EHR Best Practice Workflow and Documentation Guide to Support Colorectal Cancer Screening Improvement in eClinicalWorks

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- National Association of Community Health Centers (NACHC)
- National Association of Chronic Disease Directors
- American Cancer Society
- National Colorectal Cancer Roundtable
- Health Center Network of New York member health centers
FIT/FOBT Screening
Assumes patients 50+ at average risk of CRC
No symptoms of CRC

Give FIT/FOBT test kit to patient and provide education on how to use.

Patient mail or bring back to office?

Patient mails directly

Create future order upon kit distribution, transfer to Current order when sample or result is received

Put an appointment on resource schedule OR Create a telephone encounter AND then pull the future order into today’s visit in Treatment window.

Put an appointment on resource schedule OR Create a telephone encounter. *Note: if using telephone encounter, extra steps are required to bill. See workflow description for appropriate CPTs.

Electronic results received

Sent out

Is lab done in‐house or sent out?

Electronic results received

Enter test results manually

Create DI for colonoscopy ICD-10 R19.5 (ICD-9 792.1)

Follow steps for Colonoscopy

Create current order Associate order with diagnosis code ICD-10 Z12.11 (ICD-9 V76.51)

NOTE: Do NOT associate CPT with order. CPT should only be billed when the sample is processed or submitted for processing.

Put an appointment on resource schedule OR Create a telephone encounter. *Note: if using telephone encounter, extra steps are required to bill. See workflow description for appropriate CPTs.

Transmit lab order and print copy of requisition to include with patient’s mailer to lab.

Provide education on how to use.

Generate referral for follow‐up colonoscopy ICD-10 R19.5 (ICD-9 792.1)

If unable to reach patient after 3 attempts, leave the telephone encounter open and update the notes section. Last entry should be “sent certified letter”. Then close the telephone encounter.

Able to reach patient?

Yes

No

Provider calls patients with abnormal results. Document using Telephone Encounter or Order Notes.

Appropriate staff contacts patient with test results. Document using Telephone Encounter or Order Notes.

Results negative?

No

Yes

Provider reviews results

Enter collection date

Units: FOBT - # cards returned

Check the results received box

Enter the results date

Enter result from drop down

Enter test attributes

If result is positive, check High Priority box

Attach paper result if applicable

Last entry should be “sent certified letter”. Then close the telephone encounter.

Patient brings test to office?
Notifying patients of FIT/FOBT or Colonoscopy results

Appropriate staff contacts patient with test results based on patient preferences documented in demographics in accordance with center’s current procedures.

Results normal?

Yes

No

Abnormal (positive) results should be communicated to patient via telephone along with information pertaining to GI or Oncologist referral.

Note and timestamp contact attempts in the Notes field.

Able to reach patient?

Yes

No

After 3 attempts, certified letter should be sent (and/or other steps per center’s current procedures) and noted within the Notes field of the Telephone Encounter.

Change Status to “reviewed” once results are communicated or final outreach step is completed.

Documentation options:
- Publish to patient portal
- Lab or DI Order Notes (exploring steps for eMessenger use)
- Telephone Encounter – Use “Normal FIT/FOBT results” or “Normal Colonoscopy results” in the Reason field.

Documentation options:
- Lab or DI order Notes (exploring steps for eMessenger Use)
- Use Reason field to indicate Ab Result1, Ab Result2, etc. (this step supports use of eMessenger Campaigns for automated outreach)
- Telephone Encounter: Use “Abnormal FIT/FOBT results” or “Abnormal Colonoscopy results” in the Reason field.
Documenting follow-up Outreach for Incomplete Tests

FIT/FOBT not returned OR Colonoscopy appointment not made or completed

- **Lab or DI Order (needs further research)**
  - Use Reason field to indicate "NotDone1", "NotDone2", etc. (this step supports use of eMessenger Campaigns for automated outreach)
  - eMessenger outreach attempts recorded in Log File
  - If no response, place order in "Canceled" or "Reviewed" status. Note "patient non-responsive" in General Notes

