



# Oncology Project

## Oncology Provider Workbook

This self-guided workbook will allow Oncology Providers to practice common workflows using the new features and functionality of Cerner Oncology, complementing the PromisePoint simulation courses and instructor-led education. Please note, the following scenarios are designed to demonstrate functionality and may not be inclusive of all Northern Light Health policies and procedures.

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### Signing into Cerner Millennium

1. From the Intranet page under **Quick Links** search for **Cerner Millennium – Train (New Hires)**.
  - Cerner Millennium Train is where you can practice on training patients.
2. Click the green plus sign to add **Cerner Millennium – Train (New Hires)** to your Quick Links.
3. From Quick Links, click **Cerner Millennium – Train (New Hire)**.
4. Click the **PowerChart T108a** icon.
5. Enter the username and password provided below.



### Patients and Sign Ons

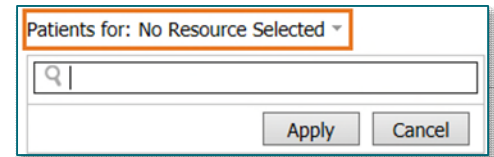
**Password: train44ing**

Provider Sign On	Adult Patients	Pediatric Patients
TRPHYSONC21	TRAIN, ONCPROVPRA	TRAIN, ONCPEDSPRA
TRPHYSONC22	TRAIN, ONCPROVPRB	TRAIN, ONCPEDSPRB
TRPHYSONC23	TRAIN, ONCPROVPRC	TRAIN, ONCPEDSPRC
TRPHYSONC24	TRAIN, ONCPROVPRD	
TRPHYSONC25	TRAIN, ONCPROVPRE	
TRPHYSONC26	TRAIN, ONCPROVPRF	
TRPHYSONC27	TRAIN, ONCPROVPRG	
TRPHYSONC28	TRAIN, ONCPROVPRH	
TRPHYSONC29	TRAIN, ONCPROVPRI	
TRPHYSONC30	TRAIN, ONCPROVPRJ	
TRPHYSONC21	TRAIN, ONCPROVPRK	
TRPHYSONC22	TRAIN, ONCPROVPRL	
TRPHYSONC23	TRAIN, ONCPROVPRM	
TRPHYSONC24	TRAIN, ONCPROVPRN	
TRPHYSONC25	TRAIN, ONCPROVPRO	
TRPHYSONC26	TRAIN, ONCPROVPRP	
TRPHYSONC27	TRAIN, ONCPROVPRQ	
TRPHYSONC28	TRAIN, ONCPROVPRR	
TRPHYSONC29	TRAIN, ONCPROVPRS	
TRPHYSONC30	TRAIN, ONCPROVPRT	

## Ambulatory PowerChart Overview

### Adding Resources

1. Use the **Patients for:** dropdown to choose the appropriate Provider schedule.
  - **Adult Patients:** BHANDARI, SHRUTI MD
  - **Pediatric Patients:** SANTACRUZ MD, NADINE P
2. Click a patient's name from the Ambulatory Organizer schedule to enter the chart.

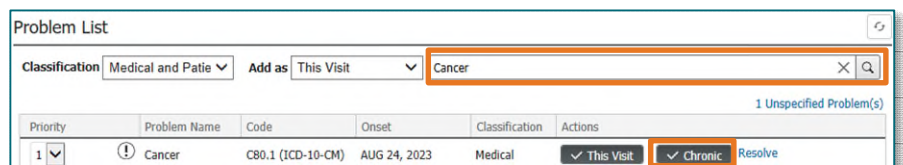


A screenshot of a dropdown menu titled "Patients for: No Resource Selected". Below the title is a search bar with a magnifying glass icon and a text input field. At the bottom of the menu are two buttons: "Apply" and "Cancel".

### Assign a This Visit Diagnosis

The **Problem List** can be accessed through the **Amb Oncology 2023** MPage. Before ordering a regimen, best practice is to add a **This Visit** diagnosis to the patient's chart. The advantage in doing so is it will simplify other tasks for the visit by making the **This Visit** diagnosis available to associate to orders, when documenting a staging form, when populating patient education topics, and when populating to your assessment and plan.

1. From the **Ambulatory Oncology 2023 MPage**, click the **Problem List** component.
2. In the **Add Problem** field, search for **Cancer**.
3. Select the **Cancer (C80.1)** diagnosis.
4. Click the **Chronic** button to make this a Chronic problem.

