJ-BSH Screening Office Detail Page

Example layout shows details of a woman previously deducted with a reason of Death.

22.02.2011

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- TES PDT HEALTH AUTHORITY -
Breast Screening - Transfer of Screening History for GATESHEAD Screening Office

Higher Risk Women Transferred In

SIMONS NELLIE ELAINE 5 Fore Street South Brent Devon TQ10 9BQ	Prev HA : CB - CAMBRIDGESHIRE Prev SO : CDN - NORTH DERBYSHIRE & CHESTERFIE Movement Date : 15.12.2008 Last SC Date : 03.06.2008 With Previous SO : CDN - NORTH DERBYSHIRE & Current Status : Normal Trial : Authorised By : Status : Correspondence rqd : Yes Number of Episodes : 3 Next Test Due Date : 07.07.2010	Last Screening Episode Details Episode Type : Higher Risk Episode Date : 03.06.2008 End Code : SC Actual Screening Date : 18.09.2008 Early Recall Date :
Address Code : SOU2 NHS Number : 103 888 5620 D.o.B. : 04.06.1966 Age : 42 GP Code : 000020 GP Name : DR. APJ AARDVARK		
WILKINS TERESA 22B Tor Hill Road Torquay TQ2 5RD	Prev HA : No Previous HA Prev SO : BYO - NORTH YORKSHIRE Movement Date : 10.02.2008 Last SC Date : 03.09.2008 With Previous SO : BYO - NORTH YORKSHIRE Current Status : Normal Trial : Authorised By : Status : Correspondence rqd : Yes Number of Episodes : 3 Next Test Due Date : 15.09.2009	Last Screening Episode Details Episode Type : Higher Risk Episode Date : 03.09.2008 End Code : SC Actual Screening Date : 04.12.2008 Early Recall Date :
Address Code : TOR NHS Number : 133 833 2538 D.o.B. : 22.01.1963 Age : 46 GP Code : ACT11 GP Name : DR. D TEST		

AJ-BSH Screening Office Detail Page

Example layout shows details of women with higher risk who have transferred in.

13.05.2011

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- TES PDT HEALTH AUTHORITY -
Breast Screening - Transfer of Screening History for EAST DEVON Screening Office

Women who have had their C/R Status changed from Ceased back to Normal

GONZALES	Prev HA : No Previous HA	Last Screening Episode Details
NELLIE WILMA	Prev SO : LED - EAST DEVON	
Remnant house		Episode Type : Recall
Market Street	Movement Date : 12.04.2011	
Exeter		Episode Date : 21.09.2009
Devon	Last SC Date : 01.08.2007	
EX1 1BW	With Previous SO : AGA - GATESHEAD	End Code : WC
Address Code : EXE	Current C/R Status : Normal Trial :	Actual Screening Date :
NHS Number : 153 000 2702	Authorised By : Status :	
D.o.B. : 13.06.1945 Age : 65	Correspondence rqd : Yes	Early Recall Date :
GP Code : 000030		
GP Name : DR. V ERMILLION	Number of Episodes : 8	
	NTD Date : 21.09.2012	

AJ-BSH Screening Office Detail Page

Example layout shows details of a woman who has had her C/R status changes from “ceased” back to “normal”.

AJ-BSH Card Print – Header

13.05.2011	Page 1
- TES PDT HEALTH AUTHORITY -	
** BREAST SCREENING CALL/RECALL SYSTEM **	
** AJ-BSH **	
** Transfer of Screening History **	
** Screening Office Report **	
Job Run Date : 09.12.2010	
AGA - GATESHEAD SO	
Screening History Summary :	
Number of women with early recalls	0
Number of women with screening details	5
Number of women without screening details	8
Number of women who have had further history transferred in	0
Number of women previously deducted with a reason of Death	0
Number of Higher Risk women transferred in	1
Number of 'un-ceased' women	0

AJ-BSH Card Print – Details Page (One Woman per Card)

22.02.2011		Page 10
- TES PDT HEALTH AUTHORITY - Breast Screening - Transfer of Screening History for GATESHEAD SO		
Higher Risk Women Transferred In		

PATCH	Prev HA: No Previous HA	Last Ep. Dets
ZELDA RACHEL	Prev SO: AGA - GATESHEAD	
Church View		Episode Type:
2 Bury Hill Cottages	Movement Date: 19.10.2007	Higher Risk
Denby Sth		
Tiverton	Last SC Date:	Episode Date:
Devon	With Prev SO:	03.11.2008
	Curr Status : Normal Trial :	End Code:
Addr Code: TIV	Authd By : Status:	SC
NHS No. : 556 723 8347		
D.o.B. : 27.07.1960	Correspondence rqd : Yes	Act. Scr. Date:
Age : 48		14.11.2008
GP Code : 000040	Number of Episodes : 1	
GP Name : DR. ABC BLACK	Next Test Due Date : not set	Early Rec.Date:

Analysis Job CIN (Preventative Healthcare Transfers In)

All Preventative Healthcare transfers received via the Network will be handled initially by the Communications System on your HA's computer. In effect, the Communications System is a form of 'in-tray' that stores all received information until needed.

Preventative Healthcare encompasses Breast Cancer Screening and Cervical Screening transfers in, all of which are handled by AJ-CIN.

NOTE ➤ For further details about Cervical Screening Transfers please refer to the Cervical Screening Reference Manual.

When Breast Screening information has been transferred in from the Screening Office/other Health Authorities via the Network, AJ-CIN is triggered. This analysis job runs automatically.

To display all AJ-CIN jobs which are currently on the job queue, you would enter a qualifier of "Q,CIN". You can now enter a third item in the qualifier, which is the first few characters from the Job Name displayed on the AJ-Q screen.

For AJ-CIN, where multiple entries are set up on the AJ-Q from a number of places, you could typically expect the following jobs to be displayed (and lots of them):

[]	10-Oct	10:03	FULS	CIN	LAB TRANSFER LINKS	AWAITS PRINTING	-
[]	15-Oct	11:23	FULS	CIN	BCS NBR Patient Receive	AWAITS PRINTING	-
[]	15-Oct	14:34	NBCS	CIN	BCS Patient Receive	AWAITS PRINTING	-
[]	22-Oct	09:31	FULS	CIN	GP Returned PNLS	AWAITS PRINTING	-
[]	23-Oct	10:47	FULS	CIN	Transfer Control Update	AWAITS PRINTING	-

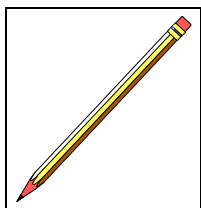
It is now possible to filter these down. By entering a qualifier of "Q,CIN,BCS" you would only get:

[]	15-Oct	11:23	FULS	CIN	BCS NBR Patient Receive	AWAITS PRINTING	-
[]	15-Oct	14:34	NBCS	CIN	BCS Patient Receive	AWAITS PRINTING	-

After identifying the type of information that has been transferred, AJ-CIN will automatically trigger the appropriate analysis job. This second job will process the information and, if necessary, update the database and produce report(s):

- AJ-C121 (short screening batch lists), see section 32
- AJ-C131 (non-batch referrals), see section 33
- AJ-C124 (deducted women's details), see section 34
- AJ-C300 (acknowledgements), see section 35

NOTE ➤ Breast Screening transfers received from the network are reported via the PHCN print (see section 35).



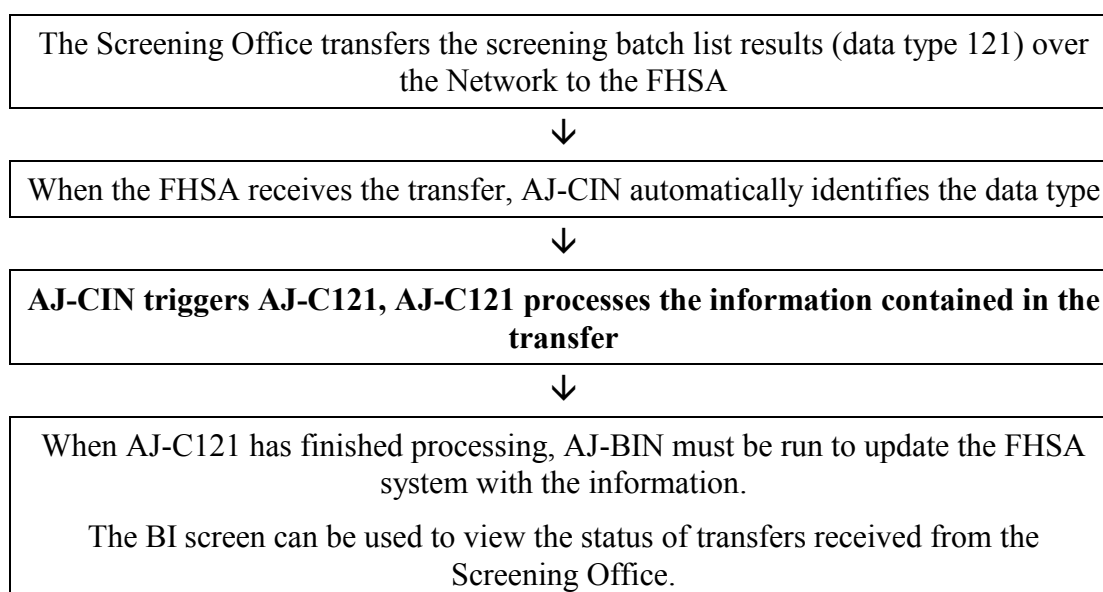
Analysis Job C121 (Receive Data Transfer 121)

Analysis job C121 will process all breast screening transfer details for data type 121, i.e. the short screening batch list received from the Screening Office. The job is triggered automatically by AJ-CIN (see section 30 for more details).

AJ-C121 will perform the following processing:

- identify if the FHSA is using the Network
- identify if the FHSA can receive the short screening batch list (data type 121) from the Screening Office
- check that the batch list information is in the correct format
- prepare the accepted information for processing by AJ-BIN
- produce a control report entry on the PHCN control report
- print the screening batch list details if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Table of Events



Prints

Two reports are produced as a result of AJ-C121:

BCS NETWORK CONTROL REPTS <i>Standard Listing Paper</i> CODE – PHCN	C121 SBL DELETED LIST <i>Standard Listing Paper</i> CODE – C121

The **PHCN control report** will print an entry for the transfer received displaying the results of the AJ-C121 processing. See section 35 for more details on PHCN.

The **SBL deleted list** shows a list of women's details received from the Screening Office across the Network. This is produced if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Print Restart Points

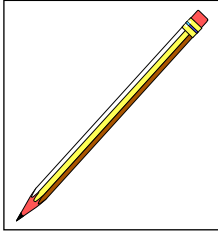
If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

SBL Deleted Listing

Enter [NHS NUMBER,PAGE] to start from the woman's NHS number; the print will start from the page number specified.



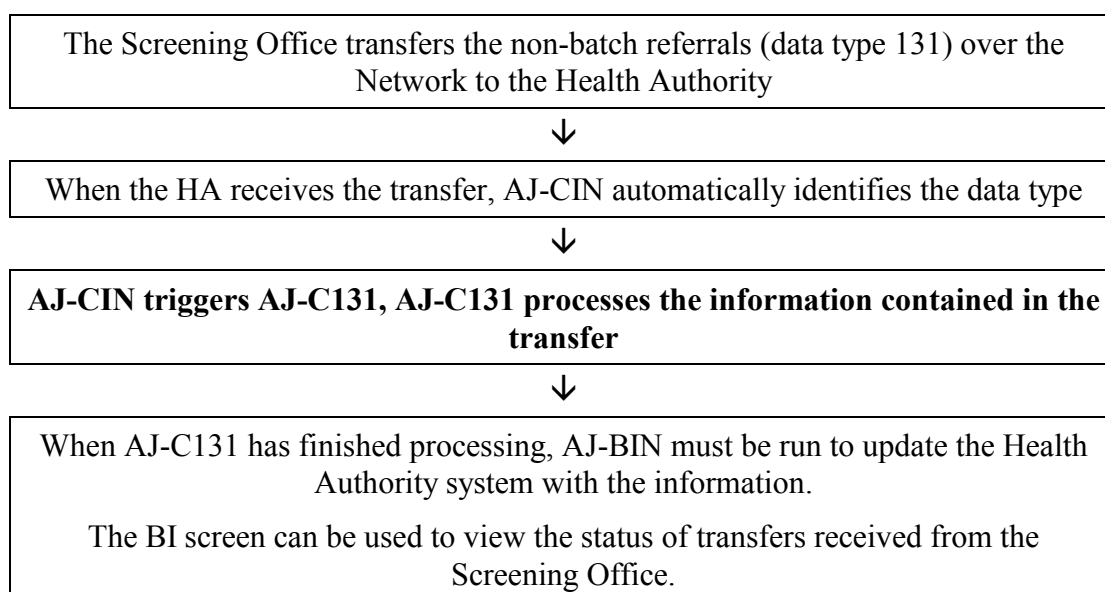
Analysis Job C131 (Receive Data Transfer 131)

Analysis job C131 will process all breast screening transfer details for data type 131, i.e. non-batch referrals received from the Screening Office. The job is triggered automatically by AJ-CIN (see Section 28 for more details).

AJ-C131 will perform the following processing:

- identify if the Health Authority is using the Network
- identify if the Health Authority can receive the details of non-batch referrals (data type 131) from the Screening Office
- check that the information is in the correct format
- prepare the accepted information for processing by AJ-BIN
- produce a control report entry on the PHCN control report
- print details of the non-batch referrals if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Table of Events



NOTE ➤ AJ-BIN will perform automatic updates only if the appropriate field on the SO,N1 screen has been set to A. See section 11 for further information.

Prints

Two reports are produced as a result of AJ-C131:

BCS NETWORK CONTROL REPTS <i>Standard Listing Paper</i> CODE – PHCN	C131 NBR DELETED LIST <i>Standard Listing Paper</i> CODE – C131

The **PHCN control report** will print an entry for the transfer received displaying the results of the AJ-C131 processing. See section 32 for more details on PHCN.

The **NBR deleted list** shows details of non-batch referrals received from the Screening Office across the Network. This is produced if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Print Restart Points

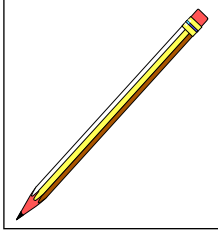
If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

NBR Deleted List

Enter [NHS NUMBER,PAGE] to start from the woman's NHS number. The print will start from the page number specified.



Analysis Job C124 (Transfer In Deducted Details)

Analysis job C124 processes all breast screening details (data type 124) of deducted women, received across the network. It will **create** screening records at the new HA with details from the old HA, providing that:

- the woman has already been registered at the new HA (i.e. is on the system as live or deducted)
- the woman has no screening history at the new HA
- the woman's screening history from the old HA does not contain "Suspended" information.

Prior to July 2014, if a woman's screening history was received and she hadn't yet been registered, it was held in a 'holding file' on the system for up to 21 days. If she registered within the 21 day period, her history was automatically updated and removed from the holding file. If after 21 days she still hadn't registered, her details were printed on a card, and then removed from the holding file.

In July 2014, the 21 day retention period was increased so that the woman's details will be held for a maximum of a further 79 days after the card was printed. This means the woman's screening history may be held for up to a possible 100 days. After 100 days, the details are deleted.

This longer retention period will help to ensure that any re-registrations which have been missed, or delayed by the GP practice until the current financial quarter end will still have their screening history automatically updated from the holding file.

This analysis job also accepts and updates additional ceased details if they have been included within the transfer file. These additional details are:

- the name of the NHAIS site that the woman was transferred from;
- the date that the woman was transferred;
- the date that the woman was ceased; and
- the holder of the original ceasing documentation.

NOTE ➤ The additional details will also be printed on the card report if the details are rejected at the receiving site.

When they have been transferred, these details can be viewed on page 2 of the SW screen.

NOTE ➤ The reason for ceasing will not be directly updated into the woman's screening details. This is to allow AJ-BSCW to report on women who have been transferred in with a ceased C/R status in the "List women without a Reason" section of the print.

This allows sites to check the woman's ceasing details are correct prior to updating the reason on page 1 of the SW screen.

A woman with existing screening history who has further episode information transferred in from a previous HA, may, under certain circumstances have her history automatically **updated** by that incoming episode information. Where this happens, AJ

CIN (C124) will also set up a new index entry for the woman, who will be reported in the print produced by AJ BSH.

If a woman already has screening history at the new HA, AJ C124 will check to see if she has any incoming episodes that do not already exist on the new HA database. If she does have any new episodes on her incoming screening history, they will be inserted, in the correct sequence, amongst her existing history.

If an incoming episode already exists on the HA database, and its end code has been changed from **WM** or **WO**, AJ-C124 will automatically **update** the HA episode with the new end code, provided the new end code is being applied within the specified number of months. The default specified number of months is 12 for both **WM** or **WO** end codes. However, these may be reset independently by your Support Team at your request.

When a woman is transferred in with a call/recall status of ceased an email will be automatically sent (by CIN124) to all users who have been set up in the “BSS” group/code on the SP-M screen.

NOTE ➤ Due to security concerns the woman’s details cannot be included in the email. However, they are available in both the CINB report and the Unix file which is referenced in the email.

The analysis job will also process details for women who have the higher risk marker set, and corresponding NTD date, who have transferred in.

If a woman with a higher risk marker and NTD date has transferred in and her registration details are not set up after seven days (unlike the 21 days for other transfers in), her details will be output to cards.

Cards will also be produced for women with the higher risk marker if either of the following conditions are met:

- If she is already at higher risk at the receiving site, but not in the incoming transfer. This will result in a reject message of “Higher Risk Mismatch”.
- If she is already at higher risk on the receiving site and in the incoming transfer, but she has a different NTD date in the incoming transfer to that on the receiving site. This will result in the reject message “Higher Risk NTD Mismatch”.

AJ-C124 also produces ‘control and audit’ information and, if appropriate, ‘deducted card’ information. Both of these reports are now combined into a single CINB print queue entry. The CINB print queue entry can contain reports from several AJ-C124 deducted patient transfers-in, and is printed out as a single, combined report on listing paper only. The maximum number of transfers to be included in a CINB print queue entry is specified on the BH screen (see section 15).

For example, where previously there might have been five separate deducted patient transfers-in, each resulting in two CINB print queue entries (one ‘control and audit’ entry and one ‘deducted cards’ entry), there will now be only one CINB print queue entry. This CINB will contain the information from all five transfers and will be printed on listing paper. This example assumes that the user has chosen to have five transfers in each CINB print queue entry.

NOTES ➤ The CINB report can be printed at any time, irrespective of how many transfers it actually contains. Once the report has been printed, any further transfers-in will start to be amalgamated into a new CINB report.

The special ‘deducted card’ stationery is no longer required for use by AJ-C124.

The combined CINB report has a header page which lists all of the transfers that are included in the print (see the print layouts at the end of this section). The ‘combined’ print may also be viewed via the AV Screen. (See Appendix E).

The ‘control and audit’ print lists the action taken by AJ-C124 on each woman’s details received in a deducted patient transfer-in. It starts with a summary page showing the number of women in the transfer, followed by a list of the women whose details have been matched against the database, which in turn is followed by a list of the women whose details could not be matched and for whom ‘deducted card’ information has also been produced.

The CINB report will also highlight those women who have transferred in with a call/recall status of ceased.

‘Deducted card’ information is automatically produced by AJ-C124 in the following circumstances:

- the woman is not known at the new HA (as either live or deducted)
- the woman’s call/recall status, name, date of birth, and/or sex does not correspond with the details on the database
- either the woman has had no episodes transferred, or none of her existing screening history can be updated
- the woman’s registration record is locked by another user
- breast screening Patient Notes exist for the woman
- the woman’s screening record from the old HA contains “Suspended” information.

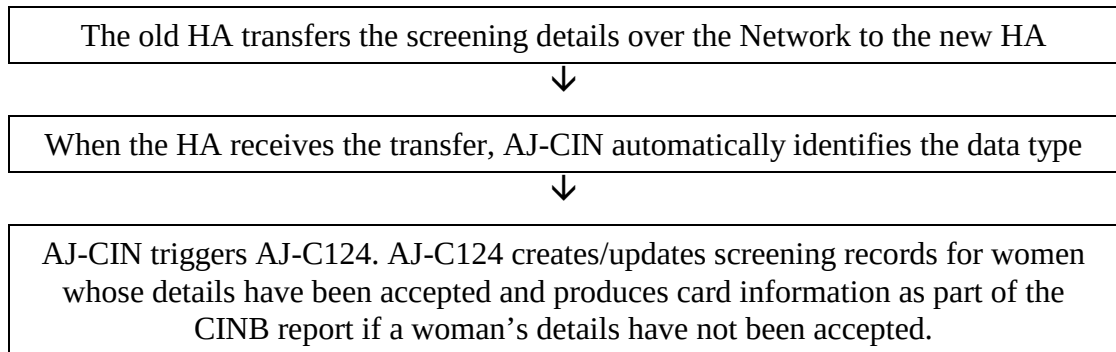
Cards may be used to manually enter the woman’s details once she is registered.

NOTE ➤ AJ-C124 can update a deducted patient’s screening history. When this happens, a corresponding entry is set up for the next run of AJ-BCX.

Examples

Please refer to the End Codes Section (Appendix C) to see some worked examples which illustrate how screening information can be changed as a result of automatic transfers of screening history between HAs.

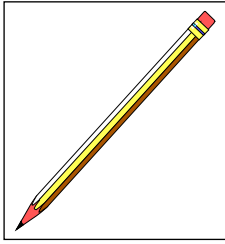
Table of Events



Prints

One report is produced by each run of AJ-C124, which is “rolled-up” into the CINB print queue entry.

CONTROL AND AUDIT REPORT and CARD LISTINGS <i>Standard Listing Paper</i> CODE – CINB



- LARGE UNIT DATABASE HEALTH AUTHORITY -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

DEDUCTED PATIENT TRANSFERS-IN (CINB)

SUMMARY

Number of transfers included in this print : 2

Transfers received from :

SENDING SITE	SEND DATE
1. Release R Test Environment (TES)	02.01.2003
2. Release R Test Environment (TES)	20.02.2003

The details of successful transfers are printed in the order they were received.
Control details are printed on the PHSC and PHCN reports.

- TES PDT HEALTH AUTHORITY -

*** BREAST CANCER SCREENING CALL/RECALL SYSTEM ***

Control and Audit Report for Women Transferred-In

Job Run : 10.10.2014

Printed : 10.10.2014 at 11:55

Sent from : TES

Date Sent : 04.07.2014

Number of women transferred-in	-	2
Number of women automatically updated	-	1
* Number of Higher Risk women	-	0
* Number of women with a C/R Status of Ceased	-	0
Number of women unmatched against database	-	1
* Number of Higher Risk women	-	0
* Number of women with a C/R Status of Ceased	-	1
Number of women moved straight to new HA	-	0

NOTE 1: The reporting of automatic updates is controlled by a BH screen parameter.
At the time of this transfer it was set to not report automatic updates.
Note, those with either Ceased or Higher Risk details will still be reported.

NOTE 2: Women who have been reported as unmatched because they are NOT registered will
be stored in a background Holding File and will only be printed after :
a) they have been registered
or b) 3 weeks have elapsed
or c) 1 week has elapsed if the Woman is at Higher Risk

Job Run - 20.02.2009

- TES PDT HEALTH AUTHORITY -

Page 1

BREAST CANCER SCREENING - TRANSFERRED WOMEN MATCHED AGAINST DATABASE

WOMAN		NHS No.	Previous		Date of Deduction	Woman Details Already Exist
Surname	Forename(s)		GP Code	Name		
POACHER	FLORENCE	761 713 6838	000010	R New	01.01.2009	N
* This woman is at Higher Risk and has a Next Test Due date of 06.06.2009						
SMITH	FIONA U	757 814 0868	000041	S Sage	01.01.2009	N
* This woman is at Higher Risk and has a Next Test Due date of 06.09.2009						
POACHER	FLORENCE	261 362 3780	000017	O Golden	01.01.2009	N
SMITH	FIONA U	112 024 1685	000015	M Golden	01.01.2009	N

<CONT>

Job Run - 02.09.2008

- TES PDT HEALTH AUTHORITY -

Page 2

BREAST CANCER SCREENING - TRANSFERRED PATIENTS UNMATCHED AGAINST DATABASE

PATIENT		NHS No.	Previous		Date of Deduction	Reason for Cards
Surname	Forename(s)		GP Code	Name		
GREEN	NELLIE PATRICIA	315 584 1478	000010	E Newsome	01.04.2008	Existing Episode(s)
* This woman has a Call/Recall Status of Ceased (Reason : Woman's choice)						
HEATH	CLAIRE FIONA	332 565 2433	000010	E Newsome	01.04.2008	Existing Episode(s)
* This woman has a Call/Recall Status of Ceased (Reason : Bilateral mastectomy)						
HEATH	PHYLLIS HALEY	336 412 1419	000010	E Newsome	01.04.2008	Existing Episode(s)
* This woman has a Call/Recall Status of Ceased (Reason : Woman's choice)						
ADDISON	JANICE INGRID	231 224 2702	000010	E Newsome	01.04.2008	Existing Episode(s)
BLACK	MELONIE J	317 124 0335	000010	E Newsome	01.04.2008	Existing Episode(s)

CINB Report: Automatically Updated Page

Job Run - 10.10.2014 - TES PDT HEALTH AUTHORITY - Page 1
BREAST CANCER SCREENING - TRANSFERRED WOMEN, AUTOMATICALLY UPDATED

Surname	WOMAN	Forename(s)	NHS No.	Previous GP Code	Name	Date of Deduction	Woman Details Already Exist	NTD Date

=====

**** AUTOMATIC UPDATES TO 1 WOMAN WERE MADE ****

**** THE BH SCREEN WAS SET TO NOT REPORT THE DETAILS OF AUTOMATIC UPDATES FOR THIS TRANSFER ****

CINB Report: Unmatched Page

Job Run - 28.10.2014 - TES PDT HEALTH AUTHORITY - Page 2
BREAST CANCER SCREENING - TRANSFERRED WOMEN, UNMATCHED AGAINST DATABASE

Surname	WOMAN	Forename(s)	NHS No.	Previous GP Code	Name	Date of Deduction	Reason for Cards

=====

VOYANT		CLAIRE	167 686 8860	000050	I A T Olden	01.04.2014	NAME Mismatch

* This woman has a Call/Recall Status of Ceased (Reason : Woman's choice)

*** LARGE UNIT DATABASE HEALTH AUTHORITY ***

*** BREAST CANCER SCREENING SYSTEM ***

DEDUCTED PATIENT CARDS

Job Run : 17.02.2003

Printed : 16.04.2003

No. of patients : 1

(Breast Cancer Screening Summary Record)

THWAITES, URSULA Ms. New HA : TES
NHS No.: 160 634 3831 D o B: 13.05.52 Date deducted : 17.02.2008
58B Lloyds Crescent GP : S T M Eagle (000070)
Exeter
Devon, EX1 3JG
Trial : Status :
Call/Recall Status : Normal
Authorised by :
Correspondence required : Yes
Holder of original Ceasing doc : NEW
Call/Recall status updated on :
Date of last Screening Complete episode : 19.12.2007
BCS Notes : Notes line 1
Notes line 2

Total of 2 episodes printed on following cards:

(Breast Cancer Screening Episode Record, 1 of 2)

THWAITES, URSULA
NHS No.: 160 634 3831
Episode Type : Call
Screening HA : TES Screening Batch ID : 21
Screening Office : AGA - GATESHEAD Episode Date : 19.12.2007
SO Ref : AGA-MZG3
Appointment made : Yes 1st Offered Appt. :
End Code : SC Actual Screening :
Authorised by : SO Early Recall Date :
Last updated on : 31.12.2007
Prior Notification : 19.12.07
Invitation : 19.12.07
Reminder 1 :
Non-Responder 1 : Reminder 2 :
Non-Responder 2 :

(Breast Cancer Screening Episode Record, 2 of 2)

THWAITES, URSULA

NHS No.: 160 634 3831

Episode Type : Early recall
Screening HA : TES
Screening Office : AGA - GATESHEAD
SO Ref : AGA-MZG3

Screening Batch ID :
Episode Date : 19.12.2006

Appointment made : Yes
End Code : SC
Authorised by : SO

1st Offered Appt. :
Actual Screening :
Early Recall Date :
Last updated on : 19.12.2007

Prior Notification :
Invitation :
Reminder 1 :
Non-Responder 1 :

Reminder 2 :
Non-Responder 2 :

< End of Transfer from TES (02.01.2008) >

(Breast Cancer Screening Summary Record)

GONZALES, ODETTE Ms.

New HA : TES

NHS No.: 142 425 0404

Date deducted : 01.04.2008

Date of Birth : 22.02.1969

* Higher Risk, NTD date : 22.04.2008 *

2 Station Road Balmoral Villas

GP : A P J Aardvark (000020)

South Brent

Devon, TQ10 9BB

Trial : Status :

Call/Recall Status (Reason) : Ceased (Bilateral mastectomy)

Authorised by : SO

Correspondence required : Yes

Holder of original Ceasing doc : NEW (NEWCASTLE-UPON-TYNE HA)

Call/Recall status updated on : 22.04.2008

Date of last Screening Complete episode : 03.09.2007

BCS Notes :

Total of 5 episodes printed on following cards:

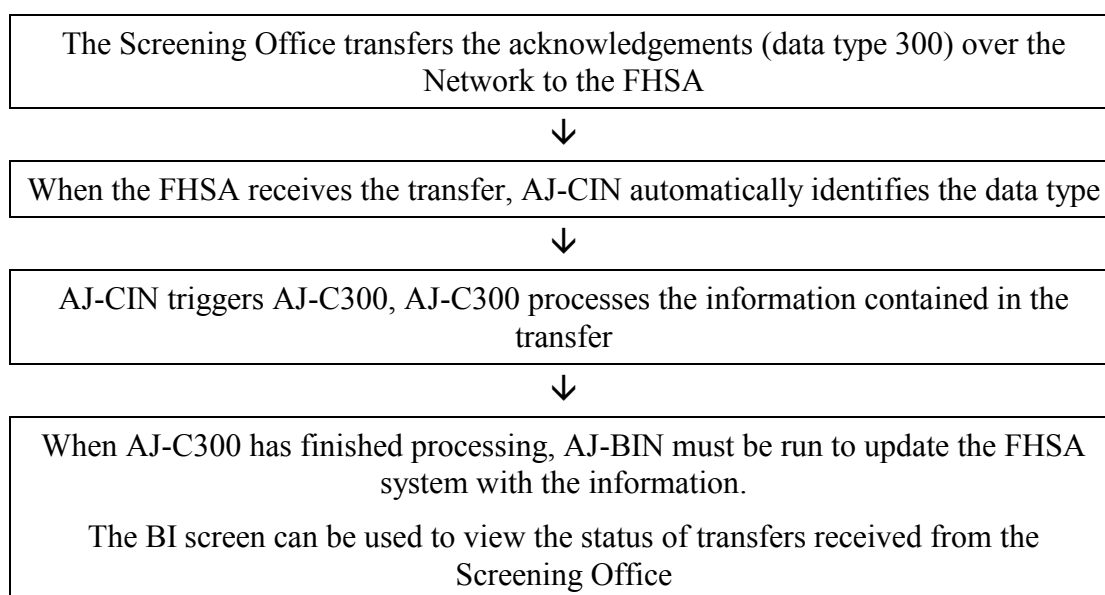
Analysis Job C300 (Receive Acknowledgements)

Analysis job C300 will process all breast screening transfer details for data type 300, that is, acknowledgements sent from the Screening Office. The job is triggered automatically by AJ-CIN (see section 28 for more details).

AJ-C300 will perform the following processing:

- identify if the FHSA is using the Network
- identify if the FHSA can receive the acknowledgements (data type 300) from the Screening Office
- check that the acknowledgement information is in the correct format
- prepare the accepted information for processing by AJ-BIN
- produce a control report entry on the PHCN control report
- print the acknowledgement details if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Table of Events



Prints

Two reports are produced as a result of AJ-C300:

BCS NETWORK CONTROL REPTS <i>Standard Listing Paper</i> CODE – PHCN	C300 ACKNOWS. DELETED LIST <i>Standard Listing Paper</i> CODE – C300

The **PHCN control report** will print an entry for the transfer received displaying the results of the AJ-C300 processing. See section 36 for more details on PHCN.

The **acknowledgements deleted list** shows a list of acknowledgements received from the Screening Office across the Network. This is produced if the job is deleted from the analysis job queue (i.e. the AJ-Q screen).

Print Restart Points

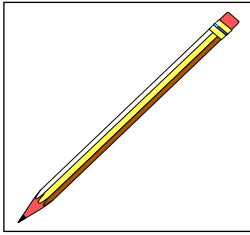
If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Acknowledgements Deleted Listing

Enter [ORIGINAL TRANSFER NUMBER,PAGE] to start from the specified transfer number; the print will start from the page number specified.



Analysis Job PHCN (Preventative Healthcare Report)

Analysis job PHCN automatically produces the Preventative Healthcare Control Report, which lists all Breast Screening and Cervical Screening transfers that fail to go onto the network or have not been successfully received at the Health Authority. This might be by design, such as a migration request, or an error.

It is very important that this report is checked. If errors are reported, it is likely that further action will be required by HA staff.

When the PHCN print is selected from the print queue, details of all failed Network transfers will be printed. At the same time, a file of successful Network transfers will be produced, and will appear on the print queue with a job code of PHSC. This list of successful transfers can then be printed if required.

Health Authorities can choose whether or not they want to generate the PHSC control report for successful network transfers. At the time of software release, all HAs will be set to have it generated. If you do not want the PHSC control report, please contact your Support Team.

How to Use AJ-PHCN

Directions – Using AJ-PHCN

1. AJ-PHCN runs automatically. To print a list of failed Network transfers, enter a key of **PQ** and a qualifier of **AP** to check the print queue, and then print the PHCN entry in the usual way.

If the PHCN entry is printed, a PHSC entry will then appear in the print queue.

2. If, having printed the PHCN entry from the print queue, you also wish to print the list of successful Network transfers, print the PHSC print queue entry in the usual way.

Prints

Two reports may be produced by AJ-PHCN. The PHCN print queue entry produces a control report for all failed Network transfers initiated by screening analysis jobs.

The PHSC entry, which is created when the PHCN print is selected, may be selected to produce a control report for all successful Network transfers initiated by screening analysis jobs.

If you decide not to print the PHSC successful transfers report, do not delete it from the printed already queue. The automatic computer housekeeping procedure will delete the reports from the system after the expiry of the retention period.

NETWORK XCEPTIONS CONTROL REPORT <i>Standard Listing Paper</i> CODE – PHCN	SUCCESSFUL XFERS CONTROL REPORT <i>Standard Listing Paper</i> CODE – PHSC

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

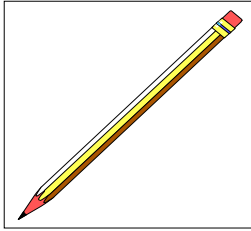
NOTE ➤ Leave the ‘Restart point’ field blank if you wish to start the print from the beginning.

Enter [B,S,PAGETYPE,SITE,RECORD SEQUENCE] to print details for the Breast screening transfers Sent to the specified site, starting from the record sequence number entered.

Enter [B,R,PAGETYPE,SITE,RECORD SEQUENCE] to print details for the Breast screening transfers Received from the specified site, starting from the record sequence number entered.

Enter [C,S,PAGETYPE,SITE,RECORD SEQUENCE] to print details for the Cervical screening transfers Sent to the specified site, starting from the record sequence number entered.

Enter [C,R,PAGETYPE,SITE,RECORD SEQUENCE] to print details for the Cervical screening transfers Received from the specified site, starting from the record sequence number entered.



EXETER HEALTH AUTHORITY

*** PEVENTIVE HEALTHCARE NETWORK TRANSFER CONTROL REPORTS ***

Job Code : PHCN (FAILED TRANSFERS)

REPORT REFERENCE NUMBER - 170

Printed : 11.10.02 1:55 PM

- LARGE UNIT DATABASE HEALTH AUTHORITY -
BREAST CANCER SCREENING : NETWORK TRANSFER ACTION CONTROL REPORT - FAILED 'SEND' ENTRIES

AJ_PHRC - Transfer of Registration Changes for GATESHEAD Screening Office (AGA2)

Transfer Number	Send Date	Screening Office	Number Patients	Action Message
222	05.04.2002	AGA2	1	Migrated Back to Paper : User Request/Retry Limit
123	05.04.2002	AGA2	3	Migrated Back to Paper : User Request/Retry Limit - See PHRM Error Report

EXETER HEALTH AUTHORITY

*** PEVENTIVE HEALTHCARE NETWORK TRANSFER CONTROL REPORTS ***

Job Code : PHSC (SUCCESSFUL TRANSFERS)

REPORT REFERENCE NUMBER - 170

Printed : 11.10.02 1:55 PM

- LARGE UNIT DATABASE HEALTH AUTHORITY -
BREAST CANCER SCREENING : NETWORK TRANSFER ACTION CONTROL REPORT - SUCCESSFUL 'SEND' ENTRIES

AJ_PHRC - Transfer of Registration Changes for GATESHEAD Screening Office (AGA2)

Transfer Number	Send Date	Screening Office	Number Patients	Action Message
101	05.04.2002	AGA2	1	Network Transfer Ready
102	05.04.2002	AGA2	3	Network Transfer Ready

Analysis Job PHRC (Transfer Registration Changes)

Analysis job PHRC allows women's registration changes (data type 232) to be transferred to a Screening Office across the Network. The job, which includes the option to use the Automatic Job Scheduler, should be run at least once a week. Changes to the following registration details will be transferred:

- NHS number
- name
- date of birth
- GP
- title
- sex
- address
- postcode.

If a woman has the higher risk marker set and has her registration details changed she will be included in the PHRC transfer, regardless of whether she satisfies that Screening Office's age range definition on the SO,D1 screen.

NOTE ➤ Although women with the higher risk marker are included in the transfer, their higher risk details are not.

Use the Screening Office defaults (SO,D1) screen to specify which of the above registration changes are to be transferred. Also, the 'Registration Changes' field on the Screening Office network (SO,N) screen should be set to **Y** – Yes to enable the Network transfer. See section 11 for further details.

If Network links are unavailable, a paper print may be produced to be sent to the Screening Office using the CJ-1 screen (see the File Transfer Reference Manual for further details). The print will be automatically placed on the print queue if the Network transfer fails, or if there is no Network link between your HA and the Screening Office.

Acknowledgement transfers will **not** be produced as Network transfers already generate their own acknowledgements in the form of receipt reports. Therefore, the Screening Office will not need to send acknowledgements back to the HA; this simplifies the process for both organisations.

NOTE ➤ AJ-PHRC is also used in the Cervical Screening System for transferring registration changes to laboratories.

Automatic Job Scheduler

The Automatic Job Scheduler may be used to automatically add jobs to the analysis job queue. You may specify how often you require the job to be run, starting from a particular date, and if the job should be allowed to run at weekends.

Though the process is automatic, you may intervene to delete/amend/suspend jobs on the scheduler queue. You do this using the **JS** screen.

An audit trail keeps a record of jobs which have been:

- scheduled;
- deleted;
- manually instigated; and
- suspended from automatic scheduling.

Any errors/problems which have been encountered are also included.

You view the audit trail using the **JL** screen. Entries are displayed in descending chronological order, with the most recent job first in the list.

For more details about the Automatic Job Scheduler, refer to the **Print Management Reference Manual**.

NOTE ➤ **The timely transfer of the changes will help to ensure that the screening office has the latest registration details for use in correspondence with patients.**

How to Use AJ-PHRC

Directions – Using the AJ-PHRC Screen

1. Enter a key of **AJ** and a qualifier of **PHRC**. Press **Enter** to display the screen.
2. Enter **B** to transfer changes to Screening Offices.
3. Enter **Y** – Yes to prepare the job for processing
Or...
4. Enter **S** to schedule the job automatically. This option will open the “Add a Job to the Automatic Job Scheduler” screen.
5. Follow standard procedures.

NOTE ➤ If the transfer or print has begun processing, you will not be able to reverse the process using the delete option. Therefore, deleting the entry from the AJ-Q will have no effect at this point.

NOTE ➤ Refer to the Print Management Reference Manual for details on how to set up a job on the Automatic Job Scheduler.

AJ]	Analysis Jobs	Qualifier [PHRC	]
Job name	PREVENTATIVE HEALTHCARE REGISTRATION CHANGES		
Description	This job will produce a print or NETWORK transfer to Screening Offices AND Laboratories of ALL those women, who are registered at the Screening Office OR Laboratory and have had registration changes. The required patient age range, registration changes and transfer medium are as specified for the Screening Office using application SO, pages D1 and N, AND for the Laboratory using application LD, page 2		
Transfer of Registration Changes for 'C'ervical or 'B'reast Screening. . . []			
Enter 'Y' to put the job into the Queue for processing OR			
Enter 'S' to schedule the job via the Automatic Job Scheduler. []			

Figure 1: The AJ-PHRC Screen

Understanding the AJ-PHRC Screen

Transfer of Registration Changes for...

Enter **B** to transfer women's registration changes to the Breast Screening Office.

Enter 'Y' to put the job into the Queue...

Enter **Y** – Yes to prepare the job for processing.

Enter 'S' to schedule the job via the Automatic Job Scheduler...

Enter **S** – If you wish to schedule a time to transfer the registration changes automatically via the AJ-Q screen.

NOTE ➤ AJ-PHRC will generate an acknowledgement entry on the AK-S screen when registration changes are sent to Screening Offices. The acknowledgment is a “dummy” entry because an acknowledgement will not actually be sent to the Screening Office. It will have a status of “Complete”, so HA users will not have to update that entry on the AK-S screen. The benefit of this is to eliminate pages of “missing sends” on the AK-S screen and AJ-BAP.

Prints

One print may be produced using AJ-PHRC:



An entry will be placed on the PHCN Network Control Report, detailing whether the transfer has been successful or not. See section 35 for further information on this report.

Print Restart Points

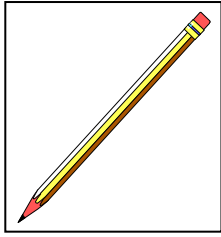
If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the restart number (printed at the top of each page) to indicate where you wish the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Error Messages

REJECT MESSAGES	MEANING / ACTION
TRANSFER Invalid	You must enter B to transfer registration changes for the Breast Screening System. <i>Enter B.</i>
TRANSFER Missing	The Transfer field is empty. To transfer registration changes for the Breast Screening System. <i>Enter B.</i>
Previous RUN Not complete	The previous run of AJ-PHRC has not yet finished. <i>Try again later.</i>
START Invalid	Only Y or S can be entered in the data entry field. <i>Enter Y or S.</i>
START Missing	The Start field is empty. You must enter Y or S in the data entry field to run the job. <i>Enter Y or S.</i>



09-OCT-2002

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** AJ-PHRC **

Breast Screening - Transfer of Registration Changes

Job Run Date : 20.OCT.2002

LED - EAST DEVON Screening Office

Transfer Number : 54

Registration Changes Summary:

	Total
Number of women	3
Number of women with change of NHS Number	0
Number of women with change of Name or Title	1
Number of women with change of Date of Birth	0
Number of women with change of Sex	0
Number of women with change of Address	2
Number of women with change of Postcode.	2
Number of women with change of GP.	0

AJ-PHRC – Header Page and Summary of Registration Changes

20-OCT-2002

NEWCASTLE HEALTH AUTHORITY

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Breast Screening - Transfer of Registration Changes for EAST DEVON SO

All Patient Details are CURRENT, unless otherwise stated

HILL	NHS Number : 1050017161	Sex : F	Date of Change : 11.10.2002
MS. MARY ELIZABETH	Date of Birth : 18.05.1937	Age : 65	Changes(s) To : Name or Title
Exeter Angling Centre	GP : 000010 DR. JS INDIGO		
7-9 King Street			
Exeter	Previous NHS Number :		
Devon	Previous Date of Birth :		
Address Code : EXE	Previous Surname : HILLS		
Postcode : EX1 1BQ DHA Code : L31			
WILLIAMS	NHS Number : NHS0017161	Sex : F	Date of Change : 11.10.2002
MS. ELLIE ANNA	Date of Birth : 20.05.1937	Age : 65	Changes(s) To : Address
420 Pembroke Road	GP : 000010 DR. JS INDIGO		Postcode
Pinhoe	Previous NHS Number :		
Exeter	Previous Date of Birth :		
Devon	Previous Surname :		
Address Code : EXE			
Postcode : EX1 2AA DHA Code : L31			

AJ-PHRC Registration Changes – Detail Page

20-OCT-2002

- NEWCASTLE HEALTH AUTHORITY -

: Page 1

** AJ-PHRC **

Breast Screening - Transfer of Registration Changes

Job Run Date : 20.OCT.2002

***** No Details to Print *****

AJ-PHRC – No Details Page

- NEWCASTLE HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM

** AJ-PHRM **

REGISTRATION CHANGES MIGRATE - ERROR REPORT

Printed: 09.10.2002 9:35

Migration Error Report Header Page

- NEWCASTLE -
- HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM ***

*** REGISTRATION CHANGES MIGRATE ***

*** ERROR REPORT ***

SCREENING OFFICE : GATESHEAD

File Reference : ^PHRSD(7,"AGA2"282)

The above mentioned file has been automatically deleted from
The system and cannot be retrieved. This is because Registration Changes
Files are currently held on the system for 90 days and then deleted.

This can be avoided by checking transfers are successful via ICM.

PLEASE NOTE - YOUR SUPPORT TEAM CANNOT RETRIEVE THIS FILE

Printed : 09.10.2002 9:35

Analysis Job BSCW (List Women Who Are Ceased)

AJ-BSCW may be used to produce a detailed list and/or a summary of totals of live women who are currently ceased from Breast Screening. The listing can be produced for specific GPs, all GPs, specific Screening Offices or all Screening Offices.

You can produce:

- a summary of totals; and/or
- a list of women who fall between the age range you specify; and/or
- a list of women who have been ceased since the last run of AJ-BSCW; and/or
- a list of women who have a reason for being ceased; and/or
- a list of women who do not have a reason for being ceased.

AJ-BSCW can generate a downloadable file of the information produced during the run. If you run AJ-BSCW for screening offices, a separate print and download file (if requested) will be produced for each screening office which has women identified.

AJ-BSCW can be run via the Automatic Job Scheduler.

In the unlikely event that a woman still has a “Suspended” status, she will be reported by AJ-BSCW as an exception, so that her case can be investigated and appropriate action taken.

The lists may be sent to GPs and/or Screening Offices so that they can indicate any change to the women’s status. Updated lists should then be returned to the HA, so that women’s records may be amended if necessary.

It is recommended that AJ-BSCW should be used to produce:

- a complete list of those women with a Ceased status at least once every month; and
- a list of those women who have been Ceased since the last run at least once per month.

How to Use the AJ-BSCW Screen

Directions – Using the AJ-BSCW Screen

1. Enter a key of **AJ** and use a qualifier of **BSCW**. Press **Enter** to display the screen.
2. Enter an lower and upper age range.
3. Enter **Y** to produce a only a list of those women who have been ceased since the previous run of AJ-BSCW, or **N** to report on all ceased women.
4. Specify whether the listing is to be produced for **G** – GPs or **S** – Screening Offices.
5. Enter **Y** to produce a summary of totals, or **N** to omit it.
6. Enter **Y** to produce a list of women who have a reason for being ceased, or **N** to omit it.
7. If you enter **Y** in the **List women with a reason** field you can also restrict the reporting to those ceased within a specified number of months.
8. Enter **Y** to produce a list of women who do not have a reason for being ceased, or **N** to omit it.
9. Enter *either* the code(s) of one or more selected GPs or Screening Offices, or an asterisk ('*') to select all GPs/SOs.
10. Enter **Y** in the **Create 'csv' formatted download file** field if you also want the run to create a downloadable file of the information produced.
11. Enter **Y** to start processing the job or **S** to schedule the job to run via the Automatic Job Scheduler.
12. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BSCW                      ]
Job Name . . . . BREAST SCREENING LIST OF CEASED WOMEN
Description . . This job can produce a detailed list and a summary of totals
                  of live women who are currently ceased from Breast Screening.
                  The list can be produced for specific/all GPs or SOs.

                  Age Range . . . . . from [  ] to [  ]
                  List only women Ceased since last run? . . (Y/N) . [  ]
                  Produce for GP or SO? . . . . . (G/S) . [  ]
                  Produce a summary of totals? . . . . . (Y/N) . [  ]
                  List women with a reason? . . . . . (Y/N) . [  ]
                  - who were ceased in the last . . . . . [  ] months
                  List women without a reason? . . . . . (Y/N) . [  ]
                  Create 'csv' formatted download file(s)? . (Y/N) . [  ]