- **Telephone Encounter**
  - Use "FIT/FOBT reminder" or "Colonoscopy reminder" in the Reason field.
  - Note and timestamp contact attempts in the Notes field

- **Referral (applies to Colonoscopy follow-up)**
  - Use Structured Data to record outreach attempts
  - If no response, place Referral in "Addressed" status. Note "patient non-responsive" in General Notes

Change status to “Addressed” once final outreach step is completed
Colorectal Cancer Screening
HCNYY Best Practices and Workflows

Standard Naming Conventions to Support Data Query Design

- **FIT/FOBT**: The lab test name must contain the text “FIT” or “FOBT” in order to be captured in the BridgeIT report. Attributes should be created with appropriate lab order and LOINC Codes.
- **Colonoscopy**: The imaging test name must contain the text “colonoscopy”.
- **Sigmoidoscopy**: The imaging test name must contain the text “sigmoid”.

The bulleted workflow that follows provides step by step recommendations for the major steps of closed-loop colorectal cancer screening management in eClinicalWorks. Supplemental screenshots with instructions are included as Exhibits.

Placing the order for Colon Cancer Screening

FIT/FOBT Screening:

*The manner in which tests are configured and placed should be aligned with practice procedures. Presented below are two options: Option 1 most effectively supports the practice of billing for screening once samples or results are received. Option 2 effectively supports immediate transmission of orders and requires manual intervention for any desired billing.*

*Please take note of the advantages and disadvantages highlighted for both options.*

Place lab order for FIT/FOBT with an associated diagnosis of ICD-10 Z12.11 (V76.51): Special Screening for Malignant Neoplasm of Colon. *(Exhibit 1)*

**Workflow Options**

**Option 1:** Place “Future Order” upon kit distribution, transfer to “Current Order” when sample or result is received *(Exhibit 2)*

**Advantages:**
- Promotes tracking of outstanding tests due to distinction between “Current” and “Future”
- Allows CPT code to be linked to order which supports automatic billing once the order is made “Current”
  - 82274 = FIT test - screening
  - 82270 = FOBT test – screening
  - 82272 = FOBT - diagnostic
  - If ordering test due to symptoms reported, technically 82272 should be used with a Dx code representing the symptom. Determine if patient is due for annual screening and if so, use screening code to minimize patient payment responsibility.

**Disadvantages:**
- Orders can’t be transmitted while in Future status (important step if offering patients the option to mail cards directly to external lab company). *See Place Current Order below.*
Sample received, Paper or In-house Result received
  o Through a Resource progress note or Telephone Encounter progress note, pull Future lab to Current
    ▪ Enter the Collection Date
    ▪ Units: For FOBT, enter the number of cards returned
    If/when result is available:
    ▪ Check the Results Received box
    ▪ Enter the Results Date
    ▪ Enter test attributes
    ▪ If result is positive, check High Priority box (Exhibit 3)
  ▪ Attach paper result if applicable. See supporting document attached. (Attaching Results to Order)
  ▪ Assign to provider
    • Provider enters result from drop down (Negative or Positive)
      o If Positive, generate Colonoscopy Referral

! If using Telephone Encounter, additional steps are necessary to trigger billing (see supporting detail) (Exhibit 4)

Option 2: Place “Current Order” upon kit distribution with an associated diagnosis of ICD-10 Z12.11 (V76.51): Special Screening for Malignant Neoplasm of Colon (Exhibit 1)

! DO NOT enter a CPT code for FOBT at this time (ensure there’s no CPT linked in configuration). Billing guidelines prohibit billing until the sample has been collected.
Advantage:
  o Order can be transmitted to the lab in anticipation of patient submitting their sample directly.
Disadvantage:
  o No automated billing option; a reliable workflow must be designed to ensure that CPT code is entered into a billable note once sample or result is received.

