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This Quick Reference Guide (QRG) provides a review of the typical oncology workflows for oncology treatment nurses.

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## Oncology Nurse - Day in the Life


The Oncology Nurse Day in the Life provides a review of the typical oncology workflows you can expect to complete throughout your day as a treatment nurse in the oncology clinic.

### Day in the Life - Intake and Treatment

The Oncology Tracking Board acts as your infusion clinic patient list and provides an at-a-glance view of pertinent information for patients being seen in the treatment area.

#### ➤ **From the PowerChart Oncology Tracking Board:**

**STEP 1:** Click the  **Provider Check-in** button.

- a. In the **Display Name** field, enter the name or initials you would like displayed in the nurse or MA/CA Column on the tracking board.
- b. Select the **Provider Role** from the drop-down list based on your position.
- c. Select the appropriate **Default Relation** based on your role.
- d. If desired, select the **Associated Provider Color** check box to select a color to display with your Display Name.
- e. Click  to complete the Provider Check in.

**STEP 2:** To assign yourself as the nurse to your patient, highlight the patient record on the Tracking Board, then double-click the cell in the Nurse column.

- The Assign/Unassign Providers window displays.

**STEP 3:** Click the **Infusion RN** drop-down list; then select your name.

**STEP 4:** Click .

- Now you can see that you are assigned as your patient's infusion nurse.

**STEP 5:** Repeat steps 1-4 for other patients in which you are assigned.

**STEP 6:** Once the patient is brought from the waiting room to their infusion chair, update the location by double-clicking the cell in the **Location column** in the patient's row.

- The **Select a Location** window displays.

**STEP 7:** Click an available chair for your patient.

**STEP 8:** Click .

- The patient is moved to the selected chair on the Tracking Board.


**STEP 9:** Document the appropriate Intake Form fields and sections according to your site's policy and process.

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**NOTE:** If an intake form has already been completed as part of the provider visit prior to treatment or, if it does not need to be filled out, document any necessary information in iView or an appropriate PowerForm that follows your site's process for the type of visit for which your patient is being seen.

### MPages

#### ➤ **From the PowerChart Oncology Tracking Board:**

**STEP 1:** Double-click the  blue arrow on your patient's row to open the patient chart.

- The **Oncology Nurse View** opens and is the default view where most of your chart review will occur for lab results, medications, and other patient treatment related information using the various MPages and their components.

**STEP 2:** Verify you have the correct encounter before proceeding - review the patient banner at the top for the encounter specific to your location, and the date of service.

**NOTE:** If either is incorrect, follow the process to have it updated so that you are on the correct encounter for the visit.

**STEP 3:** The **Oncology Nursing Workflow** MPage contains many key components, including the **Oncology Chemotherapy Review** component, which lets you view current and historical regimens for the patient.

**STEP 4:** **Oncology Quick Orders** MPage.

- a. The MPage where providers place orders for office visit charges, follow-up appointments, and most frequently ordered lab, imaging, and medication orders.
- b. This page is typically used when placing orders outside of a regimen that is not included in the treatment regimen that was ordered.
- c. Clinical staff can also use this MPage to propose or place orders outside of a regimen.

**STEP 5:** **Demographics** MPage

- a. The Demographics view is used for quick access to patient demographic, insurance, and consent information.
- b. Information from the Patient Information Administrative PowerForm also flows onto this page.

**STEP 6:** **Infusion Prior Authorization** MPage.

- a. A one-stop shop used by the Prior Authorization, or PA, staff to review information in the patient's chart when obtaining prior authorization for treatment.
- b. Nursing staff can also use this MPage to view the PA status and details prior to administering treatment as part of their verification that the prior authorization has been obtained,

- c. You can access additional components within the MPage, such as the **Oncology Chemotherapy Review**, which lets you view current and historical regimens for the patient.

**STEP 7:** **Chemo Dosing** MPage

- a. Provides quick access to review the treatment cycles of a patient's chemotherapy.
- b. You can review this MPage when performing double-checks and verifying dosages before the administration of chemotherapy medications.
- c. It shows chemotherapy doses, actual orders of regimens with the cycles, height and weight, dose adjustments, previous chemotherapy treatment, and more.

Menu

- **To review information for the patient prior to activating treatment, navigate to the Menu on the left-hand side.**

**STEP 1:** In the Menu section, click **Oncology**.

- a. The **Oncology Flowsheet** displays.
- b. This flowsheet includes oncology specific information you can review.
- c. The flowsheet lists cycle labels corresponding to the patient's treatment regimen, primary oncologist, Okay to Treat order details, and documentation of dose reductions on medications.