                  Enter Codes (* for all):
                  [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
                  [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]
                  [  ] [  ] [  ] [  ] [  ] [  ] [  ] [  ]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [  ]

```

Figure 1: The AJ-BSCW Screen

Understanding the AJ-BSCW Screen

Age Range

Enter a lower and upper age limit to report on only those women who fall between the age range you specify.

The age range you enter is inclusive.

List only women Ceased since last run

Enter **Y** to list only those women who were ceased since the previous run of AJ-BSCW.

Enter **N** to list ceased women irrespective of when they became ceased.

Produce for GP or SO

The print may be produced for **G** – GP or **S** – Screening Office.

Produce a summary of totals?

Enter **Y** to print a summary of totals, or **N** to omit it.

List women with a reason?

Enter **Y** to list ceased women whose reason for being ceased is recorded. Enter **N** to omit these women from the listing.

who were ceased in the last x months

If you entered **Y** in the **List women with a reason?** field you can restrict the reporting to a specific number of months, which you can enter here. The report will then only show women if they were ceased with a reason within the specified number of months.

NOTE ➤ If ‘zero’ months are entered, only those women ceased on or after the first day of the *current* month will be reported.

If ‘1’ month is entered, only those ceased on or after the first day of the previous month will be reported.

If an asterisk is entered, all women who are ceased with a reason will be reported, regardless of when they were ceased.

List women without a reason?

Enter **Y** to list ceased women whose reason for being ceased is not recorded. Enter **N** to omit these women from the listing.

Create ‘csv’ formatted download file(s)?

If you also want AJ-BSCW to create a downloadable CSV file, enter **Y** in this field. If not, enter **N**.

Enter Codes (* for all)

Enter either the codes for individual GPs or screening offices, or an asterisk to select all GPs or screening offices.

To set up the job...

Enter **Y** (yes) to place the job on AJ-Q and schedule accordingly, or **S** to run the job via the Automatic Job Scheduler.

Prints

Two prints may be produced using AJ-BSCW:

SUMMARY TOTALS PRINT <i>Standard Listing Paper</i> CODE – BSCW	LIST OF CEASED WOMEN <i>Standard Listing Paper</i> CODE – BSCW

If the run is for Screening Offices a separate print and a separate downloadable file (if one has been requested) will be produced for each SO which has women identified.

If the run is for GPs, a single print and downloadable file will be produced containing the details for all GPs which have women identified.

The summary totals print will only be produced if **Y** has been entered in the ***Produce a summary of totals*** field.

NOTE ➤ A download file is not produced for the Summary Totals Print.

The requested lists of ceased women with/without reasons will then be printed. An exception report will also be produced for any Screening Office/GP with women who are still suspended.

The list of ceased women, which forms the main part of the print, provides the following information for each woman:

- brief registration details;
- reason for ceasing;
- the date her status was changed to ceased, and the authorisation for this;
- the holder of the ceasing document;
- the date of her last screening;
- the date of her last episode with an SC (Screening Complete) end code;
- details of any trial information;
- the NTD date;
- action which can be performed, i.e. change status to Normal; and
- Breast Cancer Screening (BCS) Notes – entered via the SW screen: see Chapter 13.

The report also includes a sign-off form for each GP or Screening Office (according to the run type) who had women listed in the report. The GP or Screening Office should return this sign-off form to confirm (or otherwise) that the details in the report are correct.

NOTE ➤ Because the Actual Screening date (Last Screening Date on the print) is optional, it may not be present. If this is the case, the following dates will be used according to the episode type being referenced (as in KC63s and AJ-BCNS):

Episode Type	Date To Be Used
Batch episode from your own HA	Mid point between the screening start date and screening end date
Batch episode from another HA	Date the end code was applied
Non Batch Referral	Date the end code was applied

Where a woman does not have a screening complete episode, the Last Screening date and the Last SC Episode Date will be left blank.

The exception report will not normally appear. If it does, it will indicate women who are still suspended, and will list:

- brief registration details;
- the date each woman is suspended to;
- the date her status was changed to suspended, and the authorisation for this;
- the date of her last episode with an SC (Screening Complete) end code; and
- details of any trial information.

The example prints at the end of this chapter show: the HA title page, SO title page, SO summary, GP title page (page 1), and GP patient lists (pages 2 to 4).

NOTE ➤ All women who have no Screening Office identified will appear on a section headed 'UNKNOWN Screening Office'.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Download File Format

The table below shows the contents of the downloadable CSV file. The download file contains column headers to make sorting the data within a spreadsheet easier. It also includes the run parameters which were used to set up that specific job run.

Piece No.	Data
1	NHS number
2	Surname
3	Forename(s)
4	Address line 1
5	Address line 2
6	Address line 3
7	Address line 4
8	Address line 5
9	Post code
10	Address code
11	Date of birth
12	Age
13	GP code
14	GP name
15	Screening office code
16	Reason for ceasing
17	Expansion of reason for ceasing
18	Screening status authorised by
19	Screening status last changed date
20	Holder of reason for ceasing
21	Last screening date
22	Last screening episode date
23	NTD date
24	Trial code
25	Trial arm code
26	Trial status code
27	SW screen notes, line 1
28	SW screen notes, line 2
29	SW screen notes, line 3

Error Messages

REJECT MESSAGES	MEANING / ACTION
AGE FROM missing	Must be present.
AGE FROM invalid	Must be a positive integer. <i>Re-enter correctly.</i>
AGE TO missing	Must be present.
AGE TO invalid	Must be a positive integer and less than 150. <i>Check and re-enter as appropriate.</i>
AGE TO v AGE FROM	AGE TO must not be less than the AGE FROM. <i>Check and re-enter.</i>
LAST RUN invalid	Must be 'Y' or 'N'. <i>Check and re-enter.</i>
LAST RUN missing	Must be present.
GP/SO missing	Nothing has been entered in the 'Produce for GP or SO' field. <i>Enter 'S' or 'G'.</i>
GP/SO invalid	The entry in the 'Produce for GP or SO' field must be S – Screening Office or G – GP. <i>Re-enter correctly.</i>
SUMMARY missing	Nothing has been entered in the 'Produce a summary of totals?' field. <i>Enter 'Y' or 'N'.</i>
SUMMARY invalid	The entry in the 'Produce a summary of totals?' field must be 'Y' – Yes or 'N' – No. <i>Re-enter correctly.</i>
WITH missing	Nothing has been entered in the 'List women with a reason?' field. <i>Enter 'Y' or 'N'.</i>
WITH invalid	The entry in the 'List women with a reason?' field must be 'Y' – Yes or 'N' – No. <i>Re-enter correctly.</i>
MONTHS missing	Must be present.
MONTHS invalid	Must be a positive integer or '*'. <i>Re-enter correctly.</i>
WITHOUT missing	Nothing has been entered in the 'List women without a reason?' field. <i>Enter 'Y' or 'N'.</i>
WITHOUT invalid	The entry in the 'List women without a reason?' field must be 'Y' – Yes or 'N' – No. <i>Re-enter correctly.</i>
NO PRINTS SELECTED	'Y' – Yes must be entered in either the 'Produce a summary of totals?' field, the 'List women with a reason?' field or the 'List women without a reason?' field in order to produce a print. <i>Enter Y in one of these fields.</i>

REJECT MESSAGES	MEANING / ACTION
CODES missing	Nothing has been entered in the 'Produce for GP or SO' field, and no GP codes or SO codes have been entered. <i>Enter either S or G in the 'Produce for GP or SO' field, and then enter either GP codes or SO codes or * in the 'Enter Codes' field(s).</i>
GP CODES missing	Either * or at least one GP code must be entered in the 'Enter Codes' field(s).
GP CODE invalid	'G' – GP has been entered in the 'Produce for GP or SO' field, but an invalid GP code has been entered. The 'Enter Codes' field(s) must contain either a valid GP code or * (not both). <i>Re-enter correctly.</i>
GP CODE not req	GP code is not required if '*' has been entered.
GP CODE duplicate	The same GP code has been entered more than once in the 'Enter Codes' field(s).
GP not current	A GP code has been entered which is not current.
SO CODE invalid	'S' – Screening Office has been entered in the 'Produce for GP or SO' field, but an invalid SO code has been entered. The 'Enter Codes' field(s) must contain either a valid SO code or XXX or * (not both). <i>Re-enter correctly.</i>
SO CODE not req	SO code is not required if '*' has been entered.
SO CODES missing	Either * or at least one SO code must be entered in the 'Enter Codes' field(s).
SO CODE duplicate	The same SO code has been entered more than once in the 'Enter Codes' field(s).
DOWNLOAD missing	The 'csv' download parameter must be entered.
DOWNLOAD invalid	The 'csv' download parameter must be 'Y' or 'N'.
START missing	Nothing has been entered in the final field. <i>Enter 'Y' to set up the job for processing, or 'S' to run the job via the Automatic Job Schedule.</i>

REJECT MESSAGES	MEANING / ACTION
START invalid	You may only enter 'Y' or 'S' in the final field. <i>Enter 'Y' to set up the job for processing, or 'S' to run the job via the Automatic Job Scheduler.</i>

PDT HA Test database Ver TEST HEALTH AUTHORITY

** AJ BSCW **

Breast Screening - List of Ceased Women

Job Run Date : 19-FEB-2014

Run Parameters:

Age range = 50 to 70
 Only women Ceased since last run = N
 Destination GP or SO = SO
 Produce a summary of totals = Y
 Include women with a reason = Y
 - who were ceased in the last 12 months, i.e. on or after 01.02.2013
 Include women without a reason = Y
 SO Codes = ALL

'csv' formatted download file(s)? = Y
 (file: /download/BSCW-TES-AGA-20140219-870.csv)

(AGA) GATESHEAD SCREENING OFFICE

The enclosed list shows details of those live patients whose status is currently CEASED from the NHS Breast Screening Programme.

You can use the action area on the right hand side of the patient's details to indicate that you want to change her status back to NORMAL so that she can be included in future screening, if she is still eligible.

Space has also been provided so that you can include any comments.

To leave a patient's status unchanged, take no action.

	Ceased With a Reason	Ceased Without a Reason
(AGA) GATESHEAD SCREENING OFFICE	4	6

19-FEB-2014

Restart Ref: 870,30

Page 2

PDT HA Test database Ver TEST HEALTH AUTHORITY

Breast Screening - List of Women CEASED WITH A REASON for GATESHEAD SCREENING OFFICE (AGA)

KNIGHT MISS SALLY NHS Number : 200 988 9002 GP Code : SKIPGP GP Name : DOCTOR WH BUCKARELLM Date Of Birth : 19.06.1948 Age : 65	Address : 47 SCRUTON PLACE DENBY STH TIVERTON DEVON EX124GY	NTD Date : 28.08.2016 Last Screening Date : 28.09.2010 Last SC Episode Date : 24.08.2010 Current Reason for Ceasing : Bilateral mastectomy Status Changed : 20.05.2013 Authorised By : SO Holder of Ceasing doc: SOUTH LANCS SO (PWI)
BCS Notes :		
Comments []		Action : Return Status to NORMAL [] Auth By : GP/SO []
MONGER MS HELEN NHS Number : 102 033 3316 GP Code : 000008 GP Name : DR. K GOLDENGPK Date Of Birth : 03.04.1950 Age : 63	Address : 72 THORNEPARK ROAD EXETER DEVON EX1 3HL	NTD Date : 12.10.2012 Last Screening Date : 10.10.2009 Last SC Episode Date : 21.09.2009 Current Reason for Ceasing : Woman's choice Status Changed : 15.02.2013 Authorised By : SO Holder of Ceasing doc: HUMBERSIDE SO (BHL)
BCS Notes :		
Comments []		Action : Return Status to NORMAL [] Auth By : GP/SO []
CUSTARD MRS JEMMA NHS Number : 256 788 7652 GP Code : GPD0CA GP Name : DR R SNEIDERSON Date Of Birth : 18.06.1951 Age : 62	Address : 8 EIGHT STREET DENBY STH TIVERTON DEVON EX5 2WD	NTD Date : not set Last Screening Date : Last SC Episode Date : Trial Information : ACP Current Reason for Ceasing : Woman's choice Status Changed : 15.02.2013 Authorised By : GP Holder of Ceasing doc: LIVERPOOL HA (LIP)
BCS Notes :		
Comments []		Action : Return Status to NORMAL [] Auth By : GP/SO []

GP/SO Signature.....Date.....

19-FEB-2014

Restart Ref: 870,102 Page 4

PDT HA Test database Ver TEST HEALTH AUTHORITY

Breast Screening - List of Women CEASED WITHOUT A REASON for GATESHEAD SCREENING OFFICE (AGA)

TURTLEWARE MRS NATASHA NHS Number : 102 233 2201 GP Code : GPD0CA GP Name : DR R SNEIDERSON Date Of Birth : 11.03.1961 Age : 52 BCS Notes : : : Comments []		Address : 18 F00 WING STREET DENBY STH TIVERTON DEVON EX5 2WS	NTD Date : 24.02.2015 Last Screening Date : 20.06.2009 Last SC Episode Date : 22.02.2009 Current Reason for Ceasing : Status Changed : 03.05.2012 Authorised By : SO Holder of Ceasing doc: UNKNOWN Ceased details transferred in- no details available Action : Return Status to NORMAL [] Auth By : GP/SO []
ADAMS MS. VANESSA WILMA NHS Number : 400 000 3712 GP Code : 000020 GP Name : DR. RR AARDVARK Date Of Birth : 17.04.1951 Age : 62 BCS Notes : ONE : TWO : THREE Comments []		Address : 10 POTTS EXETER DEVON	NTD Date : 07.09.2014 Last Screening Date : 02.03.2005 Last SC Episode Date : 23.12.2004 Current Reason for Ceasing : Status Changed : 25.06.2010 Authorised By : SO Holder of Ceasing doc: NEWCASTLE-UPON-T. HA (NEW) Ceased details transferred in- from Newcastle HA (NEW) on 25.06.2010 Reason for Ceasing : MCA - Best interests Date Ceased : 25.06.2010 Holder of Ceasing doc: NEWCASTLE-UPON-T. HA (NEW) Action : Return Status to NORMAL [] Auth By : GP/SO []
HEATH MS CLAIRE FIONA NHS Number : 332 565 2433 GP Code : 000015 GP Name : DR. M GOLDEN-WOODY Date Of Birth : 27.07.1952 Age : 61 BCS Notes : : : : Comments []		Address : 2 ROAD EXETER DEVON	NTD Date : 29.06.2009 Last Screening Date : Last SC Episode Date : Current Reason for Ceasing : Status Changed : 20.08.2008 Authorised By : SO Holder of Ceasing doc: GREAT YARMOUTH & . SO (DGY) Ceased details transferred in- from Sunderland HA (SUN) on 20.08.2008 Reason for Ceasing : Bilateral mastectomy Date Ceased : 20.08.2008 Holder of Ceasing doc: GATESHEAD HA (GAT) Action : Return Status to NORMAL [] Auth By : GP/SO []

GP/SO Signature.....Date.....

AJ-BSCW – List of Ceased Women, SO Print, Details Page (Ceased without a Reason)

AJ BSCW Sign Off for GATESHEAD SCREENING OFFICE (AGA)

The signature below indicates that this report has been reviewed and that the details of the Ceased women printed within it are accepted as :

- * Correct with no changes
- * Correct with the changes annotated in the report
- * Correct with the changes described in the comments area below
- * Delete as appropriate

Comments :

Signed :

Name :

Title :

Date :

AJ BSCW Run Parameters (Run date 19-FEB-2014)

Age range = 50 to 70

Only women Ceased since last run = N

'csv' formatted download file(s)? = Y

Include women with a reason

= Y (ceased in last 12 months)

Include women without a reason

= Y

(file: /download/BSCW-TES-AGA-20140219-870.csv)

PDT HA Test database Ver TEST HEALTH AUTHORITY

** AJ BSCW **

Breast Screening - List of Ceased Women

Job Run Date : 20-APR-2012

Run Parameters:

Age range	=	10 to 90
List only women Ceased since last run	=	N
Destination GP or SO	=	SO
Produce a summary of totals	=	Y
List to include women with a reason	=	Y
List to include women without a reason	=	Y
SO Codes	=	LED/BYO/LPL/AGA

Create 'csv' formatted download file(s)? = Y

The enclosed list shows details of those live patients whose status is currently CEASED from the NHS Breast Screening Programme.

You can use the action area on the right hand side of the patient's details to indicate that you want to change her status back to NORMAL so that she can be included in future screening, if she is still eligible.

Space has also been provided so that you can include any comments.

To leave a patient's status unchanged, take no action.

	Ceased With a Reason	Ceased Without a Reason
TOTALS FOR SELECTED SCREENING OFFICES	32	6

PDT HA Test database Ver TEST HEALTH AUTHORITY

** AJ BSCW **

Breast Screening - List of Ceased Women

Job Run Date : 20-APR-2012

Screening Office Summaries

	Ceased With a Reason	Ceased Without a Reason
(AGA) GATESHEAD	25	6
(BYO) NORTH YORKSHIRE	1	0
(LED) NORTH & EAST DEVON	6	0
(LPL) WEST DEVON	0	0
TOTALS	32	6

AJ-BSCW – Summary Print Totals Page

Analysis Job BSDB (Print Date of Birth Changes)

AJ-BSDB may be used to produce a printed report of live women who have had a change made to their date of birth which could affect their eligibility for screening. If a woman's date of birth has been changed so that her new date of birth puts her outside the age range for screening, or moves her from being below the age range for screening to above the age range, AJ-BSDB will print her details. The details printed are:

- the woman's name and address
- her NHS number
- her GP's name and code
- her old and new dates of birth
- the date when her date of birth was changed
- her Screening Office and whether or not the woman has Screening History
- her next test due date.

The age range for screening can be specified on the SO(D) screen. Where a woman's screening office cannot be identified, a default age range will be used. The default age range is shown on the main screen of the analysis job.

NOTE ➤ The relevant date of birth details are only collated if the field "DoB Changes Required?" has been set to 'Y' on the BH screen. (If the "DoB Changes Required?" field has been set to 'N', AJ-BSDB can still be run, but no details will be printed.)

If your organisation has opted to keep a record of changes to women's dates of birth, AJ-BSDB can be used. If so, it is recommended that this analysis job should be run at least once a week.

The job can be run manually by submitting it via the AJ-Q, or the job can be placed on the automatic job scheduler to be run automatically at a specified time and date. For more details about the automatic job scheduler, refer to the Print Management Reference Manual.

How to Use the AJ-BSDB Screen

Directions – Using the AJ-BSDB Screen

1. Enter a key of **AJ** and use a qualifier of **BSDB**. Press **Enter** to display the screen.
2. Enter either **Y** to start processing the job via the AJ-Q or **S** to schedule the job via the Automatic Job Scheduler.
3. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BSDB                      ]
Job Name . . . . BREAST SCREENING DATE OF BIRTH CHANGES
Description . . This job will produce a PRINT of women who have had a change
                  made to their date of birth which puts them outside the age
                  range for screening.

                  The age range used is determined from the woman's screening
                  office, as specified on the SO(D) screen at the time of the
                  change to her date of birth.

                  Where a woman's screening office cannot be identified the age
                  range used will be 50 to 70.

                  Note :
                  The details of women whose DoB has changed will only be
                  collected if the 'DoB Changes Required?' flag is set to 'Y'
                  on the BH screen.
                  Current value of 'DoB Changes Required?' flag : Y

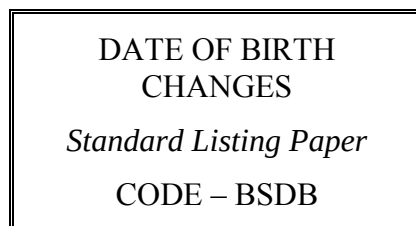
Enter 'Y' to put the job on to the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 1: The AJ-BSDB Screen

Prints

One print may be produced using AJ-BSDB.



The report, which is in NHS number order, will show:

- basic registration details
- the old and new dates of birth
- the date of the change to the date of birth
- the associated screening office
- whether or not the woman has any screening history
- her next test due date.

Where a woman's screening office cannot be identified it will be shown as "UNKNOWN".

If a live woman has her details captured for printing by AJ-BSDB but is deducted before you run the job, she will not be reported. Similarly, if a woman's sex is changed to male, no details will be reported.

If there are no women's details to print, **AJ-BSDB** will produce a single page report stating that "There are no details to print".

The AJ-BSDB print queue entry will have a job code of "BSDB" and a name of "Date Of Birth Changes".

Error Messages

REJECT MESSAGES	MEANING / ACTION
START invalid	Only Y or S can be entered in the data entry field. <i>Enter Y or S.</i>
START missing	You must enter either Y or S in the data entry field to run the job. <i>Enter Y or S.</i>

AJ-BSDB Date of Birth Changes – Header Page

17-Apr-1998

EXETER FAMILY HEALTH SERVICE AUTHORITY

Restart Ref:

Page 1

** AJ-BSDB **

Breast Screening

** List Of Women Who Will Be Excluded From Screening Due To Date Of Birth Changes **

Job Run Date : 17-Apr-1998

Current value of 'DoB Changes Required?' : Y

The following list shows details of each woman who will be excluded from breast screening because EITHER a change to her date of birth has moved her from being in the age range for screening, as specified on the SO(D) screen, to being outside of that age range OR because her age has been changed from being below the minimum age for screening to being above the maximum age for screening. Where a woman's screening office is unknown, the age range used for comparison is 50 to 70 (note - the age range shown here is picked up from the system parameter).

Total

Number of Women 4

AJ-BSDB Date of Birth Changes – Patients Listed by NHS Number

03-JUN-2011

Restart Ref: 4,13

Page 2

PDT HA Test database Ver TEST HEALTH AUTHORITY
Breast Screening ** AJ-BSDB ** Date of Birth Changes

-----		-----		-----	
CROW		LANGSTONE COTTAGE		Old DoB : 02.02.1956 Age : 55	
MS. YVETTE,R				New DoB : 02.02.1936 Age : 75	
NHS Number : 981 485 8285		ASHBURTON		Date of DoB Change : 01.06.2011	
GP: 000019 : DR. O GOLDENGPO		NEWTON ABBOT			
		DEVON		Screening Office : AGA	
		TQ139UZ		Screening History : YES	
				NTD Date : not set	
-----		-----		-----	
BLUE				Old DoB : 01.02.1949 Age : 62	
MAJ. SOLDIER		1 THE BARRACKS		New DoB : 01.02.1963 Age : 48	
NHS Number : 988 728 2677		TOPSHAM		Date of DoB Change : 01.06.2011	
GP: AJHGP7 : DOC A ANT		EXETER			
		DEVON		Screening Office : ANT	
				Screening History : YES	
				NTD Date : 01.02.2013	
-----		-----		-----	

AJ-BSDB Date of Birth Changes – Header Page, produced when there are no details to print

17-Apr-1998

EXETER FAMILY HEALTH SERVICE AUTHORITY

Restart Ref:

Page 1

** AJ-BSDB **

Breast Screening

** List Of Women Who Will Be Excluded From Screening Due To Date Of Birth Changes **

Job Run Date : 17-Apr-1998

Current value of 'DoB Changes Required?' : Y

*** THERE ARE NO DETAILS TO PRINT ***

Analysis Job BSUL (Uninvited Women/Early Recall List)

Analysis job BSUL provides the facility to print the Uninvited Women List and the List of Early Recall Women.

The Uninvited Women List

This list is used to identify those women who have not been invited for screening within the last three years or so.

Each Screening Office will have its own specific print, but only if there are details to print for that Screening Office.

Uninvited women will be listed alphabetically (by surname) and ordered by end code within Screening Office. Women who have a Ceased status will appear at the front of the relevant end code section and their ceasing details will be included on the report. The report will also show a woman's Date of Acceptance.

AJ-BSUL also allows you to create downloadable files containing the information generated by the job.

NOTE ➤ A WC end coded episode will *not* be classed as an invitation if the woman has a "Normal" call/recall status (i.e. she has been 'un-ceased').

Women Whose Screening Office is Unknown

By default, a specific print containing a list of women whose Screening Office is not known will be produced. If, however, there are no such women to report, the print for the ZZZ Screening Office will not be produced.

A report for women with an unknown Screening Office only can be produced by entering "ZZZ" in the 'SO ID' field on the AJ-BSUL screen, along with the required recall interval.

NOTE ➤ The list of women with an unknown Screening Office is produced each time the Uninvited List is run. Therefore, where a "ZZZ" Screening Office is specifically requested, it cannot be combined with other SO ciphers but must be run individually.

The Early Recall List

This list identifies women who have had an early recall date set within the last six months, but have not yet had a new episode created (implying that they have missed screening or that the Screening Office has not sent details of the new episode). A separate early recall list is produced for each Screening Office (who has any early recalls).

Women who have a Ceased status will appear at the front of the list, and their ceased details will be included on the report.

How to Use Analysis Job BSUL

Directions – Using the AJ-BSUL Screen

1. Enter a key of **AJ** and use **BSUL** as a qualifier. Press **Enter** to display the screen.
2. Specify whether you require the job to identify Uninvited women, and whether address details are to be included in the report, by entering either **Y** – Yes or **N** – No in the appropriate user fields.
3. Specify the age range of women you want to be included in the Uninvited Women List by entering earliest and latest months and years of birth.
4. If you require an Uninvited Women List for selected Screening Offices only, enter up to 4 SO codes. If the list is to be printed for all Screening Offices on your system, enter an asterisk '*’.

For each SO, set the recall interval (in months) by entering a whole number in the **Int** field. This number will normally be from 34 to 41, unless these limits have been changed by your Support Team.

5. Specify whether you require the job to identify Early Recall women, and whether address details are to be included in the report, by entering either **Y** – yes or **N** – no in the appropriate user fields.
6. If you also want the job to produce a download, comma-separated values (CSV) file, enter **Y** in the **Create ‘csv’ formatted download file(s)?** field. Otherwise, enter **N**.
7. Enter **Y** in the last field to start processing or **S** to schedule the job via the Automatic Job Scheduler.
8. Follow the standard print procedure.

AJ]Analysis Job	Qualifier[BSUL	]
Job Name . . UNINVITED WOMEN/EARLY RECALL LIST		
Description . This job identifies women who have not been invited for screening within the Recall Interval (RI) specified. It can also identify women on 'EARLY RECALL' who have not had an episode created.		
Identify 'Uninvited' women? . . (Y/N) []		
Include address details? . . (Y/N) []		
Age range (years/months) from [/] to [/]		
Enter SO codes (* for all) and recall intervals:		
SO	RI	SO RI SO RI SO RI SO RI
[]	[]	[] [] [] [] [] [] [] []
Identify 'Early Recall' women? . (Y/N) []		
Include address details? . . (Y/N) []		
Create 'csv' formatted download file(s)? . (Y/N) []		
NOTE: Automatically scheduled runs take their parameters from the SO-U screen.		
Enter 'Y' to put the job into the Queue for processing OR		
Enter 'S' to schedule the job via the Automatic Job Scheduler []		

Figure 1: The AJ-BSUL Screen

Understanding the AJ-BSUL Screen

Identify 'Uninvited' women?

Enter **Y** if you require a list of all women, within the specified age range, who are classed as uninvited. Otherwise, set to **N**.

NOTE ➤ You must complete this field, even if you require a list of 'Early Recall' women only.

Include address details?

Enter **Y** if you have requested a list of Uninvited women and you want the women's address details to be included on the report. If you do not want address details to be printed, set to **N**.

If the Uninvited Women List is not required (i.e. you have entered **N** in the first field), this field may be left blank.

Age range (years/months)

If you have requested an Uninvited Women List, enter the earliest and latest years and months of birth for women to be included.

SO

Enter the SO cipher for each Screening Office that requires an Uninvited Women List. If you want to produce lists for all Screening Offices used on your system, enter * in the first SO field.

A list of uninvited women whose SO is unknown is also included within the report for all Screening Offices. To print this list only, use an SO cipher of 'ZZZ'. Note, however, that if you enter the cipher 'ZZZ', this must be the only SO cipher you enter.

RI

For each Screening Office, enter the number of months within which women are to be recalled for Breast Screening. This will be a whole number, normally from 34 (2 years and 10 months) to 41 (3 years and 5 months), although these limits can be changed by your Support Team if required.

Identify 'Early Recall' women?

Enter **Y** if you require a list of all women who have had an early recall date set within the last 6 months, but have no subsequent screening episode recorded. Otherwise, set to **N**.

NOTE ➤ **You must complete this field, even if you require a list of 'Uninvited' women only.**

Include address details?

Enter **Y** if you have requested a list of Early Recall women and you want the women's address details to be included on the report. If you do not want address details to be printed, set to **N**.

If the Early Recall List is not required (i.e. you have entered **N** in the previous field), this field may be left blank.

Create 'csv' formatted download file(s)?

If you want the job to additionally produce comma-separated values (CSV) download files, enter **Y** in this field. Otherwise, enter **N**.

Each file will contain only the data displayed in the corresponding print.

Enter 'Y' to put the job into the Queue for processing OR***Enter 'S' to schedule the job via the Automatic Job Scheduler***

When all the details in the previous fields have been entered correctly, enter **Y** in this field to put the AJ-BSUL analysis job in the queue for processing.

Alternatively, enter **S** to schedule the job via the Automatic Job Scheduler.

NOTE ➤ **If AJ-BSUL is scheduled via Automatic Job Scheduler, the run parameters will be taken from the SO-U screen. These run parameters may also be used for an 'immediately' scheduled run by leaving the parameters on the AJ-BSUL screen empty and entering Y to schedule the job.**

The run parameters for the ZZZ Screening Office for automatically scheduled runs are stored in the background. These can be changed by your NHAIS support team.

Prints

Two prints can be produced using AJ-BSUL.

BSUL BSS UNINV. WOMEN LIST <i>Standard Listing Paper</i> CODE – BSUL	BSUL BSS EARLY RECALL LIST <i>Standard Listing Paper</i> CODE – BSUL

Each print consists of a header page, a summary page and then details pages, the information on which will depend on the options which have been set on the AJ-BSUL screen.

Print Restart Points

If the prints have been suspended, the Uninvited Women and Early Recall lists may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Uninvited Women List

Restart points are:

- S1 – start from beginning of Uninvited Women List.
- S1,SO Cipher – start from specified Screening Office.

Early Recall List

Restart points are:

- S2 – start from beginning of Early Recall List.
- S2,SO Cipher – start from specified Screening Office.

Viewing AJ-BSUL Reports on Screen

It is possible to view the contents of the AJ-BSUL reports via the AV screen.

To view the details of a BSUL report on the PQ-AP screen, enter a key of **AV** with a qualifier of **AP,BSUL**.

To view the details of a BSUL report on the PQ-APPA screen, enter a key of **AV** with a qualifier of **APPA,BSUL**.

It should be noted that the AV screen will show up to 18 lines per page whereas the printed report will show up to 60 lines per page.

Due to the limitation of space on a PC monitor, the report layout has been amended slightly on the AV screen. The information shown on the summary pages is more compact and some scrolling may occur if a large number of screening offices are used by the HA. Depending upon whether the address has been requested, the detail pages will show up to 4 patients per page on the AV screen, while the printed report shows up to 25 patients per page.

Download File Formats

Two downloadable can be requested as part of an AJ-BSUL run:

- the uninvited women list
- the early recall list

The layout of each file is shown in the following sections.

Uninvited List Download File

The uninvited list download file will be called:

BSUL-<HA Cipher>-<so-code>-UL-<run date>-<unique ID>.csv

The file will contain the data shown the table below.

Piece No.	Data Item
1	Practice name (code)
2	End code of last episode
3	NHS number
4	Surname
5	Forename
6	GP name
7	GP code
8	Date of birth
9	Age
10	Date of HA Acceptance
11	Date of last episode

Piece No.	Data Item
12	Date of last SC end coded episode
13	NTD date
14	Call/recall status
15	Date ceased
16	Reason for ceasing
17	Address line 1
18	Address line 2
19	Address line 3
20	Address line 4
21	Post code

Early Recall Download File

The early recall download file will be called:

BSUL-<HA Cipher>-<so-code>-ER-<run date>-<unique ID>.csv

The file will contain the data shown the table below.

Piece No.	Data Item
1	NHS number
2	Surname
3	Forename
4	GP name
5	GP code
6	Date of birth
7	Age
8	Early recall date
9	Date of last episode
10	Call/Recall Status
11	Date Ceased
12	Reason for Ceasing
13	Address Line 1
14	Address Line 2
15	Address Line 3
16	Address Line 4
17	Post Code

Error Messages

REJECT MESSAGES	MEANING / ACTION
IDENT UNINV missing	You have not entered anything in the 'Identify 'Uninvited' women?' field. <i>Enter Y or N.</i>
IDENT UNINV invalid	You have entered something other than 'Y' – Yes or 'N' – No in the 'Identify 'Uninvited' women?' field. <i>Enter Y or N.</i>
Address MISSING	You have not specified whether address details are to be included in the 'Include address details?' field for either the Uninvited Women List or the Early Recall List. <i>Enter Y or N.</i>
Address INVALID	You have entered something other than 'Y' – Yes or 'N' – No in the 'Include address details?' field for either the Uninvited Women List or the Early Recall List. <i>Enter Y or N.</i>
ADDRESS v IDENT UNINV	You have entered 'Y' – Yes or 'N' – No in the 'Include address details?' field for the Uninvited Women List, but you have not asked for this list to be printed. <i>Either enter Y in the appropriate field to request the list, or remove the entry from the 'Include address details?' field.</i>
ADDRESS v IDENT EAR REC	You have entered 'Y' – Yes or 'N' – No in the 'Include address details?' field for the Early Recall List, but you have not asked for this list to be printed. <i>Either enter Y in the appropriate field to request the list, or remove the entry from the 'Include address details?' field.</i>
AGE RANGE years invalid	The years part of the 'from' age is greater than the years part of the 'to' age.
AGE RANGE months invalid	The years parts of the age range are the same, but the months part of the 'from' age is greater than the months part of the 'to' age.
AJS param not req	The job is being entered onto the Automatic Job Scheduler and it is not necessary to enter any other on screen parameters.
CSV invalid	Must be 'Y' or 'N'.
CSV missing	Must be present.
FROM YEARS invalid	The 'years' part of the 'from' age must be numeric.
FROM YEARS missing	The 'years' part of the 'from' age must be entered.
FROM YEARS > xx	The 'years' part of the 'from' age must not be greater than the maximum age allowed.

REJECT MESSAGES	MEANING / ACTION
FROM YEARS < xx	The 'years' part of the 'from' age must not be less than the minimum age allowed.
FROM MONTHS invalid	The 'months' part of the 'from' age must be in the range 0 to 11.
FROM MONTHS missing	The 'months' part of the 'from' age must be entered.
S.O. CODE invalid	You have entered an invalid SO cipher. <i>Enter either a valid cipher or an asterisk ('*').</i>
S.O. CODE missing	If you have requested an Uninvited Women List, you must enter either at least one valid SO cipher or an asterisk (*).
S.O. CODE not rqd	An SO cipher is not required unless you have requested an Uninvited Women List.
Duplicate S.O. Code	You have entered the same SO cipher twice.
ZZZ not rqd	The 'ZZZ' code cannot be entered if you have also entered another SO cipher. This is because the 'ZZZ' code indicates that the Uninvited Women List is to be produced only for those women whose Screening Office cannot be identified.
RECALL INT invalid	You have entered a non-numeric value in one of the 'Int' fields. <i>Re-enter correctly using a valid numeric value.</i>
RECALL INT missing	You have entered an SO cipher or an asterisk in one of the 'SO' fields, but you have not entered a value in the corresponding 'Int' field. <i>Either enter a valid numeric value in the 'Int' field or remove the entry in the 'SO' field.</i>
RECALL INT too small	In one of the 'Int' fields, you have entered a value which is smaller than the lowest permitted number of months (normally 34). <i>Re-enter correctly using a valid numeric value.</i>
RECALL INT too large	In one of the 'Int' fields, you have entered a value which is larger than the highest permitted number of months (normally 41). <i>Re-enter correctly using a valid numeric value.</i>
RECALL INT not rqd	You have entered a value in one of the 'Int' fields, but you have not entered an SO cipher or an asterisk in the corresponding 'SO' field. <i>Either enter a valid cipher or an asterisk in the 'SO' field or remove the entry in the 'Int' field.</i>
IDENT EAR REC missing	You have not entered anything in the 'Identify 'Early Recall' women?' field. <i>Enter Y or N.</i>

REJECT MESSAGES	MEANING / ACTION
IDENT EAR REC invalid	You have entered something other than 'Y' – Yes or 'N' – No in the 'Identify 'Early Recall' women?' field. <i>Enter Y or N.</i>
Start INVALID	You must enter 'Y' or 'S' to start processing. <i>Enter 'Y' or 'S'.</i>
START missing	Must enter 'Y' or 'S'.
TO YEARS invalid	The 'years' part of the 'to' age must be numeric.
TO YEARS missing	The 'years' part of the 'to' age must be entered.
TO YEARS > xx	The 'years' part of the 'to' age must not be greater than the maximum age allowed.
TO YEARS < xx	The 'years' part of the 'to' age must not be less than the minimum age allowed.
TO MONTHS invalid	The 'months' part of the 'to' must be in the range 0 to 11.
TO MONTHS missing	The 'months' part of the 'to' must be entered.
UNINVITED not req	Parameter is not required if list of uninvited is not required.
ZZZ not reqd	The ZZZ code must be used without any other code. This is because it indicates that the uninvited list is to be produced only for those women whose screening office can not be identified.

- TES PDT HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM (BSS) ***

** AJ-BSUL **

Job run : 22.05.2012 at 9:21

Printed : 22.05.2012 at 11:26

UNINVITED LIST FOR GATESHEAD (AGA) SCREENING OFFICE

RUN PARAMETERS:

Uninvited Women	= Yes - Full Address Details
Uninvited Age Range	= 53 years 0 months to 72 years 11 months
Recall Interval	= 36
CSV download file	= /download/kc63/BSUL-TES-AGA-UW-20120522-615.csv
Run ID	= 615

REPORT SUMMARY:

Total Number of Uninvited Women	= 160

AJ-BSUL: List of Uninvited Women – Header Page

22.05.2012

- TES PDT HEALTH AUTHORITY -

Page 1

List of UNINVITED WOMEN for Gateshead Screening Office
(Uninvited in the period 22.05.2009 to 22.05.2012. Ages from 53y 0m to 72y 11m)

Summary of Practice Totals

Total	Practice Name (code)	Total	Practice Name (code)
-----	-----	-----	-----
4	NEEPICKS PRACTICE (A12345)	31	ALAN PRACTICE (A29292)
48	GP PRACTICE AB NEGATIVES (G21112)	2	PRACTICE NUMBER 3 (P00003)
1	NORTH STREET PRACTICE (P55555)	29	RICHARDS PRACTICE (R00010)
45	Unknown Practice (ZZZ)		

AJ-BSUL: List of Uninvited Women – Summary of Practices Page

22.05.2012

- TES PDT HEALTH AUTHORITY -

Page 2

List of UNINVITED WOMEN for Gateshead Screening Office
(Uninvited in the period 22.05.2009 to 22.05.2012. Ages from 53y 0m to 72y 11m)

NEEPICKS PRACTICE (A12345)

Women with WB End Code for Last Episode

Surname, Forename Address	NHS Number	GP Name (Code)	Date of (Age) Birth	Date of HA Acc.	Date of Last Ep.	Date of Last SC	NTD Date
-----	-----	-----	-----	-----	-----	-----	-----
DAWES, KIM 68B LLOYDS CRESCENT, EXETER, DEVON, EX1 3JD	400 001 8906	DR IAT OLDENGP (000050)	08.07.49 (62)	23.03.94	07.09.11	(n/a)	not set
DORY, CLAIRE 8 CARLYON GARDENS, EXETER, DEVON, EX1 3AG	241 172 7550	DR IAT OLDENGP (000050)	21.12.50 (61)	23.03.93	07.09.11	15.01.09	21.01.12

AJ-BSUL: List of Uninvited Women – Details Page

- TES PDT HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM (BSS) ***

** AJ-BSUL **

Job run : 22.05.2012 at 11:58

Printed : 22.05.2012 at 11:59

EARLY RECALL LIST FOR GATESHEAD (AGA) SCREENING OFFICE

RUN PARAMETERS:

Early Recall Women = Yes - Full Address Details

CSV download file = /download/kc63/BSUL-TES-AGA-ER-20120522-624.csv

Run ID = 624

REPORT SUMMARY:

Total Number of Early Recall Women = 2

AJ-BSUL: List of Early Recalls – Header Page

22-MAY-2012

- TES PDT HEALTH AUTHORITY -

Page 1

List of EARLY RECALL Women for Gateshead Screening Office

Surname	Forename	NHS Number	GP Name (Code)	Date of Birth	(Age)	Date of Early Recall	Date of Last Episode
JOHNSON	MARIA	128 288 2619	DR IAT OLDENGP (000050)	01.04.1941	(71)	01.03.2012	07.09.2011
15 GEORGE STREET, EXETER, DEVON,							
PRICE	MARY	131 674 6232	DR IAT OLDENGP (000050)	09.04.1957	(55)	01.04.2012	07.09.2011
7 LOWER HILL BARTON ROAD, EXETER, DEVON, EX1 3EN							

AJ-BSUL: List of Early Recalls – Details Page

Analysis Job BSIR (BSS Information Reports)

Analysis job BSIR can be used to produce BSS information reports. Currently, this is limited to only one report, BSS Hidden Flags.

The list of BSS Hidden Flags provides a description of each flag, indicates its value at the time when the job was run, and includes a reference for use by the Support Team. This report is provided to allow users to see the value of BSS flags on their system, and should give them a greater awareness of how these flags are used.

The job can be run on an ad hoc basis, allowing users to query the purpose or value of otherwise unseen flags. All queries should be addressed to your Support Team. In the report, each flag is given a “Support Reference” which should be quoted when raising a query with your Support Team.

How to Use Analysis Job BSIR

Directions – Using the AJ-BSIR Screen

1. Enter a key of **AJ** and use **BSIR** as a qualifier. Press **Enter** to display the screen.
2. To print the BSS hidden flags report, enter **Y** in the ***Identify hidden BSS flags*** field.
3. Enter **Y** in the last field to start processing.
4. Follow the standard print procedure.

AJ]Analysis Job	Qualifier[BSIR	]
Job Name	. . BSS INFORMATION REPORTS	
Description	. This job may be used to produce breast screening information reports.	
Selection	. . The report below will highlight BSS hidden flags held on the HA system.	
	Identify hidden BSS flags (Y/N) [Y]	
To set up the job for processing enter 'Y' []		

Figure 1: The AJ-BSIR Screen

Understanding the AJ-BSIR Screen

Identify hidden BSS flags

Enter **Y** if you want to print the BSS hidden flags report. The only other entry allowed in this field is **N** – No.

To set up the job for processing...

If **Y** – Yes was entered in the previous field, enter **Y** in this field to put the AJ-BSIR analysis job in the queue for processing.

Prints

At present, only one print can be produced using AJ-BSIR.



The print consists of the following sections:

- General section,
- End Code Update time intervals,
- AJ-BIN Screening Batch List matching
- SO Networks screen,
- SB screen, and
- AJ-BCSI error checks.

If you need to query or change the value of a flag setting, please contact your local BSS Support Team, and quote the “Support Ref.” given on the report for this flag.

AJ-BSIR runs relatively quickly, and Suspend/restart points are therefore not included for processing. The ‘Restart point’ field should be left blank to start the print from the beginning.

Error Messages

REJECT MESSAGES	MEANING / ACTION
Id Hidden MISSING	You have not entered anything in the “Identify hidden BSS flags” field. <i>Enter Y or N.</i>
Id Hidden INVALID	You have entered something other than ‘Y’ – Yes or ‘N’ – No in the “Identify hidden BSS flags” field. <i>Enter Y or N.</i>
Start INVALID	You must enter ‘Y’ to start processing. <i>Enter Y.</i>
Report NOT selected	You must enter ‘Y’ in the “Identify hidden BSS flags” field before the job can start processing. <i>Enter Y in both fields if you want to run AJ-BSIR.</i>

Exeter Health Authority

** BREAST SCREENING SYSTEM (BSS) **

** AJ-BSIR **

Information Reports - List of Hidden Flags

Job Run Date : 25-JAN-2002 at 14:05

BSS Hidden Flags Report - General Section

Flag Title	Value	Description	Support Ref.

BSS AUDIT FLAGS			
Over-Riding Audit Flag	Y	Over-riding switch for SB, SE and SO audit flags. If set to 'Y', The three audit flags may be set to record changes. If set to 'N', changes will not be recorded on any of the three audit files, irrespective of their individual settings.	A01
SB Audit Flag	Y	Audit switch for changes to screening batch details. If set to 'Y', changes to screening batch details will be recorded. If set to 'N', changes to screening batch details will not be recorded.	A01
SE Audit Flag	Y	Audit switch for changes to screening episode details. If set to 'Y', changes to screening episode details will be recorded. If set to 'N', changes to screening episode details will not be recorded.	A01
SO Audit Flag	Y	Audit switch for changes to Screening Office details. If set to 'Y', changes to screening office details will be recorded. If set to 'N', changes to screening office details will not be recorded.	A01

BSS Hidden Flags Report - General Section

Flag Title	Value	Description	Support Ref.

FIRST OFFERED APPOINTMENT DATE			
Away Episodes	12	Used to validate away screening episodes, this indicates that the First offered appointment date cannot be accepted if it is more than this number of months after the episode date.	A12
Home Episodes	10	Used to validate home episodes, this indicates that the First offered appointment date cannot be accepted if it is more than this number of months after the episode date.	A13

BSS Hidden Flags Report - General Section

Flag Title	Value	Description	Support Ref.

PHCN PARAMETERS			
Exception Report Flag	E	Determines whether the PHCN Network Control Report is printed as an exception or both failed and successful reports. If set to E, reports on failed transfers only. If set to B, both failed and successful reports produced.	A19

29-AUG-2008

PDT HA Test database Ver TEST HEALTH AUTHORITY

Restart Ref: 10,95

Page 4

BSS Hidden Flags Report - General Section

Flag Title	Value	Description	Support Ref.

SO(F) SCREEN PARAMETERS			
Default Minimum Age	47	The SO-F screen contains the parameters that are used in the analysis job AJ-BSFF. This flag contains the minimum value that the age for first invitation can be set to on the SO-F screen.	A22
Default Maximum Age	53	The SO-F screen contains the parameters that are used in the analysis job AJ-BSFF. This flag contains the maximum value that the age for first invitation can be set to on the SO-F screen.	A22

NOTE ➤ This section of the print was introduced in January 2009 so as to include parameters from the SO-F screen.

Analysis Job BSQA (Quality Assurance Reports)

Analysis job BSQA can be used to produce:

- a report of Breast Screening analysis jobs that have been run during a specified period, and/or
- a list of episodes that have been ‘open’ for more than a specified number of months.

The Report of Breast Screening Analysis Jobs

The report of Breast Screening analysis jobs will print basic information about which jobs have been run during the specified time period. The report may be produced for any BSS analysis job (which can be individually specified on the screen) or for a list of ‘core’ BSS analysis jobs. Run parameters for certain ‘key’ analysis jobs may also be reported.

The list of ‘core’ analysis jobs has been initially defined as BAP, BCO, BCR, BIN, BCE, BCNS, BCP, BCSI, BCX, BSCW, BSH and PHRC. If you wish to add jobs to this list, or remove them from the list, contact your Support Team.

The list of ‘key’ analysis jobs, whose run parameters will be reported by AJ-BSQA, has initially been defined as: BAP, BCO, BCR and BIN. If you do not want the run parameters reported for any of these ‘key’ jobs, your Support Team can remove the job(s) from the ‘key’ list. Your Support Team can also reinstate a previously removed ‘key’ job back into the ‘key’ list. However, ‘key’ status cannot be assigned to any other analysis jobs.

The report of Breast Screening analysis jobs should be run at least every 6 months.

NOTE ➤ The list of ‘core’ analysis jobs will be updated automatically as new Breast Screening analysis jobs are issued.

The Open Episodes List

The list of open episodes will output the details of all episodes which have been ‘open’ (i.e. no end code has been applied) for longer than the specified time period. This time period is displayed on the screen as a number of months (which may be changed by your Support Team if required).

The list of open episodes should be produced at least every 6 months.

How to Use AJ-BSQA

Directions – Using AJ-BSQA

1. Enter a key of **AJ** and a qualifier of **BSQA**. Press **Enter** to display the screen.
2. If you wish to produce a report of Breast Screening Analysis Jobs that have been run during a specified period, enter **Y** in the ***Report Analysis Jobs?*** field, and then enter the report parameters in the subsequent fields.
3. If you wish to produce a list of open episodes which have been open for more than the number of months specified on the AJ-BSQA screen, enter **Y** in the ***Report 'open' episodes?*** field.
4. Either:
 - enter **Y** in the final field to put the job in the queue for processing; or
 - if you have elected **only** to report on open episodes, you can enter **S** to schedule the job via the Automatic Job Scheduler.

```

AJ]Analysis Job                               Qualifier[BSQA                      ]
Job Name   . . BREAST SCREENING QUALITY ASSURANCE REPORTS
Description . AJ BSQA is used to produce a report of Breast Screening analysis
              jobs that have been run during the specified period. Any job
              found to be in error will be highlighted.

              The job can optionally produce a list of episodes which have
              been 'open' for more than 24 months, i.e. the episode date must
              be before 30.01.2000 and an end code must not have been applied.

Selection . . Report Analysis Jobs? (Y/N) . . . . . [ ]
              Report jobs in the period . . . . . [ ] to [ ]
              Report only most recent run of jobs? (Y/N) . . . . . [ ]
              Report in Job Name sequence? (Y/N) . . . . . [ ]
              Enter the specific jobs to be included in the report:
              (e.g. BCP, BCNS, etc. or * for all 'core' jobs)
              [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
              Report 'open' episodes? (Y/N) . . . . . [ ]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
  
```

Figure 1: The AJ-BSQA Screen

Understanding the AJ-BSQA Screen

Report Analysis Jobs?

Either enter **Y** to produce the analysis jobs report, or enter **N** if you do not wish to produce the analysis jobs report with the current run. If 'Y' is entered in this field, the following fields must be completed; if 'N' is entered in this field, the following fields must be left blank.

A 'Current Jobs Report Parameters' pop-up box is available from this field, showing a list of the jobs which can currently be printed by AJ-BSQA. This pop-up box is displayed by pressing the **Ctrl** and **L** keys together while the cursor is on this field. The pop-up box, which also lists the jobs which currently have the status of 'core' jobs and 'key' jobs, is shown in Figure 2 (page 42-4).

Report jobs in the period

If AJ-BSQA is being run to produce the analysis jobs report, enter 'from' and 'to' dates in these fields. The analysis jobs report will then only cover jobs which were run within this date range.

Report only most recent run of jobs?

Enter **Y** if you want to report only most recent run of jobs within the specified date range. If this option is selected, the number of times the jobs were run in the period will also be reported.

Enter **N** if you require all runs of the jobs within the specified date range to be reported.

Report in Job Name sequence?

Either enter **Y** to produce the analysis jobs report in alphabetic Job Name sequence, or enter **N** to produce the report in chronological order.

Enter the specific jobs to be included in the report:

Enter either specific BSS Job Names (e.g. **BCP**, **BCR**, etc.), or enter '*' to produce the analysis jobs report for all the 'core' jobs.

Report 'open' episodes?

Enter **Y** if you want to produce the open episodes report or **N** if you do not.

To set up the job for processing

If you have entered 'Y' in the Report Analysis Jobs? field, you must enter **Y** in this field to put the AJ-BSQA job in the queue for processing.

If AJ-BSQA is only being run to produce the open episodes report, you may enter **S** in this field to schedule the job via the Automatic job scheduler.

Viewing the Current Jobs Report Parameters (Pop-up Box)

Directions to View the Current Jobs Report Parameters

1. Call up the main AJ-BSQA screen, as described in the **Directions Box** on page 42-2.
2. Position the cursor in the **Report Analysis Jobs?** field.
3. Press the **Ctrl** and **L** keys at the same time.

A pop-up box will be displayed (see Figure 2), showing: a list of all the Breast Screening analysis jobs which can currently be printed by AJ-BSQA, the list of 'Core' jobs and the list of 'Key' jobs.

4. Press the **Return** key to close the pop-up box.

AJ]Analysis Job		Qualifier[BSQA	
Job Name . .	AJ-BSQA : Current Jobs Report Parameters		
Description .	ALL BSS Jobs BAP BCA BCB BCD BCE BCL BCMI BCNS BCO BCP BCR BCS BCSI BCSX BCX BGEN BIN BSCW BSDB BSFF BSH BSIR BSQA BSSW BSUL KC63 PHGC PHRC BSFF		
Selection . .	'Core' Jobs BAP BCE BCNS BCO BCP BCR BCSI BCX BIN BSCW BSFF BSH PHRC BSFF 'Key' Jobs BAP BCO BCR BIN		
Report 'open' episodes? (Y/N) []			
Enter 'Y' to put the job into the Queue for processing OR			
Enter 'S' to schedule the job via the Automatic Job Scheduler []			

Figure 2: The AJ-BSQA Screen with Pop-up Box

Error Messages

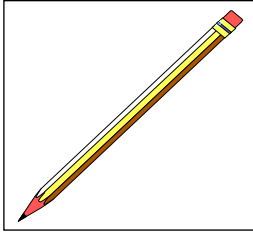
REJECT MESSAGES	MEANING / ACTION
REP AJs invalid	You have entered something other than 'Y' or 'N' in the 'Report Analysis Jobs?' field. <i>Enter either 'Y' or 'N'.</i>
DATE not required	You have entered a 'from' date and/or a 'to' date in the 'Report jobs in the period' fields, but you have not entered 'Y' in the 'Report Analysis Jobs?' field. <i>Either request the analysis jobs report or delete the date(s).</i>
RECENT invalid	You have entered something other than 'Y' or 'N' in the 'Report only most recent run of jobs?' field. <i>Enter either 'Y' or 'N'.</i>
RECENT not required	You have entered something in the 'Report only most recent run of jobs?' field, but you have not entered 'Y' in the 'Report Analysis Jobs?' field. <i>Either request the analysis jobs report or delete the 'Report only most recent run of jobs?' entry.</i>
SEQUENCE invalid	You have entered something other than 'Y' or 'N' in the 'Report in Job Name sequence?' field. <i>Enter either 'Y' or 'N'.</i>
SEQUENCE not required	You have entered something in the 'Report in Job Name sequence?' field, but you have not entered 'Y' in the 'Report Analysis Jobs?' field. <i>Either request the analysis jobs report or delete the 'Report in Job Name sequence?' entry.</i>
JOB not required	You have entered something in one of the 'Enter the specific jobs to be included in the report' fields, but you have not entered 'Y' in the 'Report Analysis Jobs?' field. <i>Either request the analysis jobs report or delete the 'Enter the specific jobs to be included in the report' entry.</i>
FROM DATE missing	You have entered 'Y' in the 'Report Analysis Jobs?' field, but you have not specified a 'from' date in the 'Report jobs in the period' field. <i>Enter a 'from' date.</i>
FROM DATE invalid	The 'from' date in the 'Report jobs in the period' field is not in DD.MM.YYYY format. <i>Re-enter.</i>
FROM DATE in future	The 'from' date in the 'Report jobs in the period' field is in the future. <i>Re-enter.</i>

REJECT MESSAGES	MEANING / ACTION
TO DATE missing	You have entered 'Y' in the 'Report Analysis Jobs?' field, but you have not specified a 'to' date in the 'Report jobs in the period' field. <i>Enter a 'to' date.</i>
TO DATE invalid	The 'to' date in the 'Report jobs in the period' field is not in DD.MM.YYYY format. <i>Re-enter.</i>
TO DATE in future	The 'to' date in the 'Report jobs in the period' field is in the future. <i>Re-enter.</i>
FROM DATE > TO DATE	The 'from' date in the 'Report jobs in the period' field is after the 'to' date. <i>Re-enter.</i>
JOB invalid	One of the 'Enter the specific jobs to be included in the report:' fields contains something other than a valid BSS job name or the '*' character. <i>Re-enter.</i>
JOB duplicated	You have entered the same BSS job name twice. <i>Delete one of the duplicated entries.</i>
CORE jobs only	You have entered '*' in one of the 'Enter the specific jobs to be included in the report:' fields, and also entered a BSS job name in another field. <i>If the '*' character has been entered, no other Job Names may be entered for the same run.</i>
JOBS missing	You have not entered anything in any of the 'Enter the specific jobs to be included in the report:' fields. <i>At least one job name (or the '*' character) must be entered if you are requesting the analysis jobs report.</i>
REP OPEN invalid	You have entered something other than 'Y' or 'N' in the 'Report 'open' episodes?' field. <i>Enter either 'Y' or 'N'.</i>
REP OPEN vs REP AJs	You have not entered 'Y' in either the 'Report Analysis Jobs?' field or the 'Report 'open' episodes?' field. <i>Enter 'Y' in at least one of these fields.</i>
REP AJs vs AUTO SCHED	You have entered 'S' in the last field, but have also entered 'Y' in the 'Report Analysis Jobs?' field. The automatic job scheduler cannot be used for the analysis jobs report. <i>If you require this report, you must enter 'Y' in to put the job into the queue for processing.</i>
START invalid	You have entered something other than 'Y' or 'S' in the last field. <i>Enter either 'Y' or 'S' to run AJ-BSQA.</i>

REJECT MESSAGES	MEANING / ACTION
START missing	You have not entered anything in the last field. <i>Enter either 'Y' or 'S' to run AJ-BSQA.</i>

Query Message

QUERY MESSAGE	MEANING
DATE RANGE ok?	Check that the date range you have specified for the analysis jobs report is correct.



AJ-BSQA header page

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 1

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSQA **

** QUALITY ASSURANCE REPORT **

Job Run Date : 05-01-2001

Run Parameters:

Report Analysis Jobs : Yes

Jobs reported for the period : 01.01.2000 to 31.12.2000

Report only most recent run of jobs. : No

Report sequence : JOB NAME

Specified jobs:

BSCW, BSDB

Report 'open' episodes : Yes

NB. These episodes must have been open for at least XX months.

AJ-BSQA detail page for analysis jobs report - for AJ BIN with the run parameters shown

05-JAN-2001

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 2

Breast Screening - Analysis Jobs Report - For the period 01.01.2000 to 31.12.2000

AJ-BIN - UPDATE TRANSFER INFORMATION

DATE and TIME OF JOB : 15.02.2000 at 07:00 STATUS : COMPLETE
USER : SA SCHEDULE TYPE : AUTOMATIC

RUN PARAMETERS

Perform administrative housekeeping only? (Y/N) No
Selected SO LED
Full audit trail required? (Y/N) Yes

DATE and TIME OF JOB : 15.02.2000 at 08:00 STATUS : COMPLETE
USER : SA SCHEDULE TYPE : AUTOMATIC

RUN PARAMETERS

Perform administrative housekeeping only? (Y/N) No
Selected SO AGA
Full audit trail required? (Y/N) Yes

DATE and TIME OF JOB : 16.02.2000 at 07:00 STATUS : COMPLETE
USER : SA SCHEDULE TYPE : AUTOMATIC

RUN PARAMETERS

Perform administrative housekeeping only? (Y/N) No
Selected SO LED
Full audit trail required? (Y/N) Yes

AJ-BSQA detail page for analysis jobs report - for AJ BCSI, so no run parameters

05-JAN-2001

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 2

Breast Screening - Analysis Jobs Report - For the period 01.01.2000 to 31.12.2000

AJ-BCSI - BSS INTEGRITY CHECKER

DATE and TIME OF JOB	: 01.02.2000 at 07:00	STATUS	: COMPLETE
USER	: SA	SCHEDULE TYPE	: AUTOMATIC

DATE and TIME OF JOB	: 01.05.2000 at 07:00	STATUS	: COMPLETE
USER	: SA	SCHEDULE TYPE	: AUTOMATIC

DATE and TIME OF JOB	: 01.08.2000 at 07:00	STATUS	: COMPLETE
USER	: SA	SCHEDULE TYPE	: AUTOMATIC

DATE and TIME OF JOB	: 01.11.2000 at 07:00	STATUS	: COMPLETE
USER	: SA	SCHEDULE TYPE	: AUTOMATIC

AJ-BSQA detail page - for open episodes report

05-JAN-2001

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 3

Breast Screening - Batch Episodes that have been open for at least XX months

Screening Office : East Devon (LED)

Batch ID : 3	Batch Reference : LED101992	Episode Date : 03.11.1995
	NHS Number : 400 123 1221	Name : ADDISON, NELLIE Z
	Date of Birth : 02.07.1945	GP : DR B. BROWN (000010)
	NHS Number : 400 321 1222	Name : BLACKADDER, ELENOR
	Date of Birth : 02.07.1945	GP : DR B. BROWN (000010)
Batch ID : 7	Batch Reference : LED121995	Episode Date : 14.01.1996
	NHS Number : 410 328 5432	Name : BLACKADDER, ELENOR
	Date of Birth : 12.09.1946	GP : DR F. PORTERAL (020032)
	NHS Number : 413 556 1018	Name : PERKINS, GLADYS
	Date of Birth : 22.10.41	GP : DR F. PORTERAL (020032)
	NHS Number : 534 143 0997	Name : TALBOT, LISA P
	Date of Birth : 24.05.1941	GP : DR S. SMITHERS (000215)
Batch ID : 34	Batch Reference : LED071997	Episode Date : 14.01.1997
	NHS Number : 654 567 3333	Name : WINDS, LISA
	Date of Birth : 24.05.1944	GP : DR S. SMITHERS (000215)

AJ-BSQA detail page for open episodes report - for Non Batch Referral episodes

05-JAN-2001

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 4

Breast Screening - Non Batch Referral Episodes that have been open for at least XX months

Screening Office : East Devon (LED)

Early Recalls

SO Reference	: LED000001	Episode Date	: 07.11.1997
NHS Number	: 400 123 1225	Name	: EDISON, ZELDA
Date of Birth	: 01.08.1945	GP	: DR B. BROWN (000010)

GP Referrals

SO Reference	: LED121001	Episode Date	: 24.11.1997
NHS Number	: 444 333 5445	Name	: RICHIE, KATE
Date of Birth	: 17.07.1947	GP	: DR F. PORTERL (020032)

SO Reference	: LED000502	Episode Date	: 14.11.1996
NHS Number	: 534 443 0934	Name	: EDDIE, REBECCA
Date of Birth	: 26.06.1941	GP	: DR S. SMITHERS (000215)

Self Referrals

** NO DETAILS TO PRINT **

AJ-BSQA detail page - for open episodes report, where there are no details to print

05-JAN-2001

LARGE UNIT DATABASE HEALTH AUTHORITY

Page 3

Breast Screening - Batch Episodes that have been open for at least XX months

** NO DETAILS TO PRINT **

Analysis Job BSBA (Breast Screening Batch Analysis)

Analysis job BSBA can be used to produce a report detailing the occurrence of either GP codes, Address codes, Screening Office GP groups, Screening Office Area codes or DHA codes within all screening batches in a specified date range. This will help the HA, or the SO, to ensure that specific GPs or Areas have been included in batches at the correct time during the screening cycle.

The Analysis Job can be used in either of two ways, as defined by the **Run Type**:

- Run Type **S** will produce a report of batches within the date range which contain the specified codes.
- Run Type **N** will produce a report of codes which have **not** been specified in any batches within the date range.

Examples of AJ-BSBA selections, and the batches which the job will then consider, are given on page 44-5.

This analysis job may be run as required, but it may be useful to run it once or twice per year to ensure that all GPs and Areas are being targeted.

How to Use AJ-BSBA

Directions – Using AJ-BSBA

1. Enter a key of **AJ** and a qualifier of **BSBA**. Press **Enter** to display the screen.
2. Enter 'from' and 'to' dates to specify the period which the report is to cover.
3. Enter the Selection type (either **GP** – GP code, **AD** – Address code, **SG** – SO GP group, **SA** – SO Area code or **DH** – DHA code). This selection can be typed in the field, or can be made via a pop-up box (see page 43-4).
4. Enter the Run Type. Either:
 - **S** to search for specified codes in the screening batches; or
 - **N** to search for codes not included in the screening batches.
5. Enter **Y** in the last field to set up the job for processing.

```

AJ]Analysis Job                               Qualifier[BSBA                      ]
Job Name   . . BREAST SCREENING BATCH ANALYSIS
Description . AJ BSBA is used to produce a report detailing the occurrence of
              GP/Area codes in all batches within the specified date range.
Selection . . Dates for analysis . . . . . from [          ] to [          ]
              Selection Type (- press Ctrl L) . . . . . [          ]
              Run Type ('S' to search for Specified codes in batches or )
                  ('N' to search for codes Not in any batches) . . . . [          ]

Enter specific codes according to the Selection Type :-
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]
[          ] [          ] [          ]

To set up the job for processing enter 'Y' . . . . . [          ]
  
```

Figure 1: The AJ-BSBA Screen

Understanding The Aj-Bsba Screen

Dates for analysis

Enter 'from' and 'to' dates to specify the period you want the report to cover. These dates must be in DD.MM.YYYY format.

All batches which were either defined or selected within this date range will be checked

Selection Type

Enter the Selection type. This must be one of:

- **GP** – GP code,
- **AD** – Address code,
- **SG** – SO GP group,
- **SA** – SO Area code, or
- **DH** – DHA code

You can either type one of the above valid selection types in this field, or make your selection via a pop-up box. The pop-up box is displayed by pressing the **Ctrl** and **L** keys together when the cursor is on this field, and is described on page 44-4.

Where the Selection Type is GP, the GPs' Start Dates will be checked to ensure that only GPs who were 'live' at the time of the batch will be reported.

Batches which were defined by SO GP Group will also be searched for the presence of specific GP Codes.

Similarly, if the Selection Type is Address Codes then batches which were defined by SO Area Code will also be searched for the specific Address Codes.

Where the Selection Type is either SO GP Group or SO Area Code, the batches will only be searched for those GP Groups/Area Codes which were 'live' at the time of the batch.

Run Type

Enter either S to search for specified codes in the screening batches, or N to search for codes not included in the screening batches.

Enter specific codes according to the Selection Type

If Run Type 'S' has been selected, you may specify up to 27 specific codes of the specified Selection Types (i.e. GP codes if the Selection Type is 'GP', Address codes if the Selection Type is 'AD', etc.).

If you have selected Run Type 'N', you cannot enter codes in these fields. The job will automatically consider every code in the system.

To set up the job for processing

Enter Y in this field to put the AJ-BSBA job in the queue for processing.

Using The Selection Types Pop-Up Box

Directions – to Use the Selection Types Pop-up Box

1. Call up the main AJ-BSBA screen, as described in the **Directions Box** on page 44-2.
2. Position the cursor in the **Selection Type** field.
3. Press the **Ctrl** and **L** keys at the same time.

A pop-up box will be displayed (see Figure 2), showing a list of valid Selection Types. Move the highlight to the required Selection Type using the **↑** and **↓** keys, and then press the **Return** key.

The pop-up box will close, and your selection will be inserted in the **Selection Type** field.

```

AJ]Analysis Job                               Qualifier[BSBA                      ]
Job Name   . . BREAST SCREENING BATCH ANALYSIS

Description . AJ BSBA is used to produce a report detailing the occurrence of
              GP/Area codes in all batches within the specified date range.