Sample received, Paper or In-house Result received
  o Follow steps outlined in same step above

Colonoscopy (Screening or Follow-up):

Generate Colonoscopy Referral and DI Order (Exhibit 5 & Exhibit 6)
  • Document the following:
    ▪ Provider or Specialty
    ▪ Reason = Colonoscopy
    ▪ Diagnosis
      ▪ If for screening
        • No risk = Z12.11 (V76.5) Screening for malignant neoplasm of colon
        • Risk due to Family Hx = Z80.0 (V16.0) Family history of malignant neoplasm of digestive organs
        • Risk due to Personal Hx
          o Polyps = Z86.010 (V12.72) Personal history of colonic polyp

Supports PCMH 5B5

Page 7
Colon Cancer = Z85.038 (V10.05) Personal history of other malignant neoplasm of large intestine

- If for follow-up
  - Abnormal FOBT = R19.5 (792.1) Occult blood in feces

- Assign to appropriate support staff
  Support staff then will:
  Ensure Clinical Summary is attached (supports MU and PCMH 5B6)
  NOTE: The Clinical Summary and Progress Note can be set to automatically attach from the Practice Default settings when the referral is created from the Progress Note. If referral is created from the HUB, you must manually attach the Clinical Summary.

- Make the appointment, or obtain appointment information from patient (Exhibit 7)
  - Complete Appt Date fields (date and time of appointment)
  - Change the Status to Consult Pending (ONLY if appointment has been made)
  - Update Structured Data fields customized by center for tracking and documentation
    - Recommend: See supporting document attached. (Exhibit 7)
  - Print/Fax the Referral WITH attachments or send electronically using P2P (supports MU and PCMH)

- Create DI Order for Colonoscopy (Exhibit 6)
  - Associate the Diagnosis Code which provider used in Referral (from options listed above)
    - NOTE: the DI order needs to be created from Progress Note or Telephone Encounter in order to attach an assessment to the order. If you try to create the DI via the Hub or DI window, you won’t be able to attach an assessment.

  NOTE: Centers may choose to do this in reverse, whereby provider creates DI and assigns to support staff who then create the referral.
  - The recommended workflow is to record the date the test was performed in the “Performed Date” field. Recent review of the data indicates very low usage of this field. It’s likely that “Order Date” is currently being used for measurement purposes as the date the test was performed.

Documenting Results / Closing the Loop

Consult Reports Received

- From the Document window, attach consult report to appropriate Colonoscopy DI order (if via interface, result should match to open DI Order and populate much of the information below; no separate Document will exist)
  - If no open DI Order is found, create one through using the “new” button in the order selection screen and then attach consult report. See Attaching Results to Order for additional detail. NOTE: when creating the order this way, you won’t be able to access the assessment to include the reason for colonoscopy.
    - Order Date must be changed from today’s date to the actual date ordered or date performed

- Within the DI order, record (Exhibit 9):
  - Imaging: Select “colonoscopy”
  - Performed date: date that the colonoscopy was performed
Check the Received box
Received date: enter date results were received
If result is Positive or Abnormal, check High Priority box
Assign to provider

- Timestamp and Review document
- Mark Referral as Addressed (update Structured Data fields according to center’s procedures) (Exhibit 7)

NOTE: This workflow ensures the provider receives only the order with result information attached (instead of receiving the order, the document, and the referral).

Provider then documents within the DI Order (Exhibit 9)
- Result (Negative, Abnormal, Positive or Cancer)
  - If positive for polyps, select “abnormal”
    - Add diagnosis to Problem List
      - K63.5 (211.3) = Polyp of Colon
      - D12.6 (211.4) = Adenomatous polyps
  - Create patient-specific alert for follow-up screening colonoscopy in 3-5 years
  - If positive for cancer, select “positive” or “cancer”
    - Add diagnosis to Problem List
      - C18.9 (153.x) Malignant neoplasm of colon, unspecified
    - Initiate Referral to oncologist

Notifying patients of FOBT or Colonoscopy results:

- Negative results should be communicated based on patient preferences documented in demographics in accordance with center’s current procedures.

