

Using Recommendations for Breast Cancer Screening
When Patient is Due for Screening

1. Select **Breast Cancer Screening Recommendation** and click on **Orders**.
2. Choose the appropriate order.
3. Enter the Ordering Physician details of **Order** and select **Cosign Required**. Click **OK**.
4. Click on **Orders for Signature** "shopping cart."
5. Associate the correct diagnosis to the order (use Z12.31 for Breast Cancer Screening by mammogram) and click **Modify Details**.
6. Open the **Order Details** and complete necessary fields and sign.
7. The Breast Cancer Screening Recommendation can now be viewed in the **Not Due/Historical** tab.

When Patient has had Screening and Report is Available

1. Locate report in Outside Records under Clinical Notes, Documents or Documentation.
2. If results are available and within the recurrence timeframe, navigate to **Recommendations**.
3. Select the **Breast Cancer Screening Recommendation** to update.
4. Click on **Actions** and select **Done Elsewhere**.
5. Complete the **Satisfy Date**, **Reason** and **Comment** (if necessary) fields and click **Save**.

When Patient has had Screening and Report is Not Available

1. If **Recommendations** show breast cancer screening is due, patient states it has been done however the report is not available, have them complete a **Medical Release of Information** form.
2. Fax the completed and signed form to the performing facility.
3. Once report is received, update the **Recommendation** as explained above.
4. Notify the provider that the report is available to review and sign-off on.

When Patient is Due for Screening and Recommendation is Not Listed

1. Follow steps to place appropriate breast cancer screening order.
2. Contact Ambulatory Informatics at 231 392-0229 to notify them of the issue.

When Patient is due for screening and mastectomy procedure(s) is not documented

1. Navigate to the **Breast Cancer Screening Recommendation**
2. Click on **Actions**.
3. Select corresponding procedure(s): Bilateral Mastectomy Procedure, or Mastectomy of Left Breast Procedure **AND** Mastectomy of Right Breast Procedure.
4. Enter the date of the procedure(s).
5. Remove your own name from the Physician field. **Add** the surgeon's name if known. If surgeon unknown, leave blank.
6. Click **Save**.
7. Navigate to the Problem List.
8. From the **Add as drop down**, select **This Visit and Chronic**.
9. Add ICD-10 Code Z90.13 for bilateral mastectomy. For Right and Left Breast Mastectomies, add procedure codes Z90.11 AND Z90.12.
10. If the procedures are already present and the Breast Cancer Screening Recommendation has not auto-cancelled, contact Ambulatory Informatics at 231-392-0229 to notify them of the issue.

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1. Select **Breast Cancer Screening Recommendation** and click on **Orders**.
2. Choose the appropriate order.
3. Enter the Ordering Physician details of **Order** and select **Cosign Required**. Click **OK**.
4. Click on **Orders for Signature** "shopping cart."
5. Associate the correct diagnosis to the order (use Z12.31 for Breast Cancer Screening by mammogram) and click **Modify Details**.
6. Open the **Order Details** and complete necessary fields and sign.
7. The Breast Cancer Screening Recommendation can now be viewed in the **Not Due/Historical** tab.

When Patient has had Screening and Report is Available

1. Locate report in Outside Records under Clinical Notes, Documents or Documentation.
2. If results are available and within the recurrence timeframe, navigate to **Recommendations**.
3. Select the **Breast Cancer Screening Recommendation** to update.
4. Click on **Actions** and select **Done Elsewhere**.
5. Complete the **Satisfy Date, Reason** and **Comment** (if necessary) fields and click **Save**.

When Patient has had Screening and Report is Not Available

1. If **Recommendations** show breast cancer screening is due, patient states it has been done however the report is not available, have them complete a **Medical Release of Information** form.
2. Fax the completed and signed form to the performing facility.
3. Once report is received, update the **Recommendation** as explained above.
4. Notify the Provider that the report is available to review and sign-off on.

When Patient is Due for Screening and Recommendation is Not Listed

1. Follow steps to place appropriate breast cancer screening order.
2. Contact Ambulatory Informatics at 231 392-0229 to notify them of the issue.

When Patient is due for screening and mastectomy procedure(s) is not documented

1. Navigate to the **Breast Cancer Screening Recommendation**
2. Click on **Actions**.
3. Select corresponding procedure(s): Bilateral Mastectomy Procedure, or Mastectomy of Left Breast Procedure **AND** Mastectomy of Right Breast Procedure.
4. Enter the date of the procedure(s).
5. Remove your own name from the Physician field. **Add** the surgeon's name if known. If surgeon unknown, leave blank.
6. Click **Save**.
7. Navigate to the Problem List.
8. From the **Add as drop down**, select **This Visit and Chronic**.
9. Add ICD-10 Code Z90.13 for bilateral mastectomy. For Right and Left Breast Mastectomies, add procedure codes Z90.11 AND Z90.12.
10. If the procedures are already present and the Breast Cancer Screening Recommendation has not auto-cancelled, contact Ambulatory Informatics at 231-392-0229 to notify them of the issue.