Selection . . Dates for analysis . . . . . from [          ] to [          ]
              Selection Type[-----] . . . . . [          ]
              Run Type ('S' | SELECTION TYPES | codes in batches or )
                  ('N' | CODE  DESCRIPTION | in any batches) . . . . [          ]
                  }-----{
Enter specific codes accordi GP - GP Code           | e :-
[                             ] | AD - Address Code   | [          ]
[                             ] | SG - SO GP Group   | [          ]
[                             ] | SA - SO Area Code   | [          ]
[                             ] | DH - DHA Code       | [          ]
[                             ] | [-----]          | [          ]
[                             ] | [          ]       | [          ]
[                             ] | [          ]       | [          ]
[                             ] | [          ]       | [          ]
[                             ] | [          ]       | [          ]

To set up the job for processing enter 'Y' . . . . . [          ]
  
```

Figure 2: The AJ-BSBA Screen with Pop-up Box

AJ-BSBA Selection Examples

Example 1

If you run the job to list batches in which the local GP code “000010” was specified, the job will consider those batches, within the specified date range, where:

- The code was entered as a **specified GP code**;
- The selection method was **all GPs**;
- The selection method was **specified SO GP Groups** and the code was set up within one of the specified GP Groups;
- The selection method was **all SO GP Groups** and the code was set up within one of the GP Groups for the Screening Office concerned;
- The selection method was **not the specified GPs** and the code was not one of those specified;
- The selection method was **not the specified SO GP Groups** and the code was not set up within one of the specified GP Groups, but was in another GP group for the Screening Office concerned.

Example 2

If you run the job to list batches in which the address code “Calderdale North” was specified, the job will consider those batches, within the specified date range, where:

- The code was entered as a **specified Address Code**;
- The selection method was **all Address Codes**;
- The selection method was **specified SO Area Codes** and the code was set up within one of the specified Area Codes;
- The selection method was **all SO Area Codes** and the code was set up within one of the SO Area Codes for the Screening Office concerned;
- The selection method was **not the specified Address Codes** and the code was not one of those specified;
- The selection method was **not the specified SO Area Codes** and the code was not set up within one of the specified Area Codes, but was in another Area Code for the Screening Office concerned.

Example 3

If you run the job to list any SO GP Groups that have not been specified, the job will consider those batches, within the specified date range, where:

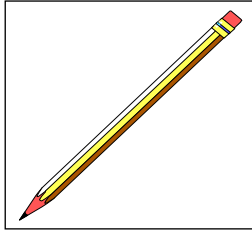
- The selection method was **specified SO GP Groups** and a group was NOT one of those specified;
- The selection method was **not the specified SO GP Groups** and the group WAS one of those specified.

Error Messages

REJECT MESSAGES	MEANING / ACTION
FROM DATE invalid	The date in the 'from' field is not in DD.MM.YYYY format.
FROM DATE missing	You have not entered a date in the 'from' field.
FROM DATE in future	You have entered a 'from' date which is in the future.
TO DATE invalid	The date in the 'to' field is not in DD.MM.YYYY format.
TO DATE missing	You have not entered a date in the 'to' field.
TO DATE in future	You have entered a 'to' date which is in the future.
FROM DATE > TO DATE	You have entered a 'from' date which is later than the 'to' date.
SEL. TYPE missing	You have not entered anything in the 'Selection Type' field.
SEL. TYPE invalid	The Selection Type must be either 'GP', 'AD', 'SG', 'SA' or 'DH'.
RUN TYPE missing	You have not entered anything in the 'Run Type' field.
RUN TYPE invalid	The Run Type must be either 'S' or 'N'.
CODE not required	You cannot enter specific codes if the Run Type is 'N'.
CODE missing	You must enter at least one specific code if the Run Type is 'S'.
GP CODE invalid	You have entered a GP code which does not exist on the system (i.e. is neither current nor historic).
Duplicate entry	You have entered the same code more than once.
START invalid	You have entered something other than 'Y' in the last field.
START missing	You have not entered 'Y' in the last field.

Query Messages

QUERY MESSAGE	MEANING
GP CODE not current	You have entered a GP code which is historic.
ADD CODE not current	You have entered an Address code which is not current.
GP GROUP not current	You have entered a Screening Office GP Group code which is not current.
AREA CODE not current	You have entered a Screening Office Area code which is not current.
DHA not current	You have entered a DHA code which is not current.



AJ-BSBA header page (searching for specified codes)

16-JUN-2011

PDT HA Test database Ver TEST HEALTH AUTHORITY

Restart Ref: 29,16 Page 1

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ BSBA **

** BREAST SCREENING BATCH ANALYSIS **

Job Run Date : 16.06.2011

Run Parameters:

Dates for Analysis : 01.01.2011 to 01.06.2011

Selection Type : GP Codes

Run Type : Search for codes in batches

Specified codes :

801124

The report will list all batches, which were selected (or defined)
in the specified Dates for Analysis, in which any of the specified
codes were included.

AJ-BSBA detail page (searching for specified codes)

16-JUN-2011

PDT HA Test database Ver TEST HEALTH AUTHORITY

Restart Ref: 29,16

Page 2

** AJ-BSBA **

Breast Screening Batch Analysis - from 01.01.2011 to 01.06.2011

GP Code 801124 was found to be included in the following Breast Screening Batches within the specified date range.

SB ID	280	Title	RECALL ONLY	
Defined	21.04.2011	SO	AGA	Status . . . COUNT
Selected	** Not Selected **	Ref	AGA280	Next Stage . INVITATION
Size (open)	15 (N/A)	Batch Type . . .	RI/SP (Recall)	Due 09.06.2011
Selection Criteria :				
GP Method	Specified	Area Method . . .	All	
GP Type	GP Code	Area Type	Address Code	
SB ID	279	Title	WC NORMAL BATCH TEST RISP	
Defined	21.04.2011	SO	AGA	Status . . . COUNT
Selected	** Not Selected **	Ref	AGA909	Next Stage . INVITATION
Size (open)	49 (N/A)	Batch Type . . .	RI/SP (Call+Rec)	Due 12.05.2011
Selection Criteria :				
GP Method	Specified	Area Method . . .	All	
GP Type	GP Code	Area Type	Address Code	
SB ID	278	Title	TEST WC NTD FSAFE BATCH	
Defined	25.05.2011	SO	AGA	Status . . . INVITATION
Selected	31.05.2011	Ref	AGA8088	Next Stage . FINISHED
Size (open)	41 (31)	Batch Type . . .	NTD (Call+Rec)	Due
Selection Criteria :				
GP Method	Specified	Area Method . . .	All	
GP Type	GP Code	Area Type	Address Code	
SB ID	277	Title	WC TEST FSAFE RISP	
Defined	21.04.2011	SO	AGA	Status . . . FAILSAFE COUNT
Selected	** Not Selected **	Ref	AGA707	Next Stage . INVITATION
Size (open)	26 (N/A)	Batch Type . . .	Failsafe	Due 04.05.2011
Selection Criteria :				
GP Method	Specified	Area Method . . .	All	
GP Type	GP Code	Area Type	Address Code	

AJ-BSBA header page (searching for codes not used in batch selection criteria)

14-DEC-2001

SOUTHSHIRE HEALTH AUTHORITY

Restart Ref: nnn,nnn Page 1

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ BSBA **

** BREAST SCREENING BATCH ANALYSIS **

Job Run Date : 13.12.2001

Run Parameters:

Dates for Analysis : 01.01.2001 to 31.03.2001

Selection Type : SO Area Codes

Run Type : Search for codes not in any batches

Specified codes : Not Applicable

The report will list all SO Area Codes which were not included in
any Breast Screening Batches within the specified date range.

AJ-BSBA detail page (searching for codes not used in batch selection criteria)

14-DEC-2001

SOUTSHIRE HEALTH AUTHORITY

Restart Ref: nnn,nnn Page 2

** AJ-BSBA **

Breast Screening Batch Analysis - from 01.01.2001 to 31.03.2001

The following SO Area Codes were not included within any Breast Screening Batches within the specified date range :

ANP4 : ANKRAM AREA P4

BARM : BARMSTON

PRELY : PRESTON LYNE

SCORTONN : SCORTON NORTH

SCORTONS : SCORTON SOUTH

Analysis Job BSSD (BSS Download)

AJ-BSSD will create a file, in the UNIX directory displayed on the screen, containing details of those women satisfying the criteria entered on the job screen (see below).

How to Use AJ-BSSD

Directions – Using AJ-BSSD

1. Enter a key of **AJ** with a qualifier of **BSSD**. Press **Enter** to display the screen.
2. Enter the **Review Date**.
3. Enter either the **Age** or **Date of Birth** range.
4. In the **Episodes** field press **Ctrl L** to open a pop-up window and choose from:
 - **1** – Must have episodes
 - **2** – Must NOT have Episodes
 - **3** – May have episodes
 - **4** – PC End Code with no FOA.
5. Enter the **Woman's Status**:
 - **N** for normal call/recall status
 - **C** for ceased call/recall status
 - **H** for higher risk status (set to **Y** on the BR screen)
 - **F** for women with an FP69 status
 - **A** for women with all the above criteria
6. Enter a **Download Type**. A list of valid Download Types can be found by pressing **Ctrl L**, which opens a pop-up box listing the codes.
7. If you have selected a download type of either **SG** (SO GP groups) or **SA** (SO area codes), you must also enter a screening office code.
8. Either enter specific codes in the boxes provided, or enter '*' for all codes. (An asterisk is only accepted in the first specific code field.)
9. Enter **Y** to place the job on the queue for processing.

Download Directory

The UNIX directory will initially be set to the same directory that is used for the AJ-KC63 downloads. If you wish to use another directory then change the Destination Reference field for the AJ-BSSD entry on the SP(S) screen. If the directory is initially set to "/tmp/" then it should be changed to another acceptable directory for both AJ-

BSSD and AJ-KC63. (The “/tmp/” directory is for other uses and should **not** be used to store download files.)

Download File Naming Format

The download file naming format will be “BSSD-“ followed by an index number with a file extension of “csv”, e.g. BSSD-9.csv. Each time a run is specified the index number will be incremented. This enables the job to be run as many times as necessary without overwriting any previously created files.

A woman must satisfy all of the criteria specified on the AJ-BSSD screen to be included in the download file. Specifically, she must:

- have been registered as ‘live’ on the Review date;
- have been within the Age or DoB range on the Review date;
- satisfy the Episodes criteria;
- have satisfied the Call/Recall Status criteria on the Review date; and
- have been assigned to one of the specified codes on the Review date.

Download File Size

Be wary about downloading large volumes of data!

If you are downloading a file to be imported into a PC software package, such as Microsoft Excel, make sure the software is capable of handling the volume of data in the download file.

AJ]Analysis Job	Qualifier[BSSD	]
Job Name BSS DOWNLOAD		
Description . . This job will create a download file containing details, as specified on the BH(BSSD) screen, of those women who satisfy the selection criteria entered on this screen. This file will be created in the UNIX directory : /download/		
Review date	[	]
Age/DoB Range	from [	] to [
Episodes (- press Ctrl L)	[	]
Womans Status: 'N'ormal, 'C'eased, 'H'igher Risk, 'F'P69 or 'A'll []		
Download Type (- press Ctrl L) . . []	SO Code, for GP Grp/Area Code . []	
Enter specific codes according to Download Type (* for all) :		
[	[	[
[	[	[
[	[	[
Enter 'Y' to put the job into the Queue for processing []		

Figure 1: The AJ-BSSD Screen

AJ]Analysis Job	Qualifier[BSSD	]
Job Name BSS DOWNLOAD		
Description . . This job will create a download file containing details, as specified on the BH(BSSD) screen, of those women who satisfy the selection criteria entered on this screen. This file will be created in the UNIX directory : /download/		
Review date	Episodes	 []
Age/DoB Range	CODE DESCRIPTION	[] to []
Episodes (- press Ctrl L	1 - Must have episodes	 []
Womans Status: 'N'ormal,	2 - Must NOT have episodes	
	3 - May have episodes	
	4 - PC End Code with no FOA	r 'A'll []
	5 - Current Early Recall date	
Download Type (- press C	----'G'oto-----	Grp/Area Code . []
Enter specific codes according to Download Type (* for all) :		
[	[	[
[	[	[
[	[	[
Enter 'Y' to put the job into the Queue for processing []		

Figure 2: The AJ-BSSD Screen, with Episodes Pop-up Window

AJ]Analysis Job		Qualifier[BSSD		]	
Job Name BSS DOWNLOAD					
Description . . This job will create a download file containing details, as specified on the BH(BSSD) screen, of those women who satisfy the selec[-----]his screen. This file will be create[-----]/download/					
Review date		DOWNLOAD TYPE			
		CODE	DESCRIPTION		
		GP - Individual GP			
Age/DoB Range		PS - GP Partnership		[	] to [
		PR - GP Practice			
Episodes (- press Ctrl L)		PO - PCO			[
		AC - Address Code			
Womans Status: 'N'ormal, '		SO - Screening Office		'P69 or 'A'll	[
		SG - SO GP Group			
Download Type (- press Ctr		SA - SO Area Code		for GP Grp/Area Code .	[
Enter specific codes a		DH - DHA		(* for all) :	
[		QC - Q Code		[	
[		SB - Screening Batch		[	
[		CD - Complete database		[	

Enter 'Y' to put the job into the Queue for processing []					

Figure 3: The AJ-BSSD Screen, with Download Type Pop-up Window

Understanding the AJ-BSSD Screen

Review Date

This is the date of the review. A woman has to have been registered as 'live' on that date for her details to appear in the download file. For a Download Type of "SO" a Review date of the current date must be used.

You can leave this field blank. If you do, the review date will default to the day AJ-BSSD is run and will consequently only look at those women who are currently live on the system.

Age/DoB Range

Enter either an age range, or a date of birth range. Valid ages are from zero to a maximum of 120 years old. Dates should be entered using the format dd.mm.ccy. If an Age range is entered it is the age of the women on the Review date which is considered.

Episodes

You can select one of four possible episode selection rules:

- Entering **1** here means a woman must have at least one episode to be included in the download.
- Entering **2** means they must not have any episodes at all to be included in the download.
- Entering **3** means they will be included in the download, if they satisfy the other criteria, regardless of whether or not they have any episodes.
- Entering **4** here means a woman will be included in the download if she satisfies the other criteria **and** has an episode with a PC end code which has no date of first offered appointment and she has not been subsequently invited or screened.

- Entering **5** here means you can restrict the download to include only women who have a current early recall date (i.e. an early recall date in their most recent episode).

You can also select options 1–5 from a pop-up window: press **Ctrl L** to display the pop-up window, use the arrow keys to select the option you want and press **Return**.

Woman's Status

Enter **N** to include women in the download who have a call/recall status of normal on the review date.

Enter **C** to include women who have a call/recall status of 'ceased on the review date.

Enter **H** to include women who currently have the higher risk status set to **Y** on the BR screen.

Enter **F** to include women who currently at FP69 status.

Enter **A** to include women who meet all the statuses above in the download.

Download Type

The specified codes must be of the type indicated by the Download Type. These can be a combination of any one of the following:

- **GP** for GP codes
- **PS** for GP partnership codes
- **PR** for GP practice codes
- **PO** for primary care organisation codes, where this includes primary care trusts (PCTs), care trusts (CTs) and Welsh local health boards (WLHBs)
- **AC** for address codes
- **SO** for screening office codes
- **SG** for SO GP groups
- **SA** for SO area codes
- **DH** for DHA codes
- **QC** for Q code
- **SB** for screening batches

NOTE Ø Be aware that only one screening batch can be specified in any one run of AJ-BSSD.

- **CD** for the Complete Database

NOTE Ø The output will still be limited by the other on screen BSSD parameters, and it will not be necessary to enter any specific codes.

You can also select these options from a pop-up window: press **Ctrl L** in the **Download Type** field to display the pop-up window and use the arrow keys to select the option you want and press **Return**.

PCO codes can be:

- Primary Care Trusts (PCTs);
- Care Trusts (CTs); or
- Welsh Local Health Boards (WLHBs).

An asterisk (*) may be entered as a specific code to indicate all codes of that Download Type are required.

Where a code, for example a PCO code, cannot be determined for a woman, the corresponding field in the download file will contain “ZZZZZZ”. Consequently, entering a code of “ZZZZZZ” as a specific code on the AJ-BSSD screen is allowed. This will select all those women for whom a code of the specified Download Type could not be determined.

Note that where a woman is registered with a Single Handed GP and her GP Partnership code has been requested, her GP code will also be given as her GP Partnership code. Therefore, when specifying a Download Type of GP Partnership it is possible to enter Single Handed GP codes in the specific codes fields.

SO Code, for GP Grp/Area Code

If you have selected a GP group or an area code, enter the specific screening office code in this field.

Specific codes

These must be of the same type as specified by the download type, ‘*’ to indicate all codes of that type or ‘ZZZZZZ’ to indicate ‘unknowns’.

Download File Format

The file format will consist of a **fixed** number of Comma Separated Variables, where each data item always appears in the same position in each record. The data items which are included in the file are determined by the settings on the BH (qualifier BSSD) screen.

The table below shows the format of the download file.

Piece No.	Data Item
1	NHS number
2	Surname
3	Forename
4	Other forename(s)
5	Date of birth
6	Address line 1
7	Address line 2
8	Address line 3
9	Address line 4
10	Address line 5
11	Post code
12	SO code
13	SO GP group
14	SO area code
15	FP69 status
16	FP69 reason
17	Age
18	GP code
19	GP partnership code
20	GP practice code
21	PCO code
22	Address code
23	Q code
24	DHA code
25	Call/recall status
26	Reason for ceasing
27	Date ceased
28	Authorised by
29	Higher risk marker
30	Higher risk NTD date
31	Correspondence required
32	Breast screening notes
33	Trial code
34	Trail arm code
35	Trial status
36	NTD date
37	* Episode date
38	* Episode type
39	* Batch ID
40	* SO code

Piece No.	Data Item
41	* HA cipher
42	* SO reference code
43	* End code
44	* Authorised by
45	* 1st offered appointment date
46	* Actual screening date
47	* Early recall date
48	* End code updated date

Table 1: Download File Format

In the above list, all fields marked with an “*” are related to the episode which was created on the ‘episode date’.

If all episodes have been selected, a separate record will be created for each episode. and the data items in pieces 1 to 34 will be duplicated in each of those records.

All dates are in dd.mm.ccy format.

AJ-BSSD includes the column headings in the UNIX download file, with the headings being the first record at the top of the file. If the data is imported into a spreadsheet, for example Microsoft Excel, the headings will be in row one of the spreadsheet. Each data item is always in the same position in each record.

The headings correspond to the full list of data items displayed on the BH-BSSD screen, but please note that the address data item is expanded into five lines of address in the download file, each with its own heading.

The full set of column headings are always present, irrespective of which items of data have been selected on the BH-BSSD screen.

With the headings present, any manipulation of data in a spreadsheet should be easier.

Prints

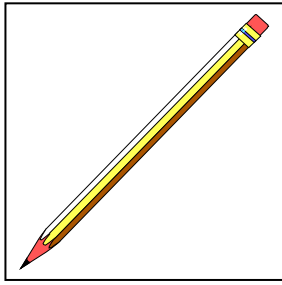
When the Analysis Job completes, a single page report will be available for either printing or viewing on the AV screen. The report will list all of the run parameters for the job and also show the number of women included in the download.

Error Messages

REJECT MESSAGES	MEANING / ACTION
REVIEW DATE missing	Must be present. <i>Enter the date in dd.mm.ccy format.</i>
REVIEW DATE invalid	Must be a valid format. <i>Enter the date in dd.mm.ccy format.</i>
REVIEW DATE in future	Must not be in the future. <i>Enter a date in the past.</i>
REVIEW DATE too early	Must not be before 1.1.1988. <i>Enter a later date.</i>
REV.DATE vs TYPE	If the Download Type is SO, the Review Date must be the current date. <i>Re-enter using today's date.</i>
FROM Age/DoB missing	Must be present. <i>Enter the date in dd.mm.ccy format.</i>
FROM Age too old	Must be no more than 120. <i>Enter an integer between zero and 120.</i>
FROM Age/DoB invalid	Must be either an integer age or a valid date. <i>Enter an integer between zero and 120.</i>
FROM DoB > REVIEW DATE	Must not be after the Review date. <i>Enter a date earlier than the Review date.</i>
FROM DoB in future	Must not be in the future. <i>Enter an earlier date.</i>
FROM DoB too early	Must not be before 1880. <i>Enter a later date.</i>
TO Age/DoB missing	Must be present. <i>Enter a date in dd.mm.ccy format.</i>
TO Age too old	Must not be more than 120. <i>Enter an integer of 120 or less.</i>
TO Age/DoB invalid	Must be either an integer age or a valid date. <i>Re-enter the value using either an integer for the age, or a date in dd.mm.ccy format.</i>
TO DoB in future	Must not be in the future. <i>Enter an earlier date.</i>
TO DoB > REVIEW DATE	Must not be after the Review date. <i>Re-enter with a date earlier than the Review date.</i>
FROM Age vs TO Age	FROM Age can not be greater than the TO Age. <i>Re-enter with a FROM Age less than the TO age.</i>
AGE vs DoB	Cannot enter a FROM Age and a TO DoB. <i>Re-enter with integers for both values.</i>
DoB vs AGE	Cannot enter a FROM DoB and a TO Age. <i>Re-enter with dates for both values.</i>
FROM DoB vs TO DoB	FROM DoB can not be after the TO DoB. <i>Re-enter with a FROM DoB which is earlier than the TO DoB.</i>
EPISODES missing	Must be present. <i>Enter '1', '2', '3', '4' or '5'.</i>

REJECT MESSAGES	MEANING / ACTION
EPISODES invalid	Must be either '1', '2', '3', '4' or '5'. <i>Re-enter using '1', '2', '3', '4' or '5'.</i>
WOMANS STATUS invalid	The woman's status you have entered is invalid. <i>Re-enter using either 'N', 'C', 'H', 'F' or 'A'.</i>
WOMANS STATUS missing	You must enter a woman's status. <i>Enter either 'N', 'C', 'H', 'F' or 'A'.</i>
DOWNLOAD TYPE missing	Must be present. <i>Enter GP, PS, PR, PO, AC, SO, SG, SA, DH, QC, SB or CD.</i>
DOWNLOAD TYPE invalid	Must be either GP, PS, PR, SO, DH, PO or AC. <i>Re-enter using one of the valid Download Types; 'GP', 'PS', 'PR', 'SO', 'DH', 'PO' or 'PC'.</i>
SO not required	If the download type is not SG or SA.
SO missing	If the download type is SG or SA.
SO Code invalid	Code is not a valid SO code.
CODE not needed	If a code of "*" has been entered in the first code field, no other codes are needed. <i>Remove all codes except the '*'.</i>
CODE invalid	A code of "*" can only be entered in the first code field on the screen. <i>Remove any additional asterisks from all fields except the first one.</i>
DUPLICATE CODE	Codes can only be entered once on the screen. <i>Remove any duplicate codes.</i>
GP Code invalid	Code is not a valid GP Code. <i>Re-enter using a valid GP code.</i>
GP Partnership invalid	Code is not a valid GP Partnership code. <i>Re-enter using a valid GP Partnership code.</i>
ADDRESS Code invalid	Code is not a valid Address Code. <i>Re-enter using a valid Address code.</i>
PCO Code invalid	Code is not a valid PCO Code. <i>Re-enter using a valid PCO code.</i>
SO Code invalid	Code is not a valid SO Code. <i>Re-enter using a valid screening office code.</i>
DHA Code invalid	Code is not a valid DHA Code. <i>Re-enter using a valid DHA code.</i>
BATCH number invalid	Must enter a valid batch number.
PRACTICE Code invalid	Code is not a valid practice code.
SO GP GROUP invalid	Code is not a valid SO GP group.
SO AREA CODE invalid	Code is not a valid SO area code.

REJECT MESSAGES	MEANING / ACTION
Q Code invalid	Code is not a valid Q code.
CODE(s) missing	At least one code must be entered on the screen. <i>Enter an asterisk in the first field, or enter codes in the other fields.</i>
START missing	Must be present. <i>Enter 'Y'.</i>
START invalid	Must be "Y". <i>Enter 'Y'.</i>
FIELD not required	For download type 'SB' only a single batch number is required.



- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSSD **

Printed on : 14.10.2009 at 12:08

The file : /download/kc63/BSSD-317.csv
has been created according to the parameters listed below.
The file contains details for 29 women.

Review date 29.09.2009

Age/DoB Range from 25.04.1939
to 29.05.1939

Episodes : 3 (May have episodes)

Call/Recall Status: 'N'ormal, 'C'eased or 'B'oth B

Download Type (- press Ctrl L) GP
Specific codes according to Download Type (* for all) :
*

DATA ITEMS :

REGISTRATION INFORMATION (Current)

NHS Number Y	Name Y	Date of Birth . . . Y
Address Y	Post Code Y	SO Code Y

ADDITIONAL INFORMATION (As at the 'Review' date)

Age Y	GP Code Y	GP Partnership . . Y
Address Code Y	PCO Code Y	DHA Code Y
Call/Recall Status. Y	Reason for Ceasing. Y	Date Ceased Y
Authorised By Y	Higher Risk marker. Y	Higher Risk NTD . . Y

SCREENING INFORMATION (Current)

Correspondence Req. Y	Notes Y	Trial Information Y

EPISODE INFORMATION

Include 'A'll episodes, 'L'atest episode only or 'N'o episode details . A		
Episode Date Y	Episode Type Y	Batch ID Y
SO Code Y	HA Cipher Y	SO Ref Code Y
End Code Y	Authorised By Y	1st Off App Date. Y
Actual Scrn Date . . Y	Early Recall Date . . Y	End Code Upd Date Y

Analysis Job BSSM (Breast Screening Merge)

The purpose of this new process is to enable NHAIS users to merge the screening histories of two women on their system who have been identified as registration duplicates.

AJ-BSSM, when combined with use of the BH-BSSM screen, is intended to remove the need for your support team to merge the breast screening details of duplicate registrations. So, instead of having to raise a support call, you can merge the records yourself by using the system.

Overview of the Operational Process

The merge facility is a two stage process. However, one merge must be completed or cancelled before another can be started.

The **first stage** is to run AJ-BSSM to produce a report which:

- highlights any issues that might prevent the merge from taking place
- identifies any queries for consideration before going ahead with the merge
- shows the current episode history of both women (i.e. their pre-merge history)
- shows an image of the merged episode history (i.e. the post-merge history)
- provides the password needed in order to go ahead with the merge process.

The **second stage** is to use the **BH-BSSM** screen which will:

- enable the merge the process to go ahead and be completed; or
- enable the merge process to be cancelled.

How to Use AJ-BSSM

Directions – Using AJ-BSSM

1. Enter a key of **AJ** with a qualifier of **BSSM**. Press **Enter** to display the screen.

To use this analysis job you must enter the two NHS numbers you wish to combine into the correct fields on the screen and then schedule the job.

AJ]Analysis Job	Qualifier[BSSM	]
Job Name . . BREAST SCREENING MERGE		
Description . AJ-BSSM is the first stage of the process to merge the Breast Screening histories of two women on your system who have been identified as registration duplicates.		
This job will perform some validations and produce a report which you MUST check to confirm that you wish to proceed with the merge. The report will contain a password which you will need to enter on the BH-BSSM screen to complete the merge. Please note that you need to complete the merge on the BH-BSSM screen within one hour of running this AJ and also that this AJ will not be available while there is a merge pending on BH-BSSM.		
NHS number FROM which details are to be copied . []		
NHS number ONTO which details are to be copied . []		
To set up the job for processing enter 'Y' []		

Figure 1: The AJ-BSSM Screen

Validation

The NHS numbers to be used for the merge process must exist on the system – this is checked automatically by the screen validation process.

A merge can only be performed providing that the NHS number FROM which history is to be copied is for a deducted person who has at least one screening episode – both of these conditions are also checked automatically by the screen validation process.

Processing and Reporting

The purpose of the processing is to produce a report (described above).

NOTE ➤ This report can be printed, or it can be viewed on the analysis print viewer facility (the AV screen).

Please note that due to the risk of a woman's screening details being changed in between the running of this analysis job and completion of the merge you must complete the merge on the BH-BSSM screen within one hour of running AJ-BSSM. If a merge is still pending after an hour it will be automatically timed out.

Episodes with the Same Episode Date

Any duplicate episodes dates that exist on both NHS numbers and will be highlighted by the report with either the action which will be taken by the merge process, or the recommended action you should take. Any screening episodes which cannot be copied across will remain on the system under their original NHS numbers and can be accessed in the normal way.

In this situation, the episode can only be removed from the system by support staff if it is not required.

Screening Status and Breast Screening Notes

The screening status and any breast screening notes relating to the receiving NHS number are never changed by the merge process. If the status or the notes have to be changed, it must be done manually using the SW screen after the merge has been completed.

For more information on the SW screen, please refer to chapter 12.

Incorrect Merged History

The AJ-BSSM report must be checked carefully to ensure the merged history will be correct. If it is not, you may have to take corrective action using the SE screen.

If corrective action is necessary, the recommended approach is:

- cancel the merge on the BH-BSSM screen;
- take corrective action on the SE screen for the NHS number concerned;
- set up and run AJ-BSSM again; and
- check the output report to ensure the merged history will be correct.

For more information on the SE screen, please refer to chapter 9. More information on BH-BSSM, can be found in chapter 15.

Password

A unique five character password is shown at the end of the AJ-BSSM report. This password must subsequently be entered on the BH-BSSM screen if the merge is to be completed. Each run of AJ-BSSM generates a new password.

Record of Merges

The system will automatically keep a record of every merge which has been started by AJ-BSSM. This information can be viewed in a pop-up box by pressing **Ctrl L** when the cursor is in the qualifier field.

```
AJ]Analysis Job                               Qualifier[BSSM                      ]

Job Nam[-----]
|                                     Record of all BSSM merges shown below |
Descrip}[-----]{st
|      DATE       TIME        OLD NHS          NEW NHS           STATUS     len
| 16/08/2006    04:10 PM   600 000 3544       100 166 3411     ON AJQ
| 02/06/2006    09:23 AM   187 372 6600       103 467 6539     COMPLETE
| 01/06/2006    02:15 PM   187 372 6600       103 467 6539     CANCELLED | which
| 11/05/2006    11:17 AM   205 564 6265       383 456 5555     TIMED OUT | merge.
|                                           | inter
|                                           | at you
|                                           | hour
|                                           | ble
|                                           |
|                                           |
|                                           |
|                                           |
|                                           | ]
|                                           |
|-----]                                [ ]

To set up the job for processing enter 'Y' . . . . . [ ]
```

Figure 2: The AJ-BSSM Screen, with Record of Merges Pop-up Box

End of Job

When AJ-BSSM has completed processing on the AJ-Q, if the job screen is re-displayed it will show that a merge is pending and that it must either be completed or cancelled using the BH-BSSM screen before a specific time. That time is calculated as one hour from when AJ-BSSM starts to run on the AJ-Q. If the merge is not completed within that time, it will be automatically timed out and the merge process will have to be repeated.

Once the AJ-BSSM output report has been checked and the decision made to either go ahead with the merge or to cancel it, the next stage is to carry out that action using the BH-BSSM screen.

Understanding the AJ-BSSM Screen

'FROM' NHS Number

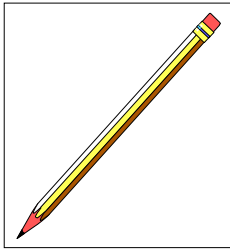
Enter the NHS number of the woman whose details are being copied from.

'ONTO' NHS Number

Enter the NHS number where the details are being copied to.

Error Messages

REJECT MESSAGES	MEANING / ACTION
NHS Invalid	Both NHS numbers must exist on the system. <i>Check the NHS numbers and re-enter as appropriate.</i>
NHS must be Deducted	'FROM' NHS number must be for a deducted woman. <i>Check and re-enter.</i>
NHS has no episodes	'FROM' NHS number must have at least one breast screening episode. <i>Check and re-enter.</i>
START missing	Field must be entered. <i>Enter 'Y' in the start field.</i>
START invalid	Field must be 'Y'. <i>Check and re-enter.</i>



Analysis Job BAPD (Delete Acknowledgements)

AJ-BAPD is used to delete acknowledgements from the Breast Screening System. The job should be scheduled to run at least **once a month**. This analysis job will delete eligible acknowledgements for all Screening Offices providing all the following three criteria are met.

- **The acknowledgement is over six whole months old.**

The cut-off date shown on the screen is recalculated according to the current date every time the screen is displayed. It will be calculated as the 1st of whichever month is six whole months ago.

For example, if the current date is 19/10/2006, then in order to be deleted, an acknowledgement must have a transfer date before 01.04.2006. In this example, the “six whole months” are April, May, June, July, August, and September; October is only a ‘partial’ month.

- **The acknowledgement has a status of “Complete” or “Housekeeping”.**

Incomplete acknowledgements will not be deleted, that is, those whose status is “Outstanding”, “Awaiting Match”, or where the status is missing.

- **Deleting the acknowledgement will not lead to ‘Missing’ acknowledgements going unreported.**

For example, if numbers 1, 2, 3 and 6 are complete and older than the cut-off date, the deletion process will delete numbers 1 and 2, then stop as deleting number 3 would lead to the missing transfer numbers 4 and 5 going unreported because there would no longer be a gap in the transfer number sequence.

NOTE ➤ For information on the acknowledgement prints, please refer to chapter 17 – AJ-BAP, earlier in this manual.

Using AJ-BAPD

It is not necessary to enter any parameters on this analysis job screen other than the method of scheduling the job.

- The analysis job can be scheduled manually by entering a **Y** on the screen; or
- it can be scheduled via the Automatic Job Scheduler by entering a **S** on the screen.

AJ-BAPD produces a report showing which transfer numbers it has deleted, the reason why it cannot delete anymore in this run, and also summarises the status of any other transfers from before the cut-off date – i.e. missing and incomplete transfers.

You can check the results of the deletion report by viewing the AK-R or AK-S screen for the individual screening office.

The report can either be printed, or viewed online using the AV Viewer screen facility.

NOTE ➤ The format of the report has been slightly modified for the AV screen, with a page break after every Send or Receive section for ease of viewing.

How to Use the AJ-BAPD Screen

Directions – Using the AJ-BAPD Screen

1. Enter a key of **AJ** and a qualifier of **BAPD**.
2. Press **Enter**.
3. Enter **Y** to manually schedule the job for processing, or **S** to process the job via the Automatic Job Scheduler and press **Enter**.

```

AJ]Analysis Job                               Qualifier[BAPD                ]
Job Name . . . . BSS Acknowledgements DELETE
Description . . This job will delete acknowledgements from the Breast
                  Screening system provided that :
                  - they are more than 6 whole months old.
                    i.e. they have a Transfer date before 01.04.2006
                  - they have a status of 'Completed' or 'Housekeeping'.
                  - their deletion will not lead to 'Missing' acknowledgements
                    going unreported.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 1: The AJ-BAPD Screen

NOTE ➤ The cut-off date shown on the screen is recalculated according to the current date every time the screen is displayed. It will be calculated as the 1st of whichever month is six whole months ago.

Understanding the AJ-BAPD Screen

Enter 'Y' to put the job into the Queue for processing or

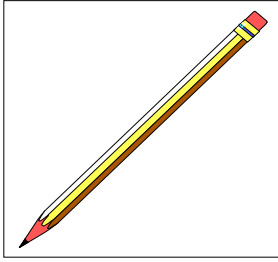
Enter 'S' to schedule the job via the Automatic Job Scheduler

If you want to schedule the analysis job manually, enter **Y**.

Otherwise, enter **S** to schedule the job using the Automatic Job Scheduler.

Error Messages

REJECT MESSAGES	MEANING / ACTION
START missing	You have not entered anything. <i>'Y' or 'S' must be entered to schedule the analysis job.</i>
START invalid	You have entered an invalid character. <i>Re-enter, using either 'Y' or 'S'.</i>



- TES PDT HEALTH AUTHORITY -
** BREAST SCREENING CALL/RECALL SYSTEM **
** AJ-BAPD **
** BSS ACKNOWLEDGEMENTS DELETE PROCESSING **

Printed : 19.10.2006 16:49

AJ-BAPD will delete acknowledgements from the Breast Screening system provided that :

- they are more than 6 whole months old (i.e. they have a Transfer date before 01.04.2006).
- they have a status of 'Completed' or 'Housekeeping'.
- their deletion will not lead to 'Missing' acknowledgements going unreported.

~~~~~page break~~~~~

19-OCT-2006

TES PDT HEALTH AUTHORITY

Page 1

GATESHEAD SO (AGA) : Processing for Acknowledgements with Transfer dates before 01.04.2006

-----

'Received' Acknowledgements

-----

Total number of Transfers deleted : 25  
The following Transfer numbers were deleted : 51 to 75  
Reason for end of deletion sequence : Transfer number 76 is after the cut-off date

Total number of Missing Transfers : 0  
The following Transfer numbers are Missing : N/A

Total number of Incomplete Transfers : 0  
The following Transfer numbers are Incomplete : N/A

~~~~~page break (only on AV Viewer)~~~~~

19-OCT-2006

TES PDT HEALTH AUTHORITY

Page 2

GATESHEAD SO (AGA) : Processing for Acknowledgements with Transfer dates before 01.04.2006

'Sent' Acknowledgements

Total number of Transfers deleted : 3
The following Transfer numbers were deleted : 31 to 33
Reason for end of deletion sequence : Transfer number 35 is missing

Total number of Missing Transfers : 3
The following Transfer numbers are Missing : 35 39 to 40

Total number of Incomplete Transfers : 27
The following Transfer numbers are Incomplete : 36 to 38 41 to 64

~~~~~page break~~~~~

19-OCT-2006

TES PDT HEALTH AUTHORITY

Page 3

NEWCASTLE SO (ANE) : Processing for Acknowledgements with Transfer dates before 01.04.2006

-----  
'Received' Acknowledgements  
-----

Total number of Transfers deleted : 0  
The following Transfer numbers were deleted : N/A  
Reason for end of deletion sequence : Transfer number 153 has a status of 'O'

Total number of Missing Transfers : 154  
The following Transfer numbers are Missing : 441 to 448 451 to 500 502 to 597

Total number of Incomplete Transfers : 1  
The following Transfer numbers are Incomplete : 153

~~~~~page break (only on AV Viewer)~~~~~


19-OCT-2006

TES PDT HEALTH AUTHORITY

Page 4

NEWCASTLE SO (ANE) : Processing for Acknowledgements with Transfer dates before 01.04.2006

'Sent' Acknowledgements

Total number of Transfers deleted : 0
The following Transfer numbers were deleted : N/A
Reason for end of deletion sequence : Transfer number 1 is after the cut-off date

Total number of Missing Transfers : 31
The following Transfer numbers are Missing : 102 to 122 142 to 149 151 to 152

Total number of Incomplete Transfers : 1
The following Transfer numbers are Incomplete : 101

** END OF REPORT **

Analysis Job BSRS (BSS Higher Risk Surveillance)

AJ-BSRS produces a report detailing those women who have been determined to be at higher risk of developing breast cancer and so are due to be screened according to their Higher Risk Next Test Due (NTD) date.

The analysis job can be scheduled either manually or via the automatic job scheduler and will produce a separate report for each screening office for which women have been identified as being due. The AV screen can be used to view these reports on screen and the L1 screen can be used to download them if required.

Each woman's screening office (SO) is identified according to the usual method, that is, if you communicate with more than one SO, the woman's SO can be found by checking:

- which GP group her GP is in; or
- which area code her address code is in.

Rules for Determining Higher Risk Reporting

Several rules determine if women at higher risk are reported by the analysis job.

A woman will *not* appear in the report if:

- the Higher Risk Next Test Due date has not been set (i.e. it is blank);
- she has a call/recall status of ceased; or
- she is deducted.

If the Higher Risk Next Test Due date is set it must be tested against the parameters which are set for her screening office on the SO-H screen. These SO-H parameters are as follows:

- whether to produce the report before or after the NTD date;
- the number of weeks (for before/after) the NTD date; and
- the number of weeks an 'open' higher risk episode should exclude women from the report.

If the woman has an FP69 status and a Higher Risk Next Test Due date she will appear in the report regardless of whether the NTD date satisfies the above conditions.

If no screening office can be identified for the woman or her screening office does not have details set up on the SO-H screen, the default background parameters are used. These default background parameters are initially set to report Higher Risk women four weeks before their NTD date, and for an open episode to exclude the woman from the report for six weeks.

The AJ-BSRS Report

Each BSRS report may consist of up to four sections:

- Section 1: Header Page
- Section 2: Women with Due Higher Risk NTD Dates
- Section 3: Women with 'Open' Higher Risk Episodes
- Section 4: FP69 Women with Higher Risk Status.

Section 1: Header Page

The header page is always produced and will contain the details of which parameters were used for that particular SO. It will also show the counts of those who will be reported in the following sections.

Section 2: Women with Due Higher Risk NTD Dates

This section will only be printed if there are women who satisfy the necessary conditions for reporting by their SO (according to parameters which are specified on the SO-H screen).

In addition to satisfying the SO-H parameters the women must be 'live' and must not have a call/recall status of 'ceased'. Women with 'open' episodes will not be reported in this section.

Section 3: Women with 'Open' Higher Risk Episodes

This section will also only be printed if there are women who satisfy the necessary conditions for reporting by their SO (specified on the SO-H screen). The same conditions as for inclusion in Section 2 apply. However, any woman reported in this section will also have an 'open' higher risk episode with an episode date which makes it older than the 'exclusion period' (as specified on the SO-H screen).

Section 4: FP69 Women with Higher Risk Status

All women who have the FP69 status set and have a higher risk next text due date will be reported in this section (regardless of whether they satisfy the conditions for Sections 2 or 3).

As with Sections 2 and 3, if there are no women to report in this section it will not be printed.

NOTES ➤ Entries on the PQ screens will include the SO code for which the report has been produced, for example, print name = 'BSS Higher Risk Due (AGA)'.

If AJ-BSRS runs and finds no women to report for all screening offices a single page report will be generated for information purposes. This single page report will appear on the PQ screens with a print name of 'BSS Higher Risk Zero Due'.

How to Use the AJ-BSRS Screen

Directions – Using the AJ-BSRS Screen

1. Enter a key of **AJ** and use **BSRS** as a qualifier.
2. Press **Enter** to display the screen.
3. Next, you can either:
 - enter **Y** to put the job into the queue for processing; or
 - enter **S** to schedule the job via the automatic job scheduler.
4. Press **Enter**.

```
AJ]Analysis Job                               Qualifier[BSRS                ]
Job Name   . . Breast Screening Higher Risk Surveillance
Description . This job is used to identify those women who have been determined
              to be at Higher Risk where their Next Test Due date satisfies the
              Screening Office parameters (as set on the SO-H screen) for
              reporting by this Analysis Job.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
```

Figure 1: The AJ-BSRS Screen

Understanding the AJ-BSRS Screen

Enter 'Y' to put the job into the Queue for processing OR

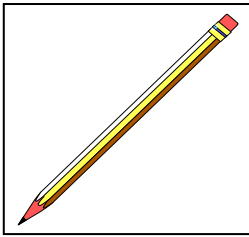
Enter 'S' to schedule the job via the Automatic Job Scheduler

Enter either:

- **Y** to place the job into the queue for processing; or
- **S** to schedule the job via the automatic job scheduler.

Error Messages

REJECT MESSAGES	MEANING / ACTION
START invalid	Must be either 'Y' or 'S'. <i>Check and re-enter.</i>
START missing	Must be present. <i>Enter either 'Y' or 'S'.</i>



AJ-BSRS Report: Header Page for Screening Office

27.07.2009

Page 1

- TES PDT HEALTH AUTHORITY -
** BREAST SCREENING CALL/RECALL SYSTEM **
** AJ-BSRS **
** Higher Risk Surveillance **
** Job run date : 27.07.2009 **
** Screening Office Report for LED **

Number of women with due Higher Risk NTD dates.....	1
Number of women with 'open' Higher Risk episodes.....	1
Number of FP69 women with Higher Risk status.....	1
SO-H Screen Parameters :	

Report 'B'efore or 'A'fter Higher Risk NTD date.....	A
Number of weeks before/after Higher Risk NTD date.....	2
Exclude 'open' Higher Risk episodes for (weeks).....	6

AJ-BSRS Report: Detail Page for “Women with Due Higher Risk NTD Dates”

27.07.2009

Page 2

- TES PDT HEALTH AUTHORITY -
Breast Screening - Higher Risk Surveillance for LED

Women with due Higher Risk NTD dates

NOBEL, WENDY		Higher Risk NTD date	: 03.06.2009	
NHS Number : 206 626 3753	GP Code : 000050			
DoB (age) : 12.04.1964 (45)		Previous Episode details -		
13 SUNNYMOOR CLOSE		Episode date	: 04.11.2008	Screening HA : TES
EXETER	Add Code : EXE	Screening Office code	: LED	SO Ref. code : LED-0043Z
DEVON		End code	: SC	Last updated : 10.11.2008
EX1 3TE		Date of 1st Off. Appt.	: 07.11.2008	Actual Scr. : 09.11.2008

AJ-BSRS Report: Detail Page for “Women with ‘Open’ Higher Risk Episodes”

27.07.2009

Page 3

- TES PDT HEALTH AUTHORITY -

Breast Screening - Higher Risk Surveillance for LED

Women with 'open' Higher Risk episodes

PATEL, PATRICIA		Higher Risk NTD date	: 03.06.2009	
NHS Number : 163 068 4678	GP Code : 000050			
DoB (age) : 12.09.1969 (40)		Previous Episode details -		
KTIMA		Episode date	: 02.02.2009	Screening HA : TES
PINN LANE	Add Code : EXE	Screening Office code	: AGA	SO Ref. code : OPEN-TESTS
EXETER		End code	:	Last updated : 10.07.2009
DEVON		Date of 1st Off. Appt.	: 03.02.2009	Actual Scr. :
EX1 3QT				

AJ-BSRS Report: Detail Page for “Women with Higher Risk NTD Status”

09.11.2009

Page 4

- TES PDT HEALTH AUTHORITY -

Breast Screening - Higher Risk Surveillance for LED

FP69 Women with Higher Risk status

PATEL, PATRICIA NANCY			Higher Risk NTD date	:	25.12.2009	
NHS Number : 163 068 4678	GP Code : 000050					
DoB (age) : 12.09.1949 (59)			Previous Episode details -			
KTIMA			Episode date	:	21.09.2009	Screening HA : TES
PINN LANE	Add Code : EXE		Screening Office code	:		SO Ref. code :
EXETER			End code	:		Last updated :
DEVON			Date of 1st Off. Appt.	:		Actual Scr. :
EX1 3QT						

Analysis Job BRNG (Identify Women on the Wrong NHAIS System)

This analysis job allows you to gather information, either by count or in detail, about women who need to be transferred to their housing NHAIS system. The intention is that the whole of any GP practice list will be housed on one – and only one – NHAIS system.

NOTE ➤ Women registered with Welsh or Scottish GP practices are not included in the report as AJ-BRNG excludes practices which straddle the Welsh or Scottish borders.

AJ-BRNG can be run on an ad hoc basis.

Using AJ-BRNG

The first parameters on the screen allow you to enter a year of birth range. This restricts the analysis to women who were born within the specified range, that is, from 1 January in the *from* year of birth to 31 December in the *to* year of birth.

You can request either a count run or a detail run. In both cases the results of the run are automatically sent to the email address you specify.

When setting up the job, you can choose whether to request the job using either housing NHAIS ciphers or GP practices. You can select all the housing NHAIS systems, or a sub-set of up to five ciphers. If you do not enter any housing NHAIS ciphers and wish instead to enter GP practice codes instead, you can enter up to five practice codes. The practices must have a housing NHAIS cipher which is different from your home NHAIS cipher.

Run Types and Download Files

The Counts Run

A count run always produces a *count summary* email. An additional email specific to each housing NHAIS system (who had women counted) is also sent. The system-specific emails have an attached document which contains a breakdown of the counts in comma-separated values format.

The counts are broken down by practice within screening office. The same information is then repeated, with the counts are further divided by the address codes of the women who have been counted. The count attachment is named as follows:

- BSS_RvR_cnt_aaa_to_bbb_ddmmccyy_nn.csv

where:

- *aaa* is your NHAIS cipher
- *bbb* is the housing NHAIS cipher
- *ddmmccyy* is the date the analysis job was run
- *nn* is a unique identifier

The Details Run

A detail run always produces a *detail summary* email. This email contains the run parameters which were used and shows the names and locations of any files produced by the run. These files contain the data items shown below in *Details Run File Contents*, and will be named as follows:

- BSS_RvR_det_aaa_to_bbb_ddmmccyy_nn.csv

where:

- *aaa* is your NHAIS cipher
- *bbb* is the housing NHAIS cipher
- *ddmmccyy* is the date the analysis job was run
- *nn* is a unique identifier

Details Run File Contents

The detail run files contain comma-separated values and the following data items for each woman identified by the job:

- Losing NHAIS cipher – your home NHAIS system cipher
- Gaining NHAIS cipher – the NHAIS system which will house the woman
- Current SO code – her current screening office code
- Practice code
- GP local code
- Address code
- NHS number
- Surname
- Forename(s)
- Date of Birth – in dd.mm.ccy format
- Age
- Sex
- Q code
- NTD date – in ccyyymmdd format

How to Use the AJ-BRNG Screen

Directions – Using the AJ-BRNG Screen

1. Enter a key of **AJ**, a qualifier of **BRNG** and press **Enter**.
2. Enter the year of birth range.
3. For the type of run, enter either **C** for a counts run, or **D** for a details run.
4. Choose whether you want to run the job against housing NHAIS ciphers or GP practice codes.

For housing NHAIS ciphers enter either:

- **ALL** for all NHAIS ciphers; or
- up to five housing NHAIS ciphers.

For GP practices enter either up to five GP practice codes. The GP practices must have a different housing cipher to your home NHAIS cipher.

5. Enter the email address to which the results should be sent.
6. Type **Y** in the *Enter 'Y' to put the job into the queue for processing* field and press **Enter** to start the job.

```

AJ]Analysis Job                               Qualifier[BRNG                      ]
Job Name   . . . Identify women on the 'wrong' NHAIS System
Description . . Reports women within the specified Year of Birth range who are
                  registered with GP Practices whose 'housing NHAIS System' is
                  not the 'home' System.
Year of Birth range . . . . . from [   ] to [   ]
Type of Run . . 'C'ount or 'D'etail  [ ]
Select by . . . Housing NHAIS System      [ ] [ ] [ ] [ ] [ ]
Or
Select by . . . Practice Code [   ] [   ] [   ] [   ] [   ]
Unix Path for files . . . . . /download
Email reports to . . . . . [   ]
Enter 'Y' to put the job into the queue for processing . . . . . [ ]

```

Figure 1: The AJ-BRNG Screen

Understanding the AJ-BRNG Screen

Year of Birth range from/to

Enter a year range using the *from* and *to* fields. The system will search from 1 January in the *from* year, to the 31 December in the *to* year.

These fields are mandatory.

Type of Run . . . 'C'ount or 'D'etail

Choose the type of run you need by entering:

- **C** for a counts run
- **D** for a detail run

This field is mandatory.

Select by Housing NHAIS System or Select by Practice Code

These fields allow you to create runs using either housing NHAIS ciphers or GP practice codes.

NOTE ➤ You cannot enter both housing NHAIS ciphers and practice codes.

If you want to create a run using housing NHAIS systems, enter either:

- **ALL** in the first field to select all housing NHAIS ciphers; or
- up to five individual ciphers.

If you want to create a run using GP practice codes, enter up to five individual GP practice codes.

NOTE ➤ The GP practice codes must all have a different housing cipher to your home NHAIS cipher.

Unix Path for files

This read-only field shows the Unix path where the files will be created.

NOTE ➤ This is the same path which has been set on the SP-S screen for AJ-BSSD.

Email reports to

Enter the email address to which the results files should be sent.

Enter 'Y' to put the job into the queue for processing

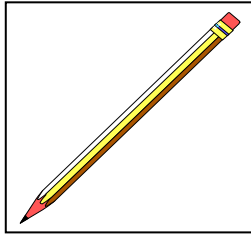
Enter **Y** in this field to place the job into the queue for processing.

Error Messages

REJECT MESSAGES	MEANING / ACTION
YoB FROM missing	Must be entered.
YoB FROM invalid	Must be a four digit number.
YoB TO missing	Must be entered.
YoB TO invalid	Must be a four digit number.
YoB FROM too old	Must be on or after 1900.
YoB TO in future	Must not be after the current year.
YoB FROM > YoB TO	Year of birth 'from' must not be after the year of birth 'to'.
RUN TYPE missing	The type of run must be present.
RUN TYPE invalid	This field must be 'C' or 'D'.
HOUSING missing	You must not leave empty fields between housing ciphers.
HOUSING invalid	The housing cipher cannot be Scottish, Welsh, Isle of Man or Northern Ireland. The housing cipher must also be a valid NHAIS cipher. If 'ALL' is entered then it can only be in the first field.
HOUSING not necessary	If the first field is 'ALL' and you have entered something in one of the other four housing fields.
HOUSING duplicated	You can only enter a housing cipher once.
HOUSING no practices	There are no GP practices registered for this housing cipher.
PRAC vs HOUSING	You can only enter housing ciphers or GP practices and not both.
PRAC missing	You must not leave empty field between practices.
PRAC invalid	You can only enter GP practices which are housed elsewhere, but not on a Welsh or Scottish system. The practice must also exist on your system and have a housing cipher.
PRAC housed here	You cannot enter a practice that is housed on your home NHAIS system.
PRAC duplicated	You can only enter a practice once.
SELECTION missing	You must enter a housing cipher or a practice exists.
EMAIL missing	The email address is required for a counts run.
USER ID no email	The user ID entered does not have an associated email address from the UA screen (Master Password).
EMAIL invalid	The email address entered is not formed correctly.

Query Messages

REJECT MESSAGES	MEANING / ACTION
EMAIL correct?	Check that the email address is correct.
Age range 00 to 99?	Check that the age range (approximate) corresponds to what you were expecting from the year of birth range your entered.



Analysis Job BSER (Early Recall List)

AJ-BSER is used to produce a list of early recall women who have not had a subsequent episode created. If a woman on early recall does not have an episode created it implies that they have either missed screening, or that the screening office has not sent details of the episode to her.

A separate report will be generated for each screening office (who has any women identified) and this report will be split into two sections:

- Section 1: where the early recall date is within the specified range
- Section 2: where the early recall date is older than the specified range

If no qualifying early recall women are identified no reports will be generated. In these instances, the AJ-Q entry will have a status of 'Complete', rather than 'Awaits Printing'.

Using AJ-BSER

It is recommended that this analysis job is run on a monthly basis via the Automatic Job Scheduler.

NOTE ➤ You can set the parameters for automated AJ-BSER runs using the SO screen, with a qualifier of *SO code,ER*.

See Chapter 11 for more information on the SO screen.

How to Use the AJ-BSER Screen

Directions – Using the AJ-BSER Screen

1. Enter a key of **AJ**, a qualifier of **BSER** and press **Enter**.
2. Enter the number of months in the past and in the future for the date range.
You can also enter **C** to in one of the date range fields to use the current date.
3. Enter **Y** if you want to include address details.
4. Enter **Y** if you want to create a CSV formatted download file, otherwise enter **N**.
5. Enter **Y** to place the job into the analysis job queue for processing or **S** to schedule the job via the Automatic Job Scheduler.

NOTE ➤ The run parameters will be taken from the SO-ER screen if:

- you leave the main selection criteria fields blank (date range, address details and CSV download file), or
- you schedule the job to run using the Automatic Job Scheduler.

```

AJ]Analysis Job                               Qualifier[BSER                      ]
Job Name   . . EARLY RECALL LIST
Description . This job identifies women who have been given an Early Recall
              date who have not yet had an episode created.

              The report will be split into 2 sections:
                - Section 1, Early Recall date is within the range (below).
                - Section 2, Early Recall date is older than the range.

              Early Recall date range:
                From this number of months in the past . . . . . [ ]
                To this number of months in the future . . . . . [ ]
                (enter 'C' if current date is to be used)
              Include address details? . . . . . (Y/N) . . . . . [ ]
              Create 'csv' formatted download file(s)? . . . (Y/N) . . . . . [ ]

NOTE: the run parameters will be taken from the SO-ER screen if either:
      1. the above parameters are left empty, or
      2. it is an Automatically scheduled run.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]
  
```

Figure 1: The AJ-BSER Screen

Understanding the AJ-BSER Screen

Early Recall date range:

From this number of months in the past

To this number of months in the future

These parameters are used to calculate an actual date range for early recall. The date range will be from the first to the last day of the month.

Enter a number between **0** and **6**, or enter **C** to use the current date.

NOTE ➤ You can only enter C on one of the two fields, not both.

The date range (for Section 1 of the report) will be calculated using the 'number of months' parameters as follows:

The 'from date' will be calculated in 'whole' months to the first day the month. For example, where the current date is 23.05.2014:

- if the 'from months' = 0, the 'from date' = 01.05.2014
- if the 'from months' = 1, the 'from date' = 01.04.2014
- if the 'from months' = 2, the 'from date' = 01.03.2014

The 'to date' is also calculated in 'whole' months to the last day of the month. For example, where the current date is 23.05.2014:

- if the 'to months' = 0, then the 'to date' = 31.05.2014
- if the 'to months' = 1, then the 'to date' = 30.06.2014
- if the 'to months' = 2, then the 'to date' = 31.07.2014

and so on.

NOTE ➤ Women will only be reported if they are still 'live' on your system.

Include address details?

Enter **Y** if you want their address details to be included on the report. If you do not want address details to be printed, enter **N**.

Create 'csv' formatted download file(s)?

Enter **Y** to create a comma-separated values (CSV) formatted download file for each print that has been created by the run.

If you have chosen to create CSV download files they will be stored in the directory specified on the SP-S screen and named as follows:

BSER-<HA Cipher>-<so-code>-run date-run id.csv

For example BSER-NEW-AGA-20140523-12.csv

To set up the job for processing

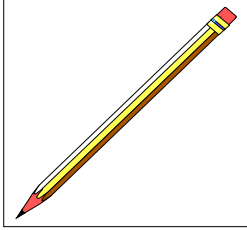
Enter **Y** to set up the job for processing on the Analysis Job Queue or enter **S** to schedule the job on the Automatic Job Scheduler.

Error Messages

REJECT MESSAGES	MEANING / ACTION
FROM invalid	Must be either 'C' or numeric.
FROM too large	Must be from 0 to 6.
FROM/TO both current date	The 'from' and 'to' entries cannot both be 'C'.
TO invalid	Must be either 'C' or numeric.
TO too large	Must be from 0 to 6.
ADDRESS missing	Must be entered.
ADDRESS invalid	Must be 'Y' or 'N'.
CSV missing	Must be entered.
CSV invalid	Must be 'Y' or 'N'.
START missing	Must be entered.
START invalid	Must be 'Y' or 'S'.
AJS param not req	All other parameters must be left blank if 'S' is entered.

Query Messages

REJECT MESSAGES	MEANING / ACTION
Use SO-ER parameters?	Press Enter to confirm.
Press Enter to schedule Automatic Job Scheduler?	Press Enter to confirm.



AJ-BSER: Header Page

- TES PDT HEALTH AUTHORITY -

*** BREAST SCREENING SYSTEM (BSS) ***

** AJ-BSER **

Job run : 22.05.2014 at 15:50

Printed : 23.05.2014 at 13:23

EARLY RECALLS LIST for GATESHEAD (AGA) SCREENING OFFICE

RUN PARAMETERS:

Section 1 Date Range, From = 6 months in the past (01.11.2013)

, To = Current date (23.05.2014)

Include Address details = Yes

CSV download file = Yes - /download/BSER-TES-AGA-20140422-93.csv

Run ID = 93

REPORT COUNT SUMMARY:

Section 1, Early Recall date is within the range = 1

Section 2, Early Recall date is older than the range = 5

AJ-BSER: Section 1

23-APR-2014

- TES PDT HEALTH AUTHORITY -

Page 1

List of EARLY RECALL Women for Gateshead Screening Office
Section 1: Early Recall date is within the range (01.11.2013 to 23.05.2014)

Surname	Forename	NHS Number	GP Name (Code)	Date of Birth	(Age)	Date of Early Recall	Date of Last Episode

WILLIAMS	YVONNE	118 446 6610	DR B WHITE (000029)	15.05.1955	(58)	01.01.2014	01.11.2013
48 HAMLIN LANE, EXETER, DEVON, EX1 2SD							

AJ-BSER: Section 2

23-APR-2014

- TES PDT HEALTH AUTHORITY -

Page 2

List of EARLY RECALL Women for Gateshead Screening Office
Section 2: Early Recall date is older than the range (01.11.2013 to 23.05.2014)

Surname	Forename	NHS Number	GP Name (Code)	Date of Birth	(Age)	Date of Early Recall	Date of Last Episode

BEGLEY-VAN-ALDER (CEASED on 13.12.2012 - Woman's choice)	MELONIE	186 547 3731	DR G GOLDENOLDEN (000017)	25.02.1950	(64)	11.04.2013	25.05.2012
18 WINDER WAY, DENBY STH, TIVERTON, DEVON, EX12 2ER							
FOOT	RACHEL	121 213 8317	DR T ASPRILA (000010)	30.03.1936	(78)	05.08.2010	05.08.2009
77 HILLBILLY WAY, DENBY STH, TIVERTON, DEVON, EX3 3RT							
FLUNKINS	FLORRIE	100 988 9001	DR WH BUCKARELLMAHO (SKIPGP)	09.03.1940	(74)	10.10.2011	10.03.2011
19 FREELANDER DRIVE, HONITON, EX5 3RG							
JOHNSON	MARIA	128 288 2619	DR IAT OLDEN (000050)	01.04.1941	(73)	01.03.2012	07.09.2011
15 GEORGE STREET, EXETER, DEVON,							
SCRUFFKINS	BETTY	123 123 1238	DR R SNEIDERSON (GPDOCA)	14.03.1953	(61)	11.12.2012	07.08.2012
14 REDHILL ROAD, DENBY STH, TIVERTON, DEVON, EX2 3RF							

Analysis Job BCA (Analysis of Screening Coverage)

AJ-BCA is part of a group of analysis jobs which may be used to assess the effectiveness of the screening programme.

The job will produce a print of the actual numbers of screening episodes for women in the FHSA. The episode numbers will be for women who were called, recalled or referred during a specified period.

The print can be produced by GP code, area code or postcode and will be divided into sections for individual Screening Offices. The print may be split and sent to each Screening Office which has requested the information. It enables the Offices to:

- see the results of screening; and
- assess if the screening programme is more effective in certain areas or with certain GPs, and plot demographic trends.

District totals may only be produced if the information has been organised by postcode (option C). They will be printed at the end of the BCA print and are indexed by district. Dummy/ZZZ GPs are not included in these totals.

NOTE➤ **If the ‘first offered appointment’ or ‘actual screening’ dates exist in the episode record, these are used to determine whether an episode should be included in the statistics rather than the original episode date.**

How to Use the AJ-BCA Screen

Directions – Using the AJ-BCA Screen

1. Enter a key of **AJ** and a qualifier of **BCA**. Press **Enter** to display the screen.
2. Specify whether you want the information to be organised by address code, GP or postcode.
3. Enter the number of the postcode type; see page S1-3 for an explanation of each of the postcode types.
4. Enter the range of dates you require the analysis to cover.
5. Enter **Y** in the final field to prepare the job for processing.
6. Follow the standard print procedure.

```

AJ] Analysis Job                               Qualifier [BCA                ]
JOB NAME      ANALYSIS OF BREAST CANCER SCREENING COVERAGE
DESCRIPTION    This application will produce a print of the numbers of
                screening episodes for each screening office for women
                who were invited or attended screening during a specified
                period of time. The information will be grouped by address
                code or GP or Post Code.
SELECTION      Group print by : (A)ddress code / (G)P / Post(C)ode . . [ ]
                Post Code Type 1 - 5. . . . . [ ]
                Date from which analysis starts. . . . . [      ]
                Date at which analysis ends. . . . . [22.02.95]

To set up the job for processing enter 'Y' . . . . . [Y]
  
```

Figure 1: The AJ-BCA Screen

Understanding the AJ-BCA Screen

Group print by:

Enter **A** to organise the information by address code, **G** by GP, or **C** by postcode.

Post Code Type 1 – 5

This field must always be entered, irrespective of the entry in the preceding field. Enter the number of one of the following postcode types, depending on how many groups you want the postcodes to be divided into:

- 1** provide totals for each full postcode
- 2** provide totals for each sector within each district, i.e. totals for postcodes beginning with the same outcode and first number of the incode e.g. EX2 1
- 3** provide totals for each district within the area, i.e. totals for all postcodes beginning with the same outcode e.g. EX2
- 4** provide totals for each district within the area, i.e. totals for all postcodes beginning with the same three characters e.g. EX2
- 5** provide totals for each area within the FHSA, i.e. totals for all postcodes beginning with the same two letters e.g. EX

NOTE ➤ Options 3 and 4 will provide totals for the same groups UNLESS the postcodes are London districts EC1-4, SW1 or WC1-2. In these cases, the outcode will be made up of 4 characters, e.g. EC1A

Option 3 will provide totals for each individual outcode, whereas option 4 will provide totals for postcodes with the same initial three characters.

The largest print will be produced if the information is organised using option 1; totals will be produced for each postcode. If option 5 is chosen, one total will be produced for all postcodes within a certain area, e.g. all postcodes beginning with EX.

Date from which analysis starts

Enter the date you wish the analysis to start from. The date must be in the format DD.MM.YY e.g. 14.07.95, and be at least 3 months before the analysis end date.

Date at which analysis ends

Enter the date you wish the analysis to end. The date must be in the format DD.MM.YY e.g. 14.07.95, and be at least 3 months after the analysis start date. The default is today's date.

To set up the job for processing

Enter **Y** – yes to prepare for processing. The job will be entered on the AJ-Q screen ready for scheduling.

Prints

One print may be produced using AJ-BCA:

BCS COVERAGE ANALYSIS <i>Standard Listing Paper</i> CODE – BCA

The print will show numbers of call/recall/referral women with screening episodes for each Screening Office within your FHSA. These figures are further broken down for each type of episode end code.