  Documentation Options (Exhibit 9, 10 & 11)
  - Publish to patient portal
  - Lab or DI Order Notes (exploring steps for eMessenger use)
  - Telephone Encounter
    - Use “Negative FIT/FOBT results” or “Negative Colonoscopy results”’ in the Reason field.
    - Note and timestamp contact attempts in the Notes field.
    - If unable to reach after three attempts, certified letter should be sent (and/or other steps per center’s current procedures) and noted within Telephone Encounter.
      - Use Reason field to indicate CertLtrDelivered or something similar.
      - Close the telephone encounter
      - Change status of Order to “Reviewed” once results are communicated or final outreach step is completed.

- Abnormal (Positive) results should be communicated to patient via telephone along with information pertaining to colonoscopy referral.
**Documentation Options**

- **Lab Order (needs further research)**
  - Note and timestamp contact attempts in the Notes field.
  - Use Reason field to indicate Ab Result1, Ab Result2, etc. (this step supports use of eMessenger Campaigns for automated outreach)
    - If unable to reach after three attempts, certified letter should be sent (and/or other steps per center’s current procedures) and noted in the Notes field. Use Reason field to indicate CertLtrDelivered or something similar.

- **Telephone Encounter (Exhibit 8)**
  - Use “Abnormal FIT/FOBT results” or “Abnormal Colonoscopy results” in the Reason field.
  - Note and timestamp contact attempts in the Action Taken field.
    - If unable to reach after three attempts, certified letter should be sent (and/or other steps per center’s current procedures) and noted within Telephone Encounter.

**Documenting Follow-up Outreach for Incomplete Tests**
- FOBT/FIT not returned OR
- Colonoscopy appointment not made or completed

- **Lab or DI Order (needs further research)**
  - Note and timestamp contact attempts in the Notes field.
  - eMessenger outreach attempts recorded in log file
  - If no response, place order in Cancelled or Reviewed status. Note “patient non-responsive” in General Notes.

- **Telephone Encounter**
  - Use “FIT/FOBT reminder” or “Colonoscopy reminder” in the Reason field.
  - Note and timestamp contact attempts in the Action Taken field.
  - Change status to addressed once final outreach step is completed.

- **Referral (applies to Colonoscopy follow-up)**
  - Use structured data to record outreach attempts
  - If no response, place referral in Addressed status. Note “patient non-responsive” in General Notes.
**Recommendations to Document Family History & High Risk of Colon Cancer**

Details related to age of diagnosis of colon cancer for first and second degree relatives should be entered into Family History.

Additionally, family history of colon cancer and other risk factors should be documented in Medical History and on the Problem List using the ICD-10 code.

**Documenting in Family History: Colon Cancer Detail**

Enter patient’s family history of colon cancer, indicating first and second degree relatives and age of diagnosis for the condition.

Enter the age at diagnosis for the condition next to the checkmark in eCW. It is a number only field to the right of the checkmark. The example below shows the age that the test patient’s mother was diagnosed. Her current age is calculated from the YOB field. Additional notes are in the Notes box.

The columns with the checkmarks are customizable by clicking the Customize button. eCW currently delivers V10 with a starter set but you can change it as long as you include the SNOMED code. Add a column for colorectal and connect it to SNOMED 429699009. The screenshot from our test system (below) has Colon Cancer as a column. Although you can add as many columns as needed, you’ll only be able to reasonably view 8 or 9 columns on your screen (as shown in the screenshot above) with checkmarks and age of diagnosis for each of the conditions captured.
Configure by Customize button

