

Managing Incoming HPV Reports - TELUS PS Suite EMR

Purpose

This guide outlines best practices for managing cervical Human Papillomavirus (HPV) reports within the TELUS PSS EMR system.

Key Points

- Cervical HPV testing replaced Pap tests on **March 3, 2025**.
- **Do not** categorize cervical HPV reports as Pap tests.
- If any reports have been categorized as Pap tests, **please correct their category**.

Why this Matters

- Accurate and up-to-date patient records are essential to ensure everyone involved in care has the right information, when needed.
- Categorizing cervical HPV reports as Pap tests in the EMR can be misleading, resulting in **incorrect screening recommendations**.

How to Post a Cervical HPV Result to the Patient's Chart

Scenario 1: The cervical HPV report received from the lab inbox

- The report will already be categorized as a **lab report**.
- **Do not** categorize the report, simply post it. The EMR will recognize it as a cervical HPV report.

Scenario 2: The cervical HPV report received via eFax or scanned paper copy

Note: Before posting, check if the report is in the patient's chart or lab inbox. If so, you can skip the steps below.

Download the report directly from OLIS. [Downloading Lab Reports from OLIS for a patient](#). If OLIS is not an option, you can categorize the report using the sub-category **HPV [Misc. Diagnostic Test]** [Steps to Create custom subcategories](#) and add **cervical HPV** to **Additional Info** text box. An alternative is to add the HPV report as a **Manual Lab Entry**. [Steps to Enter Lab Results manually](#).

Correct Cervical HPV Reports Categorized as Pap Tests

OntarioMD (OMD) has developed a search that allows you to identify patients whose HPV reports may have been incorrectly categorized as Pap tests.

1. Import the **OMD Identify Miscategorized HPV Reports** search. [Steps to Import Searches](#).
2. Run the search — patients whose cervical HPV reports were miscategorized as Pap tests will show dates in both the Pap and HPV columns.
3. For each patient record listed, verify that the HPV report is in the chart. Update the report by changing the category to **HPV [Misc. Diagnostic Test]** and in notes, enter **Cervical HPV** [screen shot #1]. [Steps to Create custom subcategories](#). [Steps Changing a category after posting a report](#).

If you require further assistance, please contact OntarioMD at 1-866-744-8668 or support@ontariomd.com.

Screenshot #1: Posting a Cervical HPV Report Category

Report

Date Created: ← Oct 31, 2025 → Date Received: ← Oct 31, 2025 →

Categories

PS Categories:

Report Categories: **HPV [Misc. Diagnostic Test]**

Doctors To Notify: any doctor

Report

Author's Name:

Source Facility:

☐ Normal

☐ **Oct 31, 2025** HPV [Misc. Diagnostic Test]
Received: Oct 31, 2025
Cervical HPV