NOTE➤ The print shows separate figures for the end codes DNA – Did not attend and DNR – Did not respond.

DNA and DNR are now considered to mean the same thing. Therefore, the two columns should be added together to produce one set of DNA/R figures.

Print Restart Points

If a print has been suspended, it may be restarted from a particular point.

Use the PS screen to restart printing; enter the place you require the print to start from.

NOTE➤ Leave the ‘Restart point’ field blank if you wish to start the print from the beginning.

Enter [E] to start the print from the first error type record.

Enter [E,NHS NUMBER] to start from the specified NHS number. If that does not exist, from the next NHS number found.

Enter [P] to start from the first summary page.

Enter [P,SO] to start from the summary page of the specified Screening Office. If this Screening Office does not exist, then from the next one.

Print by GP

Enter [P,SO,GP CODE] to start from the specified GP code within the Screening Office. If the GP code does not exist, from the next available code.

Print by Address Code

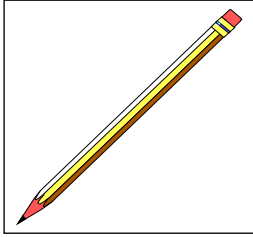
Enter [P,SO,ADDRESS CODE] to start from the address code specified within the Screening Office. If the address code does not exist, from the next available code.

Print by District Totals

Enter [PAGE,DISTRICT CODE,POSTCODE,T] to start from the postcode specified within the district. If that does not exist, from the next available postcode.

Error Messages

REJECT MESSAGES	MEANING / ACTION
GROUP missing	You must enter 'A' – Address code, 'G' – GP code or 'C' – Postcode in the first field. <i>Enter 'A', 'G' or 'C'.</i>
GROUP invalid	You must enter 'A' – Address code, 'G' – GP code or 'C' – Postcode in the first field. <i>Re-enter correctly.</i>
POST CODE missing	You must specify the type of postcode groups you require. <i>Enter a number in the range 1-5 in the second field.</i>
POST CODE invalid	You can only enter a number in the range 1-5 in the second field. <i>Re-enter correctly.</i>
FROM missing	You must specify the date the analysis is to start from. <i>Enter a date in the third field.</i>
FROM invalid	The date must be in the format DD.MM.YY e.g. 14.07.95. <i>Re-enter date correctly.</i>
FROM in future	The date in the third field must not be in the future. <i>Enter a date in the past.</i>
TO invalid	The date in the fourth field must be entered in the format DD.MM.YY e.g. 14.07.95. <i>Re-enter date correctly.</i>
TO in future	The date in the fourth field must not be in the future. <i>Leave set to today's date, or enter a date in the past.</i>
TO before FROM	The date the analysis starts must not be after the date the analysis ends. <i>Ensure that the date in the third field is earlier than that in the fourth field.</i>
DATES <3 mths apart	The dates you have entered are less than 3 months apart. <i>Re-enter dates such that they are 3 or more months apart.</i>
START invalid	The only character allowed in the final field is 'Y' – yes. <i>Enter 'Y' to prepare the job for processing.</i>



Analysis Job BCE (Screening Coverage Estimates)

Analysis job BCE can be used to produce a print of the estimated number of women who will be eligible for call/recall during the year which includes the start year for estimation, and during the subsequent two years. If this option is chosen, AJ-BCE also gives counts of the total eligible population for each of the three years for which estimations are produced. It should be noted that three year estimates of eligible women starting from the current year will exclude any women who had already been invited for screening during the current year (as they would only become due again after three years).

Alternatively, AJ-BCE can produce 10-year population counts only. If this option is chosen, counts of the total eligible population will be produced for the start year for estimation, and for the subsequent nine years. These will be reported in more detail for each of the run types selected. See later in this chapter for details.

In addition, an optional print can be requested with the estimation print to show 'ceased women' details.

Screening estimates and population counts will include those women whose GP is currently in abeyance.

In the reports, the number of women who currently have a 'ceased' status, but would otherwise be due for call or recall during the start year of estimation, will also be printed for each category in the report.

Note that, for the purposes of these estimations, all open episodes will be treated as if they were closed with an SC end code.

A facility has been included in the analysis job to create UNIX download files for screening estimates and population counts.

It is recommended that AJ-BCE should be run every six months. The resulting prints should then be sent to the screening office, who may then use this information to plan screening batches and manage workload effectively.

How to Use Analysis Job BCE

Directions – Using the AJ-BCE Screen

1. Enter a key of **AJ** and use **BCE** as a qualifier. Press **Enter** to display the screen.
2. Enter the parameters requested in the various fields on the screen. (For details, see the parameter descriptions on pages S2-2 to S2-4.)
3. Enter **Y** in the last field to start processing.
4. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BCE                      ]
Job Name . . BSS ESTIMATED SCREENING COVERAGE
Start Year for Estimation . . . [   ]   Population Counts only? (Y/N) . . . [   ]
Use SO Defaults? (Y/N) . . . [   ]
'C'all, 'R'ecall or 'B'oth . . . [   ]   Year of Birth . . . [   ] to [   ]
Recall Interval (in months) . . [   ]   Month of Birth . . . [   ] to [   ]
-----
Run Type (- press Ctrl L) . . . [   ]   SO Code, for GP Grp or Area Grp . [   ]

Enter specific codes according to Run Type (* for all) :-
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ]
-----
Create UNIX download? (Y/N). . . . . [   ]
List Ceased Women? (Y/N) . . . . . [   ]
To set up the job for processing enter 'Y' . . . . . [   ]

```

Figure 1: The AJ-BCE Screen

Understanding the AJ-BCE Screen

The AJ-BCE screen is divided horizontally into two sections, as shown in Figure 1.

- The first section contains selection criteria for the estimations or population counts, based on when the women were born and when (or if) they were last screened. These parameters are needed to enable the processing to more closely follow the batch selection processing of analysis job AJ-BCR.
- The second section determines whether this job is to create a file of the estimations which can be downloaded to a PC, selects the run type which determines the contents of the printout which will be generated, and also contains specific selection criteria for the selected run type.

The fields on the AJ-BCE screen should be completed as follows.

Start Year for Estimation

Enter the year in which the estimation is to start, in YYYY format.

Population Counts only?

Enter **N** in this field if you want AJ-BCE to produce screening estimates and population counts for three years. Enter **Y** if you require population counts only, for 10 years.

Use S.O. Defaults ?

This field is only completed if AJ-BCE is to produce screening estimates (i.e. if you have entered **N** in the **Population Counts only?** field).

For screening estimates, enter **Y** to use the default values set on the SO, D screen; otherwise, enter **N**.

Note that, if you enter **Y** in this field, you cannot then enter anything in the **Call/Recall/Both, Year of Birth, Month of Birth** or **Recall Interval** fields.

It is important to remember that even if you set the **Use S.O. Defaults ?** parameter to **N**, the S.O. Default Episode Ignore Flags will still be used when calculating whether a woman is due for recall or not, that is, the same as in the Batch selection process.

'C'all, 'R'eCALL or 'B'oth

This field is only completed if AJ-BCE is to produce screening estimates (i.e. if you have entered **N** in the **Population Counts only?** field).

For screening estimates, either:

- Enter **C** to estimate only call numbers, for women who have no previous breast screening episodes with an 'SC' end code;
- Enter **R** to estimate only recall numbers, for women who have at least one previous breast screening episode with an 'SC' end code, and who are now due for recall; or
- Enter **B** to estimate both call and recall numbers.

Note that, if you have entered **Y** in the **Use S.O. Defaults ?** field, then this field must be left blank.

Year of Birth

Enter the earliest and latest years of birth for women to be called/recalled.

Note that these fields are mandatory unless you have entered **Y** in the **Use S.O. Defaults ?** field. If you have entered **Y** in the **Use S.O. Defaults ?** field, then these fields must be left blank.

Month of Birth

These fields allow screening estimates to be restricted to women born in certain months of the year. Note that, if you have entered **Y** in the **Use S.O. Defaults ?** field, then this field must be left blank.

If you have entered **N** in the **Use S.O. Defaults ?** field, enter the earliest and latest months of birth for women to be called/recalled. If these fields are left blank, all women (birthdays from January to December) will be included in the estimation.

These fields must also be left blank if you have entered **Y** in the **Population Counts only?** field.

Recall Interval (in months)

This field is used to specify how often a woman is recalled for screening. It is only completed if AJ-BCE is to produce screening estimates (i.e. if you have entered **N** in the **Population Counts only?** field).

Note that it is not necessary to specify a recall interval for screening estimates if option **C** has been entered in the **Call/Recall/Both** field.

This field must also be left blank if you have entered **Y** in the **Use S.O. Defaults ?** field.

If AJ-BCE is to be used to produce screening estimates, and S.O. Defaults are not being used, and either **R** or **B** has been entered in the **Call/Recall/Both** field, then enter a number in this field to specify the Recall interval in months.

Run Type

This field allows you to choose the type of estimation and/or population counts that you require. If you press **Ctrl L** on your keyboard, a list of options will appear. You can move through these options using the arrow keys, and then select the option you have highlighted by pressing **Return**. Alternatively, you can just type in your selection.

AJ]Analysis Job		Qualifier[BCE		]	
Job Name . . BSS ESTIMATED SCREENING COVERAGE					
Start Year for Estimation . . . []		Population Counts only? (Y/N) . . . []			
Use SO Defaults? (Y/N) . . . []					
'C'all, 'R'ecall or 'B'oth . . . []		Year of Birth . . . []		to []	
Recall Interval (in months) . . []		Month of Birth . . . []		to []	

Run Type (- press Ctrl L) .		RUN TYPES		GP Grp or Area Grp . []	
Enter specific codes ac}		CODE DESCRIPTION		{ all) :-	
[]		GP - Individual GP		[]	
[]		G1 - GP Group		[]	
[]		G2 - GP Partnership		[]	
[]		PR - GP Practice		[]	
[]		SO - Screening Office		[]	
[]		AG - Area Group		[]	
[]		AC - Address Code		[]	
[]		ED - Enumeration Dist.		[]	
[]		PO - Primary Care Org.		[]	
-----		-----		-----	
Create UNIX Download? (Y/N) .		[]		[]	
List Ceased Women? (Y/N) .		[]		[]	
To set up the job for processing enter 'Y'		[]			

Figure 2: The AJ-BCE Screen with Run Types Pop-up Box

NOTE Ø If you select run type **G1** for GP groups, the sub-groupings in the report will be either by GP practice (if the GP group is composed of GP practices on the SO-G screen), or by GP code (if the GP group is composed of specific GPs).

S.O. Code, for GP Grp or Area Grp

If you have specified run type **G1** or **AG**, you must specify the code of a particular Screening Office in this field.

Enter specific codes according to Run Type

These fields allow you to enter any specific codes applicable to the run type you have chosen. For example, if you have chosen run type GP, you could enter one or more GP Codes (e.g. '000001', '000016' and '000020' as shown on the example screen) to obtain the estimates and/or population counts for the selected GP(s) only.

If you enter an asterisk in the first of these fields, the estimations and/or population counts will be produced for all codes appropriate to the run type you have selected. For example, if you entered 'GP' in the **Run Type** field, and then entered '*' in the first 'specific codes' field, the estimations and/or population counts would be produced for all GP codes.

Create UNIX download ?

This field allows you to request a UNIX download. It can be used for both a screening estimation run and a population count. Once the figures are transferred to UNIX they can be used by PC-based tools such as Excel.

The download file is stored as a comma separated variable (csv) file. Its UNIX filename will be generated in the following format:

bce-*n*.csv

where ***n*** is a unique, generated number. The UNIX file is downloaded to the pathname specified on the SP-S screen.

If you enter **Y** in this field a UNIX download file will be created in the directory specified on the SP-S screen. Initially, this is set to the same directory as that used for the AJ-KC63 downloads. If you want to amend this default directory, change the Destination Reference for the AJ-BCE entry on the SP-S Screen.

NOTE Ø **If the directory is initially set to /tmp, it should be changed to another acceptable directory. The /tmp directory is for other uses and should not be used to store download files.**

List Ceased Women?

This field allows you to request a printed list showing basic registration and screening details of the women who are counted as ceased in the first year of estimates.

NOTE Ø **The list can *only* be produced with an estimation run.**

To set up the job for processing enter 'Y'

Enter **Y** to start processing.

Prints

Screening Coverage Estimates

For each run type, the print begins with a summary page. This provides totals of the estimated number of women who will be eligible for screening in the start year and in the subsequent two years.

The detail pages show various totals, depending on which run type code has been selected, as follows:

Code	Prints Produced
GP	Grouped by GP, with totals collated by Address Codes for each GP.
G1	Grouped by GP group within a Screening Office, with totals collated per GP within each GP group.
G2	Grouped by GP within a partnership, followed by single-handed GPs.
PR	Total number of eligible women for all GP practices.
AC	Grouped by Address Code, with totals collated per GP within each Address Code.
AG	Grouped by Area Group within a Screening Office, with totals collated per Address Code within the Area Group.
SO	Totals for an entire Screening Office (i.e. the print will not be subdivided).
ED	Totals for an entire Enumeration District (i.e. the print will not be subdivided).
PO	Totals given by Primary Care Organisation grouped within Screening Office. As there is no system defined link between a PCO and a Screening Office this run type obtains the SO through the woman's GP or address code – depending on how the SOs are defined.

When producing the screening estimates, GPs in abeyance will be included automatically when the run type is for all Partnerships or all GPs. When the run is for all Partnerships, any GPs in abeyance will be listed under the heading “In Abeyance” providing they have eligible patients. When the run is for all GPs, any GP in abeyance will be listed as normal amongst the other GPs being reported. When a run is for specific GPs, a GP in abeyance will only be included if specified as one of the individual GPs. When a run is for all or specific SO GP Groups, a GP in abeyance will only be included if defined in a Group. For runs relating to Screening Offices, Area Groups, Address Codes or Enumeration Districts, the estimates depend on the patient's eligibility rather than the status of the GP.

Example prints for run types GP and SO are provided at the end of this section. The prints for other run types are of a similar format.

If any errors are found during the processing of the job, they will be reported in an Error Report which will be printed after the estimation figures. If you have any difficulties correcting these errors through the system, please contact your local Support Team as soon as possible.

10-Year Population Counts

If the 'Population counts only?' option is chosen a detailed print will be produced for the run type you have selected.

The run types and the details contained within the print are shown in the table below.

Run Type	Description	Report Detail
GP	Individual GP	The total eligible population for the GPs specified, followed by a detailed section showing the figures for each GP, with further sub-divisions by address code.
G1	GP Group	The total eligible population for the GP Groups specified, followed by a detailed section showing the figures for each GP Group, with further sub-divisions by GP code.
G2	GP Partnership	The total eligible population for the GP Partnerships specified, followed by a detailed section showing the figures for each GP Partnership, with further sub-divisions by GP code.
PR	GP Practice	The total eligible population for the GP practice specified, followed by a detailed section showing the figures for each GP practice, with further sub-divisions by GP code.
SO	Screening Office	The total eligible population for the Screening Offices specified, followed by a detailed section showing the figures for each Screening Office.
AG	Area Group	The total eligible population for the Area Groups specified, followed by a new section showing the figures for each Area Group with further sub-divisions by Address Code.
AC	Address Code	The total eligible population for the Address Codes specified, followed by a new section showing the figures for each Address Code, with further sub-divisions by GP code.
ED	Enumeration District	The total eligible population for the Enumeration Districts specified, followed by a new section showing the figures for each Enumeration District.
PO	Primary Care Organisation	The total eligible population for the Primary Care Organisation specified, followed by a new section showing the figures for each PCO.

NOTE Ø In the detail section of the print, if any code (e.g. GP or Screening Office) has a zero eligible population count across the whole of the ten year period it will not be reported.

You should also note that screening history is not used when calculating the eligible population counts.

If a UNIX Download file is created from a Population Counts only run, it will include the additional data reported in the new section of the print.

An example of the population projections print is also provided at the end of this section.

List Ceased Women

If a Screening Estimation run has been selected, it is possible to use the List Ceased Women option. This will produce a report detailing the individual women included in the Ceased Women Count. The print will show each woman's:

- surname;
- forename;
- NHS number;
- date of birth;
- date of ceasing; and
- reason for ceasing.

PQ]Print Queue - ANALYSIS PRINTS				Qualifier[AP,BCE					
		Job	Name	Print	User	Print	Start	Prn'r	Job
		Code		Type	Cat'y	Date	Time	No.	Id
[]	1	BCE	BSS Coverage Estimation	Listing	FULS				99
[]	2	BCE	BCE Ceased List	Listing	FULS				99

Figure 3: The PQ-AP Screen

NOTE Ø All prints can now be viewed using the AV screen.

Print Restart Points

If a print has been suspended, it may be restarted from any point within the main body of the print. Use the PS screen to restart printing; enter the place you require the print to start from.

Each run type will have two levels of restart points, which will be separated by a comma in the restart point field. However, for each run type, the values in these fields will represent different information

For Run Type GP, the restart points will be:

- [gp-surname_“#”_gp-initials , gp-code]

For Run Type G1 (GP Group), the restart points will be:

- [screening-office code , gp-group code]

For Run Type G2 (GP Partnership), the restart points will be:

- [“K2” , gp-partnership code]

For Run Type SO (Screening Office), the restart points will be:

- [“K2” , screening-office code]

For Run Type AG (Area Group), the restart points will be:

- [screening-office code , area-group code]

For Run Type AC (Address Code), the restart points will be:

- [“K2” , address-code]

For Run Type ED (Enumeration District), the restart points will be:

- [“K2” , enumeration district]

For Run Type PO (Primary Care Organisation), the restart points will be:

- [“K2” , screening office]

For run types G2, SO, AC, ED and PO, the first restart parameter is set to “K2”. This value is required by the print process and should never be changed.

If you amend the first restart parameter and restart the print, it will be restarted from the beginning of that section of the main body of the print.

For example, if the run type was AG and the print was suspended at point [AGA, EXE], the restart point could be set to [LED,KMA]. When the print was then restarted, it would start from the first area group code within the screening office LED, regardless of the second restart parameter.

If you amend only the second restart parameter and restart the print, it will be restarted from the beginning of that ‘sub-section’.

For example, if the run type was G1 and the print was suspended at point [AGA, GROUP1], the restart point could be set to [AGA,GROUP7]. When the print was then restarted, it would start from GP Group ‘GROUP7’ within the screening office AGA.

NOTE Ø If you change a restart parameter to one which does not exist within the print, the print will restart from whatever position is next in alphabetical order.

To restart the print at the beginning of the Error report section, enter a restart parameter of [E].

Ceased Women List

To restart the Ceased Woman List from any point within the print, there are two restart points. The first is a code which depends on the run type of the associated Screening Estimation print, the second is an NHS number.

The restart points will be:

Run Type	Restart Point
GP	[GP Code, NHS Number]
G1 (GP Group)	[GP Group Code, NHS Number]
G2 (GP Partnership)	[Partnership Code, NHS Number]

Run Type	Restart Point
SO (Screening Office)	[SO Code, NHS Number]
AG (Area Group)	[Area Group Code, NHS Number]
AG (Address Code)	[Address Code, NHS Number]
ED (Enumeration District)	[ED Code, NHS Number]
PO (Primary Care Organisation)	[PCO Code, NHS Number]

If you amend the Code and leave the NHS Number blank, it will restart printing from the beginning of that code.

If you leave the first parameter unchanged, and amend only the NHS Number, the print will restart from that NHS Number.

If you change a restart parameter to one which does not exist, it will print from the next Code/NHS Number in alphabetical order.

Understanding the BCE Print

Screening Coverage Estimates

The BCE print shows the number of women who will become eligible for screening in the future. The sheets at the end of this section show the lists for Call, Recall and Both, for run types GP and SO.

Each print begins with a header sheet.

The second sheet is a summary sheet. The top part gives a reminder of the parameters selected on the AJ-BCE screen. At the bottom are the figures for the estimated numbers of women. These figures give the numbers eligible for Call and for Recall, as well as giving the Total numbers (Call + Recall) and the Population figures (total eligible population). Figures are given for the start year and the two subsequent years.

The summary sheet is followed by the detailed list, showing each year's estimates for each GP, GP Group, GP Partnership, Address Code, Area Group, Screening Office or Enumeration District (depending on the Run Type chosen on the AJ-BCE screen).

At the end of the lists, another page is printed showing the numbers of patients whose Screening Office could not be identified from either their GP Code or their Address Code (i.e. neither the GP Code or the Address Code are in a Screening Office Group and the HA has more than one Screening Office). For Run Types SO (Screening Office) and ED (Enumeration district), this will be the last page of the print.

For other Run Types (GP, G1, G2, AC and AG), the print will also include a final page showing the numbers of patients whose Screening Office could not be identified from either their GP Code or their Address Code, broken down to show the numbers for each GP and for each Address Code. Note that, since each patient has both a GP and an Address code, they will each be counted once in both lists.

The Estimation Process

The estimation process now closely follows the AJ-BCR selection process. From the printouts it can be seen that there will be only one estimation figure per year per

category. The estimations are calculated for the Start Year of Estimation and the two subsequent years.

Ceased Women

The processing will also check to see if women have a status of 'Ceased'. For the Start Year, figures are also given for 'Ceased' women who would otherwise be due for Call or Recall during that year.

Previously, a woman was not included in the estimates if she was ceased, even if she was otherwise eligible according to the run parameters. These women are now considered by AJ-BCE.

A woman will be counted in the Ceased column if she is currently ceased *and* her year of birth *and* month of birth fall into the age range for the first year of estimates *and* her GP/address/SO/enumeration district and so on, is correct according to the run type specified (all four conditions must be satisfied in order to be counted).

If a woman happens to be ceased *and* her most recent screening episode is open, then the episode will be assumed to have an SC end code but the woman will only be considered for counting in the new 'ceased' column.

Women with Open Episodes

Women with open episodes will be included in the estimates. Previously, a woman was not included in the estimates if she had any episode in her history which was still open, even if she was otherwise eligible according to the run parameters. These women are now considered for inclusion in the estimates.

If a woman has an open episode, AJ-BCE now *assumes* that it has an SC end code. Having made this assumption, AJ-BCE then continues to process the woman's details according to the existing call/recall rules. The result will be that, if the woman is eligible according to the parameters being used, then she will be counted in an appropriate, existing row/column for the estimates and handled correctly for the audit and download files.

S.O. Default Parameters

The processing will always check the SO default parameters to determine whether specific episode types (i.e. NBR and fail-safe episodes) should be ignored in the estimation process for recalls.

Examples

The following examples show how the estimations are now calculated. Both examples assume a Start Year of Estimation of 2007, and that SO Defaults are being used, the SO Default Age Range being 50 to 70 years old. (The age range is translated to a year of birth range for use by AJ-BCE in the same way as the SB screen Year of Birth parameters are translated from the SO Default Age Range.)

Calls

Calls due in	2007	2008	2009
GP 01	A	B	C

Figure A is the total of all women born between 1937 and 1957, with no 'SC' end code episode.

Figure B is the total of all women born between 1938 and 1958, with no 'SC' end code episode, assuming that none of the women included in Figure A were screened before 2008.

Figure C is the total of all women born between 1939 and 1959, with no 'SC' end code episode, assuming that none of the women included in Figure B were screened before 2009.

Recalls

Recalls due in	2007	2008	2009
GP 01	D	E	F

Figure D is the total of all women born between 1937 and 1957, and due for Recall on or before 31st December 2007.

Figure E is the total of all women born between 1938 and 1958, and due for Recall on or before 31st December 2008, assuming that none of the women in Figure D were screened before 2008.

Figure F is the total of all women born between 1939 and 1959, and due for Recall on or before 31st December 2009, assuming that none of the women in Figure E were screened before 2009.

From the above examples, it can be seen that, as the year for the estimation advances by one year, the Year of Birth range also advances by one year. By doing this, the figures will account for women who will be dropped from the screening programme because they are too old, and will also include those who will attain the minimum age for screening during a year for which estimations are carried out.

A woman's 'Recall Due' date is calculated by adding the Recall Interval to the date of her most recent non-ignored episode which has an 'SC' end code.

The Safety Period parameter is not used at all during the AJ-BCE Estimations processing. The AJ-BCE Recalls Estimations are therefore equivalent to the numbers you would get in a Recall Batch which had a Date for Selection of the last day in the year, an appropriate Recall Interval and a Safety Period of zero months.

For example, Figure D would be equivalent to a Recall Batch with a Date for Selection of 31st December 2007. If the SO Default Recall Interval was 36 months, Figure D would count all those women with the appropriate Dates of Birth, who were not Ceased, who had no Open Episodes, and whose most recent non-ignored 'Screening Complete' Episode was on or before 31st December 2004.

It should also be noted that, in this example, any women who had already been invited for screening in 2007 (or had an open episode, which is treated as invited for the

purpose of the estimates) would not appear in the estimates until 2010. This should be borne in mind when comparing the three-year estimates of eligible women starting from the current year against the 10-year population count figures (see below), where those women would be excluded from the estimates.

10-Year Population Counts

The purpose of these counts is to show, from the current 'live' database, the number of women who will be in the screening age range in the future.

The 10-year population counts contains the following information:

- a header summary page, the top part of which shows the parameters selected on the AJ-BCE screen; the bottom part shows the population counts, according to the run type used; and
- detailed pages for the selected run type.

For details on what is contained within these pages see the section on **10-Year Population Counts** earlier in this chapter.

NOTE Ø **In the detail section of the print, if any code (e.g. GP or Screening Office) has a zero eligible population count across the whole of the ten year period it will not be reported.**

You should also note that screening history is not used when calculating the eligible population counts.

The population counts are produced for the Start Year of Estimation and for each of the following nine years, based on the Year of Birth range specified. A woman is counted in these population figures if her details meet the run type criteria and her year of birth is within the range for the appropriate year of estimation. The processing, for these 10-year population counts, does not refer to a woman's screening history.

Example: **Start Year for Estimation is 2007**
 Year of Birth range is 1937 to 1957 (age 50 to 70)
 Run Type is all GPs.

The processing will look at every woman because the job is for all GPs and every woman has to be registered with a GP, and then it will check her year of birth to see if she should be included in a count as follows:

- the population count for 2007 will only include women whose year of birth is in the range 1937 to 1957;
- the population count for 2008 will only include women whose year of birth is in the range 1938 to 1958;
- the population count for 2009 will only include women whose year of birth is in the range 1939 to 1959;
- and so on up to 2016, where the year of birth range will be 1946 to 1966.

If the Run Type had been for a specified GP, the processing would have only looked at those women who were registered with that GP before checking their year of birth.

List Ceased Women

The purpose of this print is to show details of individual women who are listed as Ceased. The women are listed in NHS number order, within the run type selected for the Screening Estimation run as follows:

Run Type	Listed by
GP	GP
G1	GP Group
G2	GP Partnership
S0	Screening Office
AG	Area Group
AC	Address Code
ED	Enumeration District
PO	Primary Care Organisation

The pages of print produced are a job header sheet, a summary page and the main pages.

Download File Layouts

UNIX File Layout for an Estimation Run for Both (Call and Recall)

The data which is reported in the main Estimation Print is included in the UNIX file. Each data item is separated by a comma and the order is specified below.

NOTE Ø The column headings are also included in the UNIX file and match those on the report.

Totals and Population Count Node (one for each of the three years of estimates)

Piece No.	Data Item
1	Year of Estimation
2	Total number of call for the Year of Estimation
3	Total number of recall for the Year of Estimation
4	Total of call and recall for the Year of Estimation
5	Population Count for the Year of Estimation

Call and Recall Data Nodes

Piece No.	Data Item
1	Totals node data description. For example, for a run type of GP this will be GP code and description.
2	Individual data description. For example, for a run type of GP this will be an individual address code listed for the GP.
3	Number of call patients in the first year of estimates.
4	Number of recall patients in the first year of estimates.
5	Total of call and recall patients in the first year of estimates.
6	Number of ceased women in the first year of estimates.
7	Number of call patients in the second year of estimates.
8	Number of recall patients in the second year of estimates.
9	Total of call and recall patients in the second year of estimates.
10	Number of call patients in the third year of estimates.
11	Number of recall patients in the third year of estimates.
12	Total of call and recall patients in the third year of estimates.

UNIX File Layout for an Estimation Run for Call Only

The data which is reported in the main Estimation Print is included in the UNIX file. Each data item is separated by a comma and the order is specified below.

NOTE Ø The column headings are also included in the UNIX file and match those on the report.

Totals and Population Count Node (one for each of the three years of estimates)

Piece No.	Data Item
1	Year of Estimation
2	Total number of call for the Year of Estimation
3	Population Count for the Year of Estimation

Call Only Data Nodes

Piece No.	Data Item
1	Totals node data description. For example, for a run type of GP this will be GP code and description.
2	Individual data description. For example, for a run type of GP this will be an individual address code listed for the GP.
3	Number of call patients in the first year of estimates.
4	Number of ceased women in the first year of estimates.
5	Number of call patients in the second year of estimates.
6	Number of call patients in the third year of estimates.

UNIX File Layout for an Estimation Run for Recall Only

The data which is reported in the main Estimation Print is included in the UNIX file. Each data item is separated by a comma and the order is specified below.

NOTE Ø The column headings are also included in the UNIX file and match those on the report.

Totals and Population Count Node (one for each of the three years of estimates)

Piece No.	Data Item
1	Year of Estimation
2	Total number of recall for the Year of Estimation
3	Population Count for the Year of Estimation

Recall Only Data Nodes

Piece No.	Data Item
1	Totals node data description. For example, for a run type of GP this will be GP code and description.
2	Individual data description. For example, for a run type of GP this will be an individual address code listed for the GP.
3	Number of recall patients in the first year of estimates.
4	Number of ceased women in the first year of estimates.
5	Number of recall patients in the second year of estimates.
6	Number of recall patients in the third year of estimates.

UNIX File Layout for a Population Count Only

The data which is reported in the Population Count Print is included in the UNIX file. Each data item is separated by a comma and the order is specified below.

NOTE Ø The column headings are also included in the UNIX file and match those on the report.

Population Count Node (one for each of the 10 years of estimates)

Piece No.	Data Item
1	Year of Estimation
2	Population Count for the Year of Estimation

Population Count Details Nodes

Piece No.	Data Item
1	Totals node data description. For example, for a run type of GP this will be GP code and description.
2	Individual data description. For example, for a run type of GP this will be an individual address code listed for the GP.
3–12	These show the population counts per year for each of the 10 years for the selected run type.

Error Messages

REJECT MESSAGES	MEANING / ACTION
Start Year Invalid	The Start Year you have specified is in the past. <i>Enter a valid Start Year.</i>
Start Year Missing	You have not entered a Start Year. <i>Enter a Start Year.</i>
POP Counts Invalid	You have entered something other than 'Y' or 'N' in the 'Population Counts only?' field. <i>Enter 'Y' or 'N'.</i>
POP Counts Missing	You have not entered anything in the 'Population Counts only?' field. <i>Enter 'Y' or 'N'.</i>
SO Defaults Invalid	You have entered something other than 'Y' or 'N' in the 'Use S.O. Defaults?' field. <i>Enter 'Y' or 'N'.</i>
SO Defaults Missing	You have entered 'N' in the 'Population Counts only?' field, but have not entered anything in the 'Use S.O. Defaults?' field. <i>Enter 'Y' or 'N' for S.O. defaults if you require screening estimates.</i>
SO Defaults Not req.	You have entered 'Y' in the 'Population Counts only?' field, and have also entered something in the 'Use S.O. Defaults?' field. <i>Leave the 'Use S.O. defaults?' field blank if you do not require screening estimates.</i>
CRB Invalid	You have entered something other than 'C', 'R' or 'B' in the Call/Recall/Both field. <i>Enter 'C', 'R' or 'B'.</i>
CRB Missing	You have entered 'N' in the 'Population Counts only?' field, and 'N' in the 'Use S.O. Defaults?' field, but you have not entered a cycle type in the Call/ Recall/Both field. <i>Enter 'C', 'R' or 'B' if you require screening estimates and do not wish to use the S.O defaults.</i>
CRB Not req.	Either: - You have entered 'N' in the 'Population Counts only?' field, and 'Y' in the 'Use S.O. Defaults?' field, and you have also entered a cycle type in the Call/ Recall/Both field. Or: - You have entered 'Y' in the 'Population Counts only?' field, and also entered a cycle type in the Call/ Recall/Both field. <i>Leave the Call/ Recall/Both field blank if you wish to use S.O. defaults for screening estimates, or if you require population counts only.</i>
YoB Must be in Past	You have entered a Year of Birth which is not in the past. <i>Re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
From YoB Invalid	The first year you have entered in the Year of Birth field is not numeric. <i>Re-enter correctly.</i>
From YoB too old	The first year you have entered in the Year of Birth field is 80 years ago or more. <i>Enter a more recent year in this field.</i>
From YoB Missing	You have specified “No” for S.O. Defaults, but you have not entered a year in the first Year of Birth field. <i>Enter a valid year in this field.</i>
From YoB Not req.	You have specified “Yes” for S.O. Defaults, and you have also entered a year in the first Year of Birth field. <i>Leave this field blank.</i>
To YoB Invalid	The second year you have entered in the Year of Birth field is either not numeric or not in the past. <i>Re-enter correctly.</i>
To YoB too young	The second year you have entered in the Year of Birth field is 20 years ago or less. <i>Enter a less recent year in this field.</i>
To < From YoB	The year you have entered in the second Year of Birth field is before the year you have entered in the first Year of Birth field. <i>Enter the correct years in the correct fields.</i>
To YoB Missing	You have specified “No” for S.O. Defaults, but you have not entered a year in the second Year of Birth field. <i>Enter a valid year in this field.</i>
To YoB Not req.	You have specified “Yes” for S.O. Defaults, and you have also entered a year in the second Year of Birth field. <i>Leave this field blank.</i>
From MoB Invalid	The first month you have entered in the Month of Birth field is not a number from 1 to 12. <i>Re-enter correctly.</i>
From MoB Missing	You have specified “No” for S.O. Defaults, but you have not entered a month in the first Month of Birth field. <i>Enter a month number in this field.</i>
From MoB Not req.	Either you have entered ‘Y’ in the ‘Population Counts only?’ field, or you have entered ‘N’ in the ‘Population Counts only?’ field and ‘Y’ in the ‘S.O. Defaults’ field, and you have also entered a month in the first Month of Birth field. <i>Leave this field blank if you require population counts only, or if you wish to use S.O. defaults for screening estimates.</i>
To MoB Invalid	The second month you have entered in the Month of Birth field is not a number from 1 to 12. <i>Re-enter correctly.</i>

REJECT MESSAGES	MEANING / ACTION
To < From MoB	The number you have entered in the second Month of Birth field is smaller than the number you have entered in the first Month of Birth field. <i>Check both months, and enter the correct numbers in the correct fields.</i>
To MoB Missing	You have specified “No” for S.O. Defaults, but you have not entered a month in the second Month of Birth field. <i>Enter a month number in this field.</i>
To MoB Not req.	Either you have entered ‘Y’ in the ‘Population Counts only?’ field, or you have entered ‘N’ in the ‘Population Counts only?’ field and ‘Y’ in the ‘S.O. Defaults’ field, and you have also entered a month in the second Month of Birth field. <i>Leave this field blank if you require population counts only, or if you wish to use S.O. defaults for screening estimates.</i>
Recall Int. Invalid	You have either specified a Recall Interval for Call patients (Call/Recall/Both field contains ‘C’), or you have specified a Recall Interval which is not numeric and >0, <i>Check that a recall Interval is required. If it is, enter a number of months greater than zero in this field.</i>
Recall Int. Missing	You have specified “No” for S.O. Defaults, and the Call/Recall/Both type is either ‘R’ or ‘B’, but you have not entered a Recall Interval. <i>Enter a number of months in this field.</i>
Recall Int. Not req.	Either: You have entered ‘N’ in the ‘Population Counts only?’ field, and ‘Y’ in the ‘Use S.O. Defaults?’ field, and you have also entered a Recall Interval. Or: You have entered ‘Y’ in the ‘Population Counts only?’ field, and also entered a Recall Interval. <i>Leave the ‘ Recall Interval’ field blank if you wish to use S.O. defaults for screening estimates, or if you require population counts only.</i>
Run Type Invalid	You have made an invalid entry in the Run Type field. <i>Enter a run type from the list GP/G1/G2/SO/AG/AC/ED/PO in this field.</i>
Run Type Missing	You have left the Run Type field blank. <i>Enter a run type from the list GP/G1/G2/SO/ AG/AC/ED/PO in this field.</i>
SO Incomplete	The Screening Office is not fully defined.

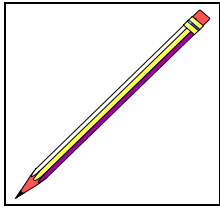
REJECT MESSAGES	MEANING / ACTION
SO of Grp not Req.	You have tried to enter an S.O. code in the 'S.O. Code of required GP Group or Area Group' field for a Run type other than G1 or AG. <i>Either leave this field blank or change the Run Type to the one you require.</i>
SO of Grp is Req.	You must enter an S.O. code in the 'S.O. Code of required GP Group or Area Group' field for a Run type of G1 or AG. <i>Either enter an S.O. code in this field or change the Run Type to the one you require.</i>
SO has no Area Codes	The S.O. whose code you have entered in the 'S.O. Code of required GP Group or Area Group' field has no Area Codes. <i>Either enter another S.O. code or leave this field blank.</i>
SO has no GP Groups	The S.O. whose code you have entered in the 'S.O. Code of required GP Group or Area Group' field has no GP Groups. <i>Either enter another S.O. code or leave this field blank.</i>
SO Code Invalid	You have entered an invalid S.O. code. <i>Enter a valid code.</i>
SO Code Missing	At least one S.O. code must be entered for the Run Type you have requested. <i>Enter an S.O. code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all Screening Offices.</i>
PCO Code invalid	The PCO Code is not a current valid code. <i>Check and re-enter as appropriate.</i>
PCO Code missing	Enter at least one PCO Code for this run type.
GP Code Invalid	You have entered an invalid GP code. <i>Enter a valid GP code.</i>
GP Code Missing	At least one GP code must be entered for the Run Type you have requested. <i>Enter a GP code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all GPs.</i>
GP cancelled	The GP whose code you have entered is not currently practicing.
GP Group Invalid	You have entered an invalid GP group code. (GP groups are set up using the SO-G screen.)
GP Group Missing	At least one GP group code must be entered for the Run Type you have requested. <i>Enter a GP group code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all GP groups.</i>

REJECT MESSAGES	MEANING / ACTION
GP P/Ship Invalid	You have entered an invalid GP partnership code. <i>Enter a valid GP partnership code.</i>
GP P/Ship Missing	At least one GP partnership code must be entered for the Run Type you have requested. <i>Enter a GP partnership code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all GP partnerships.</i>
PRACTICE CODE invalid	You have entered an invalid practice code.
Practice Code missing	You have not entered a valid practice code.
Area Grp Invalid	You have entered an invalid Area group code. (Area groups are set up using the SO-S screen.)
Area Grp Missing	At least one Area Group code must be entered for the Run Type you have requested. <i>Enter an Area Group code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all Area Groups.</i>
Add Code Invalid	You have entered an invalid Address Code.
Add Code Missing	At least one Address Code must be entered for the Run Type you have requested. <i>Enter an Address Code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all Address Codes.</i>
ED Code Invalid	You have entered an invalid Enumeration District code.
ED Code Missing	At least one Enumeration District code must be entered for the Run Type you have requested. <i>Enter an Address Code in at least one of the 'Enter specific codes according to Run Type' fields, or enter an asterisk (*) to select all Enumeration District codes.</i>
Duplicate Entry	You have entered two identical codes in the 'Enter specific codes according to Run Type' fields.
Codes not required	You have entered an asterisk to select 'all', so it is not necessary to enter codes in the 'Enter specific codes according to Run Type' fields.
DOWNLOAD invalid	Must be 'Y' or 'N'. <i>Re-enter correctly.</i>
DOWNLOAD missing	Must be present. <i>Enter either 'Y' or 'N'.</i>
CEASE invalid	Must be 'Y' or 'N'. <i>Re-enter correctly.</i>
CEASE missing	Must be present. <i>Enter either 'Y' or 'N'.</i>
CEASE vs POP Count	Must be 'N' when 'Population Count only' is requested.

REJECT MESSAGES	MEANING / ACTION
START missing	You must enter 'Y' to start processing the job. <i>Enter Y in the last field.</i>
START invalid	The only letter you can enter in the last field is 'Y'. <i>Re-enter correctly.</i>

Query Messages

REJECT MESSAGES	MEANING / ACTION
GP STATUS ok ?	GP has status that is not 'live', or the GPs end date has been reached.



EXETER HEALTH AUTHORITY

*** BREAST SCREENING CALL/RECALL SYSTEM ***

** AJ-BCE **

ESTIMATED SCREENING COVERAGE GPs (SO Defaults)

Printed : 15-SEP-1999 at 10:15 AM

Summary of Estimated Screening Coverage by GPs

Start Year for Estimation . : 1999 Use S.O. Defaults ?(Y/N).. : Y
Call/Recall/Both : (S0 Defaults)
Year of Birth : (S0 Defaults) Month of Birth..... : (S0 Defaults)

Recall Interval : (S0 Defaults)

Create file for download to micro ? (Y/N) : N

Run Type : GP - (GPs)

S.O. Code of required GP Group or Area Group : (NONE)

GPs : 000001, 0000016, 000020

Total numbers of eligible women for the specified GPs :		Call	Recall	Total	Population
Due in 1999		44	89	133	143
Due in 2000		51	68	119	140
Due in 2001		49	99	148	172

Estimated Screening Coverage by GPs

(Analysis Job Run on 15/9/1999)

	<----- 1999 ----->				<----- 2000 ----->			<----- 2001 ----->		
	Call	Recall	Total	Ceased	Call	Recall	Total	Call	Recall	Total
DR. A AMBER (000001)	43	52	95	9	41	28	69	49	41	90
	+	+	+	++	+	+	++	+	+	+
DUL , DULVERTON, SOMERSET	18	22	40	2	19	18	37	22	12	34
DUL2 , DULVERTON, SOMERSET	2	1	3	0	3	0	3	3	0	3
DUL3 , DULVERTON, SOMERSET	0	1	1	4	0	1	1	0	21	1
EXE , EXETER, DEVON	10	20	30	1	5	1	6	1	0	1
TIV , TIVERTON, DEVON	12	8	20	2	12	8	20	21	8	29
TIV2 , TIVERTON, DEVON	1	0	1	0	2	0	2	2	0	2
DR. O ORANGE (000016)	0	25	25	1	0	15	15	0	34	34
	+	+	+	++	+	+	++	+	+	+
HON , HONITON, DEVON	0	25	25	1	0	15	15	0	34	34
DR. B BLACK (000020)	1	12	13	0	10	25	35	0	24	24
	+	+	+	++	+	+	++	+	+	+
HON1 , HONITON, DEVON	1	12	13	0	10	25	35	0	24	24

```
*****
*   The run of AJ BCE has identified the following numbers of   *
*   patients whose Screening Office could not be determined :-  *
*                                                                *
*   1500    - neither Address Code or GP Code are in a S0 Group *
*   50      - Address Code & GP code both give a different S0  *
*                                                                *
*   If necessary your Support Team can identify these patients. *
*****
```

The following details were recorded for those patients for whom a Screening Office could not be determined from either their GP Code or Address Code.

These details have been presented in two ways, firstly by totals per GP Code, and secondly by totals per Address Code.

GP Code -----	Number of Patients -----	GP Code -----	Number of Patients -----
100321	500	100322	490
100323	510		

Total number of patients : 1500

Address Code -----	Number of Patients -----	Address Code -----	Number of Patients -----
HEB1	150	HEB2	150
HEB3	150	HEB4	150
HEB5	150	JAR1	150
JAR2	150	JAR3	150
BKEY1	150	BKEY2	150

Total number of patients : 1500

EXETER HEALTH AUTHORITY

*** BREAST SCREENING CALL/RECALL SYSTEM ***

** AJ-BCE **

ESTIMATED SCREENING COVERAGE Screening Office (SO Defaults)

Printed : 15-SEP-1999 at 10:15 AM

Summary of Estimated Screening Coverage by Screening Office

Start Year for Estimation . : 1999 Use S.O. Defaults ?(Y/N) .. : Y
 Call/Recall/Both : (S0 Defaults)
 Year of Birth : (S0 Defaults) Month of Birth : (S0 Defaults)

 Recall Interval : (S0 Defaults)

 Create file for download to micro ? (Y/N) : N

 Run Type : S0 - (Screening Office)

 S.O. Code of required GP Group or Area Group : (NONE)

 Screening Office : *

Total numbers of eligible women for all Screening Offices :	Call	Recall	Total	Population
Due in 1999	2055	2054	4109	4153
Due in 2000	2060	2045	4105	4115
Due in 2001	2066	2033	4099	4104

15-SEP-99

EXETER HEALTH AUTHORITY

Page : 3

Estimated Screening Coverage by Screening Office

(Analysis Job Run on 15/9/1999)

	<----- 1999 ----->				<----- 2000 ----->			<----- 2001 ----->		
	Call	Recall	Total	Ceased	Call	Recall	Total	Call	Recall	Total
LED - EAST DEVON	1040	1032	2072	30	1041	1027	2068	1044	1021	2065
LPL - WEST DEVON	1015	1022	2037	14	1019	1018	2037	1022	1012	2034


```
*****
*   The run of AJ BCE has identified the following numbers of   *
*   patients whose Screening Office could not be determined :-  *
*                                                                *
*   508      - neither Address Code or GP Code are in a S0 Group *
*   50       - Address Code & GP code both give a different S0  *
*                                                                *
*   If necessary your Support Team can identify these patients.  *
*****
```

Population Counts by GPs

Start Year for Estimation : 2007 Population Counts only ? (Y/N) .. : Yes
 Use SO Defaults ? (Y/N) : N/A
 Call/Recall/Both : N/A Year of Birth : 1951 to 1955
 Recall Interval : N/A Month of Birth : 1 to 12

Run Type : GP - (GPs)

SO Code for GP Grp or Area Grp .. : (NONE)

GPs : *

Create UNIX download file ? (Y/N) : No

List Ceased Women ? (Y/N) : No

Total numbers of eligible women for all GPs :	Population
Due in 2007	396
Due in 2008	397
Due in 2009	378
Due in 2010	383
Due in 2011	413
Due in 2012	412
Due in 2013	414
Due in 2014	421
Due in 2015	435
Due in 2016	423

AJ-BCE example of the summary page layout from a Population Counts run by GP

Shows the total eligible population for all GPs over a 10 year projection period.

Population Projections by GPs (Analysis Job run on 24/5/2007)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
DR. APJ ARDLEY (000020)	77	76	69	66	71	73	76	78	82	77
EXE - , EXETER, DEVON	4	3	2	2	1	0	0	0	0	0
NEW - ASHBURTON, NEWTON ABBOT, DEVON	40	38	40	38	38	35	38	37	41	40
NEW2 - , NEWTON ABBOT, DEVON	6	5	4	5	3	5	6	7	8	10
SOU - , SOUTH BRENT, DEVON	4	6	5	6	7	6	4	4	3	4
SOU2 - , SOUTH BRENT, DEVON	23	24	18	15	21	26	27	29	29	23
TOR - , TORQUAY,	0	0	0	0	1	1	1	1	1	0
DR. A BEBLE (000040)	0	0	0	0	0	1	1	1	1	1
ABB - ABBOTS FARM, BECKLY, DEVON	0	0	0	0	0	1	1	1	1	1
DR. A BERLIN (000025)	63	66	61	61	76	74	75	77	79	77
EXE - , EXETER, DEVON	63	66	61	60	75	72	73	75	78	74
EXET - , EXETER,	0	0	0	0	0	0	0	0	0	1
HEA - HEAVITREE, EXETER, DEVON	0	0	0	1	1	2	2	2	1	2
DR. V ERMILLION (000030)	14	14	16	15	17	18	20	23	22	17
EXE - , EXETER, DEVON	14	14	16	15	17	18	20	23	22	17
DR. A GOLDEN (000001)	8	7	9	9	10	10	11	10	9	9
TIV - DENBY STH, TIVERTON, DEVON	8	7	9	9	10	10	11	10	9	9
DR. K LYMM (000006)	15	17	17	20	24	23	26	26	23	19
TIV - DENBY STH, TIVERTON, DEVON	15	17	17	20	24	23	26	26	23	19
DR. K SILVER (000007)	15	14	12	13	12	14	10	9	11	13
TIV - DENBY STH, TIVERTON, DEVON	15	14	12	13	12	14	10	9	11	13

AJ-BCE example of the detail print layout from a Population Counts run by GP

Shows the eligible population for each GP over a 10 year projection period with further analysis by Address Code.

Note: if all of the 10 year counts for a GP code are zero, then that GP is not reported – this applies to any codes being reported.

EXETER HEALTH AUTHORITY

*** BREAST SCREENING CALL/RECALL SYSTEM ***

** AJ-BCE **

ESTIMATED SCREENING COVERAGE Screening Office (S0 Defaults)

Printed : 22-OCT-2003 at 12:02 PM

Parameters used to produce the Ceased List

Start Year for Estimation.. :	2002	Population Counts only ? (Y/N).. :	No
Use S.O. Defaults ?(Y/N)... :	Yes		
Call/Recall/Both..... :	(S0 Defaults)	Year of Birth..... :	(S0 Defaults)
Recall Interval..... :	(S0 Defaults)	Month of Birth..... :	(S0 Defaults)
Run Type..... :	GP - (GPs)		
S.O. Code of required GP Group or Area Group..... :	(NONE)		
GPs..... :	000001, 0000016, 000020		
TOTAL NUMBER OF CEASED WOMEN..... :	7		

Estimated Screening Coverage by GPs - List of Ceased Women

GP Name (Code)	Surname	Forename	NHS Number	Date of Birth	Date of Ceasing	Reason for Ceasing

Dr. A Amber (000001)	Anderson	Rebecca Jane	123 098 6456	01.01.1942	12.01.2003	Terminally Ill
	Marshall	Carol	402 345 9123	25.11.1940	11.06.2000	Bilateral Mastectomy
	Proud	Jane	412 201 0244	08.01.1943	01.08.2003	Woman's Choice
	Saw	Barbara	733 444 9874	10.11.1939	23.04.1999	Woman's Choice
Dr. O Orange (00016)	Sanderson	Donna	205 943 9871	16.05.1950	14.01.2003	Bilateral Mastectomy
	Tackson	Michelle	436 700 0701	12.10.1949	01.02.2002	Woman's Choice
Dr. B Black (000020)	Gallanaugh	Annie	505 612 9431	28.08.1949	12.12.2003	Woman's Choice

Estimated Screening Coverage by Screening Office - List of Ceased Women

Screening Office	Surname	Forename	NHS Number	Date of Birth	Date of Ceasing	Reason for Ceasing

Gateshead (AGA)						
	Anderson	Rebecca Jane	123 098 6456	01.01.1942	12.01.2003	Terminally Ill
	Yarshall	Carol	402 345 9123	25.11.1940	11.06.2000	Bilateral Mastectomy
	Sanderson	Donna	405 943 9871	16.05.1950	14.01.2003	Bilateral Mastectomy
East Devon (LED)						
	Gallanaugh	Annie	505 612 9431	28.08.1949	12.12.2003	Woman's Choice

Estimated Screening Coverage by Primary Care Organisation

(Analysis Job run on 7/8/2008)

	<----- 2009 ----->				<----- 2010 ----->			<----- 2011 ----->		
	Call	Recall	Total	Ceased	Call	Recall	Total	Call	Recall	Total
GATESHEAD SO (AGA)	284	1196	1480	10	351	1165	1516	475	1094	1569
REGARDED PCO (5PW)	17	238	255	2	22	234	256	41	222	263
APRIL 06 PCT (5E6)	0	2	2	0	0	2	2	0	2	2
DSDS08 PCT(5AA)	17	227	244	2	21	229	250	44	220	264
FRED FLINSTONE (5EZ)	161	480	641	4	196	464	660	252	433	685
HUGH AND HUGSON (5TW)	0	17	17	1	0	21	21	0	21	21
IAN ST PCO (5AJ)	0	17	17	0	0	14	14	0	13	13
SOUTH STAFFORDSHIRE PCT (5PK)	34	72	106	0	45	67	112	50	61	111
Unknown PCO (GP : 000004)	12	36	48	0	14	35	49	17	32	49
Unknown PCO (GP : 000006)	25	51	76	0	30	49	79	44	45	89
Unknown PCO (GP : 901001)	18	56	74	1	23	50	73	27	45	72

Example of BCE Estimates Print by PCO within Screening Office

Summary of Estimated Screening Coverage by GP Practice

Start Year for Estimation : 2015 Population Counts only ? (Y/N) .. : No
 Use SO Defaults ? (Y/N) : Yes
 Call/Recall/Both : (SO Defaults) Year of Birth : (SO Defaults)
 Recall Interval : (SO Defaults) Month of Birth : (SO Defaults)

Run Type : PR - (GP Practice)

SO Code for GP Grp or Area Grp .. : (NONE)

GP Practice : *

Create UNIX download file ? (Y/N) : Yes (File: /download/bce-291.csv)

List Ceased Women ? (Y/N) : Yes

Total numbers of eligible women for all GP Practices :	Call	Recall	Total	Population
Due in 2015	179	2023	2202	2241
Due in 2016	265	1970	2235	2266
Due in 2017	381	1911	2292	2322

AJ-BCE: Header Page, GP Practice run type

Estimated Screening Coverage by GP Practices

(Analysis Job run on 9/3/2015)

	<----- 2015 ----->				<----- 2016 ----->				<----- 2017 ----->			
	Call	Recall	Total	Ceased	Call	Recall	Total		Call	Recall	Total	
ALAN PRACTICE (A29292)	1	3	4	0	2	3	5		2	3	5	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
DR. F BUBBL Y (BUB100)	1	0	1	0	1	0	1		1	0	1	
DR. M GOLDEN-WOODY (000015)	0	2	2	0	0	2	2		0	2	2	
DR. M GOLDENGPM (000014)	0	1	1	0	1	1	2		1	1	2	
GUBBINS AND BROTHERS (A40404)	2	1	3	0	2	1	3		2	1	3	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
DR. D DOBERMAN (ALGP04)	2	0	2	0	2	0	2		2	0	2	
DR. E EMBERS (ALGP05)	0	1	1	0	0	1	1		0	1	1	
ALAVTE PRACTICE (A54321)	0	2	2	0	0	2	2		0	2	2	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
DR B ABBOT (SEN2)	0	2	2	0	0	2	2		0	2	2	
NEW SC00LD00B PRACTICE (A56008)	1	0	1	0	1	0	1		1	0	1	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
P UPSD00 (SC00B6)	1	0	1	0	1	0	1		1	0	1	
SKIPTON MYLOU (A80085)	5	268	273	2	17	262	279		28	255	283	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
DR. A BERLIN (000025)	0	5	5	0	0	4	4		0	4	4	
DR. L CIF-LEMON-CLEANER-XX (000013)	0	1	1	0	0	0	0		0	0	0	
DR. CNM CYAN (000046)	0	2	2	0	0	2	2		0	2	2	
DR. A GOLDENGPO (000019)	0	236	236	0	11	233	244		21	226	247	
DR. B GOLDENGPO (000043)	0	4	4	0	0	4	4		0	4	4	
DR. C GOLDENGPO (SKY)	5	11	16	0	6	11	17		7	11	18	
DR. G GOLDENGPO (000017)	0	5	5	2	0	4	4		0	4	4	
DR. K KHAKI (000047)	0	1	1	0	0	1	1		0	1	1	
DR R PURPLE (000100)	0	3	3	0	0	3	3		0	3	3	
HARRIS AND PARRIS PRACTICE (B00001)	0	2	2	1	0	2	2		0	2	2	
	+ +	+ +	+ +	++	+ +	+ +	++		+ +	+ +	+ +	
DR. C MEDICAL OFFICER (ZZZ768)	0	0	0	1	0	0	0		0	0	0	
DR. C MEDICAL OFFICER (ZZZ769)	0	1	1	0	0	1	1		0	1	1	
DR. C MEDICAL OFFICER (ZZZ770)	0	1	1	0	0	1	1		0	1	1	

TES PDT HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCE **

POPULATION COUNTS - GP Practice

Printed : 21-JUL-2015 at 9:43 AM

AJ-BCE: Population Counts by GP Practice, Header Page

Population Counts by GP Practice

```

Start Year for Estimation ..... : 2015      Population Counts only ? (Y/N) .. : Yes
Use SO Defaults ? (Y/N) ..... : N/A
Call/Recall/Both ..... : N/A      Year of Birth ..... : 1940 to 1950
Recall Interval ..... : N/A      Month of Birth ..... : 1 to 12

```

Run Type : PR - (GP Practice)

SO Code for GP Grp or Area Grp .. : (NONE)

GP Practice : *

Create UNIX download file ? (Y/N) : Yes (File: /download/bce-292.csv)

List Ceased Women ? (Y/N) : No

Total numbers of eligible women for all GP Practices :

Population

Due in 2015		820
Due in 2016		882
Due in 2017		944
Due in 2018		962
Due in 2019		997
Due in 2020		1057
Due in 2021		1115
Due in 2022		1152
Due in 2023		1194
Due in 2024		1236

Population Projections by GP Practices (Analysis Job run on 21/7/2015)

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
ALAN PRACTICE (A29292)	1	2	2	2	2	2	2	2	4	4
DR. KA BUBBLY (BUB12)	0	0	0	0	0	0	0	0	1	2
DR. M GOLDEN-WOODY (000015)	1	2	2	2	2	2	2	2	2	1
DR. M GOLDENGPM (000014)	0	0	0	0	0	0	0	0	1	1
GUBBINS AND BROTHERS (A40404)	0	0	1	2	2	2	2	3	3	3
DR. D DOBERMAN (ALGP04)	0	0	0	1	1	1	1	2	2	2
DR. E EMBERS (ALGP05)	0	0	1	1	1	1	1	1	1	1
ALAN PRACTICE TEST (A54321)	1	1	1	1	1	1	1	1	1	1
DR B ABBOT (SEN2)	1	1	1	1	1	1	1	1	1	1
SKIP TO MY LOU (A80085)	116	118	116	114	110	119	128	132	144	146
DR. A BERLIN (000025)	1	1	1	1	1	1	0	0	1	1
DR. L CIF-LEMON-CLEANER-XX (000013)	1	1	1	1	1	1	0	0	0	0
DR. CNM CYAN (000046)	0	1	1	1	1	1	1	2	2	2
DR. O GOLDENGPO (000019)	101	102	101	99	93	100	111	113	125	129
DR. O GOLDENGPOX (000043)	3	4	4	4	3	3	3	3	3	1
DR. Q GOLDENGPO (SKY)	4	3	4	4	5	7	8	9	9	8
DR. G GOLDENOLDENPINGPONG (000017)	6	6	4	4	5	4	3	3	2	3
DR R PURPLE (000100)	0	0	0	0	1	2	2	2	2	2
HARRIS AND PARRIS PRACTICE (B00001)	0	0	0	0	0	5	6	6	6	6
DR. C MEDICAL OFFICER (ZZZ768)	0	0	0	0	0	2	2	2	2	2
DR. C MEDICAL OFFICER (ZZZ769)	0	0	0	0	0	2	2	2	2	2
DR. C MEDICAL OFFICER (ZZZ770)	0	0	0	0	0	1	2	2	2	2
ALIS B10101 PRACTICE STUFF PLUS LONG . (B10101)	19	23	25	24	28	30	31	35	35	38
DOC H FRANCIS (DOCD0C)	1	1	1	1	1	0	0	0	0	0
DR. DW GOLDENGPD (000055)	9	10	11	10	12	15	18	19	19	22
DR. Q GOLDENGPO (337)	8	11	12	12	13	13	11	14	14	14
DR. B MID (863)	1	1	1	1	1	1	1	1	1	1
PROF J O'GROATES (GDDOCC)	0	0	0	0	1	1	1	1	1	1
NEW PRACTICE TO TEST STUFF (B90909)	17	17	15	15	15	14	16	15	13	18
SIR P PUCE (000089)	17	17	15	15	15	14	16	15	13	18

Population Projections by GP Practice (Analysis Job run on 21/7/2015)

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
CRAIGSTEST 0123456789012345----- (C10001)	160	170	175	179	192	194	196	200	200	209
DR. RR AARDVARK (000020)	109	116	117	121	130	135	137	142	141	153
DR. K GOLDENGP (000007)	43	46	51	51	54	52	52	53	54	51
DR. F HELIOTROPE (000009)	6	6	5	5	6	6	6	4	4	4
DR. S SMITH (000070)	2	2	2	2	2	1	1	1	1	1
SKIP (C20202)	7	7	10	10	10	12	16	16	16	16
DR. MM MAGENTA DDDDDDDDDDDA (000045)	1	1	1	0	0	2	5	5	5	5
DR. K ROBERTS (ZZZ489)	0	1	1	1	1	1	1	1	1	1
DR. S SUZUKI (000087)	6	5	8	9	9	9	10	10	10	10
NEWBY PRACCY. (C30303)	20	21	25	27	29	31	32	32	31	34
SIR L AGOLDENGPL (000071)	0	0	0	0	0	0	0	0	1	2
DR. LG GOLDENGPL (000078)	20	21	25	27	29	31	32	32	30	32
ALAN D20202 PRACTICE (D20202)	8	10	14	15	15	19	19	18	20	23
DR. MJK FRENCH (1001)	0	0	0	0	1	1	1	1	1	1
DR. N GOLDENGP (000051)	1	1	1	1	1	1	1	0	0	0
DR. N GOLDENGP (000053)	2	2	2	2	1	1	1	1	1	1
DR. IAT OLDENGP (000050)	2	2	2	2	2	3	3	2	2	1
DR. RAF SNEIDERSON (GPDOCA)	3	4	7	8	8	11	11	12	14	18
DR. H THOMAS (1009)	0	1	2	2	2	2	2	2	2	2
REDPATH PRACTICE (D30303)	0	1	1	1	2	2	2	2	2	2
DR. C CARTER (ALGP03)	0	1	1	1	1	1	1	1	1	1
DR. I INKERMEN (ALGP09)	0	0	0	0	1	1	1	1	1	1
JAS PRACTICE (D81810)	7	15	18	20	22	24	28	29	29	29
DR T O'HARA (GPDOCB)	7	15	18	20	22	24	28	29	29	29

```
*****
*
* The run of AJ-BCE has identified the following numbers of
*
* patients whose Screening Office could not be determined :-
*
* 66      - neither Address Code or GP Code are in a SO Group
* 3444    - Address Code & GP Code both give a different SO
*
* If necessary your Support Team can identify these patients.
*
*****
```

The following details were recorded for those patients for whom a Screening Office could not be determined from either their GP Code or Address Code.
These details have been presented in two ways, firstly by totals per GP Code, and secondly by totals per Address Code.

GP Code -----	Number of Patients -----	GP Code -----	Number of Patients -----
807	9	9071	7
000033	3	000039	1
000666	1	AJHDOC	1
ALGP02	1	ALGP16	1
B708	1	B711	1
DRWHO	1	G100	2
GP001	1	GP005	1
GP1234	1	GPEE2	7
HOPPY2	1	MZGGP1	4
PEPA3	2	PEPA5	2
SPUD	9	TWR1	5
ZZZ489	2	ZZZ737	1
ZZZ739	1		

Total number of patients : 66

Address Code -----	Number of Patients -----	Address Code -----	Number of Patients -----
EXE1	1	EXET	2
EXM	1	HEA	5
NEW2	1	PIN	1
ST. LO	1	TIV	27
TOR	25	WEST CL	2

Total number of patients : 66

Analysis Job KC63 (KC63/Ad Hoc Statistics)

Statistical information is required annually by the Department of Health (DH) to monitor the effectiveness of the Breast Screening programme. It is delivered to the DH in the form of official KC63 reports.

AJ-KC63 produces the official KC63 return as a single report for all women registered within a Health Authority or other healthcare organisation. This analysis job may also be used to produce ad hoc statistics for any past review period. Statistics may be organised by GP, GP Partnership, Practice, Primary Care Organisation (PCO), Screening Office, District (DHA), local authority lower or upper tier, or PCO code, or can cover the whole of your organisation's database. Multiple count runs – up to 15 – can be retained from which reports and downloads can be produced.

To produce reports for the DH, AJ-KC63 should be run on or around the 1 October, to ensure that the statistics are complete, that is, including the majority of results received from the Screening Office and entered onto your organisation's system.

Analysis Job KC63 may be used to:

- produce KC63 reports for a previous financial year, for assessment by the Department of Health;
- produce ad hoc statistical reports for any review period in the past, enabling your organisation to examine the effectiveness of the local Breast Screening programme;
- transfer all or part of the KC63 table to a PC, via a download to UNIX, so that graphs etc., can be produced using packages such as Excel;
- produce an audit print, listing women included in the statistical reports, or selected sections of them;
- produce a print of unknown details for GPs whose PCO, or Screening Office, etc., cannot be identified;
- delete counts and/or audit files; and
- email the results of an official KC63 run to the development team in order to complete the National Aggregation of KC63 statistics.

Statistical Reports

AJ-KC63 will produce one table, consisting of three parts:

Part 1	shows the number of women who have been invited/screened within the review period/last 3 years.
Part 2	shows the number of women with open episodes who have and have not been invited. For the annual report sent to the DH, the number of women with open episodes should be relatively small: if AJ-KC63 is run in October, there should have been enough time for appointments and results to have been sent back to your organisation.
Part 3	shows the number of women with higher risk episodes within the review period.

The table contents are described on pages S3-35 to S3-37. Print samples are included at the end of this section.

Audit Report

The audit print lists the NHS numbers of all the women who have been counted in a specific cell (line/column) within a code. Owing to the volume of print which could be produced, you cannot request an audit print of all cells for all codes. You must be specific about which cells you require.

You can print audit information for:

- specific cells for all codes, or
- specific cells for specific codes only.

A print sample is included at the end of this section.

Downloading Statistics

The KC63 statistics may be downloaded (transferred) to a PC, for use in packages such as Excel. This enables you to produce graphs, etc. of the information. All or some of the statistics may be transferred.

The statistics will be downloaded to the UNIX directory specified on the SP-S screen.

Before Running AJ-KC63

Prior to running the official KC63s for the DH, you should ensure that screening results have been received for open episodes created before the end of the financial year to be reported. Because open episodes are not included in the coverage calculations, the statistics could be misleading if a number of women with open episodes are omitted.

Use AJ-BCO, with a review date of the end of the last financial year, to report those open episodes which will affect your coverage statistics. Keeping the numbers of open episodes reported to a minimum helps maximize the coverage. Also, your QA reference centre monitors open episodes.

Running AJ-KC63

There are seven different types of AJ-KC63 run which may be selected from the initial AJ-KC63 screen. You can either:

- perform a count;
- print KC63 statistics;
- download KC63 statistics;
- print audit data;
- print “unknown” details;
- delete counts and audits; or
- email the official run.

When you run AJ-KC63, the first thing you must do is perform a count run. When the KC63 count job has been run, you can then perform any of the other six types of run.

The Initial AJ-KC63 Screen – Specify Run Type

Directions – Specify AJ-KC63 Run Type

1. Enter a key of **AJ** with a qualifier of **KC63**. Press **Enter**.
2. Enter one of the numbers **1, 2, 3, 4, 5, 6** or **7** to specify the type of run you require.

NOTE Ø Before any of Run Types 2, 3, 4, 5, 6 or 7 can be selected, a count run (Run Type 1) must first have been carried out.

3. Press **Enter**. The screen appropriate to the run type you have selected will then appear.