**STEP 2:** In the Menu section, click **Interactive View and I&O**, also known as iView.

- a. This is where you will do most of your documentation.
- b. Here, you will use the Oncology specific iView bands to document nursing assessments, infusion line access -whether an IV or port cath-, education, and discharge information throughout the course of the patient visit.
- c. Note the Infusion Oncology band, a new consolidated iView band that aligns the older bands into one with sections that are applicable and used to document the oncology plan of care for the patient.


**STEP 3:** In the Menu section, click **Orders** to review the patient's information and regimen orders. Be sure they have met the required treatment parameters, also known as pre-chemo metrics.

**NOTE:** Prior to activating any chemotherapy orders, you need to review the patient's information and regimen orders to make sure they have met the required treatment parameters. This is done by reviewing the day of treatment orders within the cycle of treatment.

- a. Review the patient's regimen orders on the left-hand side and the pre-chemo metrics to the right.
  - b. If the patient meets the treatment parameters, you can proceed with activating the day of treatment order.
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- c. If the patient has not met the parameters, reach out to the appropriate provider for guidance on whether to continue, hold, or reschedule treatment.
- d. In the pre-chemo metrics section, there are Lab Values that are pulled into the patient's chart that populate these fields. This includes both labs resulted in the patient's chart inside from Cerner as well as results documented on the Outside Labs PowerForm.
- e. When a green checkmark is displayed, the patient's lab value has met the identified parameter.
- f. If a lab value does not meet the parameter a red X will display.
- g. In the **Orders** window, confirm the date and time listed at the top of the Day of Treatment Column.
- h. Click the **Activate Actions** drop-down arrow when you are ready to activate the day of treatment orders.
- i. Click Activate.
- j. Click the  button.
- k. Click .

NOTE: The orders are signed, but in a processing status.

- l. Click the  **Refresh** icon to complete the order activation.


NOTE: The orders have been sent to the Pharmacy to verify.

**STEP 4:** Return to the Tracking Board to notify the pharmacy the patient is ready for treatment.

- a. Click the  **Modify Event** icon.
- b. Hover over the **Request Event** option, then select **Patient Ready for Tx**.

NOTE: The To Do column displays a yellow note icon indicating the patient is ready for treatment.

NOTE: Once the pharmacy has been notified, they will prepare the medications to be administered. You will obtain medications from Pyxis as ordered and administer the chemotherapy medications prepared by the pharmacy following the Barcode Medication Administration, or BCMA, process.

**STEP 5:** On the **Tracking Board**, double-click the  **Red Pill** icon in the **Activities** column to review medications due for administration and patient care items.

- The **Document Activities** window displays.


**STEP 6:** In the **Document Activities** window, you can launch the **Medication Administration Wizard**, or MAW, to begin the BCMA process for administering medications. You can also access it from the toolbar within the patient's chart.

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### Day in the Life – End of Treatment Visit

You've documented any applicable information for discharge in the discharge section in iView and captured any patient education that was covered in the visit in the Patient Education section. You've also used the Oncology Plan of Care band to document any other plan of care updates, and documented if you're de-accessing the port or removing the IV that was placed in the appropriate sections.

**STEP 1:** To begin the discharge process, go to the **Oncology Tracking Board**.

**STEP 2:** To document IV stop times, double-click the  **IV pole** icon in the IV Stop column.

- The IV Stop Times window displays.

**STEP 3:** Select the **Document All** check box to select all the medications administered during the treatment.

**STEP 4:** Click .


- The Infusion Billing for the patient displays.

**STEP 5:** Document the infusion start and end times, any infusion down times, and adjust the infusion volumes as appropriate if they differ from what was prescribed.

**NOTE:** You'll complete this action for each medication that was selected on the IV Stop Times window.


**STEP 6:** Click .

**NOTE:** When you return to the Oncology Tracking Board, note that the IV Pole no longer displays in the IV Stop column.

**STEP 7:** Double-click on the  **Blue arrow** on the patient row to navigate to the patient's chart and generate treatment visit charges.

**STEP 8:** In the Menu section on the left side, click **Oncology**.

**STEP 9:** Click the **Oncology IV Billing MPage**.

- a. The **Infusions & Injections** page displays the medications that were infused during the treatment.
- b. Click the  button to generate and submit charges for the IV/IVPB medications.