<table>
<thead>
<tr>
<th>Order</th>
<th>ICD Code</th>
<th>Diagnosis</th>
<th>Snomed Co</th>
<th>Custom Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>401.9</td>
<td>Hypertension</td>
<td>59621000</td>
<td>HBP</td>
</tr>
<tr>
<td>2</td>
<td>250.00</td>
<td>Diabetes</td>
<td>73211009</td>
<td>DM</td>
</tr>
<tr>
<td>3</td>
<td>429.9</td>
<td>Heart disease</td>
<td>56265001</td>
<td>Heart Dx</td>
</tr>
<tr>
<td>4</td>
<td>434.91</td>
<td>Stroke</td>
<td>432504007</td>
<td>Stroke</td>
</tr>
<tr>
<td>5</td>
<td>310.9</td>
<td>Unspecified nonpsychotic mental diso</td>
<td>192069009</td>
<td>Mental Illness</td>
</tr>
<tr>
<td>6</td>
<td>174.9</td>
<td>Breast cancer</td>
<td>254837009</td>
<td>Breast Cancer</td>
</tr>
<tr>
<td>7</td>
<td>183.0</td>
<td>Cancer, ovary</td>
<td>363443007</td>
<td>Ovarian Cancer</td>
</tr>
<tr>
<td>8</td>
<td>153.9</td>
<td>Malignant neoplasm of colon, unspecified</td>
<td>429699009</td>
<td>Colon Cancer</td>
</tr>
</tbody>
</table>

Documenting in Medical History
Add appropriate code(s) for family history and/or high risk of colon cancer to the Medical History by changing the radio button to ICD and using the ICD Browse button (ellipsis) and searching for one of the ICD10 codes below. NOTE: History added through the Keyword Browse/Search or free texted using the Add button cannot be added to the Problem List using the checkbox.

Z80.0   Family History of Colon Cancer
Z83.71  Family History of Colonic Polyps
Z86.010 Personal History of Colonic Polyps
Z85.038 Personal history of other malignant neoplasm of large intestine
K51.90  Ulcerative Colitis, unspecified, without complications
Q85.8   Other Phakomatoses, Peutz-Jeghers Syndrome

Click on “PL” to add the Medical History entries to the Problem List.
Alternatively, you can add the appropriate codes to the Problem List and copy them to Medical History.

Create Dx Specific Practice Alert to require more frequent colonoscopy tests if any of the above codes appear in the patient’s assessments (see below). Or create a Patient Specific alert for more frequent colonoscopies (see Exhibit 9).
Improving Family History Documentation

The Journal of Clinical Oncology, 3/10/2014, Volume 32, Number 9 article on Collection and Use of Cancer Family History for Oncology Providers recommends collecting the following key elements for a minimum adequate cancer family history:

- First-degree relatives: siblings, parents, children
- Second-degree relatives: grandparents, aunts, uncles, grandchildren, nieces, nephews, half siblings
- Both maternal and paternal sides
- Ethnicity
- For each cancer case in the family establish:
  - Age at cancer diagnosis
  - Type of primary cancer
- Results of any cancer predisposition testing in any relative

Requests for eCW:

- Add a column to Family Hx to capture the ICD10 code in a structured manner similar to Medical Hx
- Add a button to Family History that would allow the “Family History of ICD10” code from above to pull into the problem list.
- Indicate in a clearer way that the box to the right of the checkbox is for age of diagnosis.
- Improve Practice Alert logic to allow for more granular logic such as Colonoscopy in 10 years OR FOBT/FIT in 1 year..., OR screening in XX years if they have a diagnosis of xxx.
- Improve logic for CDSS. You can check for a particular diagnosis OR you can do an alert for a DI OR an alert for the FOBT Lab. Currently, there’s no combination logic. Provide options for users to build/modify.
  - At a minimum, order the colonoscopy and FOBT alerts sequential in the CDSS display
"Exhibit 1 - Placing an Order"

*If CPT code is attached to the lab in configuration, the code will appear in the Procedure Codes section of the PN and produce a claim. *(NOTE: billing guidelines prohibit billing until samples are collected.)*
If CPT code is attached to the lab in configuration, the code will not appear in the Procedure Codes section of the PN and produce a claim until the lab is a current order status. (NOTE: billing guidelines prohibit billing until samples are collected.)