```

AJ]Analysis Job                               Qualifier[KC63                      ]
Job Name   . . BREAST SCREENING KC63 STATISTICS
Description . This job produces the annual KC63 statistics required by the
               Department of Health. The statistics can also be collated for
               any ad-hoc review period prior to today's date.

               To generate a new set of statistics perform a count run first.
               Prints and downloads can then be produced as required.

               Select the Run Type (1,2,3,4,5,6,7) . . . . . [ ]

               1 - Perform a count run           5 - Print 'Unknown' details
               2 - Print the tables               6 - Delete Counts/Audits
               3 - Download the tables            7 - Email Official run
               4 - Print the audit data

               To perform a Print or Download run you must enter the Run ID
               of the Count here and then schedule the job. A complete list
               of available Counts can be displayed by accessing the pop-up
               box function from the field below.

               Enter the Run ID for Prints/Downloads (press Ctrl L) . . . [ ]
  
```

Figure 1: The Initial AJ-KC63 Screen (Select Run Type)

Understanding the Initial AJ-KC63 Screen (Select Run Type)

Run Type

Enter either:

1	to perform a count;
2	to print KC63 statistics;
3	to download KC63 statistics;
4	to print audit data;
5	to print “unknown” details;
6	to delete counts and/or audit; or
7	to email the official run.

and then press **Enter**.

The corresponding parameter screen will then be displayed (described on the following pages.)

Initially, the first action must be to perform a count run. Once a count run has been successfully completed you can then go on to produce as many table prints, downloads and/or audit prints as you require.

Run ID Selection Pop-up Box

Enter the Run ID for the Prints/Downloads (press Ctrl L)

To see a list of current count details and their respective Run IDs, place the cursor in the **Run ID** field at the bottom of the screen and press **Ctrl L**. This will display a pop-up box listing all the available counts. An example screen shot is shown below.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 STATISTICS
Description . This job produces the annual KC63 statistics required by the
               Department of Health. The statistics can also be collated for
               any ad-hoc review period prior to today's date.

               [-----]
               | Run ID  Run Date    Run ID Selection Box          A.Type  Codes  Audit |
               |-----|-----|-----|-----|-----|-----|
               | 258    11.07.2005  11.11.2004 -> 12.02.2005      SO      *      N   | [ ]
               | 257    11.07.2005  01.04.2004 -> 31.03.2005      PO      *      Y   |
               |-----|-----|-----|-----|-----|-----|
               |-----'G'oto-----|
               |
               | Enter the Run ID for Prints/Downloads (press Ctrl L) . . . [ ]
  
```

Figure 2: The Initial AJ-KC63 Screen (with Run ID Selection Box)

From the pop-up box, use the up and down arrow keys to select the specific Run ID and press **Return**. The **Run ID** is now automatically displayed in the Enter the Run ID for **Prints/Downloads** field.

Press **Enter** to display the job screen for that Run Type.

Understanding the Run ID Selection Box

Run ID

This is an automatically generated sequential identity number which is unique to every count run you perform.

Run Date

This is the date you performed the count run.

Review Period

This the period between the **From** and **To** dates you specified for the count run.

A. Type

This the analysis type you specified for the count run, e.g. collate statistics by GP, or by practice.

The Run ID

Each completed count run is given a unique, numeric run identifier. The run identifier is displayed on the job screens, printed on all the reports and included in any downloads relating to that run.

Performing the KC63 Count (Run Type 1)

Directions – Perform AJ-KC63 Count

1. On the initial AJ-KC63 screen (page S3-4), select Run Type **1** and press **Enter**. The screen shown in **Figure 4** (page S3-9) will then be displayed.
2. Enter the date range for which statistics are to be produced. If you are producing this year's official KC63 statistics for the DH, this must be the last Financial Year, e.g. 01.04.2001 to 31.03.2002. If you want to perform an ad hoc run, any review period (in the past) can be entered.
3. Specify the Analysis Type by which the statistics are to be organised, i.e.:
 - **CD** – the Complete Database (i.e. a single NHAIS system)
 - **DH** – Districts
 - **GP** – GP codes
 - **LL** – local authority (lower tier)
 - **LU** – local authority (upper tier)
 - **PS** – GP partnerships
 - **PR** – Practices
 - **PO** – Primary Care Organisations
 - **QC** – Q codes
 - **SO** – Screening Offices

You can make this selection either by entering the two-letter code directly into the field on the screen, or by selecting it via a pop-up box.

If you are producing this year's official KC63 statistics for the DH, the Analysis Type must be **LU** (local authority upper tier).

4. If you are searching by any Analysis Type other than 'CD', you can specify particular codes for which the count is to be performed (e.g. for Analysis Type 'GP', you can specify individual GP codes, for Analysis Type 'SO' you can specify particular Screening Office codes, etc.). For all codes, enter an asterisk '*' in the first 'Codes' field.

If you are producing this year's official KC63 statistics for the DH, an asterisk must be entered in the first 'Codes' field, to perform the count for all PCO codes.

5. If you want to produce an audit file with the count run, enter **Y** in **Create Audit File** field.
6. Enter **Y** in the last field to set up the job for processing.
7. Follow standard printing procedures.


```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 COUNT RUN
Description . The official KC63 statistics will only be produced if the review
              period is for a complete financial year and the analysis type LU
              is used, where LU refers to Upper Tier Local Authority.

              Any other review period or analysis type will produce the ad-hoc
              statistics.

              Review Period . . . . . from [      ] to [      ]
              e.g. for a financial year . . from 01.04.2012 to 31.03.2013

              Analysis Type (CTRL-L for list) . . . . . [      ]

              Codes (* for all):
              [      ] [      ] [      ] [      ] [      ] [      ]
              [      ] [      ] [      ] [      ] [      ] [      ]
              [      ] [      ] [      ] [      ] [      ] [      ]

              Create Audit file? (Y/N) . . . . . [      ]

              Enter 'Y' to put the job into the Queue for processing . . . . . [      ]

```

Figure 4: The AJ-KC63 Screen (Run Type 1 – Count Run)

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 COUNT RUN
Description . The official KC63 statistics will only be produced if the review
              period is for a complete financial year and the analysis type LU
              is used, where LU refers to Upper Tier Local Authority.

              Any other [-----] ll produce the ad-hoc
              statistic CODE DESCRIPTION
              Review Pe CD - Complete Database [      ] to [      ]
              e.g. for DH - DHA 2012 to 31.03.2013
              GP - Individual GP
              Analysis LL - Local Auth. (Lower tier) . . . . . [      ]
              LU - Local Auth. (Upper tier)
              Codes (* PO - Primary Care Organisation
              [ PR - Practice [      ] [      ]
              [ PS - GP Partnership [      ] [      ]
              [ QC - Qcode [      ] [      ]
              [ SO - Screening Office
              Create Au[----'G'oto-----]. . . . . [      ]

              Enter 'Y' to put the job into the Queue for processing . . . . . [      ]

```

Figure 5: The AJ-KC63 Screen (Run Type 1 – Count Run with Analysis Type Pop-up Box)

Understanding the AJ-KC63 Screen (Run Type 1 – Count Run)

Review Period.....from [] to []

Enter the range of dates for which statistics will be produced. Dates must be in the past, and in the format DD.MM.CCYY, e.g. 31.03.2002. If you are producing this year's official KC63 statistics for the DH, these dates must be the start and end dates of the last financial year, e.g. 01.04.2001 to 31.03.2002.

Analysis Type

Specify the Analysis Type by which the statistics are to be organised, i.e.:

- **CD** – the Complete Database (i.e. a single NHAIS system).
- **DH** – Districts
- **GP** – GP codes
- **LL** – local authority lower tier
- **LU** – local authority upper tier
- **PS** – GP partnerships
- **PR** – Practices
- **PO** – Primary Care Organisations
- **QC** – Q codes
- **SO** – Screening Offices

You can make this selection either by entering the required two-letter code directly into the field on the screen, or by selecting it via a pop-up box. The pop-up box is selected by positioning the cursor on this field and then pressing the key combination normally used at your organisation. If you are using standard keyboard mappings, you will need to press the **Ctrl** and **L** keys at the same time. The KC63 screen with the pop-up box displayed is shown in **Figure 5** (page S3-9).

NOTE Ø If you are producing this year's official KC63 statistics for the DH, you must select the Analysis Type 'LU' (local authority upper tier).

Codes (* for all)

If you have selected any Analysis Type other than 'CD', you can specify up to 18 individual codes for which you want the KC63 count to be performed. If you want the count carried out for all codes, enter an asterisk '*' in the first of these fields.

NOTE Ø If you are producing this year's official KC63 statistics for the DH, you must enter '*' in the first of these fields to select all PCO codes.

Create Audit File (Y/N)

Enter **Y** or **N** to create an audit file for the run.

Because audit files can take up a large amount of disk space on your system, you need to decide whether an audit file should be produced.

By default, the number of count runs for which audit files will be kept will be limited to five. That is, you can perform and keep up to 15 count runs, but audit files can only be produced for five of those runs. This limit can be changed by your NHAIS support team.

If you have reached the limit for audit files you must delete an old file (or files) before you can produce a new one.

NOTE Ø If you have already performed and retained the maximum number of count runs (15) and you attempt another, the following screen will be displayed. See **Figure 6** below.

You will not be allowed to perform another count run until you have deleted at least one of the existing counts.

AJ]Analysis Job	Qualifier[KC63	]
Job Name . . BREAST SCREENING KC63 COUNT RUN		
Description . The official KC63 statistics will only be produced if the review period is for a complete financial year and the analysis type P0 is used. P0 refers to a PC0, which covers PCT, CT and WLHB.		
Any other review period or analysis type will produce the ad-hoc statistics.		
-----] The maximum number of Count runs already exist. Please delete one or more Counts and then return to this screen to schedule your new Count run. -----]		

Figure 6: The AJ-KC63 Screen (Maximum Counts Reached Warning Box)

NOTE Ø An explanation of how women are counted in the individual KC63 table cells is given on pages S3-35 to S3-37.

Printing KC63 Statistics (Run Type 2)

After an AJ-KC63 count run has been carried out, part or all of the KC63 table can be printed.

Directions – Print KC63 Statistics

1. On the initial AJ-KC63 screen (page S3-4), select Run Type 2 and, either enter or select the Run ID, then press **Enter**. The screen shown in **Figure 7** (below) will then be displayed.
2. If you want to print KC63 statistics for specific codes only, you can enter up to 18 codes in the fields provided. If you want to print KC63 statistics for all the codes included in the count run, enter an asterisk '*'.
 3. Enter **Y** in the last field to set up the job for processing.
4. Follow standard printing procedures.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 PRINT TABLES
Description . Produce the tables for printing from Run ID: 1.

                For a full print of all the tables, enter "*"
                (without the quotes) in the first field.

                For a print of individual tables, enter the codes
                as required.

                Codes (* for all)
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]
  
```

Figure 7: The AJ-KC63 Screen (Run Type 2 – Print KC63 Tables)

Printing GP Tables within a Specific Group

Where a GP count run has been requested and all GP codes have been selected, i.e. “*” has been entered in the Codes field, an alternative (GP) Print Table screen will be displayed which contains the following options:

- group GP tables within their PCO;
- group GP tables within their Partnership; or
- list GP tables only, i.e. no grouping is required.

These options are available via a pop-up list (using the **Ctrl L** keys) and up to 18 GP, PCO or Partnership codes – depending on the grouping chosen – may be specified. Alternatively, “*” can be entered if all codes are required.

The new screen, with the pop-up list, is shown below.

```
AJ]Analysis Job                               Qualifier[KC63                      ]

Job Name   . . BREAST SCREENING KC63 PRINT TABLES

Description . Produce the tables for printing from Run ID: 1.

You have the option to either: list the GP tables within their
PCO; list the GP tables within their Partnership; or produce
A list of GP tables only.

Group option required (CTRL-L for list) . . . . . [ ]

Codes for group option (* for all)
[          ] [          ] [          ]
[          ] ----- [          ]
[          ] |              REPORT OPTIONS             | [          ]
[          ] |      Code    Group                     | [          ]
[          ] }-----{                                | [          ]
[          ] | GP -       not required                 | [          ]
[          ] | PO -       within PCO                   | [          ]
[          ] | PS -       within Partnership           | [          ]
[          ] ----- [          ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]
```

Figure 8: The AJ-KC63 Screen (with Report Options Pop-up Window)

To print the GP tables within a group you must first choose the type of grouping you require, then specify the PCO/Partnership codes.

For example, if you require GP tables within the Partnership “SMITH1” you would choose PS from the pop-up list and then enter “SMITH1 in the first code field.

About the GP Table Prints

Where GPs are to be reported within a PCO, a header page is printed showing all Practices identified for that PCO. A further header page is printed for each Practice, showing all GPs identified within that Practice.

Where GPs are to be reported within a Partnership, a header page will be printed to separate each Partnership. This header page will show all GPs identified for the Partnership. The despatch page is produced at Partnership level and the Partnership details will be included in the headings of the GP tables. Single-handed GPs will be listed at the end of the report.

Where no grouping is required, the individual GP table list will remain as before. The main summary page will identify the GPs specified (or “*” for all GPs) and the despatch page will still be produced at GP level.

Only those GPs, PCOs and Partnerships which were identified as having eligible patients at the review end date will be included in the count run. Therefore, a code will be rejected if it is entered on to the (GP) Print Table screen, but it was not identified in the original run.

This means it is possible for a GP within a Partnership to be missing from the report if, for example, a GP has no eligible women attached to them, but others in the same Partnership do have eligible patients. This could even apply to the senior GP, meaning it is possible to group by Partnership and to use the Partnership code, but without the senior partner being present in the statistics.

Practice Table Print

Where a count run of ‘PR’ has been selected and all Practices have been selected (i.e. “*” has been entered in the Codes field), an alternative (Practice) Table Print screen is displayed.

The alternative (Practice) Table Print Screen – shown below – includes a new field which provides the option to either:

- list Practice tables; or
- list Practice tables within their PCO.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 PRINT TABLES
Description . Produce the tables for printing from Run ID: 1.

                You have the option to either: list the Practice tables within
                their PCO; or produce a list of Practice tables only.

                Group option required ('PO' for PCO or 'PR' for Practice). .[  ]

                Codes for group option (* for all):
                [      ] [      ] [      ]
                [      ] [      ] [      ]
                [      ] [      ] [      ]
                [      ] [      ] [      ]
                [      ] [      ] [      ]

Enter 'Y' to put the job into the Queue for processing . . . . . [  ]
  
```

Figure 9: The AJ-KC63 Screen (Practice Table Print Screen)

Enter ‘PO’ to list Practice tables within their PCO, or ‘PR’ to group by Practice tables.

The new (Practice) Table Print screen allows up to 18 codes to be specified, or “*” can be used to indicate that all codes are required.

PCOs and Practices are only included in the count where they have eligible patients at the review end date.

Where Practices are to be reported within a PCO, a separate header page is printed for each different PCO. The header page will include all Practices identified for the PCO.

The despatch page will be produced at PCO level and Practice tables will contain PCO details in the headings. Unknown PCOs will be included at the end of the report.

The individual Practice table list will have a single header page identifying the Practice codes selected (or “*” for all Practices). The despatch page will be produced at Practice level.

Lower Tier LA Print

If a statistics count run for all ‘Lower Tier LA’ has been completed the print table will provide the option to group the print – Group Lower Tier LA’s within Upper Tier LA.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 PRINT TABLES
Description . Produce the tables for printing from Run ID: 384.

                You have the option to either group the Lower Tier Local
                Authorities within their Upper Tier Local Authorities OR
                you can print only the Lower Tier Local Authority tables.

                Group Lower Tier LAs within Upper Tier LAs? (Y/N) . . . . . [ ]

                Codes for group option (* for all):
                [           ] [           ] [           ]
                [           ] [           ] [           ]
                [           ] [           ] [           ]
                [           ] [           ] [           ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]
  
```

Figure 10: The AJ-KC63 Screen (Practice Table Print Screen – Lower Tier LA)

Understanding the AJ-KC63 Screen (Run Type 2 – Print Tables)

Codes (* for all)

You can specify up to 18 individual codes for which you want the KC63 statistics to be printed. These codes must, of course, have been included in the last AJ-KC63 count run. The Run ID of the last AJ-KC63 count run is displayed as part of the ‘Description’ text on the AJ-KC63 screen (**Figure 7**).

If you want the print to include all the codes included in the last AJ-KC63 count run, enter an asterisk “*” in the first of these fields.

Enter ‘Y’ to put the job into the Queue for processing

Enter Y to put the job into the queue for processing.

NOTE Ø For descriptions of the additional fields used within the GP and Practice Table Print screens, please see earlier in this section.

Women Counted in the 'UNKNOWN' Section of the Tables Print

When a count run is for all codes (*), if a resident woman's code (e.g. PCO code or DHA) cannot be identified as at the end date of the review period, she will be counted in the 'UNKNOWN' section printed at the end of the table. (See the print samples included at the end of this section.)

Women counted in the UNKNOWN section should be cleared, where appropriate, before sending off the official KC63 returns to the Department of Health.

Within the KC63 processing, women who are counted in the UNKNOWN section are always allocated a dummy code of "ZZZZZZ". By allocating these women a dummy code of "ZZZZZZ", you can choose to print, download and/or audit their details separately.

If you get women counted in the UNKNOWN section, you should go on to the audit screen (run type 4) and produce the summary of the UNKNOWN section. This summary analyses the number of women in the UNKNOWN section by both GP code and address code. The GP codes and address codes listed are those identified for the women as at the end of the review period.

As most other codes (e.g. Screening Office code) are derived from either a woman's GP code and/or address code you should attempt to clear the women from the UNKNOWN section. You do this by making sure that their GP codes and /or address codes are allocated into the correct groups, e.g. PCO or Screening Office. This ensures that as many women as possible are counted under the proper code.

Having cleared the UNKNOWN women, you should perform the count run again and then print off the official KC63 returns for the Department of Health.

The UNKNOWN section is not produced if a count run is performed for specific codes.

Women with Unknown Q Code

It is most unusual not to be able to identify a woman's Q code. However, a common reason for a woman to be counted in the unknown Q code section of the print is because she was deducted, whereabouts unknown, before Q codes were allocated and has now been traced as living in another area.

The problem occurs when NHSCR notifies you of the woman's current HA, which is then updated on to her DP screen (deducted patient details). However, as well as updating the woman's new HA on the DP screen, some Registration users are also updating the original date of deduction to the current date, so that it then appears as if the woman has only recently been deducted from the system. This is why she is counted as resident on your system without a Q code; but, of course, she was actually deducted before Q codes were allocated.

Example

A woman was registered live on your system in October 1989.

She was deducted, whereabouts unknown, in February 1991 (i.e. before Q codes were in existence).

All **live** patients were allocated Q codes during 1997 (or thereabouts).

The woman was not allocated a Q code because she was already deducted.

NHSCR notifies your registration department in May 2002 that she is now living in another HA area.

The registration user goes onto the woman's DP screen (deducted patient details screen) and:

- changes her reason for deduction to "R" (removal to another HA);
- enters the Q code of the HA where she is currently living; and
- changes her date of deduction from February 1991 to May 2002.

On your system it now appears as if the woman was live from October 1989 through to May 2002.

In October 2002, you produce your KC63 statistics by Q code for the review period 1st April 2001 to 31st March 2002.

The woman is counted in the 'Unknown' Q code section of the print as resident because it appears as if she was live on 31st March 2002, but did not have a Q code.

If you suspect that this situation has occurred, you can verify it by going to the DP screen for the woman concerned and checking the relevant deducted details.

Producing the Unix Download (Run Type 3)

After an AJ-KC63 count run has been carried out, KC63 statistics can be downloaded to UNIX if required.

Before trying to produce a UNIX download file, check on the SP-S screen that the AJ-KC63 path name (destination reference) is specified correctly and that it is active (Y). The SP screen is described in the Registration Reference Manual, Section 7.

Directions – Produce UNIX Download

1. On the initial AJ-KC63 screen (page S3-4), select Run Type **3** and, either enter or select the Run ID, then press **Enter**. The screen shown in **Figure 11** (page S3-19) will then be displayed.
2. If you want to download KC63 statistics for specific codes only, you can enter up to 18 codes in the fields provided. If you want to download KC63 statistics for all the codes included in the count run, enter an asterisk '*'.
 3. Enter **Y** in the last field to set up the job for processing.

The download file will contain table data from the count run corresponding to the 'Run ID' displayed on the screen.

The size of the download file is not expected to exceed 1.5 megabytes.

4. Having successfully produced the download file, you should use your own FTP (file transfer protocol) facility to import it into other software packages, such as Excel.

Where a count run has been produced **for all GPs**, the following information will be added to the KC63 download file:

- PCO of GP
- Practice of GP
- GP's Partnership, or state if single-handed.

The additional details will be appended to the end of each line in the UNIX download file. Consequently, the new fields will be listed in separate columns within a spreadsheet such as Excel. The GP tables can then be sorted in the order in which you require the information to be displayed, e.g. GP tables within PCO.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 DOWNLOAD TABLES
Description . Produce UNIX download from Run ID: 419.

                The download will use the path name specified on
                the SP(S) screen.

                For a full download of all the tables enter '*'
                (without the quotes) in the first field.

                For a download of individual tables enter the codes
                as required.

                Codes (* for all)
                [           ] [           ] [           ]
                [           ] [           ] [           ]
                [           ] [           ] [           ]
                [           ] [           ] [           ]
                [           ] [           ] [           ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]

```

Figure 11: The AJ-KC63 Screen (Run Type 3 – Download KC63 Statistics)

In an Excel spreadsheet, the additional information will be in columns P (PCO Code), Q (Practice Code) and R (Partnership Code). A code of “ZZPCO” is used for those GPs whose PCO is unknown. Similarly, where a GPs practice code cannot be identified, a code of “ZZPRAC” is used. If the GP is single-handed, i.e. not in a Partnership, a code of “ZZSH” is used. These exclusive codes have been chosen to ensure that unknown details and single-handed GPs are listed at the end of the report/spreadsheet.

Understanding the AJ-KC63 Screen (Run Type 3 – Download)

Codes (for all)*

You can specify up to 18 individual codes for which you want the KC63 statistics to be downloaded. These codes must, of course, have been included in the last AJ-KC63 count run. The Run ID of the last AJ-KC63 count run is displayed as part of the ‘Description’ text on the AJ-KC63 screen (**Figure 11**).

If you want the download to include all the codes included in the last AJ-KC63 count run, enter an asterisk ‘*’ in the first of these fields.

Enter ‘Y’ to put the job into the Queue for processing

Enter **Y** to put the job into the queue for processing.

The UNIX Download File

The Download Filename

The download file is a comma separated variable (CSV) file and its UNIX filename will be generated in the following format:

kc63-n.csv

where **n** is a unique, generated number. The number starts from 1 and is incremented by 1 every time another download file is produced. This ensures that every filename is unique.

The UNIX file is downloaded to the path given on the SP-S screen.

Format of Records in the UNIX kc63-n.csv File

File header records

Health Authority code, Health Authority name,,,,,,,,,,,,, PCO Code, Prac Code, Pship Code

“Run ID”, Run ID

“Review From Date”, Review from date (dd.mm.ccy)

“Review To Date”, Review to date (dd.mm.ccy)

“Analysis Type”, Analysis type

“Job Run Date”, Download run date (dd.mm.ccy)

Table header record for Part 1 coverage

“Part 1”, Analysis-type, Table-code, Name associated with Table-code,,,,,,,,,,,,, PCO Code, Prac Code, Pship Code

Column headings for the Part 1 coverage

“Line No., Age, Resident, Ineligible, Not Screened (Selected), Not Screened (Not Selected), C/R Invited in Pd, C/R Screened in Pd, C/R Invited 3yrs, C/R screened 3yrs, S/G Screened in Pd, S/G Screened 3yrs, No. Screened in Pd, No. Screened 3yrs, % Screened in 3yrs”, PCO Code, Prac Code, Pship Code

Line-number/age range record within Part 1 coverage

Line-number, Age range, Col 3 Count, Col 4 Count, Col 5 Count, Col 6 Count, Col 7 Count, Col 8 Count, Col 9 Count, Col 10 Count, Col 11 Count, Col 12 Count, Col 13 Count, Col 14 Count, Col 15 %age (2 decimal places), PCO Code, Prac Code, Pship Code

Table header record for Part 2 open episodes

“Part 2”, Analysis-type, Table-code,,,,,,,,,,,,, PCO Code, Prac Code, Pship Code

Line-number record within Part 2 open episodes

Line-number, “No invite”, Count,,,,,,,,,,,,, PCO Code, Prac Code, Pship Code

Line-number, “Invited”, Count,,,,,,,,,,,,, PCO Code, Prac Code, Pship Code

Table header record for Part 3 Higher Risk

Part 3, Analysis Type, Table Code ,,,,,,,,,, PCO Code, Prac Code, Pship Code

Line-number record within Part 3 Higher Risk

001 (col 1), No High Risk eps, Count,,,,,,,,, PCO Code, Prac Code, Pship Code

001 (col 2), No Screened, Count,,,,,,,,, PCO Code, Prac Code, Pship Code

Download Information**The Run ID**

Each completed KC63 count run is given a unique, numeric run identifier. The run identifier is displayed on the job screens, printed on all the reports and included in any downloads relating to that run.

The Analysis type

The list of analysis types and their meanings is as follows:

- CD – Complete Database
- DH – DHA
- GP – GP
- LL – Local Authority Lower Tier
- LU – Local Authority Upper Tier
- PS – GP Partnership
- PR – Practice
- PO – Primary Care Org.
- QC – Q code
- SO – Screening Office

Analysis type of GP

When the download has been produced from an analysis type of GP, the local and national code will be included as the Table-code (e.g. if local code EX23 has a national code of 880217, it would be inserted as a Table-code of “EX23,880217”)

Column 15 %age

For column 15, in Part 1 of the table, the %age of women screened (i.e. the coverage) has been calculated as follows:

$$\text{Coverage \%} = \frac{\text{Col 14}}{\text{Col (3 - 4)}} \times 100$$

Printing the Audit Details (Run Type 4)

After an AJ-KC63 count run has been carried out, audit details can be printed – only if audit details exist.

The audit print lists the NHS numbers of all the women who have been counted in a specific cell (line/column) within a code. Owing to the volume of print which could be produced, you cannot request an audit print of all cells for all codes. You must be specific about which cells you require.

Directions – Print Audit Details

1. On the initial AJ-KC63 screen (page S3-4), select Run Type **4** and, either enter or select the Run ID, then press **Enter**. The screen shown in **Figure 12** (below) will then be displayed.
2. If you want to print audit details for specific codes only, you can enter up to 18 codes in the fields provided. If you want to print audit details for all the codes included in the count run, enter an asterisk '*'. If you want to list only the NHS numbers of the women counted in the UNKNOWN section of the table, enter the code **ZZZZZZ**.
3. Enter the numbers of the lines and columns in Part 1 of the table for which you require audit details (see pages S3-35 to S3-37 for a detailed description of the table contents).
4. Enter **Y** or **N** in the next two fields, to indicate whether you require an audit details print for line 1 and line 2 of Part 2 of the table (see pages S3-35 to S3-37 for a detailed description of the table contents).
5. Enter **Y** or **N** to indicate whether you require a summary of the UNKNOWN section of the table.
6. The option to produce a summary of the UNKNOWN section is independent of the above audit reporting. You can request it without having to print the audit details for specific cells. You should produce this summary if the UNKNOWN section is printed at the end of the KC63 table and then action it as described above for Run Type 2.
7. Enter **Y** in the last field to set up the job for processing.
8. Follow standard printing procedures.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 PRINT AUDIT DATA
Description . Produce audit data for printing from Run ID: 433.

Codes (* for all):
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
PART 1: COVERAGE, e.g. line 3 column 12 is entered as 3,12
Lines and columns required:
[ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ]
[ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ]
[ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ]
[ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ] [ , ]
PART 2: OPEN EPISODES
Line 1 required (Y/N) . . [ ]      Line 2 required (Y/N) . . [ ]
PART 3: HIGH RISK
Col. 1 required (Y/N) . . [ ]      Col. 2 required (Y/N) . . [ ]
Produce summary of 'Unknown' section (Y/N) . . . . . [ ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]

```

Figure 12: The AJ-KC63 Screen (Run Type 4 – Print Audit Details)

Understanding the AJ-KC63 Screen (Run Type 4 – Print Audit Details)

Codes (* for all)

You can specify up to 10 individual codes for which you want the KC63 audit details to be printed. These codes must, of course, have been included in the last AJ-KC63 count run. The Run ID of the last AJ-KC63 count run is displayed as part of the ‘Description’ text on the AJ-KC63 screen (**Figure 12**).

If you want the print to include all the codes included in the last AJ-KC63 count run, enter an asterisk ‘*’ in the first of these fields.

Lines and columns required

You must specify the items of information within the KC63 table for which you require audit details to be printed. Up to 36 different line/column number combinations can be specified.

For each item of the table for which you require audit details to be printed, enter the line number before the comma and the column number after the comma: e.g. for line 3, column 12, enter **3,12**.

For details of the contents of the KC63 table, see pages S3-35 to S3-37.

Line 1 required (Y/N)

Enter **Y** in this field if you want to print audit details for line 1 of Part 2 of the KC63 table (women not invited) and/or Part 3 of the KC63 table (high risk).

Line 2 required (Y/N)

Enter **Y** in this field if you want to print audit details for line 2 of Part 2 of the KC63 table (women invited) and/or Part 3 of the KC63 table (high risk).

Produce summary of ‘Unknown’ section (Y/N)

Enter **Y** in this field if you want to print a summary of the UNKNOWN section of the table.

The option to produce a summary of the UNKNOWN section is independent of the audit reporting. You can request it without having requested audit details in any of the previous fields. If the UNKNOWN section is printed at the end of the KC63 table, you should produce this summary and then action it as for Run Type 2.

NOTE Ø The “Summary of Unknown” section of the report will be suppressed if the statistics were produced for upper tier local authorities (UTLAs).

Enter ‘Y’ to put the job into the Queue for processing

Enter **Y** to put the job into the queue for processing.

Printing “Unknown” Details (Run Type 5)

This screen may be used to produce a list of NHS numbers for GPs whose PCO, Screening Office, etc., cannot be identified. You can only print the “Unknown” details if the audit file exists.

The current audit report (produced via option 4 of the main AJ-KC63 screen) allows the user to include a ‘Summary of Unknown’ section. This summary can be printed independently of the audit reporting and will identify those GPs whose PCO (or Screening Office etc.) cannot be identified. However, it does not produce an NHS number list of eligible women associated with that GP.

NOTES Ø The ‘Unknown Details’ screen allows up to 18 specific GP codes to be entered. To prevent large print volumes, there is no option to print all GPs. Only those GP codes that have been identified by the ‘Summary of Unknowns’ list will be accepted on this screen.

Be aware that this report is suppressed if the statistics were produced for UTLAs.

Directions – Print “Unknown” Details

1. On the initial AJ-KC63 screen (page S3-4), select Run Type 5 and, either enter or select the Run ID, then press **Enter**. The screen shown in **Figure 13** (below) will then be displayed.

```

AJ]Analysis Job                               Qualifier[KC63                      ]
Job Name   . . BREAST SCREENING: NHS NUMBER LIST FOR UNKNOWN CATEGORY
Description . Produce NHS Number list for Run ID: 104.

                This screen may be used to produce a list of NHS numbers for GPs
                whose Category could not be identified.

                It should be used in conjunction with the 'Summary of Unknown'
                section of the audit report (produced by run-type 4).

                GP codes required:
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]
                [      ]      [      ]      [      ]

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]
  
```

Figure 13: The AJ-KC63 Screen (Run Type 5 – Print “Unknown” Details)

The ‘Unknown Details’ report will provide a GP/Patient list for GPs with an unknown PCO, Screening Office, Partnership, DHA or Practice (depending upon the Analysis Type). This lists the patient’s NHS number only. The report **cannot** be produced where a ‘GP’, ‘PS’, ‘QC’ or ‘CD’ analysis run has been requested.

Understanding the AJ-KC63 Screen (Run Type 5 – Print “Unknown” Details)

GP codes required

You can specify up to 18 individual GP codes for which you want the KC63 “unknown” details to be included. These codes must have been included in the last count run.

Enter ‘Y’ to put the job into the Queue for processing

Enter **Y** to put the job into the queue for processing.

Deleting Counts and Audits (Run Type 6)

This screen must be used to clear down the count and/or audit details created by your previous runs of AJ-KC63. There are two options available for each count run in existence:

- delete the count: this will delete both the counts and audit details – if they exist; and
- delete the audit: this will delete audit details for a count, but leave the count intact.

NOTE Ø A maximum of 15 counts may exist at any one time.

Directions – Deleting AJ-KC63 Counts Run and Audit Files

1. On the initial AJ-KC63 screen (page S3-4), select Run Type **6**, and press **Enter**. The screen shown in **Figure 14** will then be displayed.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 DELETE COUNTS/AUDITS
Description . This screen can be used to delete previous Counts or Audits.
              Enter 'C' to delete a Count or 'A' to delete only its Audit file.

Run ID  Run Date   Review Period           A.Type  Codes  Audit  Delete (C/A)
 258    11.07.2005  11.11.2004 -> 12.02.2005   S0      *    N      [  ]
 257    11.07.2005  01.04.2004 -> 31.03.2005   P0      *    Y      [  ]

Enter 'Y' to put the job into the Queue for processing . . . . . [  ]
  
```

Figure 14: The AJ-KC63 Delete Counts/Audits Screen

Understanding the AJ-KC63 Screen (Run Type 6 – Delete Counts/Audits)

Delete (C/A)

If you choose to delete a count run for which an audit file has been produced, both the count run and the audit file will be deleted. To do this, type **C** in this field and press **Return**.

To delete an audit file, or files, enter **A** and press **Return**.

However, if you only want to delete an audit file, the count run information will still be available for producing reports.

Enter 'Y' put the job into the Queue for processing

Once you have selected your files for deletion, enter **Y** to submit the job to the queue for processing.

Email Official Run (Run Type 7)

This screen *must* be used to email the results of your Official KC63 run to the development team in order for the National Aggregation of the KC63 statistics to be completed.

NOTE Ø The screen will show runs with analysis types “PO” or “LU” for the 2012-13 financial year, but will only show those with “LU” analysis types for subsequent years.

This run type will create a download file for the run ID selected and automatically email that file to the development team.

NOTE Ø The details of this file will be reported in the print this run type produces. Also note that the file will remain on your system so you can also keep a copy if you wish.

Directions – Emailing the Official Run

1. On the initial AJ-KC63 screen (page S3-4), select Run Type 7, and press **Enter**. The screen shown in Figure 15 will then be displayed.

```

AJ]Analysis Job                               Qualifier[KC63                ]
Job Name   . . BREAST SCREENING KC63 EMAIL OFFICIAL RUN
Description . This screen MUST be used to email your official KC63 run to
               the development team to allow the National Aggregation process
               to proceed.

               This screen was last used on 16.05.2013 to send Run ID 419

Run ID  Run Date   Review Period           A.Type  Codes  Audit  Email  Sent
  419   16.05.2013  01.04.2012 -> 31.03.2013   LU      *      Y    [ ]    Y
  418   16.05.2013  01.04.2012 -> 31.03.2013   PO      *      Y    [ ]    Y

Enter 'Y' to put the job into the Queue for processing . . . . . [ ]
  
```

Figure 15: The AJ-KC63 Email Official Run Screen

Understanding the AJ-KC63 Screen (Run Type 7 – Email Official Run)

Email

To email the official run to the development team , type **Y** in this field and press **Return**.

Enter 'Y' put the job into the Queue for processing

Once you have selected the file to be sent, enter **Y** to submit the job to the queue for processing.

Prints

AJ-KC63 can produce seven prints:

COUNT RUN – CONTROL REPORT <i>Standard Listing Paper</i> CODE – KC63	KC63 TABLE PRINT RUN <i>Standard Listing Paper</i> CODE – KC63	DOWNLOAD RUN – CONTROL REPORT <i>Standard Listing Paper</i> CODE – KC63
AUDIT DETAILS PRINT RUN <i>Standard Listing Paper</i> CODE – KC63	“UNKNOWN” DETAILS PRINT RUN <i>Standard Listing Paper</i> CODE – KC63	KC63 DELETE RUN <i>Standard Listing Paper</i> CODE – KC63
EMAIL OFFICIAL RUN <i>Standard Listing Paper</i> CODE – KC64		

Count Run (Run Type 1) – Control Report

This print consist of one page. It reports that the last count run of AJ-KC63 has successfully completed processing and gives the run details (review period, etc.).

Since this report only comprises one page, the print does not have any progress points, and cannot be suspended/restarted via the PS screen.

KC63 Table Print (Run Type 2)

The header page shows the details entered on the Breast Screening KC63 screen for this run. The main part of the print will be divided into sections for each code selected. Each section consists of:

- page 1** KC63 Table Part 1 – the number of women who have been screened/invited within the review period, and the last three years.
- page 2** KC63 Table Part 2 – the number of women with open episodes who have and have not been screened.
KC63 Table Part 3 – the number of women with higher risk episodes.

The KC63 Table print can be suspended and restarted using the PS screen. To restart the print from a different point, only enter the code from which you want the print to restart. For example, enter a specific GP code or a specific Q code with the remainder

of the progress field left blank.

Download Run (Run Type 3) – Control Report

This print consist of one page. It gives the run details (review period, etc.) of the last count run of AJ-KC63, and reports whether the download was successful or not.

Since this report only comprises one page, the print does not have any progress points, and cannot be suspended/restarted via the PS screen.

Audit Details Print (Run Type 4)

The header page of the audit report shows the report specification, including the details of the last count Run (review period, etc.), and the audit parameters (lines/columns selected, etc.).

The next section of the print is divided into sections for each code selected. Each section lists the NHS numbers of women who were included in the last run of KC63 under the selected audit parameters.

Finally, the print may include a list of women counted in the ‘Unknown’ section of the KC63 tables. These women may be those for whom the Screening Office could not be identified, or the PCT or PCG, etc., depending on the Analysis Type that was selected. The numbers of women are listed by GP code, and also by Address code.

NOTE Ø The “Summary of Unknown” section of the print is suppressed if the statistics were produced for UTLAs.

The Audit Details print can be suspended and restarted using the PS screen. To restart the print from a different point, only enter the code from which you want the print to restart. For example, enter a specific GP code or a specific Q code with the remainder of the progress field left blank.

“Unknown” Details Print (Run Type 5)

As described earlier, the ‘Unknown Details’ report provides a GP/Patient list for GPs with an unknown PCO, Screening Office, Partnership, DHA or Practice (depending upon the Analysis Type). This lists the patient’s NHS number only. The report cannot be produced where a ‘GP’, ‘PS’, ‘QC’ or ‘CD’ analysis run has been requested.

NOTE Ø This print is suppressed if the statistics were produced for UTLAs.

KC63 Delete Run Print (Run Type 6)

This is a single page print which lists the count/audit files which have been deleted.

KC63 Email Official Run Print (Run Type 7)

This print lists the run parameters you used to produce the official KC63 run and contains details of the file that was sent via the email to the development team.

The print also shows final status of the run and will display any messages should the job not complete successfully.

Print Samples

Print samples for all the above KC63 run types are included at the end of this section.

Interpreting Statistical Tables

Introduction

The tables will only be considered to be the official KC63 statistics if they have been produced by Upper Tier Local Authority for the previous, complete, financial year, for example from 01.04.2012 to 31.03.2013. Only the official KC63 statistics will be sent to the Department of Health or their agents, as specified on the front cover of the tables for the annual returns. However, ad hoc tables can be produced for any of the valid groups, for any previous period.

To be counted in the tables a woman must have been resident, i.e. registered as live, on the NHAIS database as at the end date of the review period. This ensures that a woman will only be included in the statistics of one NHAIS database. A resident woman's episodes will be analysed, irrespective of where they (the episodes) were instigated.

All ages and time periods will be calculated as at the end date of the review period specified for the analysis.

Where a column is titled as showing the number of women, then this is a count of the women only, irrespective of how many qualifying episodes a woman may have for that column.

Research Trials

Where a woman is in the control arm of a trial, any episodes she has with a WO end code will be ignored as this indicates that the woman has not had an opportunity to be screened. If the end code of a control arm episode is other than WO, then this indicates that for some reason the woman has been given the opportunity to be screened and could, therefore, be included in the statistics as appropriate.

Study arm episodes will always be considered, and included if appropriate.

Column Definitions

Part 1: Cross Section Analysis of Coverage

No.	Column	Meaning
1	Line No.	The line number of the table row, e.g. 002 is the number for the 45–49 age band row.
2	Age of woman at 31 March CCYY	Age of the resident woman on the end date of the review period.
3	Number of women resident as at 31 March CCYY	This is a count of the women (i.e. those not registered as male, so the count will include indeterminates) who were live on the HA database on the end date of the review period. To be considered for counting in the tables, a woman must first be classed as resident. This ensures that a woman will only be included in the statistics of one HA for national returns.
4	Number of ineligible women	A woman will only be classed as ineligible if she was ceased for the reason bilateral mastectomy on or before the end date of the review period. If a woman was ceased on or before the end date of the review period but the reason is unknown, she must not be classed as ineligible and a separate note about her should be recorded in the audit file. <i>NOTE Ø An ineligible woman could still be eligible to be counted in other columns.</i>
5	Number of women selected but never screened	This is the number of women who have been selected for screening with an episode date on, or at any time before, the end date of the review period, and who either have no episodes with an SC end code or have episodes with SC end code but the dates of actual screening are after the end date of the review period (applies to all episode types). Where a woman is in the control arm of a trial, any episodes she has with an episode date on, or at any time before, the end date of the review period, which are closed with a WO end code, will be ignored as this indicates that the woman has not had an opportunity to be screened. <i>For example, if a woman only had control arm episodes, which were all closed WO, she would not be counted in this column.</i> <i>This column would include a woman who has a current open episode with an episode date on, or at any time before, the end date of the review period.</i>
6	Number of women never selected and never screened	This is the number of women who have no episode history with an episode date on, or at any time before, the end date of the review period (applies to all episode types). Where a woman is in the control arm of a trial, any episodes she has with an episode date on, or at any time before, the end date of the review period, which are closed with a WO end code, will be ignored as this indicates that the woman has not had an opportunity to be screened. <i>For example, if a woman only had control arm episodes, which were all closed WO, she would be counted in this column.</i>

No.	Column	Meaning
7	Number invited in the period – Call/Recall	This is the number of women who have a call/recall episode type, including early recall episodes, where the date of first offered appointment is within the review period.
8	Number screened in the period – Call/Recall	This is the number of women who have a screening complete call/recall episode type, including early recall episodes, where the date of actual screening is within the review period.
9	Number invited in the last three years – Call/Recall	This is the number of women who have a call/recall episode type, including early recall episodes, where the date of first offered appointment is within the three year review period. <i>For example, if the end date of the review period is 31st March 2002, then the start of the three year review period will be 1st April 1999.</i>
10	Number screened in the last three years – Call/Recall	This is the number of women who have a screening complete call/recall episode type, including early recall episodes, where the date of actual screening is within the three year review period. <i>For example, if the end date of the review period is 31st March 2002, then the start of the three year review period will be 1st April 1999.</i>
11	Number screened in the period – Self/GP	This is the number of women who have a screening complete self/GP referral episode type where the date of actual screening is within the review period.
12	Number screened in the last three years – Self/GP	This is the number of women who have a screening complete self/GP referral episode type where the date of actual screening is within the three year review period. <i>For example, if the end date of the review period is 31st March 2002, then the start of the three year review period will be 1st April 1999.</i>
13	Number women screened in the period	This is the number of women who have a screening complete episode, of any type (call/recall, S/G/E), where the date of actual screening is within the review period. <i>No matter how many times a woman may have been screened within the review period, she must be counted only once in this column.</i>
14	Number screened in the last three years	This is the number of women who have a screening complete episode, of any type (call/recall, S/G/E), where the date of actual screening is within the three year review period. <i>No matter how many times a woman may have been screened within the last three years from the end date of the review period, she must be counted only once in this column.</i>
15	Coverage – % of women screened in the last three years	$\text{Coverage \%} = \frac{\text{Col 14}}{\text{Col (3 – 4)}} \times 100$

Part 2: Women with Open Episodes

No.	Column	Meaning
1	Number with open episodes – no invite	This is the number of resident women who currently have an open episode, with an episode date on or before the end date of the review period, where the date of first offered appointment is after the end date of the review period.
2	Number with open episodes – invited	This is the number of resident women who currently have an open episode where the date of first offered appointment is on or before the end date of the review period.

Part 3: Higher Risk Episodes

No.	Column	Meaning
1	1	Total number of women on the system who have a higher risk episode in the period.
1	2	Total number screened in the period whose episode was closed with an "SC" end code.

Note 1: as Higher Risk episodes will be counted as Breast Screening history the presence of any such episodes will exclude a woman from being counted in Columns 5 and 6 ('Never Screened but selected' and 'Never screened and never selected').

Note 2: as Higher Risk episodes are not counted in Column 14 ('Number Screened in last 3 years'), but Column 3 ('Number of women resident') will include women who have Higher Risk episodes, therefore Column 15 ('Coverage') will be effectively be 'Coverage excluding any Higher Risk episodes'.

Date Information

Part 1: Cross Section Analysis of Coverage

What do we mean by ‘within’ the review period?

For a review period, a date is classed as within the review period if it is on the start date of the review period or on the end date of the review period or falls between those two dates.

How do we determine if a woman has been invited?

From an eligible episode, we check to see if a woman has been invited for screening, within a specified period, using the Date of First Offered Appointment (FOA). However, the FOA date is not mandatory and may not always be present. If an episode does not have an FOA date, the following dates are used according to the episode type:

Episode Type	Date To Be Used
Home batch	Mid point between screening start and screening end dates (as defined on SB page 4).
Away batch	Invitation stage date, but if not present cannot be considered as invited.
NBR (Self/Early/GP)	No alternative date – must have a Date of First Offered Appointment to be considered as invited.

In addition to the above date(s) check, the episode end code will now also be considered. Only episodes with the following end codes will be counted as invited:

- SC – Screening Complete
- PC – Premature Closure
- DNA – Did Not Attend
- DNR – Did Not Respond

‘Open’ episodes (which satisfy the above criteria) will also be counted as invited.

How do we determine if a woman has been screened?

A woman will only be counted as screened if she has an eligible episode with an end code of SC. The date used to determine whether a woman has been screened within a period is the Actual Screening Date. However, that date is not mandatory and may not always be present. If the episode has been closed with an SC end code, yet has no Actual Screening Date, then the following dates must be used according to the episode type:

Episode Type	Date To Be Used
Home batch	Mid point between screening start and screening end dates (as defined on SB page 4).
Away batch	Date end code applied.
NBR (Self/Early/GP)	Date end code applied.

NOTE Ø A woman could be counted as invited in one period but screened in another.

Part 2: Women with Open Episodes

How is a woman eligible to be counted in the Part 2 table?

For a resident woman to be counted in Part 2, at the time of the run she must have an open episode (i.e. no end code) with an episode date on or before the end date of the review period.

How is an eligible woman counted as ‘Open episodes – no invite’?

For a woman to be counted in the ‘open episodes – no invite’ category, she must have an eligible open episode with a Date of First Offered Appointment (FOA) after the end date of the review period. However, the FOA date is not mandatory and may not always be present. If the episode does not have an FOA date, then the following dates must be used according to the episode type:

Episode Type	Date To Be Used
Home batch	Mid point between screening start and screening end dates (as defined on SB page 4).
NBR (Self/Early/GP)	There is no alternative date, so count as not invited.
NHAP transfers	Invitation stage date, but if not present count as not invited.
Away batch	Episodes from another HA should never be open, and so should never be considered for counting.

How is an eligible woman counted as ‘Open episodes – invited’?

For a woman to be counted in the ‘open episodes – invited’ category, she must have an eligible open episode with a Date of First Offered Appointment (FOA) on or before the end date of the review period. However, the FOA date is not mandatory and may not always be present. If the episode does not have an FOA date, then the following dates must be used according to the episode type:

Episode Type	Date To Be Used
Home batch	Mid point between screening start and screening end dates (as defined on SB page 4).
NBR (Self/Early/GP)	There is no alternative date, so if there is no FOA date she cannot be counted as open invited.
NHAP transfers	Invitation stage date, so if there is no invitation stage date she cannot be counted as open invited.
Away batch	Episodes from another HA should never be open, and so should never be considered for counting.

NOTE Ø Originally, an NHAP episode looked like an open, away episode. In theory, there should be no NHAP episodes left open by now, but KC63s will assume that some could be.

Part 3: Higher Risk Episodes

How is a woman eligible to be counted in Column 1 of the Part 3, High Risk, table?

She must have a higher risk episode within the review period (where the “episode date” is within the review period).

How is a woman eligible to be counted in Column 2 of the Part 3, High Risk, table?

She must have a higher risk episode which has a screening complete (“SC”) end code within the review period (where the “episode date” is within the review period).

Error Messages

Initial KC63 Screen (Figure 1)

Display Messages

REJECT MESSAGES	MEANING / ACTION
KC63 Count Run currently processing on AJ-Q screen	This message indicates that an AJ-KC63 run is already processing, and will display the start date and time that the processing began. Also, each time the AJ-KC63 screen is refreshed, it will show the approximate percentage of processing that has been carried out.
No previous KC63 count details exist	The AJ-KC63 count run has not taken place.

Validation Messages

REJECT MESSAGES	MEANING / ACTION
Action not allowed while KC63 is processing	An AJ-KC63 count run is currently processing. You must wait until this job has either completed or been suspended.
RUN TYPE missing	You have not entered a Run Type. Enter a valid run type (1, 2, 3, 4, 5, 6, or 7).
RUN TYPE invalid	You have entered an invalid Run Type. Enter a valid run type (1, 2, 3, 4, 5, 6 or 7).
RUN TYPE v ANALYSIS	Run Type 5 can only be used with the following analysis types: PO, DH, SO and PR. Check and re-enter.
RUN ID not required	The Run ID is not required for this Analysis Type. Remove the Run ID.
RUN ID missing	Enter a Run ID for this Analysis Type. Use 'Ctrl L' to activate the Run ID Selection box and choose a Run ID.
RUN ID invalid	A count does not exist for this Run ID. Use the Run ID Selection box to check the Run ID.
COUNT incomplete	The count for this Run ID did not complete processing (e.g. it may have been suspended). If possible, the run may be restarted. Alternatively, a new run can be performed.
NO AUDIT for this RUN ID	Audit prints cannot be scheduled if no audit file exists for the specified Run ID. Check and re-enter.

KC63 Count Screen (Run Type 1)

Validation Messages

REJECT MESSAGES	MEANING / ACTION
FROM DATE missing	The Review Period 'From' date is missing. Enter a valid date in the format dd.mm.ccy.
FROM DATE invalid	The Review Period 'From' date is in an invalid format. Enter a valid date in the format dd.mm.ccy.
FROM DATE not in past	The Review Period 'From' date must be in the past.
TO DATE missing	The Review Period 'To' date is missing. Enter a valid date in the format dd.mm.ccy.
TO DATE invalid	The Review Period 'To' date is in an invalid format. Enter a valid date in the format dd.mm.ccy.
TO DATE not in past	The Review Period 'To' date must be in the past.
FROM/TO DATE conflict	The Review Period 'From' date must be before The Review Period 'To' date.
ANALYSIS TYPE missing	You have not entered an Analysis Type. Enter one of the valid Analysis Types listed in the pop-up box.
ANALYSIS TYPE invalid	You have entered an invalid Analysis Type. Enter one of the valid Analysis Types listed in the pop-up box.
CODE not needed	You have entered an asterisk to request all codes, but have also entered individual code(s). You must either enter '*' for all codes, or specify each code required. You cannot do both.
CODE missing	You have not entered any codes. Either enter '*' for all codes, or specify each code required.
GP CODE invalid	An invalid GP code has been entered. Enter a valid GP code as held on the system.
GP P/SHIP invalid	An invalid GP Partnership code has been entered. Enter a valid GP Partnership code as held on the system.
PCO CODE invalid	An invalid PCO code has been entered. Enter a valid PCO code as held on the system.
PCO CODE missing	The PCO code is missing. You must enter a valid PCO code.

REJECT MESSAGES	MEANING / ACTION
PCO CODE not needed	The PCO code has been entered by one of the Codes fields contains “*” for all PCOs. Remove either the “*” for all PCOs, or remove the “*” and enter the individual PCO codes.
PCO CODE duplicated	A duplicate PCO code has been entered. Remove or replace the duplicate code.
SO CODE invalid	An invalid SO code has been entered. Enter a valid SO code as held on the system.
SO incomplete	Details for this Screening Office have not been set up properly on the SO screens. Either remove this SO cipher from the ‘Codes’ field or complete the SO screens for this Screening Office.
DHA CODE invalid	An invalid District code has been entered. Enter a valid District code as held on the system.
QCODE invalid	An invalid Q code has been entered. Enter a valid Q code as held on the system.
AUDIT missing	You have not indicated whether you want an audit file create with the counts run. Enter ‘Y’ or ‘N’.
AUDIT invalid	You have entered an invalid character in the Create Audit File field. Re-enter ‘Y’ or ‘N’ only.
START missing	You have not entered anything in the last field to put the job into the queue for processing. Enter ‘Y’.
START invalid	You have entered something other than ‘Y’ in the last field on the screen. Enter ‘Y’ to put the job into the queue for processing.

KC63 Print Screen (Run Type 2)**Validation Messages**

REJECT MESSAGES	MEANING / ACTION
CODE invalid	You have entered a code that was not specified in the count run. Remove this code, or replace it with a code that was specified in the count run.
CODE duplicated	You have entered the same code more than once. Remove or replace the duplicate code.
CODE not needed	You have entered an asterisk to request all codes, but have also entered individual code(s). You must either enter '*' for all codes, or specify each code required. You cannot do both.
CODE missing	You have not entered any codes. Either enter '*' for all codes, or specify each code required.
GROUP invalid	An invalid group has been entered. You must enter a valid group.
GROUP missing	The group is missing. You must enter a valid group.
START missing	You have not entered anything in the last field to put the job into the queue for processing. Enter 'Y'.
START invalid	You have entered something other than 'Y' in the last field on the screen. Enter 'Y' to put the job into the queue for processing.

Common Validation Messages for GP Table Print and Practice Table Print Screens

REJECT MESSAGES	MEANING / ACTION
NO TOTALS for PCO, GP, PR or P/S	The code entered has not been identified in the count run.
PCO CODE duplicated	A duplicate PCO code has been entered. Remove or replace the duplicate code.
PCO CODE invalid	An invalid PCO code has been entered. You must enter a valid PCO code as held on the system.
PCO CODE missing	The PCO code is missing. You must enter a valid PCO code as held on the system.
PCO CODE not needed	A PCO code has been entered, but one of the 'Codes' fields contains '*' for all PCOs.

Validation Messages for GP Table Print Screen

REJECT MESSAGES	MEANING / ACTION
P/S CODE duplicated	A duplicate Partnership code has been entered. Remove or replace the duplicate code.
P/S CODE invalid	An invalid Partnership code has been entered. You must enter a valid Partnership code as held on the system.
P/S CODE missing	The Partnership code is missing. You must enter a valid Partnership code as held on the system.
P/S CODE not needed	A Partnership code has been entered, but one of the 'Codes' fields contains '*' for all Partnerships.

Validation Messages for Practice Table Print Screen

REJECT MESSAGES	MEANING / ACTION
PR CODE duplicated	A duplicate Practice code has been entered. Remove or replace the duplicate code.
PR CODE not needed	A Practice code has been entered, but one of the 'Codes' fields contains '*' for all Practices.
PR CODE invalid	An invalid Practice code has been entered. You must enter a valid Practice code as held on the system.
PR CODE missing	The Practice code is missing. You must enter a valid Practice code as held on the system.

KC63 Download Screen (Run Type 3)**Display Message**

REJECT MESSAGES	MEANING / ACTION
Download path name not active	This message indicates that the UNIX download path name needs to be made active on the SP(S) screen. Go to the SP screen with qualifier S, and set the 'Active' field to 'Y' for AJ-KC63.

Validation Messages

REJECT MESSAGES	MEANING / ACTION
CODE invalid	You have entered a code that was not specified in the count run. Remove this code, or replace it with a code that was specified in the count run.
CODE duplicated	You have entered the same code more than once. Remove or replace the duplicate code.
CODE not needed	You have entered an asterisk to request all codes, but have also entered individual code(s). You must either enter '*' for all codes, or specify each code required. You cannot do both.
CODE missing	You have not entered any codes. Either enter '*' for all codes, or specify each code required.
START missing	You have not entered anything in the last field to put the job into the queue for processing. Enter 'Y'.
START invalid	You have entered something other than 'Y' in the last field on the screen. Enter 'Y' to put the job into the queue for processing.

KC63 Audit Screen (Run Type 4)

REJECT MESSAGES	MEANING / ACTION
CODE invalid	You have entered a code that was not specified in the count run. Remove this code, or replace it with a code that was specified in the count run.
CODE duplicated	You have entered the same code more than once. Remove or replace the duplicate code.
CODE missing	You have not entered any codes. Either enter '*' for all codes, or specify each code required.
CODE not needed	You have entered an asterisk to request all codes, but have also entered individual code(s). You must either enter '*' for all codes, or specify each code required. You cannot do both.
LINE missing	You have entered a column number, but the line number is missing. Enter a line number from 1 to 10.
LINE invalid	You have entered an invalid line number. Enter a line number from 1 to 10.
COLUMN missing	You have entered a line number, but the column number is missing. Enter a column number from 3 to 14.
COLUMN invalid	You have entered an invalid column number. Enter a column number from 3 to 14.
LINE/COLUMN duplicated	You have entered the same line and column numbers more than once. Remove or correct the duplicate line/column number(s).
LINE 1 missing	You have not entered anything in the Open Episodes 'Line 1' field. Enter 'Y' or 'N' to specify whether you want uninvited women with open episodes to be included in the print.
LINE 1 invalid	You have entered something other than 'Y' or 'N' in the Open Episodes 'Line 1' field. Enter 'Y' or 'N' to specify whether you want uninvited women with open episodes to be included in the print.
LINE 2 missing	You have not entered anything in the Open Episodes 'Line 2' field. Enter 'Y' or 'N' to specify whether you want invited women with open episodes to be included in the print.
LINE 2 invalid	You have entered something other than 'Y' or 'N' in the Open Episodes 'Line 2' field. Enter 'Y' or 'N' to specify whether you want invited women with open episodes to be included in the print.

REJECT MESSAGES	MEANING / ACTION
UNKNOWN missing	You have not entered anything in the 'Unknown' field. Enter 'Y' or 'N' to specify whether the additional summary of Unknown women (sorted by GP code and address code) is required.
UNKNOWN invalid	You have entered something other than 'Y' or 'N' in the 'Unknown' field. Enter 'Y' or 'N' to specify whether the additional summary of Unknown women (sorted by GP code and address code) is required.
NO AUDIT selected	You have not selected audit details. Enter valid codes and line/column numbers.
START missing	You have not entered anything in the last field to put the job into the queue for processing. Enter 'Y'.
START invalid	You have entered something other than 'Y' in the last field on the screen. Enter 'Y' to put the job into the queue for processing.

KC63 Print “Unknown” Screen (Run Type 5)

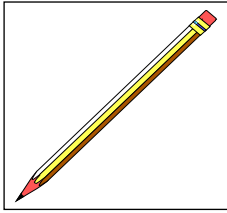
REJECT MESSAGES	MEANING / ACTION
GP CODE duplicated	A duplicate GP code has been entered. Remove or replace the duplicate code.
GP CODE invalid	An invalid GP code has been entered. You must enter a valid GP code as held on the system.
GP CODE missing	The GP code is missing. You must enter a valid GP code as held on the system.
GP not in summary	A GP has been entered on the 'Unknown' details screen, but the GP is not included in the audit 'Summary of Unknown' report.
GP CODE not needed	A GP code has been entered, but one of the 'Codes' fields contains '*' for all GPs.

KC63 Delete Count/Audits Screen (Run Type 6)

REJECT MESSAGES	MEANING / ACTION
NO DELETE SELECTED	You have not entered 'C' or 'A' to delete a counts and/or audit file. Enter 'C' to delete both counts and audit files or 'A' to delete the audit file only.
DELETE invalid	You have entered an invalid character. Re-enter using 'C' or 'A' only.
DELETE AUDIT invalid	You have tried to delete an audit file where none exists. Check which file you wish to delete and re-enter as required.
START invalid	The value in the Start field is invalid. You must enter 'Y' in the Start field.
START missing	You have not entered anything in the Start field. You must enter 'Y' in the Start field.

KC63 Email Official Run Screen (Run Type 7)

REJECT MESSAGES	MEANING / ACTION
EMAIL invalid	You have entered an invalid character. Re-enter using 'Y' only.
NO RUN ID SELECTED	You have not selected a Run ID. Enter 'Y' to select a Run ID.
START invalid	The value in the Start field is invalid. You must enter 'Y' in the Start field.
START missing	You have not entered anything in the Start field. You must enter 'Y' in the Start field.



AJ-KC63 Print Layout - Header Page for a Successful Count Run

(This will be the only page produced for a count run.)

SOUTSHIRE HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ KC63 **

Job Run Date : 28.08.2002

KC63 Statistics

Count Run - Run ID 99

Printed on 28.08.2002 at 12:26

Run Parameters:-

Review Period From : 01.04.2001 To 31.03.2002

Run Type : 1 (Count Run)

Analysis Type : GP (Individual GP)

Codes Selected : *

