

Select any Fecal Occult or

FIT POC order to complete

# Colon Cancer Screening Workflow for Providers, Clinical Staff and Quality Incentive Coordinators

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Summary: Colon Cancer Screening is now recommended for all patients ages 45 - 75 and will display on the Recommendations Component within the Ambulatory Workflow. To satisfy requirements to meet quality measures for colon cancer screening, one of the following needs to be completed within the Recommendations Component:

Recommendations

- Fecal Occult Blood POC or Fecal Immunochemical Test (FIT) POC ordered
- Cologuard Transcribed Result entered
- Colonoscopy
- Colectomy documented or exclusions to Colon Cancer Screening documented

Support: Ambulatory Informatics at 231-392-0229.

### **Fecal Occult Blood or FIT POC Order**

#### **Provider or Clinical Staff:**

- 1. Navigate to the Colon Cancer Screening within the Recommendations Component on the Ambulatory Workflow.
- 2. Click Orders.
- 3. Select the appropriate **Order**.
- 4. On the Ordering Physician screen, choose **Order**, enter the ordering provider's name and select Cosign Required as the communication type. Click OK.
- 5. Click the **Orders for Signature** icon.
- 6. Associate the diagnosis **Z12.11 Colon** cancer screening to the order and click Sign.
- 7. The Colon Cancer Screening will now be available in the Not Due/Historical tab of the Recommendations Component.

Once the patient returns a completed Fecal Occult Blood Test or FIT test, complete the following steps. (If results are received by other means, proceed to next section below).

#### Office Staff:

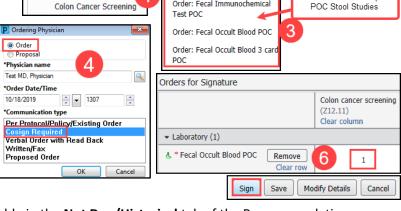
- 1. Schedule the patient for a Nurse Visit.
- 2. Check patient in for the Nurse Visit.
- 3. Deliver the returned fecal occult blood/FIT card to the appropriate clinical staff.

### **Clinical Staff:**

Clinical staff receives the fecal occult blood/FIT card and documents the results.

- 1. Locate the patient on the Nurse Visit Schedule in the Ambulatory Organizer.
- 2. Open the patient's chart and navigate to Order Profile on the Ambulatory Workflow. Click on Order Profile to access orders.
- 3. Right-click on the **POC order** and select **Activate**.
- 4. Navigate to the patient's Task List and click on the Stool Studies POC Task.





Orders 🗸

Order: Fecal Immunochemica

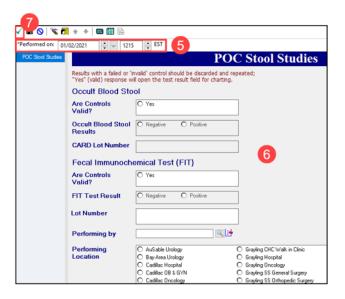






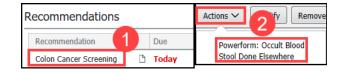
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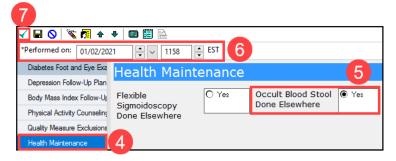
- 5. Change the **Performed on date and time** to the date and time the test was performed.
- 6. Document the test results on the POC Stool Studies PowerForm.
- 7. **Sign** the PowerForm by clicking on the **green check**.
- 8. This will complete the task and drop a charge.
- Send the Provider a message with Subject: Results notification. Include the stool study results in the body of the message.



If results are received by other means and the patient is not returning the card:

- 1. Select **Colon Cancer Screening** from the **Recommendations** Component.
- 2. Click **Actions** and select **Powerform: Occult Blood Stool Done Elsewhere**.
- The Quality Measures PowerForm will open for charting.
- 4. Click the Health Maintenance band.
- Select Yes for Occult Blood Stool Done Elsewhere.
- 6. Change the **Performed on date and time** to the date and time the test was performed.
- 7. Complete and sign the form by clicking the green check.





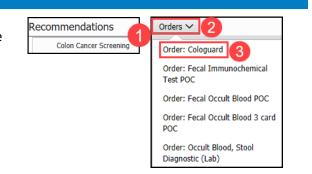
## Provider:

1. Review the stool study result from the staff member's message and determine follow up and plan.

### **Cologuard Order**

### **Provider or Clinical Staff:**

- 1. Navigate to **Colon Cancer Screening Recommendation** on the Ambulatory Workflow.
- 2. Click Orders.
- 3. Select Order: Cologuard.





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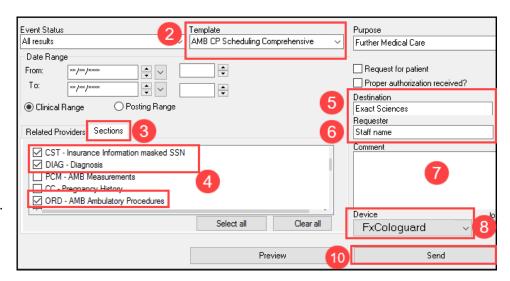
- 4. On the Ordering Physician screen, choose **Order**, enter the ordering provider's name, and select **Cosign Required** as the communication type. Click **OK**.
- 5. Click the **Orders for Signature** icon.
- Associate the appropriate diagnosis, use either Z12.11 Colon cancer screening or Z12.12 Screening for rectal cancer.
- 7. Click Sign.



