



Guide to View Reports in Helix

This guidance explains how colposcopy (COLP) units can access their own cervical screening reports in Helix.

Each unit will only be able to view reports related to their specific COLP site, as access to other units' data is restricted.

To ensure the correct screening results are shown, specifically those authorised by Cervical Screening London (CSL), units must select 'Routine Only' under the 'Cytology Type' tab.

Do not select 'Direct Referrals' or 'All Cases'.

Step by Step Instructions

1 Log into Helix

Open Helix using your normal login credentials.

Access permissions allow each COLP unit to view only their own unit's patient reports.

2 Navigate to the Cytology Reports Section

From the main menu, select:

Cytology Type → Routine Only → Search

Units can also use the following options to filter the specific period they need to review:

- Sample Received After (date)
- Sample Received Before (date)

3 Ensure Your COLP Unit Is Selected

The system automatically restricts access so users can only view and work within their assigned COLP unit.

You will not see any data from other COLP units.

On the dashboard, select the correct site.

4 Open the 'Cytology Type' Tab

Locate the 'Cytology Type' tab within the filtering panel and select the correct cytology category.

To view CSL authorised routine screening results:

- **Select: Routine Only**
- **Do NOT select:** Direct Referrals
- **Do NOT select:** All Cases

Routine Only: Shows all screening samples that have been processed and authorised by CSL for patients belonging to your COLP unit. This ensures you are viewing only the routine screening results relevant to your service.

Direct Referrals: Refers to samples taken in primary care, gynaecology, sexual health services, and other external settings where the patient requires a referral to the COLP unit. These cases need follow up and management within your COLP service.

All Cases: Displays a combined view of results for samples taken in primary care, gynaecology, sexual health, etc., and reports for patients seen directly within COLP.

5 Apply Filters and View Reports

After selecting 'Routine Only', click 'Search'.

The system will display all authorised routine cytology results for patients assigned only to your COLP unit.

Resetting Filters (Important)

If the wrong filters are selected or the results appear incorrect, use the 'Reset' button to reset all tabs and clear all filters. This ensures you start again with the correct filter selection.

6 Download, Print, or Review (Optional)

You may use Helix's export or print features for:

- Daily reviews
- Audit requirements

Troubleshooting

If you cannot see expected reports:

- Make sure the Cytology Type is set to 'Routine Only'.
- Verify you are logged into the correct COLP unit.
- Check that the patient is correctly assigned to your unit in Helix; if not, notify the CSL Administrator (hsl.csl.directreferrals@nhs.net).

If the problem continues, contact Helix Support (helpdesk@tdlpathology.com) and copy in the CSL Administrator (hsl.csl.directreferrals@nhs.net).

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