```
*****
*
*  AJ KC63 HAS SUCCESSFULLY COMPLETED THE COUNT RUN.
*
*      NO REPORTS HAVE BEEN PRODUCED YET.
*
*      YOU MUST ACCESS THE AJ KC63 SCREEN TO
*      SPECIFY THE PRINT / DOWNLOAD PARAMETERS
*
*****
```

AJ-KC63 Print Layout - Header Page for a Successful Download Run

(This will be the only page produced for a download run.)

SOUTHSIRE HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ KC63 **

Job Run Date : 28.08.2002

KC63 Statistics

Download Tables - Run ID 99

Printed on 28.02.2002 at 14:16

Run Parameters:-

Review Period From : 01.04.2001 To 31.03.2002

Run Type : 3 (Download Tables)

Analysis Type : CD (Complete Database)

Codes Selected : *

```
*****
*
*  AJ KC63 HAS SUCCESSFULLY COMPLETED THE DOWNLOAD RUN.
*      DOWNLOAD FILE NAME: kc63-nnn.csv
*      DOWNLOAD PATH NAME: /tmp/
*
*****
```

AJ-KC63 Print Layout - Header Page for an Unsuccessful Download Run
(UNIX path name not active on the SP-S screen)

SOUTHSIRE HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ KC63 **

Job Run Date : 12.01.2001

KC63 Statistics

Download Tables - Run ID 1

Printed on 12.01.2001 at 10:09

Run Parameters:-

Review Period From : 01.01.2001 To 01.06.2001

Run Type : 3 (Download Tables)

Analysis Type : S0 (Screening Office)

Codes Selected : AGA

```
*****
*
*      THE DOWNLOAD WAS NOT PRODUCED BECAUSE      *
*      THE PATH NAME IS NOT ACTIVE ON THE SP-S SCREEN  *
*
*****
```

AJ-KC63 Print Layout - Header Page for an Unsuccessful Download Run
(UNIX device not available)

SOUTSHIRE HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ KC63 **

Job Run Date : 15.01.2001

KC63 Statistics

Download Tables - Run ID 1

Printed on 15.01.2001 at 11:09

Run Parameters:-

Review Period From : 01.01.2001 To 01.06.2001

Run Type : 3 (Download Tables)

Analysis Type : SO (Screening Office)

Codes Selected : AGA

```
*****
*
*          THE DOWNLOAD WAS NOT PRODUCED BECAUSE          *
*          THE UNIX DEVICE WAS NOT AVAILABLE              *
*
*          CHECK THAT YOU HAVE WRITE PERMISSION TO THE    *
*          DOWNLOAD PATH NAME: /tmp/                      *
*
*****
```


AJ-KC63 Print Layout - Header Page for an Audit Print Run

SOUTHSIRE HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ KC63 **

Job Run Date : 12.08.2002

KC63 Statistics

Print Audit Data - Run ID 110

Printed on 20.08.2002 at 14:32

Run Parameters:-

Review Period From : 01.01.2002 To 01.06.2002

Run Type : 4 (Print Audit Data)

Analysis Type : QC (Q Code)

Codes Selected : *

Lines and Columns Selected for PART 1 COVERAGE . . . : 01,03 01,04

Lines selected for PART 2 OPEN EPISODES : 01 02

Produce summary of 'Unknown' section : Y

AJ-KC63 Print Layout - Detail Page for an Audit Print Run
(Coverage - when data exists for the selected line/column)

12.08.2002

SOUTHSHIRE HEALTH AUTHORITY

Page 1

** AJ KC63 **

Run ID: 110

Breast Screening Audit Print

List of NHS numbers for Part 1 Coverage - QAW East London and The City HA

LINE 01 Age of woman as at 01.06.2002 (under 45)

Total Count = 12

COL. 03 Number of resident women as at 01.06.2002

NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number
117 123 4409	164 613 2033	200 659 0022	221 830 2373	247 453 5877	266 875 3736	308 618 8677	371 483 3712
423 561 7722	900 112 9472	923 666 9135	924 501 1987				

(Coverage when there is no data for the selected line/column)

No NHS Numbers Recorded

AJ-KC63 Print Layout - Detail Page for an Audit Print Run
(Part 2 – Open Episodes not invited)

12.08.2002		SOUTHSHIRE HEALTH AUTHORITY				Page 3	
Run ID: 110		** AJ KC63 **					
		Breast Screening Audit Print					
		List of NHS numbers for Part 2 Open Episodes – QAW East London and The City HA					
LINE 01 Not Invited		Total Count = 3					
NHS Number		NHS Number		NHS Number		NHS Number	
-----		-----		-----		-----	
483 511 2901		772 133 3467		993 280 7153			

AJ-KC63 Print Layout - Detail Page for an Audit Print Run
(Part 2 – Open Episodes invited)

12.08.2002		SOUTHSIRE HEALTH AUTHORITY				Page 4	
Run ID: 110		** AJ KC63 **					
		Breast Screening Audit Print					
		List of NHS numbers for Part 2 Open Episodes – QAW East London and The City HA					
LINE 02 Invited		Total Count = 4					
NHS Number		NHS Number		NHS Number		NHS Number	
-----		-----		-----		-----	
131 112 9014		271 149 3691		691 447 6250		770 411 2043	

AJ-KC63 Print Layout - Detail Page for an Audit Print Run

(Summary of resident women counted in the 'Unknown' section of the KC63 tables. The example shows that the SO could not be identified, but it could be another analysis group that was not identified, e.g. PCG, PCT or GP Partnership.)

12.08.2002

SOUTHSIRE HEALTH AUTHORITY

Page 5

** AJ KC63 **

Run ID: 110

Breast Screening Audit Print

Summary of patients counted in the 'Unknown' section of the print

The following details were recorded for those patients for whom no *Screening Office* could be identified as at the end of the review period. These details are presented in two ways: firstly, counts by GP Code and secondly, counts by Address Code.

GP Code	Number of Patients	GP Code	Number of Patients	GP Code	Number of Patients	GP Code	Number of Patients	GP Code	Number of Patients
000011	1	000012	3	000033	1	000034	1	000055	1
000059	2								

Total number of patients : 9

Address Code	Number of Patients	Address Code	Number of Patients	Address Code	Number of Patients
EXE	5	EXMO	2	TOP	2

Total number of patients : 9

AJ-KC63 Print Layout - Detail Page for an Audit Print Run
(Summary of the 'Unknown' section of the KC63 tables when there have been no women counted.)

31.08.2002

SOUTHSIRE HEALTH AUTHORITY

Page 5

Run ID: 122

** AJ KC63 **

Breast Screening Audit Print

Summary of patients counted in the 'Unknown' section of the print

The following details were recorded for those patients for whom no Screening Office could be identified. These details are presented in two ways: firstly, counts by GP Code and secondly, counts by Address Code.

There were NO patients counted in the 'UNKNOWN' section of the print.

AJ-KC63 Print Layout – Unknown Details Print (Unknown PCO) – Summary Page

- LARGE UNIT DATABASE HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-KC63 **

Job Run Date : 10.07.2003

KC63 Statistics (Ad-Hoc)

NHS Number List for GPs With Unknown PCO – Run ID 5

Printed on : 12.07.2003 at 14:05

Run Parameters:

Review Period From : 01.01.2003 To 01.06.2003

Run Type : 5 (Unknown Details)

Analysis Type : PO (PCO)

Codes selected : 154, 188, 000016, 000020, 000022, 000028
000030, 000044, 000050

Note: the report may also be produced for the following: “Unknown DHA”, “Unknown Partnership” or “Unknown Screening Office”.

AJ-KC63 Print Layout – Unknown Details Print (Unknown PCO) – Details Page

10.07.2003

- LARGE UNIT DATABASE HEALTH AUTHORITY -

Page 2

** AJ-KC63 **

BREAST SCREENING UNKNOWN PCO DETAILS

List of patients associated with GPs whose PCO could not be identified

154 Dr A. Mannering (total: 27)

400 398 7654	400 399 0234	400 404 0022	400 415 6780	400 416 6897	400 468 7483	400 454 0012	400 455 1010
400 567 2834	400 578 2344	400 583 0443	400 593 7463	400 614 9023	400 662 8945	406 672 2991	407 646 5643
408 345 9245	408 583 7564	409 020 3495	409 523 5632	414 676 5678	415 840 9877	416 490 3455	416 945 4527
418 465 3458	419 398 9765	426 987 6787					

188 Dr K. Spangle (total: 11)

417 127 3974	419 345 8908	422 322 7854	436 989 4645	442 552 6622	464 567 9876	473 876 9823	484 009 3132
485 312 7690	489 547 1019	494 767 3423					

000016 Dr G. Wright (total: 4)

4011 145 873	401 222 4646	401 333 7060	401 444 5678

000020 Dr. P. Grant (total: 10)

400 125 7686	411 920 7788	422 679 2763	433 837 9752	444 873 1270	455 132 4664	466 919 2456	477 289 7345
488 387 4286	499 772 2238						

000022 Dr. Q. Rossenheiler (total: 3)

400 136 9976	411 787 3434	447 226 9867

Note: the report may also be produced for the following: “Unknown DHA”, “Unknown Partnership” or “Unknown Screening Office”.

AJ-KC63 Print Layout – Delete Counts/Audits Print

- LARGE UNIT DATABASE HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-KC63 **

Job Run Date : 29.07.2005

KC63 Statistics

Delete Run

Printed on : 29.07.2005 at 14:00

The following deletions were made by this run :

Run ID	Count/Audit
-----	-----
262	Audit only
261	Count and Audit
257	Audit only

AJ-KC63 Print Layout – Email Official Run (Run Type 7)

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-KC63 **

Job Run Date : 24.10.2007

KC63 Statistics

Email Official Run - Run ID 296

Printed on : 24.10.2007 at 15:06

Run Parameters:

Review Period From : 01.04.2006 To 31.03.2007

Run Type : 7 (Email Official Run)

Analysis Type : PO (PCO)

Codes Selected : *

```
*****
*
*          AJ KC63 HAS SUCCESSFULLY COMPLETED THE EMAIL RUN
*          THE FOLLOWING FILE HAS BEEN EMAILED TO THE DEVELOPMENT TEAM
*          FILE NAME: /download/kc63/KC63-0607-TES-296-1.csv
*
*****
```

If the job cannot be completed successfully, an appropriate message will be reported informing you of the reason.

Note ➤ The format of the .csv filename is: **KC63-FinancialYear-SiteCipher-RunID-Seq number.csv**

AJ-KC63 – Print Example for Upper Tier Local Authority: Part 1

12.02.2013

RUN ID: 363, Upper Tier Local Authority: E06000027

DH FORM

BREAST SCREENING PROGRAMME

KC63

PART 1: CROSS SECTIONAL ANALYSIS OF POPULATION COVERAGE WITHIN PERIOD 01.04.2011 - 31.03.2012

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
				Never Screened		Call/Recall Episodes				Self/GP Referral		Women Screened		Coverage %
Line No.	Age of woman at 31 March 2012	Number of women resident as at 31 March 2012	Number of in-eligible women	Number selected	Number never selected	Number invited in period	Number screened in period	Number invited in last 3 years	Number screened in last 3 years	Number screened in period	Number screened in last 3 years	Number screened in period	Number screened in last 3 years	Women screened in last 3 years
001	< 45	228	0	0	228	0	0	0	0	0	0	0	0	0.00
002	45-49	41	0	1	40	0	0	0	0	0	0	0	0	0.00
003	50	6	0	4	2	0	0	4	0	0	0	0	0	0.00
004	51-52	16	0	14	2	0	0	13	0	0	0	0	0	0.00
005	53-54	18	0	15	3	0	0	15	0	0	0	0	0	0.00
006	55-59	20	0	19	0	0	0	4	0	0	0	0	0	0.00
007	60-64	34	0	29	4	0	0	0	0	0	0	0	0	0.00
008	65-69	20	0	18	1	0	0	0	0	0	0	0	0	0.00
009	70	5	0	5	0	0	0	0	0	0	0	0	0	0.00
010	71-73	24	0	8	14	0	0	1	0	0	0	0	1	4.16
011	74	2	0	0	2	0	0	0	0	0	0	0	0	0.00
012	75+	87	0	2	84	0	0	0	0	0	0	0	0	0.00
013	Target Group 50-70	119	0	104	12	0	0	36	0	0	0	0	0	0.00
014	Target Group 45-74	186	0	113	68	0	0	37	0	0	0	0	1	0.53
999	Total all ages	501	0	115	380	0	0	37	0	0	0	0	1	0.19

AJ-KC63 – Print Example for Upper Tier Local Authority: Parts 2 and 3

12.02.2013

RUN ID: 363, Upper Tier Local Authority: E06000027

DH FORM

BREAST SCREENING PROGRAMME

KC63

PART 2 : WOMEN WITH OPEN EPISODES

001	No invite	30	002	Invited	97

PART 3 : HIGH RISK

Line Number	Column 1	Column 2
	Total number of women on the system who have a high risk episode in the period	Total screened in the period
001	1	1

Analysis Job BCEN (Breast Screening Coverage Estimates by NTD Dates)

AJ-BCEN can be used to produce a print of the estimated number of women who will become eligible for breast screening according to their Next Test Due (NTD) Dates. It can also be used to produce a UNIX download of the estimates.

The print will show the estimated number of women who will become eligible for screening according to their NTD dates in the current month and also in the subsequent 11 months (i.e. for one year starting in the current month).

The download file will include more information: instead of a one year period the estimates will be given for a 37 month period, starting in the current month. Additionally, the number of currently 'open' episodes will also be given.

This download file can be uploaded into PC-based software (such as Microsoft Excel) for further processing and analysis. The download files are created in 'comma separated variable' (.csv) format. This allows the data to be automatically organised into the appropriate columns upon import into Excel.

NOTE Ø It is recommended that you run AJ-BCEN regularly. The resulting prints should then be sent to the Screening Office.

AJ-BCEN can also be used to obtain an audit of the NHS numbers of the women who have been counted in any particular cell of a specific BCEN estimations report.

The audit report is produced in print format. An optional download file can also be requested which can be uploaded into a PC-based package such as Microsoft Excel for further processing and analysis.

For further information, please refer to the Statistics section in the Breast Screening Reference manual, Section S2.

How the Estimates Are Calculated

To be eligible for counting in the estimates a woman must be eligible by her date of birth and also according to her NTD date – where she has one. Each woman will only be counted in one of the months of estimations.

If she is a **recall** it will correspond to the month and year of her NTD date.

If she is a **call** (i.e. she has no SC end coded episodes) it will be one of the following:

- The month in which her date of birth brings her into the correct age range.

NOTE Ø This applies women who have no NTD date because they either have no episodes or only have episodes which do not set a NTD date (i.e. those with WB, WF, WD, WO or WM end codes).

- The month corresponding to the month and year of her NTD date.

NOTE Ø PC, DNA/DNR, WC or WS end codes would set a NTD date whilst the woman remains a *call*.

The date of birth range which is entered on the screen only applies to the first month (i.e. the current month) of the estimations. For all subsequent months of estimation the date of birth range will be automatically changed such that the age range of the women remains the same over the entire period for which the estimations are given.

For example, if the analysis job is run in January 2011 with an entered date of birth range of **01/1940** to **01/1961**:

- in January 2011, the *effective* date of birth range would be **01/1940** to **01/1961**
- in February 2011, it would be **02/1940** to **02/1961**
- in March 2011, it would be **03/1940** to **03/1961**

and so on until in the final month of estimations:

- in January 2013, this would be **01/1943** to **01/1964**.

Continuing with this example:

- A woman born in January 1940 would only be eligible by her date of birth in the first month of estimations.
- A woman born in February 1940 would only be eligible by her date of birth in the first two months of estimations.
- Women born from January 1943 to January 1961 would be eligible in **all** months of the estimations.
- A woman born in February 1961 would be eligible in **all but** the first month of estimations.
- And a woman born in January 1964 would only be eligible by her date of birth in the last month of estimations.

If a woman has an 'open' episode she will not be counted in any of the months of estimations but will be counted in a total of open episodes column (in the download file only).

Women with a call/recall status of ceased will still be counted according to their NTD dates.

For further information regarding the rules on how next test due dates are calculated, see *Appendix H: Rules for Calculating Next Test Due Dates*.

Screening Estimation Prints

For each run type, the print begins with a summary page. This provides totals of the estimated number of women who will be eligible for screening in the current month and in the subsequent three years.

The details pages show totals of the estimated number of women who will be eligible for screening in the current month and in the subsequent 11 months. Depending on which run type code is selected the print will be ordered as follows:

- GP – print grouped by GP, with totals by Address Codes for each GP.
- G1 – print grouped by GP group within a Screening Office, with totals by GP within each GP group.

- G2 – print grouped by GP within a GP partnership, this run type will include single handed GPs which are listed at the end of the print.
- PR – print grouped by GP practice.
- AC – print grouped by Address Code, with totals by GP within each AC.
- AG – print grouped by Area Group within a Screening Office, with totals by Address Code within the Area Group.
- SO – totals for an entire Screening Office, with no sub-divisions.
- ED – totals for an entire Enumeration district, with no sub-divisions.
- PO – totals given by PCO grouped within Screening Office. Note, as there is no system defined link between a PCO and a Screening Office this run type obtains the SO through the woman's GP or Address Code.

Each print will consist of:

- a header page;
- a summary page, which will show the run parameters and also a table giving the aggregated counts of all of the estimates for the entire 37 month period; and
- a details section, which will show estimates according to run type grouping as shown above.

The prints will be available for viewing on the AV screen.

If any errors are found during the processing of the job, they will be reported in an error report which will be printed after the estimation figures. If you have any difficulties correcting these errors through the system, please contact your local support team as soon as possible.

Audit File Requests

The audit request screen allows you to select specific 'cells' (from an estimations print) and obtain a list of the NHS numbers which were counted in that 'cell'.

A cell is selected by entering the run ID (of the estimations run), the audit index (this is a shorthand way of defining the 'row' you require) and together the year and month combine to define a 'column', that is, you enter a row and column to select a cell from the estimations print. All of these data items are reported in the estimations print.

To obtain the list of NHS numbers for those with 'open' episodes enter the appropriate audit index, enter **OPEN** in the year and leave the month empty.

When you have entered the parameters the query message:

CHECK input parameters

is displayed and any months will have their 'textual' value displayed.

It is also possible to create a UNIX download file containing the requested audit data. This will be in comma-separated format and will be named **bcen-audit-X.csv**, where **X** is a unique identifier).

Because the audit files are large they are only retained for the two most recent estimations runs of AJ-BCEN; a third estimations run of AJ-BCEN will replace the audit file of the first run with a new one relating to that third run.

The audit index column in the estimations print will sometimes have “n/a” instead of a number for a row. A row is given an audit index of “n/a” if it is not possible to produce an audit print for that row.

There are two reasons for this:

- the row is a ‘totals row’
- there were no women counted in that row

Sometimes, in the estimations print, the audit index appears to ‘skip’ a number. This occurs where a ‘sub-total’ row has not been printed because there were no women due (for call or recall) in the 12 months reported on the print. If you examined the download file you would find the ‘missing row’ and it would contain counts of women who were due after the initial 12 months.

How to Use the AJ-BCEN Screen

Directions – Using the AJ-BCEN Screen

1. Enter a key of **AJ** and use **BCEN** as a qualifier.
2. Press **Enter** to display the screen.

```

AJ]Analysis Job                               Qualifier[BCEN
                                           page->
Job Name . . BSS ESTIMATED SCREENING COVERAGE by NTD Dates

Estimations will be given starting from the current month, i.e. January 2015
'C'all, 'R'eCALL or 'B'oth . . . . . [ ]
Month/Year of Birth from . . . . . [ / ]
Month/Year of Birth to . . . . . [ / ]
-----
Run Type (- press Ctrl L) . . . [ ]   SO Code, for GP Grp or Area Grp . [ ]

Enter specific codes according to Run Type (* for all) :-
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]
-----
Suppress reporting of 'sub-groupings'? (Y/N) . . . . . [ ]
Create UNIX Download? (Y/N). . . . . [ ]
To set up the job for processing enter 'Y' . . . . . [ ]

```

Figure 1: The AJ-BCEN Screen

Understanding the AJ-BCEN Screen

Call, Recall or Both

Enter:

- **C** if you wish to estimate only call numbers, for women who have no previous breast screening episodes with an SC end code;
- **R** to estimate only recall numbers, for women who have at least one previous breast screening episode with an SC end code; or
- **B** to estimate both call and recall numbers.

Month/Year of Birth from

Enter the earliest month and year of birth for the women to be screened.

Month/Year of Birth to

Enter the latest month and year of birth for the women to be screened.

Run Type

This field allows you to choose the type of grouping you require. If you press <Ctrl> L on your keyboard, a list of options will appear.

See **Figure 2** below.

```

AJ]Analysis Job                               Qualifier[BCEN
                                           page->
Job Name . . BSS ESTIMATED SCREENING COVERAGE by NTD Dates

Estimations will be given starting from the current month, i.e. January 2015
'C'all,'R'ecall or 'B'oth . . . . . [ ]
Month/Year of Birth from . . . . . [ / ]
Month/Year of Birth to . . . . . [ / ]
-----
Run Type (- press Ctrl L) . [ ] RUN TYPES
                               CODE  DESCRIPTION
Enter specific codes ac}-----{ all) :-
[ ] GP - Individual GP
[ ] G1 - GP Group
[ ] G2 - GP Partnership
[ ] PR - GP Practice
[ ] SO - Screening Office
[ ] AG - Area Group
[ ] AC - Address Code
-----
[ ] ED - Enumeration Dist.
[ ] PO - Primary Care Org.
Suppress reporting of 'sub- [ ]
Create UNIX Download? (Y/N)[---'G'oto-----]
To set up the job for processing enter 'Y' . . . . . [ ]

```

Figure 2: The AJ-BCEN Screen, Showing ‘Run Types’ Pop-up Box

NOTE Ø If the run type selected is GP groups, the sub-groupings in the report will be either by GP practice (if the GP group is composed of GP practices, on the SO-G screen), or by GP code (if the GP group is composed of specific GPs).

SO Code, for GP Grp or Area Grp

If you have specified run type **G1** or **AG**, you must then specify the code of a particular Screening Office in this field.

Enter specific codes according to Run Type

These fields allow you to enter any specific codes applicable to the run type you have chosen. For example, if you have chosen run type **GP**, enter one (or more) GP code(s) to obtain the figures for a particular GP (or several GPs). To obtain the figures for all codes appropriate to the type of run you have selected, enter an asterisk (*).

Suppress reporting of ‘sub-groupings’? (Y/N)

This field allows you to suppress the reporting of ‘sub-groupings’ within the reports.

Enter **Y** or **N** as appropriate.

Create UNIX Download?

This field allows you to request a UNIX download.

The download file is stored as a comma separated variable (.CSV) file. Its UNIX filename will be generated in the following format: **bcen-x.csv**, where **x** is a unique, generated number. The UNIX file is downloaded to the pathname specified on the SP-S screen.

To set up the job for processing enter Y

Enter **Y** to start processing.

How to Use the AJ-BCEN Audit Request Screen

Directions – Using the AJ-BCEN Audit Request Screen

1. Enter a key of **AJ** and use **BCEN** as a qualifier.
2. Page on from page 1 of the initial AJ-BCEN screen.

```

AJ]Analysis Job                               Qualifier[BCEN
                                           <-page
Job Name . . BSS ESTIMATED SCREENING COVERAGE by NTD Dates Audit Request

To obtain an Audit of the NHS numbers which have been counted by AJ-BCEN you
must first enter the required Run ID and then you must enter the appropriate
Audit Index, Year and Month for the required details.
Note that wildcards are not allowed.

                                Run ID (- press Ctrl L) [   ]

                                Audit Index      Year      Month
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]
                                [   ]            [   ]      [   ]

Create UNIX Download? (Y/N). . . . . [   ]
To set up the job for processing enter 'Y' . . . . . [   ]
  
```

Figure 3: The AJ-BCEN Audit Request Screen

Understanding the AJ-BCEN Audit Request Screen

Run ID

Enter the run ID relating to the BCEN estimations from which you require audit details. The available run IDs can be selected from a pop-up box, which is accessed by pressing **Ctrl L**.

Audit details are selected by entering the following three parameters which correspond to the ‘cells’ of the estimations report from which you require the NHS numbers of those counted.

Audit Index

Enter the audit index (the row of the estimations report).

Year/Month

Enter the appropriate year and month (‘1’ for January, etc.) to select which column of the estimations report you are interested in.

You can also enter one of the following values in the **Year** field:

- **OPEN** – see *Open Episodes* below for details.
- **NREG** – to list those women who have registered in the last 28 days and have not had any updates to their breast screening history since their registration.

- **FP69** – to list those women who have an FP69 status and a recent episode with a WF end code (recent meaning within the ‘NTD Batches, FP69 Exclusion’ limit set on the SO-D screen.

Create UNIX Download

If you want to create a Unix download file, enter **Y**. Otherwise, enter **N**.

To set up the job for processing enter ‘Y’

Enter **Y** to set up the job for processing.

Open Episodes

The estimations download file contains a column for counts of those who have ‘open’ episodes (in that row). The audit details for these ‘open’ episodes cells may be obtained by entering the required audit index and the word **OPEN** into the **Year** field (the month field should be left empty).

Audit Request Report

The report consists of a header page, a summary page (listing the run parameters) followed by the detail pages which contain the lists of NHS numbers.

The download files will contain the same details as the printed report.

Error Messages

Page 1

REJECT MESSAGES	MEANING / ACTION
CRB invalid	Call, Recall or Both field must contain C, R or B.
CRB missing	Call, Recall or Both field must contain C, R or B.
From MoB invalid	Must be numeric, from 1 to 12.
From MoB missing	Must be present.
From YoB invalid	Must be numeric and include century (e.g. 2010).
From YoB missing	Must be present.
To MoB invalid	Must be numeric, from 1 to 12.
To MoB missing	Must be present.
To YoB invalid	Must be numeric and include century (e.g. 2010).
To YoB missing	Must be present.
Run Type invalid	Must be 'GP', 'G1', 'G2', 'SO', 'PR', 'AG', 'AC', 'ED' or 'PO'.
Run Type missing	Must be present.
SO incomplete	Screening Office must be fully defined.
SO of Grp not req.	Leave 'S.O. Code of required GP Group or Area Group' field blank if run type is not G1 or AG.
SO has no Area Codes	The Screening Office you have specified has no Area Codes.
SO has no GP Groups	The Screening Office you have specified has no GP groups.
SO Code invalid	The Screening Office code is incorrect.
SO Code missing	Enter at least one SO code for this run type.
SO of Grp is req	Screening Office code must be entered.
PCO Code invalid	The PCO Code is not a current valid code.
PCO Code missing	Enter at least one PCO Code for this run type.
GP Code invalid	The GP code is incorrect.
GP Code missing	Enter at least one GP code for this run type.
GP cancelled	This GP has been cancelled from the system.
GP Group invalid	The GP group code is incorrect.
GP Group missing	Enter at least one GP group code for this run type.

REJECT MESSAGES	MEANING / ACTION
GP P/Ship invalid	The GP practice code is incorrect.
GP P/Ship missing	At least one GP practice code must be entered for this run type.
Practice Code Invalid	You have entered an invalid practice code.
Practice Code Missing	You have not entered a practice code.
Area Group invalid	The Area Group code is incorrect.
Area Group missing	At least one Area Group code must be entered for this run type.
Add Code invalid	The Address Code is incorrect.
Add Code missing	At least one Address Code must be entered for this run type.
ED Code invalid	The Enumeration District code is incorrect.
ED Code missing	At least one Enumeration District code must be entered for this run type.
Duplicate Entry	You have entered two identical codes in the 'Enter specific codes according to Run Type' field.
CODE not required	No codes needed when an asterisk has been used to select all codes.
DOWNLOAD invalid	Must be Y or N.
DOWNLOAD missing	Must be present.
START missing	You must enter Y in the last field on the screen.
START invalid	The last field must contain Y.

Query Messages

REJECT MESSAGES	MEANING / ACTION
GP STATUS ok ?	GP has status that is not 'live', or the GPs end date has been reached.

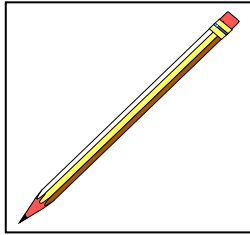
Page 2

REJECT MESSAGES	MEANING / ACTION
RUN ID missing	A run ID must be entered.
RUN ID invalid	The run ID must be listed in the pop-up window.
AUDIT INDEX missing	The audit index shown in the estimations report must be entered to specify a 'row'.
AUDIT INDEX invalid	The audit index must be listed in the report (or download file) for the entered run ID.

REJECT MESSAGES	MEANING / ACTION
YEAR missing	The year must be entered.
YEAR invalid	The year must be one of the following: · a year which is included in the estimations · the word 'OPEN' which will select those who have open episodes for that audit index.
MONTH invalid	The month must be one for which there has been estimations produced in the appropriate year and be in the range 1 to 12.
MONTH not req	If 'OPEN' has been entered in the year it is not necessary to enter a month.
MONTH missing	The month must be entered.
EMPTY CELL specified	The specified cell has a count of zero therefore there are no women to report.
PARAMETERS missing	No audit index, year or month parameters have been entered.
DOWNLOAD missing	Must be entered.
DOWNLOAD invalid	Must be 'Y' or 'N'.
START missing	Must be entered.
START invalid	Must be 'Y' to schedule the run.

Query Messages

REJECT MESSAGES	MEANING / ACTION
CHECK input parameters	Check the parameters you have entered are correct.



TES PDT HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCEN **

ESTIMATED SCREENING COVERAGE BY NTD Date

Printed : 10-SEP-2012 at 2:12 PM

Summary of Estimated Screening Coverage by NTD Date

```

Run date ..... : 20/1/2015
Run ID ..... : 277

Start Month/Year for Estimation ..... : 01/2015
Call/Recall/Both ..... : BOTH
Month/Year of Birth from ..... : 01/1940
Month/Year of Birth to ..... : 12/1955

Run Type ..... : PR - (GP Practice)

SO Code for GP Grp or Area Grp ..... : (NONE)

GP Practice ..... : *

Suppress reporting of 'sub-groupings'? ... : No
Create UNIX download file? ..... : Yes (File: /download/bcen-242.csv)

```

Total numbers of eligible women for all GP Practices :

Due in	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
2015	640	7	5	9	4	9	10	3	6	4	3	2
2016	6	8	5	7	6	3	1	13	3	1	9	2
2017	6	15	4	2	5	6	7	5	13	6	1	17
2018	10	--	--	--	--	--	--	--	--	--	--	--

```

Total number of 'open' episodes for all GP Practices          : 368
Total number with FP69 status and a recent WF episode        : 1
Total number of 'New Registrations' (i.e. within the last 28 days) : 14

```

Estimated Screening Coverage by GP Practices using NTD Dates (Analysis Job run on 20/1/2015, Run ID: 277)

	Due in	2015 Jan	-----> Feb	-----> Mar	-----> Apr	-----> May	-----> June	-----> July	-----> Aug	-----> Sept	-----> Oct		Not Cnt'd FP69 NREG	Audit Index
ALAN PRACTICE (A29292)	Call Recall	23 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	n/a n/a
		+	+	+	+	+	+	+	+	+	+	+	+	
DR. M GOLDENGPM (000014)	Call Recall	23 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	4 n/a
GUBBINS AND BROTHERS (A40404)	Call Recall	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	n/a n/a
		+	+	+	+	+	+	+	+	+	+	+	+	
DR. D DOBERMAN (ALGP04)	Call Recall	1 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	5 n/a
LEAN PRACTICE (A54321)	Call Recall	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	n/a n/a
		+	+	+	+	+	+	+	+	+	+	+	+	
DR B ABBOT (SEN2)	Call Recall	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		0 0	n/a 7
SKIPTON MYLOU (A80085)	Call Recall	209 9	2 0	1 0	7 0	2 1	4 1	6 0	0 0	3 0	2 0		1 0	n/a n/a
		+	+	+	+	+	+	+	+	+	+	+	+	
DR. L CIF-LEMON-CLEANER-XX (000013)	Call Recall	5 2	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0		1 0	10 11
DR. CNM CYAN (000046)	Call Recall	1 0	0 0	1 0	4 0	0 0	2 0	1 0	0 0	2 0	1 0		0 0	12 n/a
DR. A GOLDENGPO (000019)	Call Recall	4 0	0 0	0 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0		0 5	13 14
DR. O GOLDENGPO (000043)	Call Recall	125 2	2 0	0 0	3 0	0 0	2 0	3 0	0 0	0 0	0 0		0 0	15 16
DR. W GOLDENGPO(000053)	Call Recall	3 0	0 0	0 0	0 0	1 0	0 0	0 0	0 0	0 0	0 0		0 0	17 n/a
DR. G GOLDENGPO (000017)	Call Recall	2 4	0 0	0 0	0 0	0 0	0 1	0 0	0 0	0 0	0 0		0 0	18 19
DR. K KHAKEI (000047)	Call Recall	69 0	0 0	0 0	0 0	1 0	0 0	1 0	0 0	1 0	1 0		0 0	20 n/a

Estimated Screening Coverage by GP Practices using NTD Dates (Analysis Job run on 20/1/2015, Run ID: 278)

	Due in	2015 Jan	-----> Feb	-----> Mar	-----> Apr	-----> May	-----> June	-----> July	-----> Aug	-----> Sept	-----> Oct	Not FP69	Cnt'd NREG	Audit Index
ALAN PRACTICE (A29292)	Call	23	0	0	0	0	0	0	0	0	0	0	0	1
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	2
GUBBINS AND BROTHERS (A40404)	Call	1	0	0	0	0	0	0	0	0	0	0	0	3
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	n/a
LEAN PRACTICE (A54321)	Call	0	0	0	0	0	0	0	0	0	0	0	0	n/a
	Recall	1	0	0	0	0	0	0	0	0	0	0	0	4
SKIPTON MYLOU (A80085)	Call	209	2	1	7	2	4	6	0	3	2	1	5	5
	Recall	9	0	0	0	1	1	0	0	0	0	0	5	6
HARRIS AND PARRIS PRACTICE (B00001)	Call	0	0	0	0	0	0	0	0	0	0	0	0	7
	Recall	0	0	0	1	0	0	0	0	0	0	0	0	8
MAURICE AND DORIS PRACTICE (B00002)	Call	2	0	0	0	0	0	0	0	0	0	0	0	9
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	n/a
ALSON WITHLON (B10101)	Call	3	0	0	0	0	0	0	0	0	0	0	0	10
	Recall	0	0	0	0	0	0	0	0	0	0	0	4	11
NEW PRACTICE (B90909)	Call	6	0	0	0	0	0	1	0	0	0	0	0	12
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	n/a
CRAIGS PRACTICE (C10001)	Call	6	0	0	0	0	0	0	0	0	0	0	0	13
	Recall	2	0	0	0	0	0	0	0	0	0	0	0	14
SKIPTON BLUE (C20202)	Call	3	0	1	0	0	0	0	0	0	0	0	0	15
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	16
NEWBY PRACTICE (C30303)	Call	46	1	0	0	0	1	1	0	0	0	0	0	17
	Recall	0	0	0	0	0	0	0	0	0	0	0	0	18

TES PDT HEALTH AUTHORITY

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCEN **

ESTIMATED SCREENING COVERAGE BY NTD Date Audit Request

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10/9/2012

- TES PDT HEALTH AUTHORITY -
** AJ-BCEN **
Audit Request - Summary

Page 1

The following details have been requested:

Run ID: 165

Audit Index: 7, August 2012

{- SO (AGA), PENNY R'S NEW CQRS PCT (5A7), Calls}

Audit Index: 46, OPEN

{- SO (AGA), ZZZ-000078 (ZZZZZ), Calls}

The following file also includes these details: /download/kc63/bcen-audit-148.csv

AJ-BCEN Audit Request Summary Page

10/9/2012

- TES PDT HEALTH AUTHORITY -

Page 2

Run ID: 165

** AJ-BCEN **

Audit Request - Details

Audit Index: 7, August 2012

SO (AGA), PENNY R'S NEW CQRS PCT (5A7), Calls

Total Count = 4

NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number
400 002 8146	400 006 2417	330 200 4583	184 801 2152				

AJ-BCEN Audit Request Details Pages (Example 1)

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Page 3

** AJ-BCEN **

Run ID: 165

Audit Request - Details

Audit Index: 46, Open Episodes

SO (AGA), ZZZ-000078 (ZZZZZZ), Calls

Total Count = 173

NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number	NHS Number
853 446 6386	400 010 9073	240 410 2540	314 650 2542	400 003 2771	400 007 5799	400 006 4568	743 351 8126
287 641 6263	621 822 3515	708 185 2688	658 062 5465	940 551 8550	835 501 1236	717 400 3729	757 181 5703
400 002 2547	647 287 4557	985 058 7253	283 344 8473	553 263 6354	654 831 0624	400 003 3654	478 660 5336
664 074 1105	751 577 7524	400 011 3658	312 506 0044	640 544 1261	953 408 8064	650 867 2029	844 183 5748
400 000 3739	320 011 2220	ZZCXX 5025	908 704 1268	400 000 8080	602 533 0557	417 552 3030	420 103 5735
518 433 8721	388 626 6133	400 002 2008	983 663 4541	247 803 4549	276 326 4522	887 062 2363	875 434 8641
330 002 2568	400 000 4093	747 717 8711	658 735 1158	436 760 2710	400 003 7226	400 000 6320	508 348 2126
522 047 3212	535 032 2028	974 118 4581	400 001 1081	954 304 3418	532 230 0767	316 465 8044	400 002 2458
307 833 2446	521 444 2459	607 611 0708	901 877 1015	400 000 1973	745 022 1810	400 002 0439	471 560 5651
435 823 3821	437 200 2718	662 671 8665	986 558 7629	651 638 2107	961 504 0428	548 648 2582	456 605 8360
400 003 4448	400 001 4382	930 338 6353	776 306 5729	980 477 4062	608 744 5420	366 415 2557	564 405 3652
483 346 8069	708 260 2251	720 140 0665	838 150 0729	737 462 1302	400 011 8889	336 880 3352	233 107 4879
420 512 1288	441 354 6504	972 584 5188	400 006 2808	400 006 2840	844 878 5657	404 661 5575	384 481 8820
400 000 4484	751 128 8081	400 003 1198	961 475 6330	264 464 4356	418 814 2316	400 004 0030	400 004 0073
400 007 5020	400 007 5071	581 826 4416	400 012 1154	325 121 6198	400 002 8162	972 570 1569	400 012 7918
400 012 7950	400 008 0016	400 012 0190	400 012 0220	566 036 6708	400 001 2282	431 512 0111	301 776 2645
240 430 3503	400 007 6604	A 82116	545 732 8139	400 005 5070	882 826 4519	914 804 8003	544 111 2654
713 036 0267	832 282 5161	860 653 3084	400 002 3853	400 009 2901	400 000 6339	844 821 7578	852 863 5074
400 000 1280	350 700 8165	407 851 0620	754 514 3000	348 701 0755	967 526 3679	621 765 1785	836 161 0502
400 010 3946	400 008 1527	400 008 1586	760 346 5680	400 007 8984	400 007 9034	806 255 0281	400 004 6403
805 535 8788	548 187 7368	748 520 8713	530 681 6800	400 005 1490	311 605 3847	400 009 5250	987 308 0554
841 274 1161	915 071 2268	876 361 1864	628 683 4206	876 148 0320			

AJ-BCEN Audit Request Details Pages (Example 2)

The Failsafe Process

What Is Failsafe?

The purpose of failsafe is as follows:

- The failsafe procedures are used to ensure that women, who are due for screening, do not ‘slip through the net’ and miss the opportunity of receiving an invitation to be screened.

Women are called for screening in line with recommendations contained in the original Forrest¹ report, which advocated that all women aged between 50 and 64 would be invited for routine screening every three years.

What Is the Difference between a Failsafe Batch and a Normal Batch?

There is a fundamental difference between the two types of batches.

Normal batches:

- Identify eligible women who have **not been screened**, generally during a specific period.

Failsafe batches:

- Identify eligible women who have **not been invited** for screening during a specific period.

In both types of batches, eligible means suitable according to age, GP and location.

There are valid reasons why women can miss being invited for screening as part of normal batches, so we have failsafe procedures to try to ensure that a woman does not miss being invited when she is due.

Remember, the Breast Screening Programme must, at least, ensure that eligible women are offered an invitation for screening.

¹ In July 1985 a working group, chaired by Professor Sir Patrick Forrest, was appointed on behalf of health ministers to consider UK policy on breast screening. The recommendations of the Forrest Report were accepted by Government in 1987.

How Do Women Miss Their Invitation?

Most local screening programmes target women using a particular set of specifications so that they will be called only once in the three year screening cycle. Whilst this method of operation is generally very effective, there are circumstances where an eligible woman could be at risk of not being invited for screening:

- **a woman may move within the HA**

A woman may move within the HA to an area or a GP that has recently been targeted for screening.

(AJ-BCX lists women who have moved from one SO coverage area into another within the same HA.)

- **a woman may move into the HA area**

She may have been almost due for call/recall, but her new HA may not have plans for screening her new address/GP for some time.

(AJ-BSH lists women, in the specified age range, who get registered at the HA.)

- **a woman may have been ceased incorrectly**

If she has been ceased incorrectly, she could be excluded from receiving an invitation.

(AJ-BSCW lists ceased women.)

- **a woman could have her age amended**

A woman's age makes her eligible for screening. So, if her age is incorrect, she may not have been included in a recently specified batch that would have identified her for screening.

(AJ-BSDB lists women whose age has been changed such that it moves them out of the age range for screening.)

- **GPs move practice or retire**

Screening users may not be aware that a GP has moved or retired, and may still be targeting that GP in screening batch specifications.

- **a woman could be 'resurrected' by the HA**

Screening users may not be aware that a woman who was previously deducted from the HA system because of death has been re-registered on the HA system because it was an incorrect deduction.

(AJ-BSH lists women, in the specified age range, who get registered at the HA.)

Failsafe procedures are used to minimise these risks by identifying those eligible women who have not been invited for screening.

Should Everyone Be Running Failsafe?

Yes. Otherwise, there will be some women who will go much longer than three years between normal batch invitations, and there will be others who may never get picked up in normal batches.

Failsafe procedures must now be run at least once every three months.

What Affects the Numbers of Women Identified for Failsafe?

- Planning
- Type of population
- Out-of-date records
- Opportunistic invitations.

If normal rounds are well planned and regularly reviewed, the number of women identified for failsafe will be reduced. If failsafe rounds are poorly planned, any 'trawl' or 'sweep' performed on the HA system could end up identifying many women, which may cause a problem with schedules and throughput.

Static populations should require less frequent failsafe rounds than in those areas where the resident population is constantly changing. Women who frequently change address are less likely to be picked up in normal screening rounds; in some areas, this is a significant number of women, and so the frequency of failsafe needs to be considered (i.e. may need to be more often than once every three months).

If registration details and/or screening history are not kept up-to-date, then women could be incorrectly identified for both normal and failsafe screening.

Some Screening Offices will identify **individual** women moving into their area who are due for screening and invite them as NBRs. They may do this because they find it easier to regularly manage small numbers of these women in their daily schedules than to handle larger, less frequent failsafe batches requiring designated clinic time.

So, the more women invited individually, the more it will reduce the number identified in any subsequent failsafe 'trawls' performed on the HA system. However, be aware that this method affects the statistics by reducing the number of batch episodes and increasing the number of NBRs, which are monitored by the QA Reference Centres.

Also, be aware that some Screening Office statistical reports require the user to specify if NBRs are to be included. So, if NBRs were not included, the performance figures relating to call/recall could be less than expected.

It is not recommended to failsafe women via NBRs.

Failsafe Planning

- **Requires initial effort**

Failsafe planning requires a substantial amount of initial effort.

- **Not necessary to repeat the whole planning process**

Since most screening programmes do not change from one round to the next, it should not be necessary to have to repeat the whole planning process.

- **Repetitive process**

With successful planning and preparation, failsafe should be a semi-automatic, ongoing, repetitive process.

- **Occasional reviews**

The failsafe process should only require occasional reviews to accommodate changes in residential areas and GP practices.

How Does the HA System Identify Women for Failsafe?

The following flowchart and narrative explain how women are identified for failsafe on the HA system with subsequent information about the individual processes that achieve it.

The purpose of failsafe is to identify women who have not been invited for screening during a specific period. To calculate the period to be examined, subtract the safety period from the recall interval and look back that number of months from the Date for Selection/End of Cycle Date.

For example, we might want to identify women who have not been invited for screening during the last three years from today's date. In this example, we are using today's date as the Date for Selection along with a zero safety period. The Date for Selection could, of course, be a date in the future (i.e. the date you intend to screen the women). Let's assume that today's date is 16.09.2000.

In the example, the period to be examined is calculated as follows:

$(\text{recall interval} - \text{safety period}) = \text{review period}$

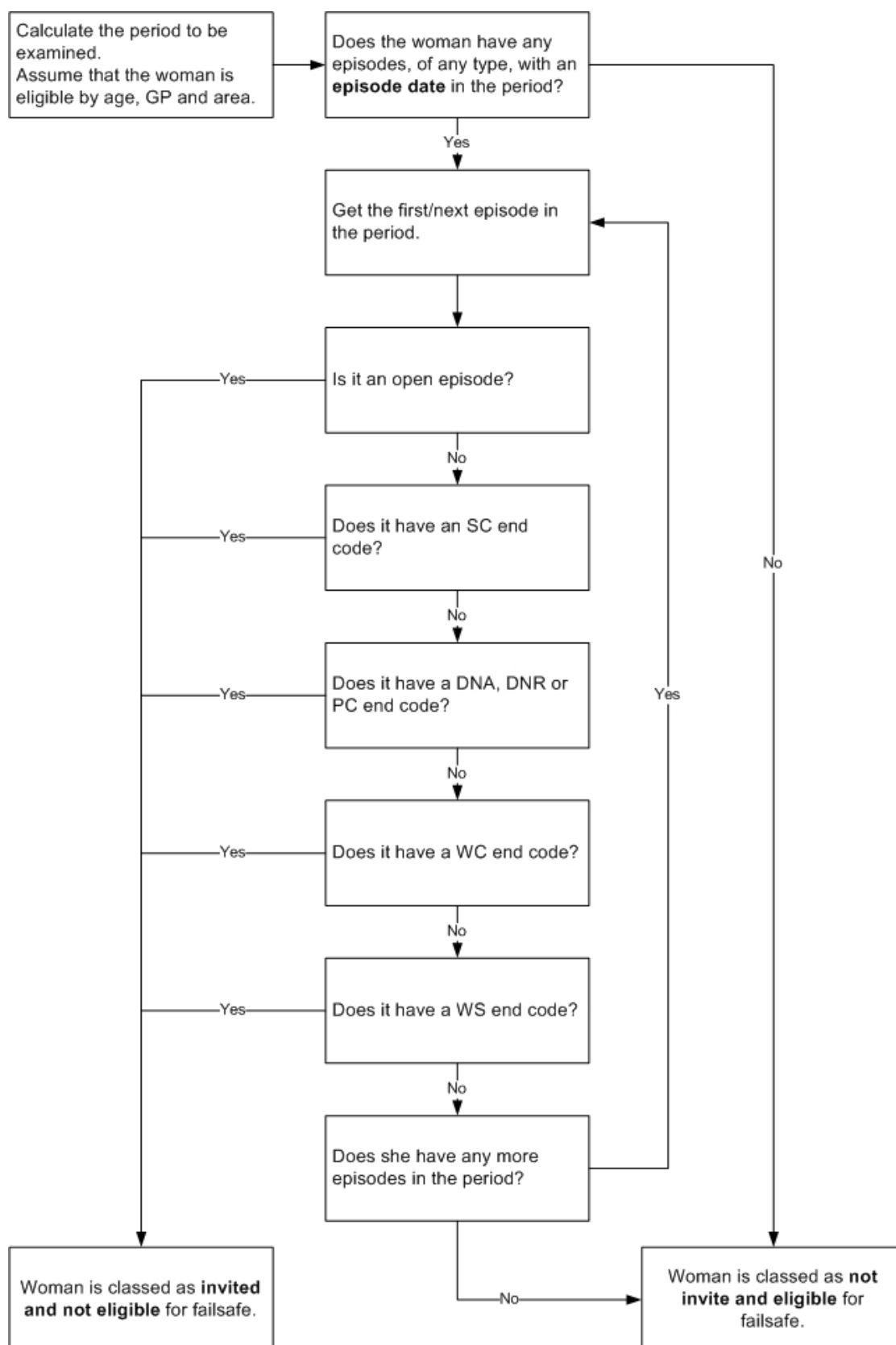
$(36 - 0) = 36$

and then subtract the answer (36 months) from 16.09.2000

$(16.09.2000 - 36) = 16.09.1997$

So, for this example, the failsafe process would identify eligible women (by age/GP/area) who had not been invited for screening during the period 16.09.1997 to 16.09.2000.

The flowchart on the next page shows how a woman is identified as not invited, and therefore eligible for failsafe.



Flowchart Description

The HA Failsafe Process works as follows:

- Calculate the period to be looked at.
 - Assume that the woman is eligible by age, GP and area.
 - Does she have any episodes, of any type, with an **episode date** in that period?
 - o If she has none, then she **will be identified for failsafe**;
 - o If she has, then check the end code on each episode;
 - If any one of those episodes has an end code which is either:
 - Open** – (considered to be in process of being screened)
 - SC** – (has been screened)
 - DNA** – (was invited, but did not attend)
 - DNR** – (was invited, but did not respond)
 - PC** – (was deliberately excluded)
 - WC** – (was ceased)
 - WS** – (was suspended)
- then she will be considered as having been invited for screening during the period and will **not be identified for failsafe**.
- o Providing those episodes which are in the period do not have any of the above end codes, then she will be considered as not having been invited during the period and **will be identified for failsafe**.

NOTE ➤ A WC end coded episode will *not* be classed as an invitation if the woman has a “Normal” call/recall status (i.e. she has been ‘un-ceased’).

That is the process which the HA system uses to identify women for failsafe.

The end codes classed as meaning **not invited** are:

- **WB** – (being screened)
- **WD** – (died)
- **WF** – (FP69 status)
- **WM** – (moved to a new HA)
- **WO** – (in the control arm of a trial or missing registration details)

The episode date on a batch episode is the date when the batch was selected at the HA using AJ-BCR. For an NBR, the episode date is the date the Screening Office created the episode on their system.

NOTE ➤ The failsafe process does not use the Episode Ignore flags specified on the SO(D) screen. In other words, failsafe looks at every episode which is in the period to be examined.

How Do You Select Women into a Failsafe Batch?

The process consists of:

- **identifying** failsafe women using **AJ-BCNS**, **AJ-BAEF** and **AJ-BSF**;
- **defining** the failsafe batch parameters on the **SB screens**; and
- **creating** the failsafe batch using **AJ-BCR**.

Which HA job Is Used to Identify Women Who Have Not Been Invited?

AJ-BCNS is used to identify women who have not been invited for screening.

It can be used to produce either a **count** or a **list** of women who have not been invited (and therefore have not been screened), whom the eventual failsafe batch should be targeted to select.

AJ-BCNS always includes eligible women who have been involved in trials.

NOTE ➤ WS end coded episodes count as invites.

Also note that a WS end code can now only be applied if the woman was in the ‘randomised out’ section of a batch in the Age Extension programme.

A WC end coded episode will *not* be classed as an invitation if the woman has a “Normal” call/recall status (i.e. she has been ‘un-ceased’).

The AJ-BCNS screen looks like this:

AJ]Analysis Job	Qualifier[BCNS	]
Job Name	. . BREAST SCREENING LIST OF UNINVITED WOMEN	
Description	. This analysis job will produce a count or list of all eligible women who have not been invited for screening by GP and Area	
Selection	. . SO Code []	'C'ount or 'P'atient List . . []
	Recall Interval . [] months	End of Cycle Date . . []
	Year of Birth . . [] To []	
	GP Selection Type . . . [] (G=GP, S=SO Group)	
	[] [] [] [] [] [] [] []	[] [] [] [] [] [] [] []
	Area Selection Type . . [] (A=Address Code, S=SO Area Code)	
	[] [] [] [] [] [] [] []	[] [] [] [] [] [] [] []
	Count Print Order ('A'rea within GP or 'G'P within Area) []	
	To set the job up for processing enter 'Y' []	

Figure 1: The AJ-BCNS Screen

The AJ-BCNS **count** report is broken down by GP, area code and address code, while the list report will show basic details of the women identified in NHS number order.

If you have specified a count you can additionally request that the count is ordered by either:

- area code/address code within a group/GP code; or
- group/GP code within an area code/address code.

The AJ-BCNS **count** option should be used to help plan failsafe batches, **not the list option**.

It is likely that GPs or areas with high numbers of uninvited women are probably those who are shortly to be included in a normal screening round and, if so, should not be included in the specification for the failsafe batch.

The exception to this is where a GP has moved or retired, and the new GP has not been identified by the Screening Office for inclusion in a normal screening batch specification.

AJ-BCNS can be run at any time, so it might be advisable to run the count option every month in order to analyse the figures produced. The minimum frequency for running failsafe is now at least once every three months.

The 'End of Cycle Date' on the AJ-BCNS job screen should always be the same date that you intend to use as the 'Date for Selection' when specifying the subsequent failsafe batch.

AJ-BCNS is an aid for planning failsafe batches.

Having used AJ-BCNS to identify the pockets of uninvited women, the next step is to prepare a failsafe batch specification. One of the questions often asked is:

- Why does the number of women in the failsafe batch differ from the number reported by AJ-BCNS?

The answer is:

- **either** parameters used for AJ-BCNS are different to those specified on SB;
- **or** because of a time delay after the running of AJ-BCNS and before failsafe batch selection.

The answer is nearly always because the parameters used for AJ-BCNS are different from those on the subsequent batch specification.

Another possible reason is because of a time delay after running AJ-BCNS and before selecting the women for the failsafe batch; with the result that some women had been deducted or had their details changed, for various reasons, in the period between the two jobs.

Next Test Due Date Failsafe Batches

The analysis jobs AJ-BAEF and AJ-BSF are used to create batch specifications which cover the entire age ranges for NTD failsafe batches. Descriptions of both these jobs can be found on page A-33 for AJ-BAEF and page A-38 for AJ-BSF.

How Are the Failsafe Batch Parameters Defined?

The SB screen, which is used in normal batch set up, is where we also specify the selection parameters for failsafe batches.

SB]Specify Screening Batch		Qualifier[	
		** NEW BATCH **	
Page 1: General Details			
S0 Code	[		]
S0 Reference	[		]
Screening Batch Title . .	[		]

RI/SP Batch:		Failsafe Batch? (Y/N) . . . []	
Date for Selection	[		]
'C'all/'R'ecall/'B'oth . . []		Set Default Values? (Y/N) . []	
Year of Birth	[	]	to []
Month of Birth	[	]	to []
		Recall Interval . . . 36 months	
		Safety Period . . . [] months	

NTD Dates Batch:			
NTD End Date	[		]
Month/Year of Birth From	[	/	]
Month/Year of Birth To	[	/	]
'C'all/'R'ecall/'B'oth	[		]
Only include women who already have a NTD date? (Y/N) . .	[N]		

Batch Defined		Screening Batch Status . . .	
Selection Made		Number of Women Chosen . . .	

Figure 2: The SB Screen

The SB page 1 is used to specify the general selection details, but note that for failsafe batches **the batch type must always be “B”** for both call and recall.

When specifying the batch title, on the SB page 1, try to include the word “failsafe” to enable you quickly identify that it is a failsafe batch; although, of course, the IS screen on the HA system also states if a batch is failsafe.

The End of Cycle Date on AJ-BCNS should be the Date for Selection on the failsafe batch.

Page 2 of the SB screen is used to specify the GP/area selection details:

```

SB]Specify Screening Batch                               Qualifier[13,2
** PAGE 4 NOT YET COMPLETED **                        <-page->
Page 2: Selection Criteria                               SO Code: AGA    SO Ref: AGA-MZG11

Women are selected on the basis of being registered with one of a group of
GPs AND living within one of a group of Address Codes, DHAs or SO Area Codes
AND belonging to one of a set of trials.