Medical Record Request

### **Faxing Cologuard Order Requisition**

- 1. Click Medical Record Request on the top tool bar.
- 2. Select the Template: AMB CP Scheduling Comprehensive.
- 3. Click the **Sections** tab.
- 4. Check the boxes:
  - a. CST Insurance information masked SSN
  - b. DIAG Diagnosis
  - c. ORD AMB Ambulatory Procedures
- 5. Enter **Exact Sciences** in the Destination.
- 6. Enter your name in Requester.
- 7. Add any pertinent comments.
- Select the Device FxCologaurd.
- 9. Click OK.
- 10. Click Send.



Recommendations

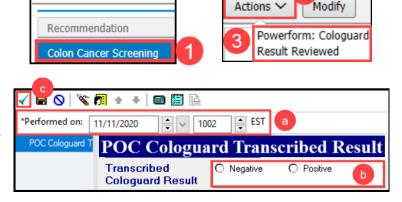
Note: For steps on adding Device Favorites, see <u>Fax Speed Dial Set Up</u>.

### **Completing Cologuard Transcribed Result**

When Cologuard Result is received:

#### Practice designated staff:

- 1. Select **Colon Cancer Screening** from **Recommendations**.
- 2. Click Actions.
- 3. Click Powerform: Cologuard Result Reviewed.
- 4. This will open the PowerForm: POC Cologuard Transcribed Result.
  - a. Change the Performed on date and time to the date and time the test was performed.
  - b. Document the Cologuard Result.





Recommendations

Procedure: Colonoscopy

Procedure: Colectomy

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Recommendations

Recommendation

Pending

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- c. Click the **green check** to sign the form.
- Colon Cancer Screening will now be available in the Not Due/Historical tab.



Colon Cancer Screening

Colonoscopy

\* Timeframe

Recorded for

Not Due / Historical

At/On V Date

06 / 29 / 2023

Matthews, Christina T

### **Colonoscopy Documentation**

When a Colonoscopy result is received:

Update Procedure Histories from Recommendations:

- 1. Select **Colon Cancer Screening** from the **Recommendations** Component.
- 2. Click Actions.
- 3. Select Procedure: Colonoscopy.
- 4. **Change the date** to the performed on date (month, day and year).
- 5. Clear the name from the Recorded for field by clicking on the X.
- 6. Update the **Recorded for** to the user. If unknown, this field may be left blank and the current user will be saved.
- 7. Click Save.
- Colon Cancer Screening will now be available in the Not Due/Historical tab within the Recommendations Component.
- 9. The documented Colonoscopy will now show in the **Procedure Histories**.



In 9 years

If no user is selected, the current user will be saved

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X Q

Recorded for

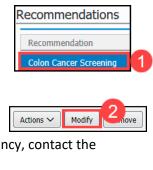
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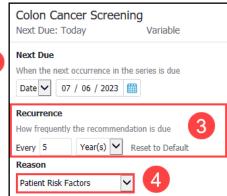
cvit

## **Changing Colon Cancer Screening Recurrence**

If the frequency of Colon Cancer Screening Recommendation Recurrence requires a different frequency interval:

- Select Colon Cancer Screening from the Recommendations Component.
- 2. Click Modify.
- 3. Update the **Recurrence** to the appropriate frequency.
- 4. Select the Reason: Patient Risk Factors.
- 5. Save the changes.
  - a. If there is a question regarding the frequency, contact the provider to determine the frequency.









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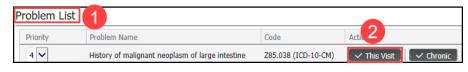
### **Exclusions to Colon Cancer Screening**

Exclusions to colon cancer screening include a history of malignant neoplasm of large intestine or a history of malignant neoplasm of rectum, rectosigmoid junction and anus. These exclusions must be documented along with the colectomy procedure.

When a Colectomy Result is received:

#### Add the exclusion to the Problem List:

 Navigate to the **Problem List** on the Ambulatory Workflow.



- 2. Review the Problem List to determine if one of the following exclusions is listed as a Problem. If so, select **This Visit**.
- If the Problem is not on the Problem List, search for and select the appropriate problem: History of malignant neoplasm

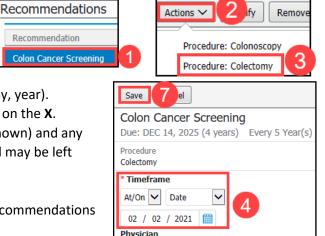


of large intestine (Z85.038) or History of malignant neoplasm of rectum, rectosigmoid junction and anus (Z85.048). Select Add as This Visit and Chronic.

- Clinical staff may add the diagnosis code initially if known. Providers are responsible to add the diagnosis code to subsequent annual visits.
- If clinical staff is uncertain of the correct diagnosis to add, check with the provider.

#### **Update Procedure Histories from Recommendations:**

- Select Colon Cancer Screening from the Recommendations Component.
- 2. Click Actions.
- 3. Select Procedure: Colectomy.
- 4. Enter the complete date of the procedure (month, day, year).
- 5. **Remove the name** from the Physician field by clicking on the **X**.
- Update the Physician to the performing provider (if known) and any additional information available. If unknown, this field may be left blank.
- 7. Click Save.
- 8. Colon Cancer Screening will now be removed from Recommendations and Colectomy will be added to Procedure Histories.



MORTON, PRI
Location

Enter comment here

Comment

Physician

Test

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Test , EMR Sunquest
Test MD, Physician

XQ