

# **National Cervical Screening Programme**

**Cervical Screening History  
Summary**

**Indici user set-up guide**


**September 2025**

# Cervical Screening History Summary

The Screening History Summary pulls patient data directly from the National Cervical Screening Register in real-time. The summary contains patient details, next expected screening event and a full screening history. Accessing this directly in the patient notes is much easier, faster and secure than over email.

## Example Screening History Summary

**National Cervical Screening Programme**  
**Screening History Report**  
As at 04-11-2024 10:23



National Cervical Screening Programme

**Participant Details**

Full Name	Hamish HPV do Not Use - PMS	Gender	Male
Date of Birth	06-05-1995	Sex assigned at birth	Female
Ethnicity	Māori, Samoan	Address	133 Molesworth Street, Thorndon, Wellington, 6011
NHI Number	ZMH3129		

**Participant Summary**

Pathway Status	1st Repeat HPV Recall	Immune Deficient	No information available
Next Expected Event	HPV Test Result	Total Hysterectomy	No information available
Next Event Due Date	12-08-2025	Cervical/Vaginal Cancer	No information available
Send programme correspondence	Yes		

**Screening History**

Specimen taken  
Event

12-08-2024  
Cytology Test

Specimen Type	LBC - Liquid based cytology
Specimen Id	ZMH312991024319
Site Code	R - Cervical
Specimen Taker	Coral Fonseca
Requested By Facility	Dr John E Upsdell's Surgery
Received By Facility	Amanda's Family Planning Clinic
Adequacy	S1 - The specimen is satisfactory for evaluation.
Interpretation	ASL - There are atypical squamous cells of undetermined significance (ASC-US) present, LS - There are abnormal squamous cells consistent with a low grade squamous intraepithelial lesion (LSIL; CINI/HPV).
General Category	G2 - CYTOLOGY: EPITHELIAL CELL ABNORMALITY
Recommendation	H5 - Please repeat the HPV test in 12 months. A clinician-taken Liquid Based Cytology (LBC) sample is recommended as cytology may also be indicated.
Grade	LG - Low Grade

Specimen taken  
Event

12-07-2024  
HPV Test

Specimen Taker	Coral Fonseca
Requested By Facility	Dr John E Upsdell's Surgery
Received By Facility	Amanda's Family Planning Clinic
Specimen Id	ZMH312981024430
Test Type	ABAL - Abbott Alinity
Subtype Detected	HPV: NOT DETECTED
Recommendation	H7 - Please recall now for a clinician-taken liquid-based cytology (LBC) sample as cytology is indicated.

The information in this report is held in the NCSP Register. If you believe it to be incorrect, please call 0800 729 729

Hamish HPV do Not Use - PMS ZMH3129

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**Health New Zealand**  
Te Whatu Ora

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# Accessing the Cervical Screening History Summary

## Step 1:

Organisations that wish to access the Cervical Screening History Summary register their interest with Te Whatu Ora by completing [this form](https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/1083/create/1471) (https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/1083/create/1471)

Information required includes:

- The authorised signatory for each Organisation and **all** its facilities. Signatory name, email & position are required.
- the Facility Manager or Admin contact details for each practice/facility.

## Step 2:

Each Organisation will receive an email with a link that will open the Information Access and Use Agreement in the browser. (One email and signature required per unique HPI Org ID – this may mean one individual could be signing more than one agreement).

## Step 3:

The Organisation must accept the Information Access and Use Agreement.

## Step 4:

Te Whatu Ora will inform the PMS vendor when an organisation accepts the Information Access and Use Agreement.

## Step 5:

Indici will enable the Cervical Screening History Summary functionality for the Practices within that organisation.

## Step 6:

The practice enables role-based access to eligible healthcare providers in their PMS (clinicians with an HPI-CPN).

## Step 7:

The first time the healthcare provider clicks on the “Time to Screen” button, the End User Agreement will open and must be accepted.

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# Setting up your users

## Setting Access Permissions

Users need to be given access to retrieve the patient's Cervical Screening Summary. To manage access:

1. Go to Configurations > User Management > Access Rights
2. Expand Patient Consult in the very left-hand column and mark the checkboxes next to National Cervical Screening Program for the relevant user roles:

– Patient Consult	Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ National Cervical Screening Program	Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click Save.

## HPI-CPN required for all end users

Everyone who wishes to access a Screening History Summary must have an HPI-CPN number. Please ensure all users have one of these and it is correct and up to date.

**Please ensure your clinicians have a copy of the Indici User Guide for Clinicians which has been provided to your practice.**

**What should I do if I believe any of the information on the Cervical Screening Summary is incorrect?**

Contact the NCSP Regional Register Team

<https://www.tewhatauora.govt.nz/health-services-and-programmes/ncsp-hpv-screening/contacts-and-locations>

**Who can I contact for further information, queries or suggestions?**

The NCSP Regional Register Team on 0800 729 729 for any queries regarding the summary. For any technical support, please check with your practice's Indici admin or refer to the User Guide for Clinicians.