-----
GP Selection Method   [ ] ('A'll, 'S'pecified or 'N'ot those specified)
GP Selection Type     [ ] ('D'HA, 'S'O GP Group or 'G'P)
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 24 codes change the Qualifier to : 13,2,GP
-----
Area Selection Method [ ] ('A'll, 'S'pecified or 'N'ot those specified)
Area Selection Type   [ ] ('D'HA, 'S'O Area Code or 'A'ddress Code)
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
To enter more than 15 codes change the Qualifier to : 13,2,AS

```

Figure 3: The SB Screen (page 2)

NOTES ➤ Specifications used for BCNS and the failsafe batch must be identical, in order to target the same women.

Failsafe batches should always include women participating in trials.

Checking whether a Batch Is Failsafe

The IS screen summarises all the batches on the HA system, and informs you if a batch is failsafe:

```

IS]Index of Screening Batches                               Qualifier[
                                                                page->
ALL BATCHES

ID . . . . 282      Title . . . LED 99 BATCH
Selected . 31.05.11 SO . . . . LED      Status . . . INVITATION
Size . . . 7       Ref . . . . LED 99    Next Stage . FINISHED
Open Eps . 0      Batch Type . RI/SP (Call+Rec) Due . . . .

ID . . . . 281      Title . . . AGA CALL
Defined . 21.04.11 SO . . . . AGA      Status . . . COUNT
Size . . . 34      Ref . . . . AGA281   Next Stage . SELECTION
Open Eps . N/A     Batch Type . RI/SP (Call) Due . . . . 13.05.11

ID . . . . 280      Title . . . RECALL ONLY
Defined . 21.04.11 SO . . . . AGA      Status . . . COUNT
Size . . . 16      Ref . . . . AGA280   Next Stage . SELECTION
Open Eps . N/A     Batch Type . RI/SP (Recall) Due . . . . 09.06.11

ID . . . . 279      Title . . . WC NORMAL BATCH TEST RISP
Defined . 21.04.11 SO . . . . AGA      Status . . . COUNT
Size . . . 50      Ref . . . . AGA909   Next Stage . SELECTION
Open Eps . N/A     Batch Type . RI/SP (Call+Rec) Due . . . . 12.05.11
* Indicates stage currently being processed

```

Figure 4: The IS Screen

How Do You Create a Failsafe Batch?

Having **identified** the women for failsafe using **AJ-BCNS** and defined the failsafe batch parameters on the **SB** screens, the next stage is to consider the **creation** of the actual failsafe batch using **AJ-BCR**.

```

AJ]Analysis Job                               Qualifier[BCR                               ]
Job Name . . COUNT, SELECT OR DELETE A SCREENING BATCH
-----
SPECIFY WHICH BATCH :                          Ignore the following Episode
Screening Batch Identifier . . [      ]         Types for purpose of RECALL:
Screening Office Code . . . . [      ]         Self Referrals -
Screening Office Reference . . [      ]         GP Referrals -
                                           Early Recalls -
                                           Failsafe -
-----
ACTION REQUIRED :
List of possible actions                        Command expected
-----
Run job in COUNT mode                          'COUNT'
Run job in SELECT mode (batch actioned)        'SELECT'
Delete a new (unactioned) batch                'DELETE BATCH'
Delete a previously actioned batch             'DELETE LIVE BATCH'

NB: use these actions for ALL batch types (- RI/SP, Failsafe and NTD).

                                           COMMAND [      ]
To set up the job for processing enter 'Y' . . . . . [      ]
  
```

Figure 5: The AJ-BCR Screen

AJ-BCNS and AJ-BCR use exactly the same piece of processing for identifying failsafe women.

The AJ-BCR failsafe options always take note of the “Mandatory Count” flag on the main SO defaults screen in the same way as for the normal batch options.

NOTE ➤ The “Mandatory Count” flag is read-only and is set to “Y”.

This is the SO(D) screen, showing the mandatory count flag used by AJ-BCR for both normal and failsafe batches:

```

SO]Screening Office Details                     Qualifier[ELD,D                               ]
Name . . . BEDS AND HERTS
Default Selection Conditions :
'C'all/'R'ecall/'B'oth . . . . [B] SO producing letters? (Y/N) . . [Y]
Age Range for Call/Recall from [47] years . . . . . to [73] years
Month of Birth . . . . . from [1] . . . . . to [12]
Recall Interval . . . . . 36 months Safety Period . . . [24] months
Mandatory Count . . . . . Y Screening Dates Validation . . [Y]
Ignore the following Episode Types for the purpose of Recall :
Self Referrals . [N] GP Referrals . [N] Early Recall . [N] Failsafe . [N]

NTD Batches, FP69 exclusion . . [6] months

DEFAUL INTERVALS AND STAGE DETAILS :
Stage      Weeks  Orig  Dest  Letter Copies  NOTE:
-----
* Invite    [04]   [ ]   [ ]   [ ]             * 'weeks' is the interval
* Remind 1  [ ]   [ ]   [ ]   [ ]             BEFORE SCREENING STARTS
* Remind 2  [ ]   [ ]   [ ]   [ ]             when the stage is due.
+ Non-res 1 [ ]   [ ]   [ ]   [ ]             + 'weeks' is the interval
+ Non-res 2 [ ]   [ ]   [ ]   [ ]             AFTER SCREENING ENDS when
                                           the stage is due.
  
```

Figure 6: The SO(D) Screen

Assuming that the AJ-BCR count has identified the correct number of women, the next step is to run the AJ-BCR select. Try not to leave a period of more than a day between the failsafe count and the failsafe select, as it will then be less likely that the selection process will identify the same number of women as the count process. For the same reason, never count or select a failsafe batch sooner than you have to.

Once the batch has been selected it becomes “active” on the HA system, that is, every woman in that batch has had a corresponding “open” episode created. From this point on, the batch is processed as usual by AJ-BCP.

Sequence of Events for Creating a Failsafe Batch

- HA uses **AJ-BCNS** to produce a **count**.
- HA sends count to Screening Office.
- Screening Office returns failsafe batch specifications to HA.
- HA **defines** failsafe batch on the SB screen.
- HA runs **AJ-BCR count**.
- Screening Office checks that numbers are not unexpectedly high.
- If numbers are not acceptable, the Screening Office re-specifies the batch.
- If numbers are acceptable, the HA runs **AJ-BCR select**.
- The batch is processed as usual on the HA system.

How Often Should Failsafe Be Run?

Failsafe must be run at least once every three months. This is a minimum frequency; it is not optional.

There are various types of area to be covered. The two extremes are:

- Highly compact residential areas, with **fixed screening clinics**
- Rural areas requiring **mobile clinics**.

Fixed Clinics

This is the easier situation to plan for, as it can be assumed that most women in the area will not have problems travelling to the clinic(s).

For fixed clinics, quarterly failsafe batches are the **minimum** that are recommended, although they could be set more frequently if required (up to monthly, if necessary). Each batch should include the GPs/areas that have previously been covered in a corresponding screening round, and possibly also those which are due some time ahead (e.g. more than 6 months).

An option could be to run AJ-BCNS monthly, to identify the likely figures to help decide when a failsafe batch should be arranged.

Mobile Clinics

This is a more complex situation to plan for.

The quarterly failsafe must still apply, but must be built around the location of the mobiles, as it is important to invite the women to a location that is as near as possible to where they live, to encourage their attendance.

There are two obvious options:

- A failsafe batch could be set up for the end of each clinic. All the surrounding GPs/areas, that have previously been screened in that screening cycle, should be included.
- An attempt could be made to bring the women into future clinics that will be located nearest to them.

Quarterly Failsafe

Either:

- **Do a quarterly ‘trawl’ of the whole HA, using AJ-BCNS count.**

Or, alternatively:

- **Do a quarterly ‘trawl’ of the whole HA using AJ-BSUL uninvited list.**
- **Use a quarterly failsafe ‘trawl’ as a QA measure.**

Use the AJ-BCNS count to do a quarterly, general ‘trawl’ or ‘sweep’ of the **whole HA**, to identify if there are women who have not been invited.

Any resulting invitation letter may need to request that they telephone the Screening Office to discuss an appointment, rather than inviting them automatically to attend a single, central clinic. This could result in some women being invited to attend at a more distant location, but it is better than missing them.

Another way of performing a general sweep of the **whole HA** is to use AJ-BSUL to list the uninvited women.

AJ-BCNS and AJ-BSUL use exactly the same processing to identify uninvited women.

If the failsafe programme is well planned and well managed, then a quarterly 'trawl' should not highlight many women. If it does highlight lots of women, it probably indicates that some GPs/areas have been missed.

The results of a quarterly failsafe 'trawl' could act as a quality assurance measure towards the success of the programme in your area.

This is the AJ-BSUL job screen, showing the option to list uninvited women:

AJ]Analysis Job	Qualifier[BSUL	]
Job Name . . UNINVITED WOMEN/EARLY RECALL LIST		
Description . This job identifies women who have not been invited for screening within the recall interval (Int.) specified. It can also identify women on 'EARLY RECALL' who have not had an episode created.		
Identify 'Uninvited' women? . . (Y/N) []		
Include address details? . . (Y/N) []		
Years of Birth from [] . . to []		
Enter SO codes and recall intervals (for all:- enter '*' with a single interval).		
S.O.	Int.	S.O. Int. S.O. Int. S.O. Int. S.O. Int.
[]	[]	[] [] [] [] [] []

Note: Early Recall list is for all screening offices only.		
Identify 'Early Recall' women? (Y/N). . . []		
Include address details? (Y/N). . . []		
To set up the job for processing enter 'Y' []		

Figure 7: The AJ-BSUL Screen

How Do Failsafe Episodes Affect Normal Screening Batches?

- In the past, failsafe episodes broke up normal batches.
- Episode Ignore flags overcome this problem.
- The recommendation is to ignore failsafe episodes.
- Episode Ignore flags are only used for normal batches.

In the past, if a woman was screened within a failsafe batch, she would not be automatically included in a subsequent **normal** screening batch if the failsafe episode date was within the recall period (interval minus safety) specified for that normal batch. This would gradually result in the break-up of the original cohorts, which would either disrupt the screening programme or result in women missing the opportunity of a three yearly invitation.

To overcome this problem the **Episode Ignore flags** were introduced on the SO(D) screen. The purpose of this was to give a Screening Office the option to specify that episodes relating to:

- Self Referrals;
- GP Referrals;
- Early Referrals; and
- Failsafe Batches;

should be ignored, when calculating whether a woman is due for recall in a **normal** screening batch.

The recommendation is that **all** these flags should be set to “Y” (to ignore those specific episode types). This helps to keep the same women in the same cohort during subsequent normal screening rounds. The disadvantage is that some women could be screened more often than every three years. However, this is believed to be better than missing the opportunity for screening or having to rely on a future failsafe batch.

The ‘Episode Ignore Flags’ are set up for each individual Screening Office, and can be accessed on the SO(D) screen. These flags are **only** referred to when a **normal** batch is being counted or selected and the processing is looking at episodes to determine if a woman is eligible for recall.

S0]Screening Office Details			Qualifier[ANE,D		
Name . . . NEWCASTLE					
Default Selection Conditions :					
'C'all/'R'eall/'B'oth		[]	S0 producing letters? (Y/N)		. []
Age Range for Call/Recall	from []	years		to []	years
Month of Birth		from []		to []	months
Recall Interval		36	months	Safety Period	. . . [] months
Mandatory Count		Y	Screening Dates Validation		. . []
Ignore the following Episode Types for the purpose of Recall :					
Self Referrals	. [Y]	GP Referrals	. [Y]	Early Recall	. [Y] Failsafe . [Y]
NTD Batches, FP69 exclusion . . [6] months					
DEFAULT INTERVALS AND STAGE DETAILS :					
Stage	Weeks	Orig	Dest	Letter Copies	NOTE:
* Invite	[]	[]		[]	'weeks' is the interval BEFORE SCREENING STARTS when the stage is due.
* Remind 1	[]	[]		[]	
* Remind 2	[]	[]		[]	
+ Non-res 1	[]	[]	[]	[]	'weeks' is the interval AFTER SCREENING ENDS when the stage is due.
		[]	[]	[]	
+ Non-res 2	[]	[]	[]	[]	

'Episode Ignore Flags' help keep women in their normal screening cycle.

It is very important that women who have been screened in failsafe batches are brought back into the normal screening cycle.

Why Have a Safety Period in Failsafe Batches?

- Whenever the safety period is set to more than zero, exclude GPs/areas which are shortly to be included in a screening round.

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What Are the Problems Associated with the Failsafe Procedures?

- Women not attending for screening.
- Women not registered with an NHS GP.
- Increased complexity of administration.

With every batch, there is always a certain number of women who, for various reasons, do not attend for screening. This problem is increased for failsafe batches, as the women may be asked to travel further than they would normally. This means that some failsafe clinics may have a low uptake for screening. Little can be done to prevent this, but at least the Forrest guidelines are being followed, which would not have been possible without the failsafe procedures.

One possible solution to encourage failsafe women to attend is to use the Screening Office letter facility to state that a site may not be as convenient as it could be and that they can telephone to discuss if they cannot attend. The letter could state that it might be their only chance to attend for some time.

If a woman is not registered with an NHS GP, she cannot be registered on the HA system, with the result that she will not receive an invitation for screening via the NHS Breast Screening Programme. The resolution can only be to encourage these women to register with an NHS GP.

Implementing failsafe procedures automatically increases the administration and processing effort required by the HA and the Screening Office because failsafe requires additional batches and processing runs. A considerable amount of effort is also needed at the **initial** planning stage to identify where, when and how failsafe batches should be organised.

How Can You Reduce the Effort That Goes into Failsafe and Reduce Numbers of Failsafe Women?

- **Ensure that staff are suitably trained and fully understand failsafe.**

This may sound obvious, but many people still find that failsafe is a difficult concept to grasp.

- **Devise a strategy for implementing failsafe.**

Before running any failsafe batches, the relevant HA and Screening Office staff should work together to define, map out, plan and organise the failsafe programme for the whole three year cycle.

- **Maximise the size of normal batches by setting a large safety period, such as 24 months.**

Selecting more women into a normal batch means that fewer women will be identified for failsafe.

- **Do not select a normal batch too soon.**

This will also allow you to maximise the size of your batch so that fewer women will be identified for failsafe.

- **Keep women's records up-to-date.**

Women with incorrect registration details or screening history could be excluded from screening.

- **Develop more/improved network links to reduce manual effort.**

There are still new network data flows that could be developed, and existing ones that can be improved to reduce effort and administration.

How Can You Ensure That Women Are Invited for Screening Before They Are 53 Years Old?

- **Run AJ-BSFF at the start of every quarter.**

This analysis job will identify women who are nearly 53 years old but have not yet been invited for screening.

The Failsafe Recommendations

General Failsafe Guide

- HA and SO staff must be very clear about the population they are responsible for, including their place of residence and the HA database upon which they are registered.
- Maximise the size of **normal** batches (use safety period, do not select too soon).
- Failsafe procedures must be initiated at least every 3 months.
- HA and SO staff must be suitably trained so that they understand failsafe.
- Staff must have a basic understanding of each other's systems (HA and SO).
- HA and SO staff must plan failsafe together.
- Do not work in isolation.
- Share good working practices.
- Be aware of NHSBSP QA requirements and procedures.
- Opportunistic invitations must not replace failsafe procedures.
- Up-to-date records must be maintained (AJ-PHRC and AJ-BSH).
- Up-to-date GP details must be maintained.
- Screening Office GP groups/address codes must be maintained, especially where an HA is served by more than one SO.
- Ensure that a failsafe count is always performed before a failsafe select, by setting the mandatory count flag to **Y**.
- Set all Episode Ignore flags to **Y** on the SO defaults screen.
- Ensure that appropriate network (electronic) links are switched on.
- Ensure that appropriate HA and SO jobs are run regularly and their output reports are checked.
- Review planning to accommodate GP and residential changes.
- Ensure that women are invited for their first screening (in 'regular' batches) before they are 53 years old, by setting the appropriate year of birth range on batch specifications.
- Run AJ-BCO regularly, and close any open episodes.

Specific Guidelines for Running Failsafe

- Failsafe batches must be run at least once every three months, and cover the whole population for which the screening service has responsibility.
- Perform a monthly AJ-BCNS count as a mechanism for identifying uninvited women.
- The 'End of Cycle Date' on AJ-BCNS should be the same as the Date for selection on the proposed failsafe batch specification.
- The years of birth on AJ-BCNS must be the same as that on 'regular' batches to be screened in the same year, minus 3 years from the younger age range to avoid picking up women aged 50, 51 and 52 who are not yet due to be screened.
- Do not include 'about to be screened' GPs and/or areas in failsafe batches.
- Failsafe batches must be specified as 'B'oth call and recall.
- Use months of birth 01 to 12 unless the screening protocol is to invite different months in 'regular' batches.
- The recall interval should be 36 months.
- The safety period should be 0 (zero) months, or one to two months if your screening round is on time or ahead of schedule. This will ensure that you pick up women just prior to them going over the 36 month recall interval.
- When specifying batches for Screening Offices that are set up for trials, always include women participating in trials.
- Avoid delays between failsafe count and failsafe select.

How to Use AJ-BCNS

AJ-BCNS is used to produce details of those women who have not been invited during a defined screening cycle. Women are not selected for a failsafe batch by this analysis job – they are simply identified.

This analysis job produces two types of print; a **count** and a **patient list**:

- **count** – gives numbers of uninvited women for each GP (optionally split into GP groups), area and address code. Totals are divided into figures for call and recall:

08-DEC-2001				RUTLAND HEALTH AUTHORITY				Page 2			
Breast Cancer Screening Count of Uninvited Women EXETER SCREENING OFFICE											
					UNINVITED WOMEN						
								GP	GROUP		
GROUP	GP NAME (CODE)		AREA	ADDRESS CODE	CALL	RECALL	TOTAL	TOTAL	TOTAL		
G8	DR G HELISCOPE	(001287)	ADD5	DJ88	3	5	13				
				DJ93	6	5	16				
				TV33	5	6	21		50	50	

- **patient list** – gives registration and episode details for each woman, divided into sections showing women invited and not invited

Count results should be used to identify which selection of GPs/areas should be included in the failsafe batch, produced by AJ-BCR (see section 22).

If you have specified a count you can additionally request that the count is ordered by either:

- area code/address code within a group/GP code; or
- group/GP code within an area code/address code.

NOTES ➤ GPs or areas with high figures of uninvited women are probably those shortly due to be included in that screening round and, therefore, should NOT BE specified in a failsafe batch.

Action must be taken to include women identified as UNINVITED.

A WC end coded episode will *not* be classed as an invitation if the woman has a “Normal” call/recall status (i.e. she has been ‘un-ceased’).

It is important to run AJ-BCR as soon as possible after producing counts from AJ-BCNS. This will minimise differences in figures due to the movement of women into and out of the area.

Directions – Using the AJ-BCNS Screen

1. Enter a key of **AJ** with a qualifier of **BCNS**. Press **Enter**.
2. Enter the Screening Office code.
3. Enter the type of report required, either **C** – Count or **P** – Patient list.
4. Enter the duration of the recall interval (in months).
5. Enter the date on which the screening cycle will end.
6. Enter the years of birth to be used to select women for the batch.
7. Enter the GP selection type: either **G** – GP or **S** – Screening Office GP Group.
8. Enter the appropriate GP or GP Group codes.
9. If your HA uses address codes, enter the Area selection type: either **A** – Address Code or **S** – Screening Office Area Code Group. (These options are only available to HAs using address codes.)
10. If your HA uses address codes, enter the appropriate Address codes or SO Area codes.
11. If you have requested a count print, you must specify the print order. Enter either:
 - **A** to produce print by area code/address code within group/GP code
 - **G** to produce print by group/GP within area code/address code.
12. Enter **Y** to start processing the analysis job.
13. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BCNS                      ]
Job Name   . . BREAST SCREENING LIST OF UNINVITED WOMEN
Description . This analysis job will produce a count or list of all eligible
              women who have not been invited for screening by GP and Area
Selection . . SO Code . . . . . [   ]           'C'ount or 'P'atient List . . [   ]
              Recall Interval . [   ] months     End of Cycle Date . . [   ]
              Year of Birth . . [   ] To [   ]
              GP Selection Type . . . [   ] (G=GP, S=SO Group)
              [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]
              Area Selection Type . . [   ] (A=Address Code, S=SO Area Code)
              [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]
              Count Print Order ('A'rea within GP or 'G'P within Area) . . . . . [   ]
To set the job up for processing enter 'Y' . . . . . [   ]

```

Figure 9: The AJ-BCNS Screen

Understanding AJ-BCNS

SO Code

Enter the three character code for the Screening Office. This must be a code which is registered on the SO index screen.

‘C’ount or ‘P’atient List

Two print types are available. Enter **C** to produce a Count list, which will produce a report showing how many women are uninvited. Enter **P** to produce a Patient list, which gives registration and episode details for each woman.

Recall Interval

The time period which determines the screening cycle – usually 36 months unless the Screening Office is taking part in interval research trials, in which case 10 or 12 months may be entered.

End of Cycle Date

This should be the date on which it is intended AJ-BCR Select will be processed for the selected batch. This must be a valid date in the format DD.MM.YY or DD/MM/YY

NOTE ➤ It is recommended that enough time is allowed between the running of AJ-BCNS and AJ-BCR to allow the AJ-BCNS report to be sent to the Screening Office for analysis.

Year of Birth From and Year of Birth To

All women born between the two dates entered will be considered by the system for inclusion in the failsafe process. Dates must be entered in the format CCYY, for example, 1946

GP Selection Type

Allows women to be selected either by individual GP or by groups of GPs, determined by the Screening Office. Enter **G** for individual GPs or **S** for Screening Office GP groups.

Codes

Up to 12 codes may be entered, according to the GP selection type. For example, if G is entered as the GP selection type, a valid GP code or codes must be entered.

NOTE ➤ If no codes are entered, then AJ-BCNS will produce a list of women for all GPs/groups.

Area Selection Type

Allows women to be selected either by HA address codes or Screening Office area codes. Enter **A** to select by HA address codes or **S** for Screening Office area codes.

These options are available only to HAs using address codes.

Codes

Up to six codes may be entered, according to the selection type. For example, if **S** is entered as the selection type, a valid Screening Office area code or codes must be entered.

NOTE ➤ If no codes are entered, then AJ-BCNS will produce a list of women for all address/area codes.

Count Print Order

If a count has been requested enter:

- 'A' to produce a print by area code/address code within group/GP code; or
- 'G' to produce print by group/GP within area code/address code.

Starting the Analysis Job

Before you enter **Y** in the last field, check that all the other parameters you have entered are correct. If you have entered inappropriate parameters (e.g. GP groups requested when none have been set up), there will be no error message. AJ-BCNS will just produce a print showing that no women have been picked up.

Prints

Two prints may be produced from AJ-BCNS:

COUNT <i>Standard Listing Paper</i> CODE – BCNS	PATIENT LIST <i>Standard Listing Paper</i> CODE – BCNS

Print Restart Points

If a print has been suspended, it may be restarted from a particular point. Use the PS screen to restart printing, and enter the place you require the print to start from.

NOTE ➤ Leave the 'Restart point' field blank if you wish to start the print from the beginning.

Count List

Enter [GROUP CODE,GP CODE] to start from the group/GP code specified.

NOTE ➤ If the GP specified is not the first in the group, the group total will only contain those GPs printed.

Patient List

Enter [N,NHS NUMBER] to start from the next NHS number after the one specified.

How to Use AJ-BCR

Analysis job AJ-BCR is used to activate screening batches, defined on the SB screens. This section explains how to use AJ-BCR to activate failsafe select batches only (see section 22 for further details on AJ-BCR).

Directions to Run AJ-BCR Failsafe Count/Select

1. Enter a key of **AJ** with a qualifier of **BCR**. Press **Enter**.
2. Enter the identification number of the failsafe batch to be processed.
3. Enter the Screening Office code and Screening Office batch reference.
4. Type in the command **COUNT** or **SELECT**, as appropriate.
If the **COUNT** or **SELECT** options are entered for a failsafe batch the query message *FAILSAFE batch?* will be displayed.
5. Enter **Y** – Yes to start processing the analysis job.
6. Follow the standard print procedure.

AJ]Analysis Job		Qualifier[BCR		]	
Job Name . . COUNT, SELECT OR DELETE A SCREENING BATCH					
SPECIFY WHICH BATCH :			Ignore the following Episode Types for purpose of RECALL:		
Screening Batch Identifier . . [		]		Self Referrals -	
Screening Office Code [		]		GP Referrals -	
Screening Office Reference . . [		]		Early Recalls -	
				Failsafe -	
ACTION REQUIRED :					
List of possible actions			Command expected		
Run job in COUNT mode			'COUNT'		
Run job in SELECT mode (batch actioned)			'SELECT'		
Delete a new (unactioned) batch			'DELETE BATCH'		
Delete a previously actioned batch			'DELETE LIVE BATCH'		
NB: use these actions for ALL batch types (- RI/SP, Failsafe and NTD).					
			COMMAND [		
To set up the job for processing enter 'Y'			]		

Figure 10: The AJ-BCR Screen

NOTE ➤ After a Count has been completed, the number of women due to be selected will be displayed on the first page of the SB screen for this batch. (Use a key of SB and a qualifier of the screening batch identification number). The batch status will be shown as CT – Count.

After a Select has been processed, screening episodes will be set up for each woman in the batch. The status of the batch will now be shown as SL – Select on the first page of the SB screen.

How to Use AJ-BSFF

The NHS Breast Screening Programme states that women should be offered their first invitation before they are 53 years old. Analysis job AJ-BSFF is used to identify women who are almost 53 years old, who have not previously been invited for screening. The job searches for women who have their 53rd birthday in:

- the current month; and
- the current month + 1 to 6 months.

The number of months the job searches ahead is determined by the parameter set on the SO-F screen. See Chapter 11 of this manual.

Having identified women who will reach their 53rd birthday, AJ-BSFF then checks whether they have already been invited. A report is then produced, listing the eligible women who have not yet been invited for screening. The report is divided into separate lists for each Screening Office. Within a Screening Office, the women will be listed by GP code.

Women are included in the report if they are coming up to the age specified for their respective screening office on the SO-F screen, and they have not been invited for screening.

NOTE ➤ The SO-F screen has replaced the BH-BSFF screen (February 2009).

If you try to use the BH-BSFF screen you will see the following message:

This screen is no longer used. Please access the SO screen (with a qualifier of SO code,F) to view/set-up the BSFF parameters for each individual screening office.

Each screening office section will have a Header page and Detail page (or pages):

- **Header page** – shows the screening office title and the number of women identified within that screening office. The basic batch specification details for selecting those women identified into a failsafe batch may be included (if this option is selected on the SO-F screen).
- **Detail page** – shows the lists of uninvited women, grouped by GP.

AJ-BSFF will use the age and number of months fields as defined on the SO-F screen for each individual screening office. The job looks for women who will reach the specified age in the current month or in one of the subsequent number of coming months (ranging from 1 to 6).

The following SO-F parameters will also determine how AJ-BSFF processes:

- **Ignore NBR episodes**
If this is set to 'Yes' NBR episodes will not be considered as NHS Breast Screening Programme invitations by BSFF.
- **Include addresses details**
If this is set to 'Yes' the women's address details will be included on the report.

- **Include failsafe batch specifications**

If this is set to 'Yes' the basic batch specifications (to select the women identified) will be included on the report.

All eligible women for whom no Screening Office could be identified will be reported at the end of the print in an 'Unknown Screening Office' section.

If, in your existing quarterly failsafe, you are already identifying women who are 52, it is possible that you will not identify any women with this new job. However, if you are specifying your quarterly failsafe batches so that you avoid identifying women who are under 53, it is very likely that this new job will identify small numbers of women who are almost 53 years old but have not yet been invited for screening.

Recommended Processing Schedule

It is recommended that the job is run at least quarterly at the beginning of a month (or as near as possible to the beginning).

Directions to Run AJ-BSFF Failsafe for Women Almost 53

1. Enter a key of **AJ** with a qualifier of **BSFF**. Press **Enter**.
2. Enter up to 12 the screening office codes in the **SO Codes** fields.
3. Alternatively, enter an asterisk '*' in the first field to select all screening offices.
4. Either enter **Y** to put the job into the queue for processing, or enter **S** to schedule the job via the Automatic Job Scheduler.
5. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BSFF                      ]
Job Name   . . BREAST SCREENING FINAL FAILSAFE

Description . AJ BSFF will identify and report, for each specified screening
              office, all women who have not yet been invited for breast
              screening providing they satisfy the selection criteria as set
              on the appropriate S0-F screen.

Selection . . Enter S0 codes required (or '*' for all screening offices):

              S0 Codes : [  ]   [  ]   [  ]   [  ]   [  ]   [  ]   [  ]
                        [  ]   [  ]   [  ]   [  ]   [  ]   [  ]   [  ]

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [  ]
  
```

Figure 11: The AJ-BSFF Screen

AJ-BSFF Processing

The processing will identify women who celebrate their 53rd birthday in the months displayed on the job screen. Having established that a woman is eligible by age, the next stage is to see if she has already been invited (all episode types are considered):

- If a woman has no episode information at all, she will be identified by this job (i.e. she is a genuine first call).
- If a woman has episodes, but has **never** been invited*, she will be identified by this job (i.e. she is a genuine first call).
- If a woman has episodes but her most recent invitation* was **before** her 49th birthday, she will be identified by this job. (This makes the assumption that if a woman's most recent 'invite' episode date is prior to her 49th birthday, it is related to either a research trial or an NBR and therefore the woman should be invited for her first proper NHSBSP screen before she is 53.)

*** NOTE ➤ A woman is classed as invited if she has an episode with one of the following end codes:**

Open, SC, DNA, DNR, PC or WC (i.e. the failsafe list)

The following end codes are interpreted as meaning not invited:

WB, WD, WF, WM, WO and WS.

This is shown in the flow diagram on page A-5.

Providing that an eligible woman is classed as not having been invited, she will be identified by this job and listed in the report.

NOTE ➤ All episodes a woman has before her 49th birthday will not be counted as NHSBSP invitations.

All episodes a woman has received since her 49th birthday could now be considered as NHSBSP invitations, but only if the episode code is open, or has an end code of either:

- SC;
- PC;
- DNA;
- DNR; or
- WC.

However, a WC end coded episode will *not* be classed as an invitation if the woman has a "Normal" call/recall status (i.e. she has been 'un-ceased').

AJ-BSFF Run Parameters

The run parameters for AJ-BSFF are set on the SO-F screen. (The SO-F screen replaced the BH-BSFF screen in February 2009.)

The SO-F screen allows you to set the following parameters:

- **Age** – this is the age by which the woman should receive her first invitation for screening. The age range can be between 47 and 53 years old.
- **Number of months BSFF should look ahead (from 1 to 6)** – this is the number of months that AJ-BSFF should look ahead from the age you specify.
- **Ignore NBR episodes** – this allows you to specify whether you want NBR episodes to be considered as invitations. If set to 'Y' and a woman has had any NBR episodes such as her 49th birthday, they will not be treated as NHS BSP invitations.
- **Include address details** – this field allows you to specify whether to include the woman's address details.
- **Include failsafe batch specifications** – this field allows you to specify whether you want to include basic batch specifications in the report – which will select the women identified into a failsafe batch.

Specifying Screening Offices

Enter the screening office cipher for each screening office that is required on the report.

You can enter up to 12 screening offices codes. Alternatively, enter an asterisk (*) to choose all screening offices.

Limitations

1. Cut-off point

Assume that you ran this job at the beginning of November 2008 to identify women who are 53 in November and December 2008 and January and February 2009. After running the job, a woman who will be 53 in December 2008 (and previously uninvited) moves into your area at the end of November 2008. The report would obviously not include her because she moved into your area after you had run the job. If you are running this job quarterly, it would not pick her up in a future run because she would then be over 53 years old. The problem is that a job like this always has to have a cut-off point and, at sometime, an eligible woman is almost sure to move in after that cut-off point. In these circumstances, you would have to rely on your existing quarterly failsafe trawl to pick her up.

2. Women Who Have Just Moved into the Area

It is possible that this job could identify a woman who has just moved into your HA area because it appears that she has not been invited. She may have been invited for screening whilst at her previous HA, but her screening history has not yet been received at your HA. Therefore, because she has no screening history on your database, AJ-BSFF would assume that she had never been invited. If her HA acceptance date, as shown on the AJ-BSFF report, is within the last two or three weeks of the run date, the HA (or the screening office) should enquire about her screening history in case it shows that she has already been invited since she entered her 50th year.

3. Women with WF End Code

The job can treat a woman with a WF end code as uninvited (as per existing failsafe processing). The WF end code indicates that she had FP69 status at the time of her invitation, meaning that correspondence to her current address was not being acknowledged. However, because it is possible that her status may change, the job identifies her so she can be reconsidered for invitation.

4. Picking Up Other Women in the Failsafe Batch

If you specify the failsafe batch(es) as shown on the report with the correct GPs and areas, you will pick up the women identified as being due for their first invitation, providing their details have not changed since AJ-BSFF was run. However, the batch may correctly pick up additional women who are due for call/recall because their details also match the failsafe batch selection criteria, for example a woman who has recently moved into the area may be due for call/recall because she has not been picked up in a previous round (routine or failsafe).

The AJ-BSFF Report

The report lists uninvited women who have their 53rd birthdays in the current month and the subsequent three months, as displayed on the job screen. Women are listed according to their Screening Office, as determined from their GP/address.

The report consists of a General Header page, followed by a separate section for each Screening Office. Each Screening Office section will have a Header page and Detail page(s):

- The General Header page will show the four months which are covered by the AJ-BSFF run. It will also show the total number of uninvited women who will have their 53rd birthdays in the 4-month period, for all the Screening Offices associated with the HA (including women whose SO is unknown).
- The SO Header pages will show the number of uninvited women, who will have their 53rd birthdays in the 4-month period, counted for that Screening Office.
- The SO Detail pages shows the NHS Number, Name, Address, Address Code, Date of Birth and HA Acceptance Date, for each of the uninvited women for that Screening Office. The women are listed under their GPs. GPs are listed in order of GP code.

If an HA communicates with more than one Screening Office, and a woman's SO cannot be identified, she will be listed in an "Unknown Screening Office" section at the end of the report.

If you have women listed in the "Unknown Screening Office" section of the report, this could mean that you do not have your GP Groups and/or Area codes fully defined within the SO screens or that you have the same GP code or Address code defined for more than one SO.

If the 'Include Address Details' parameter (on the SO-F screen) is set to "Y" and a woman is identified as being due for her first call, then her address will also be included on the report.

If the 'Include Failsafe Batch Specifications' parameter (on the SO-F screen) is set to **Y** the details necessary to specify a failsafe batch, or batches, which would include all women identified as being due for their first call, will be included on the report.

NOTE ➤ Depending on when AJ-BSFF is run and the months being searched, women can be shown on the print who are due for screening in the current year and/or the following year (e.g. running AJ-BSFF in November and looking three months ahead).

A single batch specification will only be shown if:

- the months being searched are within the same calendar year; or
- the months being searched are in different calendar years but all of the women identified are due in the same year.

However, two batch specifications will be shown, that is, one for each year, if the months being searched are in different calendar years *and* there are women due in both years.

For an explanation of how a woman's Screening Office is identified, see Appendix D.

Print samples are included at the end of this Appendix.

How to Use AJ-BAEF

The purpose of AJ-BAEF is to identify those women who have been previously included in an age extension batch, who are now aged between 49 to 52 and have a next test due date in the near future.

The women will be reported in such a way that enables the screening offices to easily define the corresponding batch specification(s) from which they can be invited.

NOTE ➤ **These batches would be in addition to the existing failsafe batches.**

Run parameters for this job are set on the SO-F1 screen.

NOTE ➤ **AJ-BAEF will only report on the GP and address selection types has specified on the SO-F screen.**

A woman may be excluded from an NTD date batch and will not be reported by AJ-BAEF if:

- she has been newly registered (i.e. within the new registrations limit of 28 days) *unless* she has had an episode updated since her registration; or
- she has an FP69 status and has a WF (withdrawn FP69 status) end coded episode with an episode date which is within the 'NTD Batches, FP69 Exclusion' limit (from the SO-D screen).

This calculation uses 'whole' months: for example, where the limit is set to six months and a batch is selected in July, a WF end coded episode would exclude a woman from the batch if the episode date was in February or later.

Automatic Job Scheduler

This option can be used to schedule the job to run on the AJ-Q at specific times and frequencies. You can still choose to run the job manually on the AJ-Q. To run the job manually enter **Y**. Alternatively, you can schedule the job on the automatic job scheduler by entering **S**.

Output from AJ-BAEF

AJ BAEF will produce the following outputs:

- A summary report (see the print sample later in this chapter). This will detail:
 - how many women were identified for each Screening Office;
 - the names of any download files which have been created; and
 - how many women for whom no SO could be identified (if they had an appropriate NTD date), that is, their GP/address details are either not connected to an SO or they are connected to different SOs.
- A report for each SO containing the batch parameters necessary to select all identified women. These parameters will be limited to those as specified on pages 1 and 2 of the SB screen. Note that this report will not be created if no women have been identified for the SO.

- A download file (CSV formatted) containing the SB parameters and the details of those identified at a specific SO. These files² will only be produced if there are women to report and the option to create this file has been specified.
- A download file (CSV formatted) containing the details of all those for whom a SO could not be identified. This file² will always be produced if any such women have been identified.

The download files will be stored in the directory as specified on the SP-S screen and named as follows:

BAEF-<HA Cipher>-<so-code>-run date-<unique id>.csv

For example:

BAEF-NEW-AGA-20111116-12.csv

The four parameters below, set via the SO-F1 screen, determine what AJ-BAEF will output and who it will identify. (See SO-F1 section below for further explanation).

- ***Include this Screening Office?***
- ***Create download file?***
- ***Number of months to look ahead for NTD dates?***

This is used to calculate the NTD End date in the batch specification.

- ***Maximum age of women at NTD End date***

This is used to calculate the 'Month/Year of Birth From' in the batch specification.

The 'Month/Year of Birth To' will be calculated to include all women who celebrate their 50th birthday during the year in which the NTD End Date occurs.

NOTES ➤ To include all those born in the specified 'Year To', the month will always be reported as December.

All NTD date batch specifications for failsafe potential batches generated by AJ-BAEF are automatically populated onto the SB-FSP screen.

The SB-FSP screen can be used to view these batch specifications and to create actual batches using the specified parameters.

An Example

The following run parameters:

- AJ run date = **22nd February 2012**
- number of months to look ahead for NTD dates? = **3 months**
- max. age at NTD date = **53years/3months**

would give the following batch specification:

- NTD End date: **31.05.2012**

² These files will all be in the same format.

- Month/Year of Birth From: **February 1959**
- Month/Year of Birth To: **December 1962**
- ‘C’all/’R’ecall/’B’oth: **Both**³
- Only include women who already have a NTD date? (Y/N) : **Yes**³

NOTE ➤ AJ-BAEF may identify women who, at some time in the past, had an incorrect date of birth and were (incorrectly) included in a batch. These women will be identified if the batch episode was given an incorrect end code (which gave the woman a NTD date) – to prevent this, the episode should have been closed with a “WO” end code (which would not create/update the NTD date). To avoid including these women in the Failsafe batch their end codes should be changed to “WO” and AJ-BAEF should be re-run to supply a corrected failsafe batch specification.

³ These two batch parameters **must** always be set to ‘Both’ and ‘Yes’, respectively, for Age Extension Failsafe batches.

Directions to Run AJ-BAEF

1. Enter a key of **AJ** with a qualifier of **BAEF**. Press **Enter**.
2. Either enter **Y** to put the job into the queue for processing, or enter **S** to schedule the job via the Automatic Job Scheduler.
3. Follow the standard print procedure.

```

AJ]Analysis Job                               Qualifier[BAEF                      ]
Job Name . . . BREAST SCREENING AGE EXTENSION FAILSAFE
Description . AJ BAEF will identify and report where there are women who are
               in the 49 to 52 age range (inclusive) who, according to their
               NTD date, are due an Invitation for Breast Screening.

               Run parameters for this job are set on the S0-F1 screen.

               A Summary Report will be produced and where appropriate S0
               specific reports will also be produced. The S0 specific reports
               will detail which SB parameters are necessary in order to specify
               a batch which will include the identified women.

               If requested a download file, for each S0, containing the SB
               parameters and details of the identified women will be created.
               A download file containing the details of any appropriate women
               for whom a S0 could not be identified will also be created. All
               download files will be created in the directory as specified on
               the SP-S screen.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 12: The AJ-BAEF Screen**Input Fields**

To set up the job for processing, either enter **Y** in the field to put the AJ-BAEF job in the queue for processing, or enter **S** to set up the job on the automatic job scheduler.

The AJ-BAEF Download File

The SB parameters will be listed at the beginning of the download file (in a similar layout to the printed report). These will be followed by the details of the identified women, in the format shown below:

Piece No.	Data
1	GP code
2	Practice code
3	Address code
4	SO GP group code
5	SO area code
6	SO code

Piece No.	Data
7	NHS number
8	Surname
9	Forename(s)
10	Date of birth
11	HA acceptance date
12	NHS date
13	Address line 1
14	Address line 2
15	Address line 3
16	Address line 4
17	Address line 5
18	Post code
19	Latest episode code
20	Latest episode end code
21	First offered appointment date
22	Episode SO code

How to Use AJ-BSF

Analysis job BSF checks the details of all women who are in the normal age range for breast screening and reports if there are any who are due for an invitation – according to their next test due date.

The women are reported in a way that enables the screening offices to easily define the corresponding batch specification from which they can be invited.

Run parameters for this job are set on the SO-F screen. **AJ-BSF will only report on the GP and address selection types has specified on the SO-F screen.**

NOTE ➤ AJ-BSF should be run in conjunction with AJ-BAEF in order to provide batch specifications which cover the entire age range for NTD failsafe batches.

Using the AJ-BSF Screen

A summary report is produced every time this job is run. It shows the counts, per screening office, of any women it has identified and lists the names of any download files it has created.

A separate report is created for each screening office which has had women identified according to the SO parameters. This report shows which parameters should be specified on the SB screen for a batch to include all of those women who were identified.

All eligible women for whom no screening office could be identified are also reported in a separate print for the 'Unknown Screening Office'.

If requested, a download file including the SB parameters and the details of all the women identified can be produced (per screening office).

NOTE ➤ All NTD date batch specifications for failsafe potential batches generated by AJ-BSF are automatically populated onto the SB-FSP screen.

The SB-FSP screen can be used to view these batch specifications and to create actual batches using the specified parameters.

Automatic Job Scheduler

This option can be used to schedule the job to run on the AJ-Q at specific times and frequencies. You can still choose to run the job manually on the AJ-Q. To run the job manually enter **Y** or to schedule the job on the automatic job scheduler enter **S**.

Directions – Using the AJ-BSF Screen

1. Enter a key of **AJ** and use **BSF** as a qualifier.
2. Press **Enter** to display the screen.
3. Next, you can either:
 - enter **Y** to put the job into the queue for processing; or
 - enter **S** to schedule the job via the automatic job scheduler.
4. Press **Enter**.

```

AJ]Analysis Job                               Qualifier[BSF                ]
Job Name . . . BREAST SCREENING FAILSAFE
Description . AJ BSF will check the details of all women who are in the normal
               age range for Breast Screening and report if there are any who
               are due for an Invitation (according to their NTD date).

               Run parameters for this job are set on the S0-F screen.

               A Summary Report will be produced and where appropriate S0
               specific reports will also be produced. The S0 specific reports
               will detail which SB parameters are necessary in order to specify
               a batch which will include the identified women.

               If requested a download file, for each S0, containing the SB
               parameters and details of the identified women will be created.
               A download file containing the details of any appropriate women
               for whom a S0 could not be identified will also be created. All
               download files will be created in the directory as specified on
               the SP-S screen.

Enter 'Y' to put the job into the Queue for processing OR
Enter 'S' to schedule the job via the Automatic Job Scheduler . . . . . [ ]

```

Figure 13: The AJ-BSF Screen**Understanding the AJ-BSF Screen*****Enter ‘Y’ to put the job into the Queue for processing OR******Enter ‘S’ to schedule the job via the Automatic Job Scheduler***

Enter either:

- **Y** to place the job into the queue for processing; or
- **S** to schedule the job via the automatic job scheduler.

Reports and Download Files

AJ-BSF produces the following reports and download files:

- A summary report which shows:
 - how many women were identified for each screening office;
 - the names of any download files which have been created; and
 - how many women for whom no screening office could be identified (if they had an appropriate NTD date), that is, their GP/address details are either not connected to a screening office or they are connected to different screening offices.
- A report for each SO containing the batch parameters necessary to select all identified women. These parameters are limited to those as specified on pages 1 and 2 of the SB screen.

The total number of women identified for each GP, address code and so on will be reported (after the code in brackets).

NOTE ➤ This report will not be created if no women have been identified for the SO.

- A download file (in CSV format) containing the SB parameters and the details of those identified at a specific SO.

These files⁴ will only be produced if there are women to report and the option to create this file has been specified.

- A download file (in CSV format) containing the details of all those for whom a SO could not be identified.

This file¹ is produced (by default) if any such women have been identified, however if you don't want the file to be created its production can be stopped by your support team.

The download files will be stored in the directory as specified on the SP-S screen and named as follows:

BSF-<HA CIPHER>-<so-code>-run date-<unique id>.csv

For example, BSF-NEW-AGA-20120816-12.csv.

Download File Layout

The SB parameters will be listed at the beginning of the download file in a similar layout to the printed report. These will be followed by the details of the identified women in the format shown in the table below:

Piece No.	Data
1	GP code
2	Practice code

⁴ These files will all be in the same format.

Piece No.	Data
3	Address code
4	SO GP group code
5	SO area code
6	SO code
7	NHS number
8	Surname
9	Forename(s)
10	Date of birth
11	HA acceptance date
12	NTD date
13	Address line 1
14	Address line 2
15	Address line 3
16	Address line 4
17	Address line 5
18	Postcode
19	Latest episode date
20	Latest episode end code
21	First offered appointment date
22	Episode SO code

Error Messages

AJ-BCNS Reject Messages

REJECT MESSAGES	MEANING / ACTION
SO missing	The Screening Office code has not been entered. <i>Enter SO code.</i>
SO not known	The Screening Office code must be registered on the system (i.e. present on the SO Index screen, etc.). <i>Check and re-enter as appropriate.</i>
PRINT TYPE missing	The type of printed report required must be specified. <i>Enter either 'C' – to produce a Count list or 'P' – to produce a Patient list.</i>
PRINT TYPE invalid	Print type must be either 'C' or 'P'. <i>Delete invalid entry and enter 'C' – Count list or 'P' – Patient list.</i>
RECALL missing	The recall interval must be entered. <i>Enter the number of months required for the recall interval (maximum number 36).</i>
RECALL invalid	The recall interval must be a number. <i>Enter the correct recall interval.</i>
CYCLE END missing	The 'End of Cycle Date' field must be entered. <i>Enter the date the screening cycle ends.</i>
CYCLE END invalid	The 'End of Cycle Date' must be in the format DD.MM.YY or DD/MM/YY e.g. 14.07.95 or 14/07/95. <i>Re-enter date.</i>
CYCLE END > 1 yr	The 'End of Cycle Date' must not be more than one year into the future. <i>Delete entry and set cycle end for less than 12 months from today's date.</i>
YEAR FROM missing	The first 'Year of Birth' field must be completed. <i>Enter the year of birth from which women will be considered by the system.</i>
YEAR FROM invalid	The date in the first 'Year of Birth' field must be in a valid format. <i>Enter the year in CCYY format, e.g. 1934.</i>
Year From too old	Women with this year of birth will be over 70 for the defined screening cycle. <i>Enter a new date in the first 'Year of Birth' field.</i>
YEAR FROM too young	Women with this year of birth will be less than 40 for the defined screening cycle. <i>Enter a new date in the first 'Year of Birth' field.</i>

REJECT MESSAGES	MEANING / ACTION
YEAR TO missing	The second 'Year of Birth' field must be completed. <i>Enter the year of birth up to which women will be considered by the system.</i>
YEAR TO invalid	The second 'Year of Birth' field must be in a valid format. <i>Enter the year in CCYY format, e.g. 1948.</i>
YEAR TO b4 YEAR FROM	The second 'Year of Birth' date must be later than the first date. <i>Enter a 'Year To' date that is after the 'Year from' date.</i>
Year TO too young	Women with this year of birth will be less than 20 for the defined screening cycle. <i>Enter a new date in the second 'Year of Birth' field.</i>
GP SELECTOR missing	The GP type must be selected. <i>Enter 'G' – to select women by individual GP or 'S' – to select women by Screening Office GP Group.</i>
GP SELECTOR invalid	The GP selector must be either 'G' or 'S'. <i>Enter either 'G' or 'S'.</i>
GP(s) not known Group(s) not known	GP or Group codes must be valid and correspond to the GP selection type. <i>Check the correct code has been entered.</i>
GP(s) duplicated GROUP(s) duplicated	GP or Group codes must not be repeated. <i>Delete one of the duplicate codes.</i>
AREA SELECTOR missing	Area selection type must be present. <i>Enter 'A' – to use HA address codes or 'S' – to use Screening Office area codes.</i>
AREA SELECTOR invalid	The area selector must be either 'A' or 'S'. <i>Enter either 'A' or 'S'.</i>
CODE(S) NOT KNOWN AREA(S) NOT KNOWN	Address or area codes must be valid and correspond to the area selection type. <i>Check the correct code has been entered.</i>
CODE(s) duplicated AREA(s) duplicated	Address or area codes must not be repeated. <i>Delete one of the duplicate codes.</i>
PRINT order invalid	If a count has been selected you must enter a print order. If a patient list has been selected the field should be empty. <i>Either:</i> • <i>enter 'A' to order the print by area/ address code;</i> • <i>'G' to order by group/GP code; or</i> • <i>remove the entry.</i>

REJECT MESSAGES	MEANING / ACTION
PRINT order not req'd	If Patient list selected must be left blank. <i>Delete the appropriate entry.</i>
START invalid	Y must be entered to start processing of the BCNS job. <i>Enter 'Y'.</i>

AJ-BCNS Query Messages

QUERY MESSAGES	MEANING / ACTION
RECALL INTERVAL ok?	This message will appear if the recall interval entered is NOT 36 months. <i>Press Enter to confirm.</i>
HISTORICAL RUN?	If the cycle end date is not in the future, the details will be historical. <i>Press Enter to confirm.</i>
ALL GP(S) req'd? ALL GROUP(S) req'd? ALL CODE(S) req'd? ALL AREA(S) REQ'D?	If the Patient List report is requested in any of these cases, a large print will be produced and processing will take a long time. <i>Press Enter to confirm.</i>

AJ-BSFF Reject Messages

REJECT MESSAGES	MEANING / ACTION
All SOs rqd	You must request all screening offices when running BSFF onto the automatic job scheduler. <i>Enter an asterisk.</i>
Duplicate SO Code	You have entered the same screening office cipher more than once. <i>Check and re-enter as appropriate.</i>
Inactive SO	You have entered a screening office cipher that is no longer active on the system. <i>Check and re-enter.</i>
SO CODE invalid	The screening office code you have entered is not a valid code. <i>Check and re-enter.</i>
SO CODE missing	You must enter at least one screening office code, or an asterisk (*) to choose all screening offices.
SO CODE not rqd	You have entered an asterisk (*) for all screening offices but have also chosen a screening office code. <i>Either remove the asterisk and use only screening codes, or remove the screening codes.</i>
SO not set up	The screening office you have chosen is not set up completely. <i>Check and re-enter as appropriate.</i>
START invalid	Only Y or S can be entered to run AJ-BSFF. <i>Enter either 'Y' or 'S'.</i>

REJECT MESSAGES	MEANING / ACTION
START missing	Either Y or S must be entered to run AJ-BSFF. <i>Enter either 'Y' or 'S'.</i>

AJ-BSFF Query Message

QUERY MESSAGE	MEANING / ACTION
All Screening Offices?	Check that all screening offices are required. <i>Press Enter to confirm.</i>

AJ-BAEF Error Messages

REJECT MESSAGES	MEANING / ACTION
START invalid	Must be either 'Y' or 'S'. <i>Check and re-enter.</i>
START missing	Must be present and either 'Y' or 'S'. <i>Check and re-enter.</i>

AJ-BSF Error Messages

REJECT MESSAGES	MEANING / ACTION
START invalid	Must be either 'Y' or 'S'. <i>Check and re-enter.</i>
START missing	Must be present. <i>Enter either 'Y' or 'S'.</i>

AJ-BCNS Print Header

- DEVON HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BCNS **

** UNINVITED WOMEN **

Printed : 08.04.2001 11:19

AJ-BCNS Print Header Page 2 (for Count and List)

08-JAN-2009

TES PDT HEALTH AUTHORITY
Breast Cancer List of Uninvited Women

GATESHEAD SCREENING OFFICE

Recall Period : 36 months
Year of Birth Range : 1955 - 1956
GP Codes : ALL

Address Codes : ALL

Print Order : GP within Area Code
Screening Cycle : 01.01.1998 - 01.01.2001
Count Run : 36 Women Identified

AJ BCNS Uninvited Women Counts Listed by Screening Area within GP/Group Header Page 2

15-JAN-2009

TES PDT HEALTH AUTHORITY
Breast Cancer List of Uninvited Women

GATESHEAD SCREENING OFFICE

Recall Period : 36 months
Year of Birth Range : 1955 - 1956
GP Codes : ALL

Address Codes : ALL

Print Order : Area Code within GP
Screening Cycle : 01.01.1998 - 01.01.2001
Count Run : 671 Women Identified

AJ-BCNS Count Print Layout

08-JAN-2009		TES PDT HEALTH AUTHORITY			Page 1	
Breast Cancer Screening Count of Uninvited Women		GATESHEAD SCREENING OFFICE				
		U N I N V I T E D			W O M E N	
					ADD CODE	
ADD CODE	GP NAME (CODE)		CALL	RECALL	TOTAL	TOTAL
AXM	DR. S	SUZUKI (000087)	4	0	4	
	SIR P	PUCE (000089)	3	0	3	7
BAK	DR. L	PARKER (PEPA4)	1	0	1	1
BRI	DR. D	GOLDENGP (000055)	2	0	2	
	DR. S	SUZUKI (000087)	1	0	1	
	SIR P	PUCE (000089)	3	0	3	6
COL	DR. S	SUZUKI (000087)	2	1	3	3
CRE	DR. Y	YELLOW (000026)	13	0	13	
	MRS S	BLUE (000039)	23	0	23	36
CRE2	DR. Y	YELLOW (000026)	1	0	1	1
CUL	DR. I	CHAMPAGNECHARLY (000033)	12	0	12	12
DAW	DR. L	GOLDENGPL (000078)	5	0	5	5
DAW2	DR. L	GOLDENGPL (000078)	1	0	1	1
DUL	DR. K	GOLDENGP (000006)	6	0	6	
	DR. K	GOLDENGP (000007)	17	0	17	
	DR. K	GOLDENGP (000008)	9	0	9	
	DR. ABC	BLACK (000040)	32	1	33	65
DUL2	DR. K	GOLDENGP (000008)	2	0	2	
	DR. ABC	BLACK (000040)	2	0	2	4
DUL3	DR. K	GOLDENGP (000007)	1	0	1	
						Cont...

AJ-BCNS List Print Layout

08-APR-2001

DEVON HEALTH AUTHORITY

Page 3

Breast Cancer Screening List of Uninvited Women EXETER SCREENING OFFICE

UNINVITED WOMEN DURING SCREENING CYCLE 31.03.1998 - 31.03.2001

MURRAY MRS. EMMA JANE RED COTTAGE ORANGE STREET	NHS no: 123 456 7890 DoB : 10.02.1934 Age : 66	Current Status: NORMAL Authorised By : Correspondence: Yes Trial Info. : ACP Latest Episode Type : RECALL Episode Date : 15.12.1995 Appointment : Yes 1st Off Appt. : 20.01.1996 End Code : SC Authorised By : S0	LAST SCREENING COMPLETE DETAILS Screening Office : EXE Act Scr Date : 21.01.1996 Episode Date : 15.12.1995
EXETER DEVON EX2 3LA PREV. \ FOOT NAMES/ MARY	GP : 000031 DR. S SIENNA Nat DHA Code: L31 Address Code: EXE		
MURRAY MRS. JEMMA ORANGE COTTAGE PURPLE STREET	NHS no: 123 456 0987 DoB : 10.02.1935 Age : 65	Current Status: CEASED on 21.01.2000 Authorised By : GP Correspondence: Yes Trial Info. : ACP Latest Episode Type : RECALL Episode Date : 15.12.1997 Appointment : Yes 1st Off Appt. : 20.01.1997 End Code : PC Authorised By : S0	LAST SCREENING COMPLETE DETAILS Screening Office : CUL Act Scr Date : 17.08.1996 Episode Date : 05.06.1996
EXETER DEVON PREV. \ HANDLEY NAMES/ MOIRA	GP : 000031 DR. S SIENNA Nat DHA Code: L31 Address Code: EXE		

AJ-BSFF Report – Main Header Page – when all screening offices requested

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSFF **

** FINAL FAILSAFE REPORT **

Job Run : 29.08.2008 at 14:29

Printed : 29.08.2008 at 15:15

This job reports women who are due to receive their first invitation for screening. A separate section will be produced for each screening office. Women for whom no screening office could be identified are shown separately at the end of the report.

TOTAL NUMBER OF ELIGIBLE UNINVITED WOMEN IDENTIFIED = 46

All active screening offices have been requested:

Screening Office	Number Counted
-----	-----
AGA - Gateshead Screening Office	37
ANT - North Tees Screening Office	0 (no details to print)
AWC - Cumbria Screening Office	0 (no details to print)
BYO - North Yorkshire Screening Office	0 (no details to print)
LED - East Devon Screening Office	7
LPL - West Devon Screening Office	0 (no details to print)
LSO - Somerset Screening Office	0 (no details to print)
PMA - Manchester Screening Office	0 (no details to print)
ZZZ - Unknown Screening Office	2

Note: all screening offices are shown on the header but only those with details will be printed.