A future order gets pulled into a current order status via the blue arrow.
*If CPT code is attached to the lab in configuration, the code will appear in the Procedure Codes section of the PN and produce a claim when the future order is pulled into a current order status. (NOTE: billing guidelines prohibit billing until samples are collected.)
Exhibit 3 - Entering lab results

Check box if test is positive.

Date will appear after the ok button is clicked.

Provider enters results from drop down!
Exhibit 4 - Creating a claim from a Telephone or Web Encounter

There are two ways in which you can create a claim from a telephone or web encounter.

**Option 1**

Access the Virtual Visit Tab to document as you normally would.

When done documenting your note, click on the Encounter option at the top of the screen. Click on the claim option.
The Create New Claim window appears.

Choose the type of claim that you want to create. Click OK.

The claim will open.
Option 2
From within the PN drop down, choose the desired telephone or web encounter note.

Click the Claim button on the bottom of the PN. The Create Claim window appears.

Choose the type of claim to create. Click OK. The claim will open.
Exhibit 5 - Generating a Colonoscopy Referral

Fields to be filled out by provider if generated from progress note

Will auto populate if configured appropriately
Provider fills out order, then the support staff generates referral from the hub and completes all fields highlighted in previous screenshot and the one below.

- Change to Consult Pending only if appointment has been made.
- Any customized health center specific questions will appear in this area.
- If referral is created via the HUB, the Clinical Summary and Progress notes will need to be manually attached.
- Must use “with attachment” option in order to meet MU & PCMH.
Exhibit 6 - Creating a DI order

Access the Manage Orders window from within the progress note or from a Telephone Encounter (TE → Virtual Visit Tab → Treatment link):

The recommended workflow is to record the date the test was performed in the “Performed Date”.

Diagnostic Imaging Information

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Performed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/2015</td>
<td>10/26/2015</td>
</tr>
</tbody>
</table>

Results

- Received Date: 10/28/2015
- Result: Normal
Exhibit 7 - Closing the Loop

Referral - Option 1

MU Best practice: checking the consult Received date. This will automatically change the status to Addressed.
**Referral - Option 2**

Document attempts to contact the patient in general notes (above); or create Follow-up call questions in the Structured Data tab (below).

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Consultation Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report of Clinical Encounter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmatory Consultation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow-up call 1</td>
<td>9/16/2015</td>
<td></td>
</tr>
<tr>
<td>Follow-up call 2</td>
<td>9/16/2015</td>
<td></td>
</tr>
<tr>
<td>Follow-up call 3</td>
<td>9/16/2015</td>
<td></td>
</tr>
</tbody>
</table>

Additional notes for each attempt can be added by clicking on the notes field.
Exhibit 8 - Using Telephone Encounter to track Patient Communication of Results

Leave in an Open status until either the patient has been contacted; or the certified letter is sent. Then the status can be changed to Addressed.
Exhibit 9 - Documenting Colonoscopy Results and Tracking Patient Communication

Box is checked only if results are positive or abnormal.

Provider documents the results.

Provider documents attempts to contact patient.
Additional steps if colonoscopy result is abnormal

Add diagnosis to problem list.

Click blue downward arrow to create pt specific alert

Enter the recall information

NOTE: Depending on surveillance schedule by patient, you may choose to suppress the standard colonoscopy alert.
Use/click on any of the items on the title bar to sort.