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# Accessing a Patient's Cervical Screening Summary

## Information Access and Use Agreement

In accordance with the Health (National Cervical Screening Programme) Amendment Act 2021, to access patient cervical screening data you must be a Registered Healthcare Provider with an HPI-CPN. An Information Access and Use Agreement must be signed by all practitioners. For more information on the legislation please refer to:

<https://www.legislation.govt.nz/act/public/1956/0065/latest/whole.html#DLM307750>

## What if I don't accept the Information Access and Use Agreement?

You will not be able to access the Cervical Screening History Summary in your PMS.

## How often will we have to accept the Information Access and Use Agreement?

Once the organisation has accepted the Information Access and Use Agreement, each healthcare provider will only be required to accept the End User Information Access and Use Agreement the first time they click on the Cervical Screening button or link in their PMS.

**If the healthcare provider works at multiple practices, they will need to accept the Information Access and Use Agreement at each practice they work at.**

## HPI-CPN number

This is required to accept the Information Access and Use Agreement, the Screening History Summary won't work if it hasn't been entered correctly. Practice Managers and Nurses please refer to:

[https://nursingcouncil.org.nz/Public/NCNZ/Public\\_Register.aspx](https://nursingcouncil.org.nz/Public/NCNZ/Public_Register.aspx)

Doctors can login to: [mymcnz.org.nz](https://mymcnz.org.nz) and find their HPI-CPN on their annual practicing certificate.

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# Where to access the Screening History

## Summary


There are five places throughout Indici where you can access a patient's Cervical Screening Summary. Please note, a valid NHI must be recorded on the patient profile. The integration API uses NHI to locate patients in the NCSP Register.

### Consult Toolbar

An NCSP 'Time to Screen' icon will appear in the Consult Toolbar if the integration has been enabled. Click it to view and select available documents within the Register:



You can either download or view the screening summary by clicking the respective icons in the Actions column:

National Cervical Screening Summary			
Attachments		History	
Document Name	Created Date	Actions	
National Cervical Screening Programme - screening summary as at 18-02-2025 19:26	18/02/2025 11:26:35	 	

Clicking the Download button will open a pop-up window. By default, the screening history will not be saved to the patient portal. If you would like the history to be saved to the patient portal, please uncheck the tick box shown.

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National Cervical Screening Summary

Do not show on Portal

☒

Comment

Download

Previously downloaded screening summaries can be accessed by clicking the **History** tab:

National Cervical Screening Summary				
<div>AttachmentsHistory</div>				
Document Name	Created Date	Provider Name	Action	Action At
National Cervical Screening Programme - screening summary as at 18-02-2025 19:26	18/02/2025 03:26:35		Viewed	18/02/2025 11:26:35
National Cervical Screening Programme - screening summary as at 18-02-2025 19:23	18/02/2025 11:23:25		Viewed	18/02/2025 11:23:24

Inbox

If the Inbox item subject is **HPV**, **Cytology** or **Cervical**, then the **View NCSP History** button will be available as per the screenshot below:

Ali HASSAN - 01/05/2023

InboxAttachments (0)Tasks (1)MeasurementsResultsPromptsDiagnosisTimelinePatient Inbox

Name: Ali HASSAN

NHI: 6421234567

DOB: 01/05/2023

Age: 15 M(x), 3 W(x)

Phone Number: 021 123 4567

Subject: cytology

Result Date: 13/05/2024

Attention: --Select--

Provider: --Select--

Default GP: ☐

Folder: --Select--

Order: --Select--

ACC45: --Select--

Diagnosis: --Select--

jest

Do not show on Portal

☒

Confidential

☐

Inactive

☐

Name: Ali HASSAN

NHI Number: 6421234567

DOB: 01/05/2023

Last RX: 12/05/2023

Last F 2 F GP Appt: 15/09/2023

Next GP Appt:

