

Standard Operating Procedure, Norfolk Medical Readiness Division, COMNAVSURFLANT
Management of Cervical Cancer Screening

Purpose: To ensure that 100% of patients seen by Medical Readiness Division (MRD) providers are notified regarding the results of their cervical cancer screening pap test and given appropriate follow up guidance and/or referrals to manage significant abnormalities.

Refs: (a) The American Society of Colposcopy and Cervical Pathology (ASCCP) 2012 guidelines, updated August 2014 and available at: <http://www.asccp.org/guidelines>.

(b) COMNAVSURFPAC/COMNAVSURFLANT Instruction 6000 series

Encl: (1) MRD form letter for conveying pap results

(2) Cervical Cancer Screening tracking spreadsheet

Background: The majority of active duty sailors seen at MRD are from non-physician provider ships. Because these patients' normal workdays are aboard a ship; the ability to directly contact the patient regarding their results is greatly limited. Recent reviews of the medical records of women on ships revealed that many women had not received the appropriate notification and/or management of abnormal results. This same review revealed a lack of standardized tracking mechanism throughout SURFLANT.

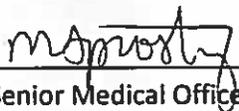
Procedure:

1. All Well Woman appointments are scheduled in coordination with the ship's Independent Duty Corpsman (IDC), and the MRD corpsman.
2. Upon checking into MRD for a well woman exam, the patient completes 2 forms: a medical history form, and the notification form letter (enclosure 1). Both forms include contact information provided by the patient. The form provides implied patient consent to allow the provider to send the results in the method preferred by the patient.
3. The MRD corpsman or provider staff will use the contact information provided by the patient to update the comments section in Demographics in AHLTA.
4. Per the NMCP Lavatory staff, specimen collection of all paps requiring HPV co-testing (see ASCCP algorithms) must have "HPV" written on the top of the cup. Specimen labels are initialed by the patient to ensure accuracy of label information.
5. The paps are logged into the MRD log book to provide an additional monitoring tool prior to the sample leaving the office. The log entries include the patient's identifiers, the ship, provider, & date of exam.
6. The paps are transported to the MTF lab via a duty vehicle with the log book, and the receiving tech will legibly sign the log book for each specimen received.
7. Once the results of the pap arrive in the provider's CHCS or AHLTA inbox; the provider contacts the patient via the patient's preferred method. If the patient cannot be contacted, or the form letter is returned to the sender, the IDC of the ship will be contacted directly.
8. If the patient consents, reminders on when to schedule the appropriate follow up for abnormal results (per reference [a]) can be sent to the patient via the Outlook calendar function. The patient's IDC and the secured MRD e-mail address will be copied on the reminder, to include the patient's DoD ID (eliminate use of last 4 of SSNs).

Standard Operating Procedure, Norfolk Medical Readiness Division, COMNAVSURFLANT
Management of Cervical Cancer Screening

9. A telephone consult will be opened in AHLTA to document the provider's efforts to inform the patient regarding her pap results and follow up recommendations.
10. Failure of the patient to arrive for their appointments will be communicated by the provider or the MRD corpsman to the IDC of the patient's ship.
11. Per reference (b), IDCs are responsible for maintaining the Cervical Cancer Screening spreadsheet aboard their ships. The health record must contain a hard copy of the pap test as well as the HPV co-test (if done). The provider can securely forward the pap results to the ship's IDC via CHCS as needed, or can be sent with password protection as a Word document (if requested by the IDC). The updated IDC contact list is found on the SURFLANT share drive.
12. The IDC will provide a copy of the cervical cancer screening spreadsheet updated with new results and new check-ins to their physician supervisor on a monthly basis for review.

Updated: 13 Aug 16

Approved: 
Senior Medical Officer, Medical Readiness Division


COMNAVSURFLANT Force Surgeon

**Medical Readiness Division
Commander, Surface Forces Atlantic**

1687 Pocahontas St.
Norfolk, VA 23511

(757)445-5446



Date: _____

Patient Name: _____ DoD ID: _____

Command: _____

Preferred method of being contacted regarding your results (rank by numerical preference):

Email: _____ Telephone/cell: _____

Mailing Address for this form letter: _____

The results of your recent Pap test have been reviewed and the following are the findings and/or recommendations:

_____ Your Pap Test was negative. Per the current guidelines from the American Society of Colposcopy and Cervical Pathology (ASCCP), schedule your next pap exam in: _____.
The current guidelines are available: www.asccp.org.

_____ Your Pap Test results was unsatisfactory, please have your IDC reschedule a repeat Pap in 2-4 months.

_____ Your Pap results were abnormal, it is important that you call the Medical Readiness Division at **757-445-5446** for further discussion and possibly further diagnostic exams.

_____ Your Pap test showed _____, and the recommendation is to follow up for a repeat pap in _____.

Any questions or concerns please feel free to contact the Medical Readiness Division Clinic at **757-445-5446**.

Sincerely,

Medical Readiness Division, SURFLANT