F = Future; V = Virtual; T = Telephone; C = Current

Use additional filter items to narrow your search.
Exhibit 11 - Referral Appointment reminders and consult report follow-up

R Jellybean
Attaching Results to Order – Paperclip Workflow

BridgeIT uses the “paperclip logic” for the cancer screening reports. This means that a paperclip (pink or gray) has to appear on the lab in eCW in order to be able to report on it. The paperclip signifies that results are attached.

eCW uses the patient’s last name, first name, and date of birth to match an electronic result to a current order. If these three items match and there is a current order in the system, the result will be attached to the order and a pink paper clip will appear on the lab. If these three items match but there is no order in the system, a virtual order is created by the system and the result is attached to that order. A pink paper clip appears on that lab, along with a V to indicate that it was created via a virtual order.

Pink paper clip = an electronic result
Gray paper clip = paper result
C = current order
V = virtual order

Note: If a matching test order does not exist when the report is received, the test must be created using the appropriate test date to which the result is then attached. When results are received electronically and no matching test is found for that patient, a new test is automatically created.
Workflow for Attaching Results to Tests

In this best practice workflow for attaching results to tests, the staff member who is attaching the result to the test should mark the document “Reviewed”. This step avoids the providers receiving both Documents (D jellybean) and Tests (L jellybean) to view. Only the test, with the document embedded, will be forwarded to the provider for review. Below are instructions both for attaching a paper result from the fax inbox and attaching a paper result from a scanned document.

*Note: For efficiency in attaching, results can only be stored in the Lab Documents and X-ray Documents folders. No subfolders should be used!*

Attaching a paper result from the fax inbox:

- Highlight the document.
- Click the Add to Patient button OR right click and add to patient.

The list of documents will show in the lower half of the screen. Click on the desired document to choose it. Then click on the Add to Patient button; or right click and add to patient.
- Select the patient and click OK.

- Highlight the folder that you want to add the document to (Lab or X-ray).
- Click OK.
The Document Details window opens up.

- Click the ellipsis button next to the Attach to field.

- To open the lab results window, click directly on the lab.
- If the desired lab is not on the list, click the “New” link to open the Lab Results window.
- For a new lab, enter the appropriate information according to your health center’s workflow. *(Note: when creating an order in this manner, you will not have access to add the Assessments.)*
- Assign the lab to the proper provider.
- Click OK.

- Check the box next to the desired lab
- Click OK
- The lab name now appears in the Attached to field.
- Time Stamp the document
- Change the name of the document according to your health center’s naming convention.
- Fill out any other fields according to your health center’s workflow.
- Check the Reviewed box
- Click OK.

- Click Yes to delete the document from the list of scanned documents. Note: this does not delete the document from the folder that it was placed in.
- The document now shows as reviewed in the proper folder.

- A gray paper clip now appears next to the lab in the labs window to indicate that the result is attached.
- A paperclip also appears on the reports button in the lab results window.

Attaching a paper result from a scanned document:

- Highlight the document.
- Click the SEL button to select the patient.
- Select the patient and click OK.

- Highlight the folder that you want to add the document to (Lab or X-ray).
- Check the Add Description box
- Click Add
The Document Details window opens up.

- Refer to page 4 and follow the remaining steps
Attaching results previously filed in the Patient Chart:

Lab document(s) must be housed in the Lab Documents folder; and DI documents must be housed in X-ray documents folder. If the document is not in the appropriate (Lab/X-ray) folder, it must be moved to the correct folder before trying to attach it to the lab/x-ray via the drag and drop method.

- Highlight the document.
- Left click the mouse on the document name and drag to the correct folder while holding the left click button down. Release the button when it’s moved to the correct folder.
- The document now appears in the correct folder.

Drag and drop document to correct folder.

Say yes to the prompt.

Document now appears in correct folder.

- Highlight the document
- Click the Update button
The Document Details window opens up.

- If the document has been reviewed, you have to uncheck the Reviewed box. This will make the ellipsis button next to the Attach to field available.
- Refer to page 32 and follow the remaining steps
Alternate Workflow - Attaching report (that is not already scanned into the Lab Folder in Patient Docs) to an order
ALL TEST DOCUMENT

POSITIVE

POSIT