Provider: Admin GV

GP: Admin GV

Ordering Provider: Admin GV

Patient GP: Admin GV

Laboratory: Admin GV

Observation Date: 13-May-2024 12:00 AM

View NCSP history

Create Referral

Draft SMS

Draft Private Email

Print

File As Normal

File

Previous

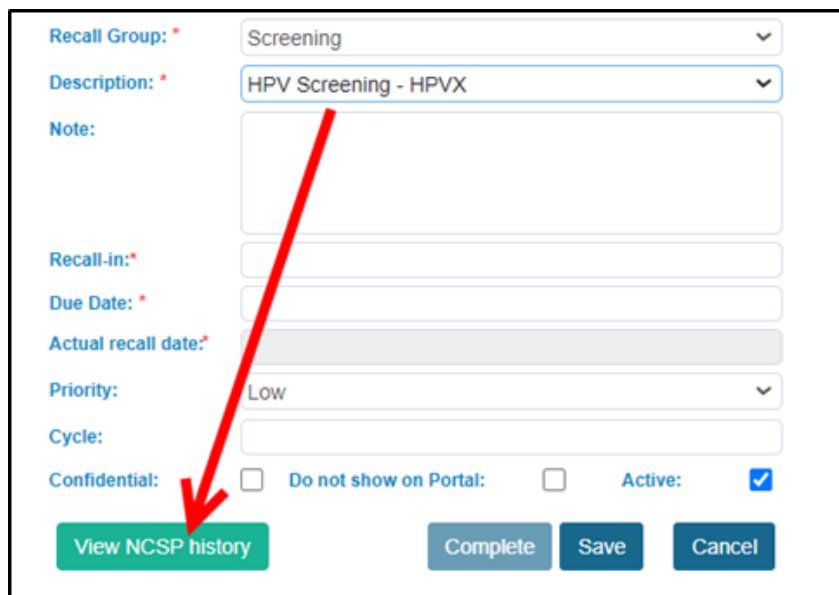
Next

OK

Cancel

## Recall

If HPV Screening is selected in the Description, then the **View NCSP** button will be displayed at the bottom of the Recall window:



Recall Group: \* Screening

Description: \* HPV Screening - HPVX

Note:

Recall-in: \*

Due Date: \*

Actual recall date: \*

Priority: Low

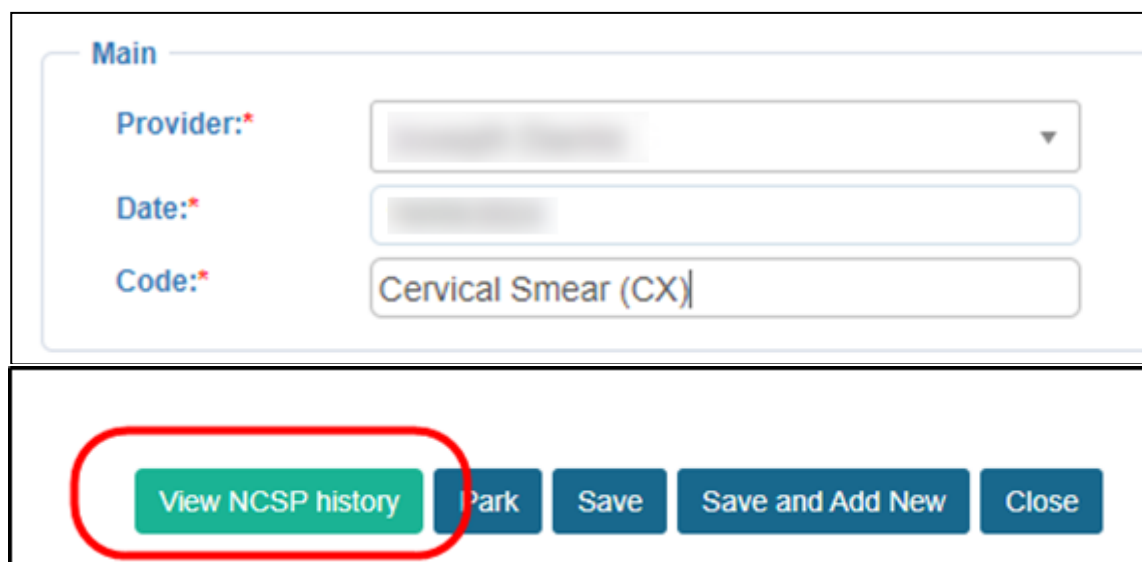
Cycle:

Confidential: ☐ Do not show on Portal: ☐ Active: ☒

View NCSP history Complete Save Cancel

## Measurement

If a cervical smear measurement is selected, then the **View NCSP History** button will be displayed at the bottom of the measurement window:



Main

Provider: \*

Date: \*

Code: \* Cervical Smear (CX)

View NCSP history Park Save Save and Add New Close



## Key contacts

### What should I do if I believe any of the information on the Cervical Screening History Summary is incorrect?

Contact your Regional Coordinator

Please refer: <https://www.tewhatauora.govt.nz/health-services-and-programmes/ncsp-hpv-screening/contacts-and-locations>

### Who can I contact for further information, queries or suggestions?

Your regional coordination team on 0800 729 729 for any queries regarding the summary. For any technical support, please check with your practices Indici admin or refer to the Quick Reference Guide for your PMS.

## Useful Links

### Regional HealthPathways Links

<https://healthify.nz/healthcare-providers/r/regional-healthpathways-links-hcps/>

### Nursing Council Register – HPI CPN

[https://nursingcouncil.org.nz/Public/NCNZ/Public\\_Register.aspx](https://nursingcouncil.org.nz/Public/NCNZ/Public_Register.aspx)

### Clinical Practice Guidelines

<https://www.tewhatauora.govt.nz/publications/clinical-practice-guidelines-for-cervical-screening-in-aotearoa-new-zealand>

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