AJ-BSFF Report – Main Header Page – when specified screening offices requested

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSFF **

** FINAL FAILSAFE REPORT **

Job Run : 29.08.2008 at 14:29

Printed : 29.08.2008 at 15:15

This job reports women who are due to receive their first invitation for screening. A separate section will be produced for each screening office. Women for whom no screening office could be identified are shown separately at the end of the report.

TOTAL NUMBER OF ELIGIBLE UNINVITED WOMEN IDENTIFIED = 46

The following screening offices have been requested:

Screening Office	Number Counted
-----	-----
AGA - Gateshead Screening Office	37
BYO - North Yorkshire Screening Office	0
LED - East Devon Screening Office	7
ZZZ - Unknown Screening Office	2

Note: all specified screening offices are shown on the header and are also included in the report (even if there are no details to print).

AJ-BSFF Report – Screening Office Header Page

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSFF **

** FINAL FAILSAFE REPORT **

GATESHEAD SCREENING OFFICE

Job Run : 29.08.2008 at 15:05

Printed : 29.08.2008 at 15:28

Screening Office Run Parameters:

The job will search for women who are 53 in the following months :

2008 : August, September, October, November, December

2009 : January, February

Ignore NBR episodes : No

Include address details : No

Include failsafe batch specifications : No

This job reports women who celebrate their 53rd birthday, in the months shown above, who have not yet been invited for an NHSBSP screening. Women for whom no screening office could be identified are shown separately at the end of the report.

TOTAL NUMBER OF ELIGIBLE UNINVITED WOMEN IDENTIFIED FOR GATESHEAD SCREENING OFFICE = 37

Note: the age specified above is taken from the SO-F screen.

AJ-BSFF Report – Screening Office Header Page 2 (printed if batch specification requested on SO-F)

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSFF **

** FINAL FAILSAFE REPORT **

GATESHEAD SCREENING OFFICE

Job Run : 29.08.2008 at 15:05

Printed : 29.08.2008 at 15:35

In order to invite the women, two FAILSAFE batches should be set up with the following parameters :

Batch 1

Screening Office : AGA
Date for Selection : 01.03.2009
Type of Batch : Both
Years of Birth : 1955 to 1955
Months of Birth : 08 to 12
Recall Interval : 36 months
Safety Period : 0 months

Batch 2

Screening Office : AGA
Date for Selection : 01.03.2009
Type of Batch : Both
Years of Birth : 1956 to 1956
Months of Birth : 01 to 02
Recall Interval : 36 months
Safety Period : 0 months

With the GPs and Address Codes as reported on the following page(s).

Screening dates and batch stage dates should be agreed with the Screening Office.

Note: the age specified above is taken from the SO-F screen.

AJ-BAEF: Summary Report

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BAEF **

** AGE EXTENSION FAILSAFE SUMMARY REPORT **

Job Run on : 07.02.2012 at 12:04

Printed on : 07.02.2012 at 12:04

This job searches for women who will be in the 49 to 52 age range who, according to their NTD date, are due an Invitation for Breast Screening.
i.e. women who were previously included in batches as a part of the Age extension trial whose NTD date is nearly due.

A separate report detailing the batch parameters necessary to include any identified women will be produced for each screening office.

If requested the SB parameters and the details of the women identified will have been included in the files listed below.

TOTAL NUMBER OF WOMEN IDENTIFIED = 5

Count	Screening Office	File created
-----	-----	-----
3	AGA - GATESHEAD	/download/BAEF-TES-AGA-20120207-34.csv
0	ELD - BEDS AND HERTS	-
0	HWO - WORTHING	-
1	LED - NORTH & EAST DEVON	/download/BAEF-TES-LED-20120207-34.csv
1	ZZZ - Unknown	/download/BAEF-TES-ZZZ-20120207-34.csv

AJ-BAEF: Screening Office Batch Specifications

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BAEF **

** AGE EXTENSION FAILSAFE BATCH REPORT **

GATESHEAD SCREENING OFFICE

Job Run on : 07.02.2012 at 12:04

Printed on : 07.02.2012 at 12:06

This job has identified women who are aged 49 to 52 AND have a NTD date which is no later than 31.05.2012

TOTAL NUMBER OF WOMEN IDENTIFIED FOR GATESHEAD SCREENING OFFICE = 3

The details of these women have been included in this file : /download/BAEF-TES-AGA-20120207-34.csv

Age Extension Failsafe Batch Parameters

GATESHEAD SCREENING OFFICE

Batch Parameters:

In order to invite the women a NTD dates batch should be set up with the following parameters:

SB Page 1

NTD Dates Batch:

NTD End Date	31.08.2014
Month/Year of Birth From	12/1961
Month/Year of Birth To	12/1965
'C'all/'R'ecall/'B'oth	B
Only include women who already have a NTD date? (Y/N) . .	Y

SB Page 2

GP Selection: include the GP codes listed below:

GP codes : A885 (6), B333 (2), C111 (1), D010 (9)

Area Selection: include the Address codes listed below:

Address codes : EXE (7), NEW (7), NEW2 (2), TIV (2)

SB Page 4

Screening dates and batch stage dates should be agreed with the Screening Office.

- TES PDT HEALTH AUTHORITY -
** BREAST SCREENING CALL/RECALL SYSTEM **
** AJ-BSF **

** FAILSAFE SUMMARY REPORT **

Job Run on : 27.07.2012 at 16:01

Printed on : 31.07.2012 at 13:47

This job will check the details of all women who are in the normal age range for Breast Screening and report if there are any who are due for an Invitation (according to their NTD date).

Run parameters for this job are set on the S0-F screen.

A Summary Report will be produced and where appropriate S0 specific reports will also be produced. The S0 specific reports will detail which SB parameters are necessary in order to specify a batch which will include the identified women.

If requested a download file, for each S0, containing the SB parameters and details of the identified women will be created. A download file containing the details of any appropriate women for whom a S0 could not be identified will also be created. All download files will be created in the directory as specified on the SP-S screen.

TOTAL NUMBER OF WOMEN IDENTIFIED = 122

Count	Screening Office	File created
-----	-----	-----
69	AGA - GATESHEAD	/download/kc63/BSF-TES-AGA-20120727-161.csv
0	ANE - NEWCASTLE	-
1	ANT - NORTH TEES	/download/kc63/BSF-TES-ANT-20120727-161.csv
10	BYO - NORTH YORKSHIRE	/download/kc63/BSF-TES-BYO-20120727-161.csv
4	LED - NORTH & EAST DEVON	/download/kc63/BSF-TES-LED-20120727-161.csv
38	ZZZ - Unknown	/download/kc63/BSF-TES-ZZZ-20120727-161.csv

AJ-BSF Summary Report

- TES PDT HEALTH AUTHORITY -

** BREAST SCREENING CALL/RECALL SYSTEM **

** AJ-BSF **

** FAILSAFE BATCH REPORT **

GATESHEAD SCREENING OFFICE

Job Run on : 27.07.2012 at 16:01

Printed on : 31.07.2012 at 13:54

TOTAL NUMBER OF WOMEN IDENTIFIED FOR GATESHEAD SCREENING OFFICE = 69

The details of these women have been included in this file : /download/kc63/BSF-TES-AGA-20120727-161.csv

AJ-BSF Screening Office Batch Specifications

23.06.2014

- TES PDT HEALTH AUTHORITY -
** AJ-BSF **

Page 1

Failsafe Batch Parameters

GATESHEAD SCREENING OFFICE

Batch Parameters:

In order to invite the women a NTD dates batch should be set up with the following parameters:

SB Page 1

NTD Dates Batch:

NTD End Date 31.08.2014
Month/Year of Birth From 01/1944
Month/Year of Birth To 11/1961
'C'all/'R'ecall/'B'oth B
Only include women who already have a NTD date? (Y/N) . . N

SB Page 2

GP Selection: include the GP codes listed below:

Practice codes : A292 (37)

Area Selection: include the Address codes listed below:

Address codes : TIV (37)

SB Page 4

Screening dates and batch stage dates should be agreed with the Screening Office.

AJ-BSF Screening Office Batch Specifications (Detail)

Research Trials

When the Forrest report defined the aims of the breast screening service, it said that some aspects needed further research before they could be clarified with certainty.

These aspects included:

- the age at which women are screened;
- how frequently they are screened; and
- whether one or two views of the breast should be taken.

Research trials were established in each of these areas and funded by the Cancer Research Campaign, the Imperial Cancer Research Fund and the Medical Research Council. Both Age and Frequency (Interval) trials are on-going while the One Versus Two View trial has reached a successful conclusion.

Trials are co-ordinated by selected Screening Offices throughout the UK, which means not all FHSAs/Screening Offices are involved.

Age Trial

This is to consider the benefit, if any, of screening women under 50 years old. The seven-year trial, which started in 1991, involves 65,000 women aged 40 and 41 at the start. The women were recruited from lists held by family doctors and screened every year. Their results can then be compared with those of 130,000 similar women who will have the usual NHS care - no screening but follow up of any symptoms.

Frequency Trial

This aims to determine whether screening should be repeated more often than the standard three years. This study is taking place in five centres - Cardiff, Epping, Gateshead, Newcastle and Nottingham - and involves 100,000 women aged 50 to 62 years old. Half will be invited every three years as usual, half annually. The trial will last five years and follow up will continue for 10 years after that.

One View Versus Two View Trial

This trial has now ended. However, coding and information relevant to the One Versus Two View trial still exists on the FHSA computer system. The One Versus Two View trial looked at the efficacy of taking two views (x-rays) of each breast at a woman's first screening appointment, rather than single view mammography, as recommended originally by the Forest Committee. Although final results of the trial have yet to be published¹, preliminary findings show that taking two views at the first screening for all women is medically more effective and more cost effective.

Involvement of FHSAs

SO Running Trials

FHSAs involved with Screening Offices running trials need to hold additional information on those women taking part. FHSA staff will need to manage trial information for the Screening Office and know how to:

- select trials for the Screening Office;
- select and run trial batches;
- assign trial data;
- view a woman's trial data and correct any errors; and
- report on trial involvement.

NOTE ➤ A Screening Office is usually involved with one type of trial only, e.g. age trial.

SO Not Involved

FHSAs with Screening Offices not running trials need to be aware that provision is made on the system for trial data. In effect, this provision can be ignored. The main areas affected are:

- the SB (batch specification screen) page 3
- certain fields on the IW screen.

¹

NHS Executive Letter EL(95)7, 25th January 1995.

Trial Data

Trial data stored on the FHSA system for each woman consists of three elements:

Trial Code

This indicates which trial the woman is taking part in. The options are:

- **A** – Age of Starting
- **V** – One Versus Two View
- **I** – Interval (how frequently a woman is screened)

Arm Code

This indicates which group (or arm) of the trial the woman is allocated to. The options are:

- **C** – Control Arm
- **S** – Study Arm

The Control group follows the established screening pattern, beginning screening at 50 and receiving a mammogram every three years. Women in this group are compared to those in the Study group, i.e. women who are under trial conditions; receiving screening at an earlier age or at more frequent intervals.

Status Code

This shows whether or not the woman is participating in the trial or has withdrawn, for any reason. The options are:

- **P** – Participating
- **N** – Non-Participating

All women on entry to a trial (i.e. women in both the study and control arms) will have their status code set to **P**. A woman's status should only be changed to **N** when instruction is received from the Trial Co-ordinating Centre or the Screening Office. If a woman moves, she should be allocated the appropriate withdrawn end code. The status code must not be changed to **N**.

Monitoring women

Each woman taking part in a trial will have a research code. The research code will always be available on the woman's records and will aid in monitoring women who move.

For example, **ASP** means the woman is a participant in the Age trial and is in the study arm. A code of **ICP** indicates the woman is taking part in the control arm of the Interval trial

Supporting Research Trials

Details of the trial(s) supported by each Screening Office must be entered on the SO,T screen (see section 11).

Screening batches for trials may be allocated to arms in one of two ways:

Randomised at the invitation stage

Women will be randomly allocated between arms of the specified trial in the following ratios (study:control):

Age – 1:2

Interval – 1:1

Randomisation is selected on the SB screen (see section 8). The Screening Office will submit batch details as normal, but the batch specifications will include additional details relating to trial information. Randomisation is triggered at the invitation stage when AJ-BCP is run (see section 21). At this point the batch is randomised and women are placed, by the system, into either a study group or control group. Trial codes are allocated automatically at this stage.

When results are subsequently received from the Screening Office they will be complete with trial code, arm code and status code.

Allocation by Screening office

Women will be allocated to arms by the Screening Office. This information will be sent to the FHSA at the same time as end codes are notified and may be entered on the system via the IW screen or AJ-BIN.

Excluding Women Prior to Randomisation

If it is apparent that certain women are not eligible for screening, these women should be withdrawn temporarily or permanently from the trial and their status changed to N – Non Participating.

NOTE ➤ The Trial Co-ordinator should be informed before the status code is changed.

If a woman is pregnant or has had a recent mammogram (ie within the last six months) she should be 'suspended' and not invited in that year, but re-invited when she again becomes eligible. Women who should be withdrawn permanently from the trial are those that have been 'ceased' by their GP, had a sex change or died.

Exclude from a trial if:

- the woman has been ceased by her GP
- the woman has left the GP's practice, is no longer registered and notes or records do not exist
- the woman is under care for breast cancer
- the woman is the wrong age (Age Trial only)
- the woman has had a sex change

Deducted Women

The FHSA deductions list displays trial research codes. When an FHSA produces a deductions list containing details of trial women, the information should be passed on to the Trial Co-ordinator on the standard forms provided.

If a trial participant moves into your FHSA area, the deduction card from her previous FHSA should contain trial research code information. This must be entered onto the system via the SW Screen (see section 12). For women with details transferred-in via an electronic link this will happen automatically.

Associated Screens

This section provides details of the screens and analysis jobs used to enter or print data relating to research trials.

SO (Screening Office) Screen

Used to set up details of the research trial. Displays all trial codes currently selected for a Screening Office and all arm codes, associated with the trial code. Trial codes may be selected or deleted via this screen.

AJ-BCS (print Screening Office details)

Used to print trial information (as set up on the SO screen) relating to a particular Screening Office.

SB (specify screening batch) Screen

Used to specify which women are to be selected for a batch and if the women are to be included in a trial. Also use SB to specify whether a batch is to be randomized.

AJ-BCR (run/delete screening batch)

Used to count/select or delete a batch. Selection process is based on the following:

- If a normal (non-trial) batch is requested, any woman allocated a trial code will be omitted.
- If a research trial batch is requested (parameters entered on the SB screen) all women in the define area/ GP practice with the appropriate trial codes will be selected.

AJ-BCB (print screening batch details)

Used to print the batch details specified on the SB screen and will include any trial selection parameters.

AJ-BCP (call/recall)

Used to produce relevant correspondence and control prints. Automatically triggers the invitation stage, which is when randomization take place.

AJ-BCL (list of women in screening batch)

Produces registration and screening details of women in a batch and includes trial, arm and status codes.

IW (index of women in batch) Screen

Used to enter end codes 'in bulk' and displays existing trial, arm and status codes. Users with full access will be able to amend/update the trial data fields. Otherwise these fields are read only.

SE (screening episodes) Screen

Used to enter episode details for each woman. Displays trial code, arm code and status code details.

SW (screening details summary) Screen

Used to display and update a woman's summary details. Trial details may be inserted, amended or deleted via this screen.

AJ-BIN (update transfer information)

Processes data sent electronically from the Screening Office. Updates the FHSA database with successfully matched details, including trial code information.

BM (record matching) Screen

Allows manual matching of records not matched by AJ-BIN. The trial research code is displayed as part of the matching process.

AJ-BCD (print episodes)

Used to print screening episodes (includes trial information).

AJ-BCX (deducted prints)

Details of any woman with a screening episode who has been deducted from the FHSA registration system. The deduction will include trial information, if it exists. Transfers details via a network link. If the transfer fails, details are output to cards.

AJ-BCO (outstanding screening episodes)

Lists all episodes in finished batches without end codes.

AJ-C124

Receives details of deducted women and updates the database.

Access Levels

Occasionally trial data may need to be updated. Two levels of update access exist for trial information.

Abbreviated Access

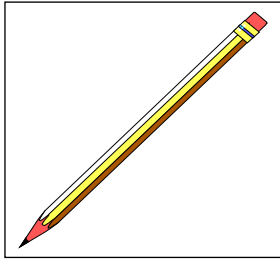
Allows users to allocate trial data to women have not already been allocated to a trial. Once a woman has been allocated to a trial the only update that is permitted is to change the Trial Status from P to N.

Full Access

Allows the screening manager to perform all updates to trial data. This has been provided to allow the correction of any incorrectly entered data.

Simple Rules

- A woman can only ever belong to one trial.
- A woman can only ever belong to one arm of a trial.
- Each woman that is participating in or has participated in a trial must have a status code, i.e. P or N.
- Only women selected as part of a batch at an FHSA will be eligible to take part in a trial.
- Trial information will be allocated at the invitation stage by randomising a batch, or from a Screening Office at the same time that end codes are notified.



End Codes

HA End Codes

End codes may be entered by the HA on advice from the Screening Office, or automatically set when a screening batch is processed by AJ-BCP. (When a screening batch is FINISHED, episodes will not be updated by AJ-BCP).

A woman's screening episode may be either **open** or **closed**, according to whether an episode end code has been set:

- If no end code has been set, the woman is assumed to still be active within the screening process – her episode will be regarded as **open**.
- If an end code has been assigned, this indicates that she has completed all the events associated with the screening process – her episode will be regarded as **closed**.

The end code indicates why the woman's screening episode has been closed. It also enables the computer to select women for inclusion in a recall batch, i.e. women will be recalled for screening if they:

- meet the criteria for the batch; and
- have an **SC** – Screening Complete end code set a certain amount of time ago (i.e. depending on the specified recall interval).

The range of end codes together with their meanings are shown below.

END CODE	MEANING
SC	Screening process complete
PC	Premature closure of screening episode
DNA/DNR	Did not attend screening or did not respond to invitation letter
WC	Withdrawn – ceased from routine call/recall
WS	Withdrawn – suspended (prior to June 1999), or by the NBSS screening office system as part of the randomisation process of the age extension programme (2009 to 2018)
WM	Withdrawn – moved to a new HA
WD	Withdrawn – deceased
WB	Withdrawn – woman is already being screened
WF	Withdrawn – FP69
WO	Withdrawn for any other reason (for example, non-routine closure)

DNA and DNR End codes

The DNA and DNR end codes should now be considered to be the same, and treated as such. There is no defined difference between them.

DNR may be set automatically by the screening system, or may be set by your HA.

If a woman has been invited but never attended screening, her episode end code **DNA/R** will prevent her from being part of a recall batch. She will remain in call batches until an **SC** end code has been set.

Withdrawn End Codes

The ‘withdrawn’ end codes are automatically set by the breast screening system and, with the exception of **WF**, **WB** and **WO**, cannot be set by your HA. These codes are usually set at the invitation stage. **WD**, **WM**, **WF** and **WO** can also be set at any other stage.

WC, **WD**, **WM**, **WF** and **WO** can be automatically assigned when AJ-BCX is run.

NOTE ➤ **Women allocated to the control arm of an Interval trial will automatically have their episodes closed with a WO end code.**

WF – Withdrawn (FP69 Status)

On the HA breast screening system, AJ-BCP will only close an episode with a **WF** end code if a woman has FP69 status when the invitation stage is run. Similarly, AJ-BCX will only close an open episode with a **WF** end code if a woman has been deducted because of her FP69 status.

A woman can only be given FP69 status via the Registration system. FP69 status is applied when the HA has established that a woman is not acknowledging correspondence sent to her current address. If, after six months of the FP69 status being applied, the HA has still had no contact from the woman, she will be deducted automatically from the HA database.

A woman’s episode end code can be manually changed to **WF** on the SE or IW screens, irrespective of her FP69 status. However, this should only be done with authorisation from the Screening Office.

Women’s screening records may be automatically updated with a **WF** end code when AJ-BIN is run, or when records are matched using the BM screen. However, AJ-BIN and BM will not allow a **WM**, end code to be over written by a **WF**, **WO**, **DNA** or **DNR** end code.

WB – Withdrawn (Already Being Screened)

If a woman has another ‘open’ episode at the **same** Screening Office as the current batch episode, the current batch episode will be closed with a **WB** end code. However, if a woman has two ‘open’ episodes from **different** Screening Offices, both episodes will be left open; it is then up to the individual Screening Offices to decide which end codes should be applied to those episodes.

Care should be taken to always close episodes which have been open for a long time, so that the woman will be included in future screening batches. If open episodes are not closed, the woman could repeatedly have any new screening episode closed with the **WB** end code.

WO – Withdrawn (Any Other Reason)

WO can be used for the non-routine closure of a screening batch episode. This does not affect a woman's eligibility for failsafe. The WO end code can be manually applied via the SE and IW screens any time after a batch has been selected. It can also be applied to screening batch episodes by the screening office via AJ-BIN and BM.

A WO end code can also be applied by the Screening Office to close an episode that has no Date of First Offered Appointment.

WS – Withdrawn (Suspended/System)

A woman can no longer be suspended from routine Call/Recall. However, WS end codes will be seen on old Call/Recall episodes (created prior to June 1999) where a woman had previously been suspended.

The WS end code can also be applied by the NBSS Screening Office system to automatically close episodes for women randomised out during the phased extension to the breast screening age range between 2009 and 2018.

Update of WF, DNA or DNR at Re-registration

When a woman is re-registered via the ID screen at a HA where she already has a screening history, and her most recent episode has an end code of **WF**, **DNA** or **DNR** which was applied within the specified number of months, then the end code will be automatically updated to **WM**. The default specified number of months is 12 for both **WF** or **DNA/R** end codes, however, these may be reset independently by your Support Team at your request.

NBSS Screening Office End Codes

Screening Offices which use the NBSS system will assign the following end codes to women:

Reason Episode Closed	Final Action in Episode	Meaning
The following codes are equivalent to SC – Screening Complete end code		
R		Routine Closure
	EC	Early Recall now known as Short Term Recall
	MT	Medical Treatment only following screening
	FP	Follow-up Post Treatment (surgery)
	RR	Routine Recall following screening
DE		Defaulted after attending screening, but failed to attend assessment or part of the assessment process
DU		Further details unavailable (e.g. woman attended screening but assessed elsewhere and the screening office cannot obtain further information)
The following codes are equivalent to DNA/DNR – Did not attend/respond end codes		
NA		Did not attend screening
NR		Did not respond to screening invitation
The following codes are equivalent to PC – Premature Closure		
BS		Being screened (already has an episode)
CP		Under care permanently
CT		Under care temporarily
DD		Deceased
HR		In High Risk category
NS		Attended but not screened
NT		Did not attend due to lack of transport
OP		Opted out permanently
OT		Opted out permanently
X		Other (catch all)
Special Circumstances		
RS		Recently screened – PC only if DOFOA present – WO if DOFOA absent

Reason Episode Closed	Final Action in Episode	Meaning
The following codes are equivalent to the W (Withdrawn) end codes		
NBSS	NHAIS	
AR	WS	Randomised out from the NHSBSP age extension trial (formerly Withdrawn – Suspended)
MV	WF	SO informed that the woman has 'Moved Away' (Withdrawn – FP69)
NK	WF	Not Known at this address – returned letter from PO (Withdrawn – FP69)
The following codes are automatically created on NBSS for women with a W (withdrawn) end code on NHAIS at the time of importation		
FB	WB	Withdrawn – being screened
FC	WC	Withdrawn – ceased
FD	WD	Withdrawn – died
FF	WF	Withdrawn – FP69
FM	WM	Withdrawn – moved away
FX	WO	Withdrawn – other. Screening offices can use this code to ensure that a WO end code is applied to the NHAIS episode, ensuring that women are picked up in the next appropriate batch.

Examples

The following examples are fictitious and have only been put together to illustrate how screening information can now be changed as a result of automatic transfers of screening history between HAs.

Example 1

A woman has two episodes at Sunderland HA:

- Episode A with an episode creation date of 02.03.96 has an 'open' end code
- Episode B with an episode creation date of 25.03.93 has an 'SC' end code

Assume all the following events occur in less than twelve months.

She is deducted on 19.06.96 because she has moved to Newcastle HA.

Before sending a copy of her screening history to Newcastle HA, AJ-BCX closes her open episode with a 'WM' end code.

At Sunderland HA, her episodes now look like this:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, her screening history is received and automatically updated, via AJ-CIN (C124), onto the system.

She now has two episodes at Newcastle HA:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

On 31.07.96, Sunderland HA receive an 'SC' result from the Screening Office for Episode A.

At Sunderland HA, her episodes now look like this:

- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

Because she was already deducted when the 'SC' result was received at Sunderland HA, a full copy of her latest screening history is forwarded, via AJ-BCX, to Newcastle HA.

At Newcastle HA, when her latest screening history is received via AJ-CIN (C124), because episode A already exists on the system with a 'WM' end code, it is updated with the corresponding 'SC' end code from Sunderland HA as the 'SC' was applied within twelve months of the 'WM'.

At Newcastle HA, her screening history now looks like this:

- Episode A with an episode creation date of 02.03.96 has an 'SC' end code
- Episode B with an episode creation date of 25.03.93 has an 'SC' end code

Example 2

A woman has two episodes at Sunderland HA:

- Episode A with an episode creation date of 02.03.96 has an 'open' end code
- Episode B with an episode creation date of 25.03.93 has an 'SC' end code

Assume all the following events occur in less than twelve months.

She is deducted because she has moved to Newcastle HA.

Before sending a copy of her screening history to Newcastle HA, AJ-BCX closes her open episode with a 'WM' end code.

At Sunderland HA, her episodes now look like this:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, her screening history is received and automatically updated, via AJ-CIN (C124), onto the system.

She now has two episodes at Newcastle HA:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, she is quickly picked up in a failsafe batch which is targeting women who have not been screened in the last twelve months. The failsafe batch is at selection stage.

At Newcastle HA, her screening history now looks like this:

- Failsafe Batch Episode with an episode creation date of 12.07.96 has an 'open' end code
- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

In the meantime, Sunderland HA receive an 'SC' result from the Screening Office for Episode A.

At Sunderland HA, her episodes now look like this:

- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

Because she was already deducted when the 'SC' result was received at Sunderland HA, a full copy of her latest screening history is forwarded, via AJ-BCX, to Newcastle HA.

At Newcastle HA, when her latest screening history is received via AJ-CIN (C124), because episode A already exists on the system with a WM end code, it is updated with the corresponding 'SC' end code from Sunderland HA. Because all the events happened within a twelve month period, at Newcastle HA, her screening history now looks like this:

- Failsafe Batch Episode with an episode creation date of 12.07.96 has an 'open' end code

- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

At Newcastle HA, when the invitation stage of the failsafe batch is processed, AJ-BCP reassesses the woman's current screening history and closes the failsafe episode with a 'WB' end code because she has recently been screened, as now indicated by Episode A, and should not be screened in this failsafe batch. Her episodes now look like this:

- Failsafe Batch Episode with an episode creation date of 12.07.96 has a 'WB' end code
- Episode A with an episode creation date of 02.03.96 has an 'SC' end code
- Episode B with an episode creation date of 25.03.93 has an 'SC' end code

Example 3

A woman has two episodes at Sunderland HA:

- Episode A has an 'open' end code
- Episode B has an 'SC' end code

She is deducted on 14.04.95 because she has moved to Newcastle HA.

Before sending a copy of her screening history to Newcastle HA, AJ-BCX closes her open episode with a 'WM' end code on 15.04.95. At Sunderland HA, her episodes now look like this:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, her screening history is received and automatically updated, via AJ-CIN (C124), onto the system. She now has two episodes at Newcastle HA:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

Eventually, on 11.05.96, more than twelve months after she was deducted, Sunderland HA receive an 'SC' result from the Screening Office for Episode A. At Sunderland HA, her episodes now look like this:

- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

Because she was already deducted when the 'SC' result was received at Sunderland HA, a full copy of her latest screening history is forwarded, via AJ-BCX, to Newcastle HA.

At Newcastle HA, when her latest screening history is received via AJ-CIN (C124), even though episode A already exists on the system with a 'WM' end code, it will not be updated automatically with the corresponding 'SC' end code from Sunderland HA because the 'SC' end code was applied more than twelve months after the 'WM' end code was applied.

So, at Newcastle HA, her screening history would remain as:

- Episode A with a 'WM' end code
- Episode B with an 'SC' end code

However, at Newcastle HA, the user could still manually update the 'WM' end code with the 'SC' end code.

Example 4

A woman has two episodes at Sunderland HA:

- Episode A with an episode creation date of 02.03.95 has an 'open' end code
- Episode B with an episode creation date of 18.02.93 has an 'SC' end code

She is deducted on 21.11.95 because she has moved to Newcastle HA.

Before sending a copy of her screening history to Newcastle HA, AJ-BCX closes her open episode with a 'WM' end code on 22.11.95.

At Sunderland HA, her episodes now look like this:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, her screening history is received and automatically updated onto the system via AJ-CIN (C124).

She now has two episodes at Newcastle HA:

- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

At Newcastle HA, she is picked up as a recall in a failsafe batch which is targeting women who have not been screened in the last twelve months. The failsafe batch is at selection stage.

At Newcastle HA, her screening history now looks like this:

- Failsafe Batch Episode with an episode creation date of 02.05.96 has an 'open' end code
- Episode A has a 'WM' end code
- Episode B has an 'SC' end code

On 15.06.96, Sunderland HA, at long last, receive an 'SC' result from the Screening Office for Episode A.

At Sunderland HA, her episodes now look like this:

- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

Because she was already deducted when the 'SC' result was received at Sunderland HA, a full copy of her latest screening history is forwarded on 16.06.96, via AJ-BCX, to Newcastle HA.

At Newcastle HA, when her latest screening history is received via AJ-CIN (C124), because episode A already exists on the system with a 'WM' end code, it is updated

with the corresponding 'SC' end code from Sunderland HA as the 'SC' was applied within twelve months of the 'WM'.

At Newcastle HA, her screening history now looks like this:

- Failsafe Batch Episode with an episode creation date of 02.05.96 has an 'open' end code
- Episode A has an 'SC' end code
- Episode B has an 'SC' end code

At Newcastle HA, when the invitation stage of the failsafe batch is processed, AJ-BCP reassesses the woman's current screening history and leaves the failsafe episode 'open' because she has not been screened within the last twelve months. She will continue in the failsafe batch and the status of her episodes remains unchanged:

- Failsafe Batch Episode has an episode creation date of 02.05.96 with an 'open' end code
- Episode A with an episode creation date of 02.03.95 has an 'SC' end code
- Episode B with an episode creation date of 18.02.93 has an 'SC' end code

Example 5

A woman, who has just moved from Sunderland into the Newcastle area, is registered at Newcastle HA on 11.08.97 and has some old screening history reinstated which relates to a period in 1990-1992 when she previously lived in the Newcastle HA area. So, at the time of her registration at Newcastle HA, on 11.08.97, her screening history looks like this:

- Episode B with a creation date of 23.02.92 has an end code of SC
- Episode A with a creation date of 30.01.90 has an end code of PC

However, on 12.08.97, at Sunderland HA, the following screening history is about to be transferred via AJ-BCX to Newcastle HA:

- Episode D with an episode creation date of 02.03.97 has an 'SC' end code
- Episode C with an episode creation date of 18.09.94 has an 'SC' end code
- Episode B with an episode creation date of 23.02.92 has an end code of SC
- Episode A with an episode creation date of 30.01.90 has an end code of PC

At Newcastle HA, when her latest screening history is received via AJ-CIN (C124), because episodes A and B are recognised as already existing, only episodes C and D are copied onto the Newcastle HA system. So, at Newcastle HA, her screening history now looks like this:

- Episode D with an episode creation date of 02.03.97 has an 'SC' end code
- Episode C with an episode creation date of 18.09.94 has an 'SC' end code
- Episode B with an episode creation date of 23.02.92 has an end code of SC
- Episode A with an episode creation date of 30.01.90 has an end code of PC

Example 6

A woman has the following screening history at Sunderland HA:

- Episode A with an episode creation date of 02.03.95 has an 'PC' end code
- Episode B with an episode creation date of 18.02.93 has an 'SC' end code

She is deducted on 14.04.97 because she has moved to Newcastle HA.

Sunderland HA are not planning to run AJ-BCX to transfer deducted patient history until 20.04.97.

The woman is registered at Newcastle HA on 15.04.97 and she does not have any previous screening history on the Newcastle HA system.

At Newcastle HA, on 17.04.97, she is identified and selected for screening in a call only batch. The call batch is at selection stage. So, at Newcastle HA, her screening history now looks like this:

- Call Episode with an episode creation date of 17.04.97 has an 'open' end code

Sunderland HA, as scheduled, run AJ-BCX on 20.04.97 to transfer deducted patient history.

At Newcastle HA, on 21.04.97, her screening history is received from Sunderland HA and automatically updated onto the system via AJ-CIN (C124). At Newcastle HA, her screening history now looks like this:

- Call Episode with an episode creation date of 17.04.97 has an 'open' end code
- Episode A with an episode creation date of 02.03.95 has an 'PC' end code
- Episode B with an episode creation date of 18.02.93 has an 'SC' end code

At Newcastle HA, when the invitation stage of the call batch is processed, AJ-BCP reassesses the woman's current screening history and now sees that she has previously been screened; it then has to check to see if she is still due to be screened. Because the batch is a call batch and does not have a recall interval and safety period associated with it, AJ-BCP has to refer to the SO(D) screen to find the corresponding default values. Let's assume that AJ-BCP has picked up, from the SO(D) screen, a default recall interval of 36 months and a default safety period of 24 months; it subtracts the safety period from the recall interval (36-24) and gets the answer 12 months. It then checks to see if the episode creation date of the 'SC' episode is more than 12 months from the date of batch selection; if it is, the woman is still due to be screened.

In this example, the date of batch selection is the 17.04.97 and the 'SC' episode creation date is 18.02.93, therefore, the woman is obviously due to be screened and should continue in this batch. However, because the woman has previously been screened, AJ-BCP now says that her episode type must be changed from call to recall.

So, at Newcastle HA, after the invitation stage of the batch, her screening history now looks like this:

- Recall Episode with an episode creation date of 17.04.97 has an 'open' end code
- Episode A with an episode creation date of 02.03.95 has an 'PC' end code
- Episode B with an episode creation date of 18.02.93 has an 'SC' end code

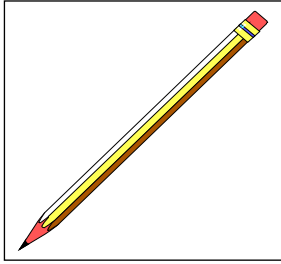
This is the only way that a woman can have a recall episode in a call only batch.

Notes

If AJ-BCP cannot get the recall interval and safety period from either the SB screen or the SO(D) screen, it will assume a recall interval of 36 months and a safety period of 24 months.

AJ-BCP always reassesses screening history at the invitation stage, irrespective of whether it was entered manually or automatically.

If AJ-BCP was processing a recall only batch and, at invitation stage, a woman's screening history was reassessed as now not having any episodes with an 'SC' end code, her recall episode type would be changed to a call type. This is the only way a woman can have a call episode in a recall only batch.



Identifying a Woman's Screening Office

It is important to be aware that many BSS information reporting jobs rely on being able to identify the Screening Office with which a woman is associated.

HAs Communicating with Only One Screening Office

If an HA communicates with only one Screening Office, the system will, by default, associate all the women in the HA with that Screening Office.

HAs Communicating with More Than One Screening Office

If an HA communicates with more than one Screening Office, the system associates a woman with a Screening Office according to her GP and/or Address code. Therefore, in order to identify a woman's Screening Office, each Screening Office coverage area **must** be defined (mapped) using GP codes, Address codes or a combination of both. The **SO(G) screens** are used to map coverage areas by GP codes and the **SO(S) screens** are used to map coverage areas by Address codes.

Because the system knows a woman's GP code and her Address code, it can search the Screening Office coverage areas to see if it can match them to a specific Screening Office.

If a woman's GP code and Address code are both defined as part of the same Screening Office coverage area, then she will be associated with that Screening Office.

If either the woman's GP code or Address code is defined as part of the coverage area of a Screening Office, but the other code is not, then the woman will be associated with that Screening Office.

If a woman's GP code is defined as part of a Screening Office coverage area, and her Address code is defined as part of a different Screening Office coverage area, then she will not be associated with a Screening Office.

If neither the woman's GP code nor her Address code is defined as part of the coverage area of a Screening Office, then she will not be associated with a Screening Office.

This is illustrated by the examples on the following pages.

Example 1: Each GP in the HA is Associated with Only 1 SO

- An HA communicates with two Screening Offices, SOA and SOB.
- Screening Office SOA is mapped with GP codes GP1, GP2, GP3 and Address codes AD1, AD2, AD3 and AD4.
- Screening Office SOB is mapped with GP codes GP4, GP5, GP6 and Address codes AD5, AD6, AD7 and AD8.

SOA	SOB
GP1	GP4
GP2	GP5
GP3	GP6
AD1	AD5
AD2	AD6
AD3	AD7
AD4	AD8

If a woman has a GP code of GP2 and an Address code of AD4, she will be associated with Screening Office SOA.

If a woman has a GP code of GP4 and an Address code of AD15, the system will associate her with Screening Office SOB. In this situation, the system uses her GP code to associate her with Screening Office SOB because her Address code is not defined with either Screening Office.

If a woman has a GP code of GP7 and an Address code of AD4, the system will associate her with Screening Office SOA. In this situation, the system uses her Address code to associate her with Screening Office SOA because her GP is not defined with either Screening Office.

If a woman has a GP code of GP3 and an Address code of AD8, the system has a conflict because her GP is with Screening Office SOA and her Address code is with Screening Office SOB. In this situation, the system will not be able to associate her with either Screening Office.

If a woman has a GP code of GP7 and an Address code of AD15, the system will not be able to associate her with either Screening Office. This is because neither her GP nor her Address code is defined with either of the Screening Offices.

Example 2: HA Includes GPs Associated with More Than 1 SO

You might want to map out Screening Office coverage areas using GP codes only, but find that some GPs border two or more Screening Offices. In these cases, you may have to map the border GP using the patients' Address codes. You would map out the different Address codes on the SO(S) screen according to the Screening Office they are associated with. For example:

- An HA, which communicates with two Screening Offices, SOA and SOB, has GP codes GP1, GP2, GP3, GP4, GP5, GP6 and GP7.
- GP1, GP2 and GP3 only have women going to Screening Office SOA.
- GP4, GP5, and GP6 only have women going to Screening Office SOB.

However, GP7 has women going to Screening Offices SOA and SOB, where the women with Address codes AD1 and AD2 go to SOA and the women with Address codes AD3 and AD4 go to SOB.

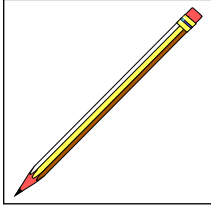
You could define the coverage areas as follows:

SOA	SOB
GP1	GP4
GP2	GP5
GP3	GP6
AD1	AD3
AD2	AD4

The system would identify women with GP7 and Address codes AD1 or AD2 as being associated with Screening Office SOA, and women with GP7 and Address codes AD3 or AD4 as being associated with Screening Office SOB.

This is because the system has recognised that GP7 was not defined with either of the Screening Offices, but has been able to associate the women with the relevant Screening Office according to their Address codes.

NOTE ➤ When the system cannot identify the Screening Office with which a woman is associated, it either reports that her Screening Office is unknown or produces a Caution message warning you that she cannot be associated with any SO coverage area. To maximise the benefit from the BSS information reporting jobs, and reduce the number of warnings about not being able to identify a woman's Screening Office, **COVERAGE AREAS MUST BE FULLY DEFINED on the HA system AND KEPT UP-TO-DATE.**



Analysis Print Viewer (AV) Screen

The AV screen may be used to view certain BSS reports prior to (or instead of) printing. Note that you can only view those BSS reports on the AV screen that you have the authority to run.

The AV screen works in much the same way as the PQ screen except that entries from the AJ-Q and PQ-AP screen will never be cleared down as a result of using the AV screen. Therefore, if using the AV screen as an alternative to printing, you should ensure that the report is deleted from the PQ-AP screen once you are sure it is no longer required.

To view the details of a BSS report on the PQ-AP screen, enter a key of **AV** with a qualifier of **AP,xxx** (where xxx is the job name, e.g. BIN). The screen displays an index of available reports and you can choose the required report by entering the relevant line number.

Similarly, to view the details of a BSS report on the PQ-APPA screen, enter a key of **AV** with a qualifier of **APPA,xxx** (where xxx is the job name, e.g. BIN). You can then choose the print number that is required. The screen displays an index of available reports and you can choose the required report by entering the relevant line number.

AV]Analysis Report Viewer			Qualifier[AP,BIN	]
ANALYSIS REPORTS -				
Line No.	Job Code	Print Type	Description	
1	BIN	Listing	NBR Duplicate Results	
2	BIN	Listing	NBR Duplicate Results	
3	BIN	Listing	NBR Duplicate Results	
4	BIN	Listing	NBR Duplicate Results	
5	BIN	Listing	NBR Duplicate Results	
6	BIN	Listing	WF End codes Exceptions	
7	BIN	Listing	WF End codes Exceptions	
Enter line no. to identify print required for viewing [1]				

Figure 1: Index of Available Reports

Because the width of a printed report is greater than that of a PC monitor, the AV screen text size is reduced so that a full print line can be displayed across the screen.

Page-on displays the next page of the report, Page-back displays the previous page of the report. However, it should be noted that the AV screen will only show up to 18 lines per page whereas the printed report will provide up to 66 lines per page. Therefore, use of the scroll bar may be necessary when viewing the equivalent of an entire printed page.

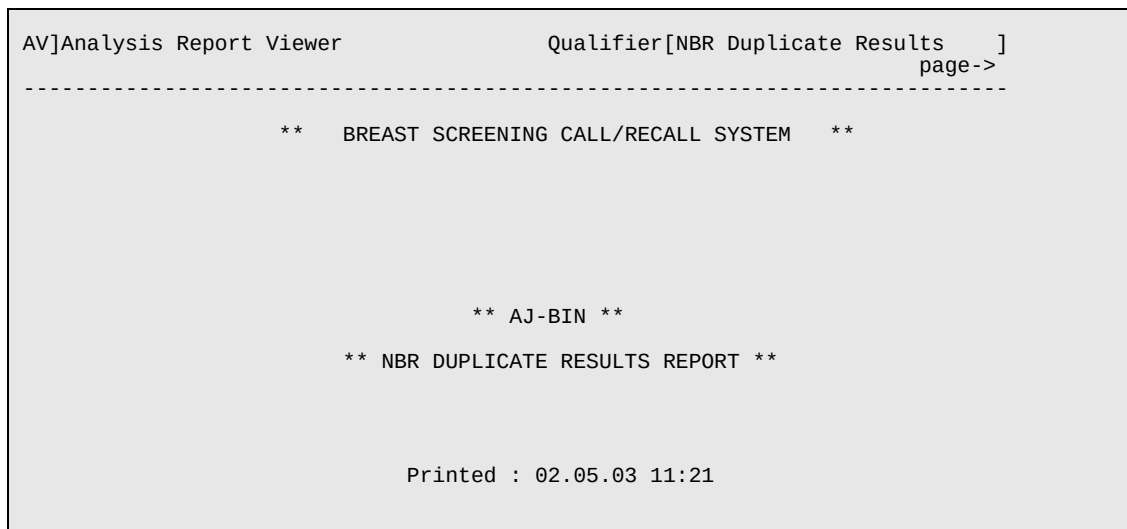
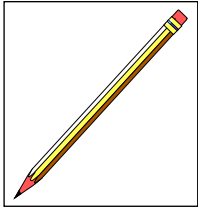


Figure 2: Summary Page of Selected Report

After reviewing a report, the text can be returned to its original size by entering an alternative screen name (e.g. HK) in the **Key** field.



The Impact of the Time Interval between Batch Select and the Invitation Stage

Introduction

Since the removal of the PNL stage from the screening batch process, it has become even more important to consider the effect of the time interval between the batch being selected (by AJ-BCR) and the invitation stage being processed (by AJ-BCP).

Some screening offices have elected to have the invitation stage processed immediately after a batch has been selected, whereas other screening offices wait for at least two weeks after a batch has been selected before asking for the invitation stage to be run. Running the invitation stage immediately after a batch has been selected means that the demographic information is as up-to-date as possible. However, it also means that women who have recently registered may be invited inappropriately because their screening history has not yet been received. Although this is the case on both normal and failsafe batches, it is more relevant to failsafe batches because they tend to pick up more women who have only just been registered.

The NHAIS Invitation Stage Processing

If a woman moves into your area and gets registered on your NHAIS system, it may take up to a further two weeks before any breast screening history is transferred-in from her previous NHAIS area. Therefore, if she is eligible by age, GP and/or area, she could be selected into a batch before her screening history has arrived.

To take account of this, when a screening batch is processed through the invitation stage by AJ-BCP, every woman in the batch is re-assessed in case there have been any changes to her demographic details or screening history since she was selected into the batch by AJ-BCR. If a woman is re-assessed as no longer being eligible for the batch, her corresponding batch episode is automatically closed with the most appropriate “W”ithdrawn end code.

For more information about the re-assessment process at the invitation stage, refer to the section on AJ-BCP in the Breast Screening Reference Manual.

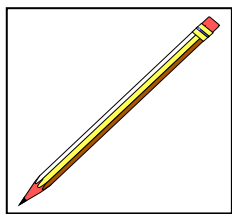
Impact

Running the NHAIS invitation stage two weeks after a batch has been selected means that women who have recently registered are more likely to have had their screening history transferred-in from their previous PCO and are less likely to be invited inappropriately. However, this method also means that women who have registered within the last two weeks will not be included in the batch.

Currently, it is down to local screening office policy to decide on the best option to use.

NHAIS screening managers should share this information with their screening office colleagues; then, when the screening office creates a batch specification, they will be

aware of the impact of the date they specify for the invitation stage to be run on the NHAIS system.



Automatic Email Notifications

Introduction

The SP-M screen, which is part of the NHAIS registration system, is used to maintain a list of email addresses for one or more specific users for each NHAIS system.

The system will use these email addresses to notify the specified users when certain events occur on the system. For example, breast screening system users may wish to be notified when:

- a new GP is registered who can have patients assigned to their lists; or
- GPs are cancelled so that those GPs are removed from GP groups.

NOTE ➤ As this screen is a Registration screen which is used by the breast screening system, we will only concentrate on breast screening-related information in this appendix.

Sites can use this screen to establish as many breast screening user category email addresses as they wish.

NOTE ➤ If only one entry exists on the SP-M screen it cannot be deleted.

For more detailed information on the SP-M screen, please refer to section 7 (System Parameters) of the Registration User Reference Manual.

How to Use the SP-M Screen

Directions to Access the Email Parameters Screen

1. Enter a key of **SP** with a qualifier of **M** and press **Enter**.

```

SP[System Parameters                               Qualifier[M]
                                           ]
                                           Email Parameters
Act  Code      Email address or User ID
[ ] [BSS ] [henry.smith@bigPCT.nhs.uk]
[ ] [BSO ] [john.doe@bigPCT.nhs.uk]
    [      ]
                                           ]

Action field - A to Amend, D to delete.

```

Figure 1: Email Parameters Screen

Understanding the Email Parameters Screen

Act

To amend an email address, enter **A** next to the entry. If you want to delete an entry, enter or **D** in the row for the address.

Key

With regard to the breast screening system, the valid codes are listed in the table below, together with a brief description of their use.

Code	Description
BSS	This is used to notify NHAIS breast screening system users when a new GP is registered on the GD screen. You will only be notified about new GPs who can have patients assigned to their lists.
BSO	If you only communicate with one screening office, you can use this code to notify the screening office when a new GP is registered on the GD screen who can have patients assigned to their list.

For details regarding the other valid codes, please refer to section 7 (System Parameters) of the Registration User Reference Manual.

Email Address or User ID

This can be either:

- the actual email address of the person who fulfils the responsibility defined in Code; or
- an NHAIS system User ID which has had an email address set up via the UA screen (within the master password system).

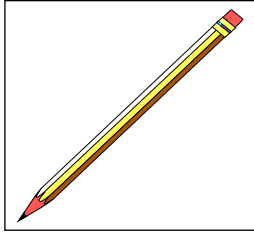
NOTE ➤ It is possible to have more than one email address or ID for each code.

Error Messages

ERROR MESSAGE	MEANING / ACTION
ACTION missing	The action field must have an entry, either 'A' or 'D'.
ACTION invalid	The action field can only be 'A' or 'D'.
CODE missing	The code field must be entered.
CODE invalid	The code field must be one of the pre-defined entries.
DELETE invalid	There must be at least one email address/user ID associated with this code.
CANNOT change	You cannot amend an entry marked for deletion.
EMAIL missing	The email/user ID field must have an entry.
EMAIL invalid	The email address must be a valid email address.
EMAIL exists	The email address or user ID you are adding for this code already exists for this code.
USER ID non-exist.	The user ID entered is not defined on the system.
USER ID no email	The user ID entered has not had an email address set up on the UA screen yet.
NOTHING changed	An amendment request has been entered, with no actual changes recorded.

Query Messages

QUERY MESSAGE	MEANING / ACTION
DELETE Email?	Are you sure you wish to delete this email address. <i>Press Enter to confirm.</i>



Next Test Due Dates

Rules for Calculating Next Test Due Dates

The Next Test Due (NTD) date is set/reset every time episode details are entered (or changed) and also every time the Call/Recall status is changed (from “Ceased” to “Normal” or vice versa). The NTD date is calculated according to the following rules:

Ep. Type	End Code	Calculation	Notes
Call / Recall	SC, PC, DNA/ DNR	Date of First Offered Appointment (DoFOA) + 36 months	If there is no DoFOA the episode date will be used instead.
Call / Recall	WC	Current Episode date + 36 months	For women whose Call/Recall Status is set to “Ceased” on the SW screen.
Call / Recall	WC	NTD will not be updated	For women whose Call/Recall Status is set to “Normal” on the SW screen, that is, they have been ‘un-ceased’.
Call / Recall	WS	Current Episode date + 36 months	For control arm of Age extension trials (i.e. for women who are randomised out of the batches). Also for Higher Risk women aged over 50.
Call / Recall	WB, WF, WD, WO, WM	NTD will not be updated	
Non-Batch Referral (H, G, S & E)	SC	Date of Actual Screening (DoAS) + 36 months	If there is no DoAS the episode date will be used instead. NTD date will only be set for a Higher Risk (H) episode if the woman is over 47. See Note 5 (below) for Early Recalls.
Non-Batch Referral (H, G, S & E)	All non-SC	NTD will not be updated	

Note 1: it is **not** possible to manually set or change a NTD Date.

Note 2: the NTD Date will always be set according to the most recent episode – which will update the NTD date according to the above table and to Note 3 below.

Note 3: an ‘open’ episode will not update the NTD Date.

Note 4: the exception to these rules will be the Isle of Man who will use a default 24 month recall interval instead of 36 months.

Note 5: NHSBSP Publication 49: “Clinical Guidelines for Breast Cancer Screening Assessment” (June 2010) specifies that women invited for early recall should be given bilateral two view mammography. Therefore, an Early Recall episode is counted as a full screen for the purposes of calculating a woman’s NTD date.

Note 6: once a woman under 70 years old has had a previous screening episode (either batch or NBR), any subsequent WS episode result transferred from NBSS will **not** update her NTD date.

The Transition to Screening by NTD Date Batches

The 'First Calls' Problem

If you are planning to change from using triennial RI/SP batches (for specified Areas or GPs) to using monthly NTD Dates batches (for the entire area an Screening Unit covers) you will encounter a problem during the transition period. When you run AJ-BCEN it will tell you there are a large number of women who are immediately due (see **Figure 1**).

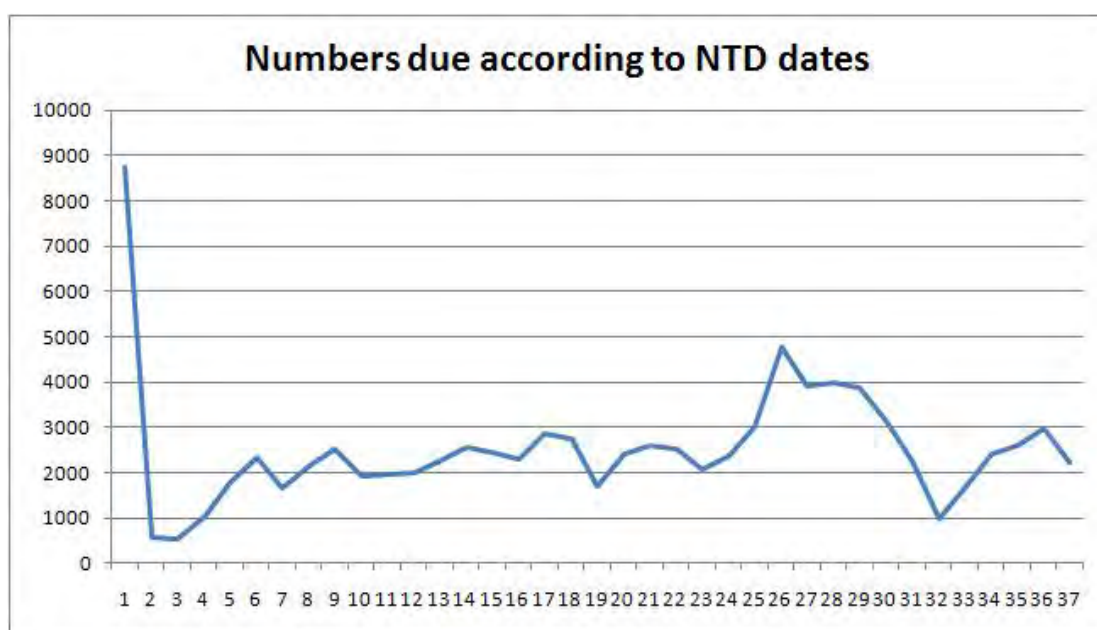


Figure 1: Number of Women Due According to NTD Dates (from AJ-BCEN)

NOTE ➤ This graph was generated from actual run of AJ-BCEN (at a live site), where figures are for Calls and Recalls, for all PCOs at that site. The numbers along the bottom axis represent months, where 1 is the current month, 2 is next month and so on.

The 'bulge' at the start of the graph is largely be composed of those aged 50-52 (or 47-52 if you have run AJ-BCEN for the extended age range) who are still awaiting their first call. You will need to manage these in such as a ways as to avoid calling them all in the first NTD dates batch you specify.

The following are three examples of methods to manage your first call women during your transition to using NTD dates batches. All three methods retain the key benefits of screening by NTD dates (i.e. removing the need to separately failsafe and avoiding inviting women early).

Method 1

Specify two NTD dates batches per month:

- Batch 1 – for recalls only, aged 50-70.
- Batch 2 – for calls only, using an expanding subset of those aged 50-70.

For example, in month 1 call those all those aged between 52 years 9 months to 70. In month 2 call those aged between 52 years 6 months to 70. In month 3 call those aged 52 years 3 months to 70, and so on.

After 12 months of these NTD batches your first call ‘bulge’ for 50-52 year olds would have been easily managed and you could just specify one call/recall NTD batch every month for everyone aged 50-70. You could then continue the same strategy to extend the age range into the 47-49 year old women.

Method 2

This method is similar to above, however you would only need to specify one call/recall NTD dates batch each month, gradually expanding the age range each month (similar to above).

For example, in month 1 specify an NTD batch for calls and recalls for those aged 52 and 9 months to 70. In month 2, expand the age range to 52 and 6 months to 70. In month 3, expand the age range to 52 and 3 months to 70, and so on.

You can see that the aim of both methods described above is to gradually extend the age range to (eventually) 50-70, thereby avoiding the ‘first call bulge’ during the transition to screening by NTDs.

Method 3

This takes a slightly different approach:

- **Step 1** – specify monthly NTD dates batches for the whole screening office coverage area for those aged 53-70.
- **Step 2** – following your existing screening round plan, use NTD dates batches to cover only those aged 47-53.
- **Step 3** – when your round is completed (after 3 years) the 50-52 ‘1st call bulge’ will have been removed (they would have already been invited when they were aged 47-49). You can now extend the age range of your monthly NTD dates batch (see Step 1) from 53-70 to 50-70.

NOTE ➤ These are just three examples and you may have to vary your own transition due to the numbers you have due for screening in any particular months and take into account your age extension plans.

The Age Extension Programme

The programme to expand Breast Screening to an age range of 47 to 73 has been under way for quite some time now. In January 2012 some of the pilot sites will complete an entire screening round using the extended age range. At this time it will become necessary for every site to run 'failsafe' batches (every quarter) for those aged 50, 51 and 52 (because a woman with a previous breast screening episode may have moved from the 'extended site' and may now be in danger of going more than three years between invites).

In order to failsafe these 50, 51 and 52 year olds, without inviting all of your women (in that age range) who are due their first call, you will need to specify an NTD dates batch and use the option to ***Only include women who already have an NTD date?***.

By setting this option to 'Y' on the SB screen (refer to Section 4, The SB Screen) the batch will only include those women who already have at least one breast screening episode. This is because an NTD date is only assigned to a woman once she has an episode updated with an end code.

NOTE ➤ If you haven't started your age extension programme yet and are planning to change to using NTD dates, you could use NTD dates batches in much the same way as discussed in *Transition to Screening by NTD Date Batches* (because there will be a 'first call bulge' which will need to be managed in much the same way) but for a lower age range. However, it is important that you discuss with your QA where your 'lower age limit' should be; it is unlikely you will want to begin inviting women for their first call when they have just turned 47.

By using NTD dates in this way (and once you have managed your first call bulges in both the age extension range *and* the 50-52 range), you will be able to combine all batches into one single monthly NTD dates batch with an age range starting at your 'lower age limit' and ending at 73. This batch could then be repeated each month and would have the benefits of:

- covering your entire age range;
- removing the need to run separate failsafe batches; and
- avoiding inviting women early.

Glossary

Term	Definition
Analysis job	Programs that may be ‘scheduled’ within the HA system.
Alphanumeric	A mixture of alphabetic and numeric characters, e.g. AB12.
Audit trail	A printed report allowing the verification of individual patient records.
Batch	A set of patient records that are grouped together.
Batch reference	The batch reference is provided by the Screening Office – it is usually alphanumeric , and should not be confused with the SB Ident (Screening Batch I dentification number).
Call	Women are ‘called’ for screening if they are to receive a mammogram for the first time or have not yet had a screening complete episode recorded on the system (women are only ‘ recalled ’ when they have had a screening complete episode recorded on the system).
Character	A number, letter or symbol on a keyboard or screen.
Closed episode	A woman’s screening episode which has been closed with the appropriate end code.
Control arm	A group of women in a trial; the control group follows the established screening pattern, and are compared with women undergoing trial conditions in the study arm
Cursor	Character or image on the screen that shows you where you are; cursors are usually flashing squares or underlines.
Data	Information.
Database	A large store of information that can be handled by computer.
Deducted patients	A woman who has been deducted from the ‘live’ HA database.
Default	Automatic setting by the computer if no selection has been made.
Download	The process of automatically transferring an amount of information from one computer system to another.
Field	An area on a computer screen requiring the input of information, usually enclosed by brackets.
FHSCU	The F amily H ealth S ervices C omputer U nit.
GP code	A six character code used by the HA to uniquely identify a GP within their system.
Kermit	The name of a program that enables electronic communication between computer systems.
Key	A two character identifier in the top left-hand corner of the screen, which determines the screen being (or to be) displayed.
Open episode	A woman’s screening episode which has not yet been assigned an end code.
Output	Any result that comes from the computer, usually in the form of text,

Term	Definition
	numbers or graphics.
PNL	P rior N otification L ists – lists of women due for screening, sent to GPs for checking/updating. Note > As from August 2006, PNLs are no longer produced by the system.
Program	A sequence of instructions that directs the computer to perform a specific operation.
Qualifier	The code used in conjunction with a key to select a particular screen.
Recall	If a woman has a screening history, i.e. her last screening episode has an end code of SC – Screening Closed, she will be ‘Recalled’ for screening in the future.
SB Ident	The S creening B atch I dentification number; this is generated on the SB screen when the batch is first defined by the HA.
SBL	S creening B atch L ist.
SO	S creening O ffice.
Software	Computer programs .
Study arm	A group of women involved in a trial; women in the study group will be under trial conditions, i.e. they will receive screening at an earlier age or at more frequent intervals.
Update	The term used when new information is added to a database .