**NOTE:** Once the charges are calculated, the CPT codes are generated from the infusions, and you are ready to submit the charges.



- c. Click the  button.


**STEP 10:** Navigate to the Oncology Tracking Board.

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**STEP 11:** Click the  **Infusion Clinic Charges PowerForm icon** to capture all other treatment visit related charges not captured on the Infusion Billing Page.

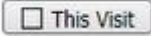
**NOTE:** You can also access it through AdHoc on the toolbar within the patient's chart.

- a. On the **Infusion Related Procedure Charges** page, enter the charges for the applicable procedures in the necessary sections.
- b. Click the  button.
- c. Verify that the form date matches the date of service; then click the **Yes** radio button.
- d. Click the  **Green check mark** to sign the form.
- e. The charges are dropped from the form and the charges icon no longer displays in the To Do column.

**STEP 12:** Double-click the  blue arrow on your patient's row to Go to the **Oncology Nurse view** in the patient chart.

**STEP 13:** In the **Oncology Nursing Workflow**, click the **Problem List** component.

- The patient's previously documented problems are displayed.

**STEP 14:** Select the  check box to associate the appropriate diagnosis for the patient's treatment.

**NOTE:** Once selected for the visit, your patient's problem is identified as the focus of the visit.

**STEP 15:** Click the **Patient Education** component in the Oncology Nursing Workflow.

**NOTE:** Education topics automatically generate based on the associated This Visit problem. From this list, you can select the appropriate specific education for the patient to take home.

**NOTE:** You can also add in custom or More Options buttons.

- a. Click on the applicable patient education topic from the Suggestions based on all This Visit Problems.
- b. Scroll down to see the topic displays in the Added Education section of the patient's chart.

**NOTE:** You can see all the education materials that will be printed and given to the patient with their summary.

**STEP 16:** Click the **Patient Instructions** component in the Oncology Nursing Workflow to provide the patient with appropriate specific instructions.

- a. In the **Patient Instructions** field, enter free text or use Auto Text.

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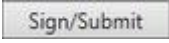

- b. Click .

**STEP 17:** Scroll down to bottom of the Oncology Nursing Workflow menu to the **Create Note** section.


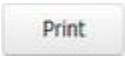
**NOTE:** This allows you to generate the Patient Visit Summary to provide to the patient.

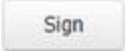
**STEP 18:** Click the **Ambulatory Visit Instructions – Series** link.

**NOTE:** The system generates the patient’s visit summary, including medications and patient instructions.

- a. Scroll down once you’re finished and ready to print the summary.
- b. Click the  button.
- c. Click the  button.
- d. Select the appropriate **printer** to send the documents for printing.
- e. The visit summary will also be sent to the Patient Portal if the patient is enrolled for the portal.

**STEP 19:** You can also print a copy of the Treatment Calendar for the patient.

- a. The **Treatment Calendar** is a personalized summary of the patient’s oncology care plan. It includes documentation of patient appointments, chemotherapy regimens, prescriptions, and notes from members of their care team.
  - b. To access the Treatment Calendar, go to the **Oncology tab** in the Menu.
  - c. On the Treatment Calendar page, click the  **Print Preview** icon.
  - d. When the Treatment Calendar print preview window displays, scroll down.
  - e. Select from the options in the **Treatment Specific Notes** drop-down list, to add additional information, as appropriate.
  - f. Scroll back up to select printing options.
  - g. You have the option to Print or Sign the treatment calendar.
  - h. Clicking the  button will save the treatment calendar to the patient’s chart, print a copy to provide to the patient, and send a copy to the patient portal if they are signed up for it.
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- i. Clicking the  button will save the treatment calendar to the chart as a document and send it to the patient portal if they signed up for it but will not print a paper copy.

**STEP 20:** Navigate back to the **Oncology Tracking Board** to move the patient to the Checkout tab.

**STEP 21:** Double-click the Location column for your patient.

**STEP 22:** In the Select a Location window, click on the location appropriate for your patient.

**STEP 23:** Click .

- The Checkout window displays.

**STEP 24:** To confirm the checkout process, click .

- The patient is moved to the checkout tab.

**STEP 25:** Select the **AR Gould Infusion Checkout** to verify that the patient has been checked out.

- If the patient was checked out successfully, you will see the patient on the checkout list.