

**Using Recommendations for Lung Cancer Screening**
**Patient is Due for Screening – Screening Not Complete**

1. Select **Lung Cancer Screening Recommendation** and click on **Orders**.
2. Choose the appropriate order – CT or Ambulatory Referral to Oncology.
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 and click **Modify Details**.
6. Open the **Order Details**, complete the necessary fields, and click **Sign**.
7. The Lung Cancer Screening Recommendation can now be viewed in the **Not Due/Historical** tab.

**Screening Complete and Report is Available**

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

**Screening Complete and Report is Not Available**

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

**Patient is Due for Screening – Recommendation is Not Listed**

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

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8. Select **Lung Cancer Screening Recommendation** and click on **Orders**.
9. Choose the appropriate order – CT or Ambulatory Referral to Oncology.
10. Enter the Ordering Physician details of **Order** and select **Cosign Required**. Click **OK**.
11. Click on **Orders for Signature** “shopping cart.”
12. Associate the correct diagnosis to the order and click **Modify Details**.
13. Open the **Order Details**, complete the necessary fields, and click **Sign**.
14. The Lung Cancer Screening Recommendation can now be viewed in the **Not Due/Historical** tab.

**Screening Complete and Report is Available**

6. Locate the report in Outside Records.
7. If results are available and within the recurrence timeframe, navigate to **Recommendations**.
8. Select the **Lung Cancer Screening Recommendation** to update.
9. Click on **Actions** and select **Completed**.
10. Complete the **Satisfy Date, Reason, and Comment** (if necessary) fields and click **Save**.

**Screening Complete and Report is Not Available**

5. If **Recommendations** show lung cancer screening is due and the patient states it has been completed but the report is not available, have the patient complete a **Medical Release of Information** form.
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