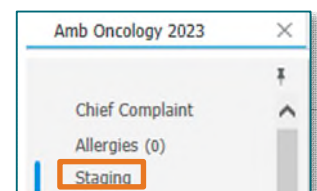


A screenshot of the "Problem List" interface. At the top, there is a search bar with "Cancer" entered. Below the search bar is a table with columns: Priority, Problem Name, Code, Onset, Classification, and Actions. The first row shows a priority of "1", a problem name of "Cancer" with a warning icon, code "C80.1 (ICD-10-CM)", onset "AUG 24, 2023", classification "Medical", and actions "This Visit" (checked), "Chronic" (checked and highlighted with an orange box), and "Resolve".

### Document Cancer Staging

The **Oncology Staging** MPage component is an interactive cancer staging component which allows providers to document oncology staging for your patients. The component provides an overview of documented staging forms within the MPage, as well as links to easily add, modify, or view additional information.

1. Navigate to the **Staging** component on the **Amb Oncology 2023** Workflow MPage.
2. To add new staging form for a patient, click **Add [+]** in the upper-right corner of the Staging component.
  - a. You can also click **Add Staging** in the middle of the component.
3. From the **Disease** tab start a new staging form, select a problem from the Problem List.
  - a. This will populate with diagnosis marked as **Chronic**.
  - b. You can also click **Add New\*** to add a problem not listed in the patient's problem list.
4. Enter an **Onset Date** of **August 21, 2023**, using the calendar dropdown.
5. Select the **AJCCV8 (2023)** Staging System.



A screenshot of the "Amb Oncology 2023" Staging component. It shows a list of items: "Chief Complaint", "Allergies (0)", and "Staging". The "Staging" item is highlighted with an orange box.

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6. Based on your entry in the Staging System, a list of options displays when you click in the Form field. Select **THO Lung Staging Form AJCCV8**.

**NOTE:** On the right, the Documents tab displays. Existing documents for your patient are listed and you can use the Document Viewer to review them while staging.

**NOTE:** Reference text is available to help select the correct codes while entering staging details.

7. Selecting the form activates additional tabs under which you complete the staging details.
8. On the **Clinical Stage** tab fill out:
  - a. **Tumor Size (cm) Clinical:** 5
  - b. **Primary Tumor (T) Clinical:** cT2
  - c. **Regional Lymph Node (N) Clinical:** cN2
  - d. **Distant Metastasis (M) Clinical:** cM1
9. Once you have filled the fields out in the above fields, the **Clinical Stage** field will automatically calculate the stage based on the information provided in the above fields.

**NOTE:** The Staging tool may not always automatically populate the Clinical Stage if there are multiple options of final staging based on the information entered.

10. In the **Pathological** and **Additional Descriptors** sections fill out the fields, as applicable.
11. Once complete, click **Sign**.
12. You are returned to the Amb Oncology 2023 MPage and the Staging documentation displays.

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### Tumor Profiling/NGS/Genetics

Any additional information regarding staging the patient's cancer not captured in the Staging tool will be documented using the Tumor Profiling/NGS/Genetics Form.

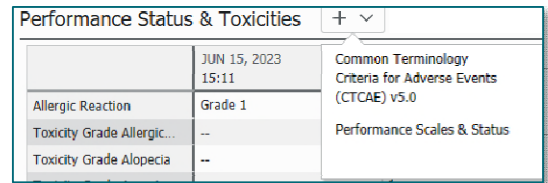
1. On the Amb Oncology 2023 MPage, navigate to the **Tumor Profiling/NGS/Genetics** component.
2. Select **Tumor Profiling/NGS/Genetics Form** from the dropdown in the upper right-hand corner.
3. In the free text section of the PowerForm enter an additional applicable information as needed.
4. Click the **green checkmark** ✓ to sign the PowerForm.

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### Performance Status and Toxicities

- The **Performance Scales and Toxicities Form** will be used to document performance scales statuses.
  - The **Common Terminology Criteria for Adverse Events (CTCAE) Form** will be used to document adverse effects of the patient's treatment.
  - Information documented in these forms will flow the note as well as the Performance Scales & Toxicities MPage component.
1. Navigate to the **Performance and Status & Toxicities** component on the **Amb Oncology 2023 MPage**.

2. From the Performance Status & Toxicities component, click the **dropdown arrow** in the upper right-hand corner.
3. Select the applicable PowerForm you would like to document in.
  - a. **Performance Scales and Toxicities Form**
  - b. **Common Terminology Criteria for Adverse Events (CTCAE) Form**
4. Click the **green checkmark** ✓ to sign the PowerForm.
5. Follow this process for any of the two forms.

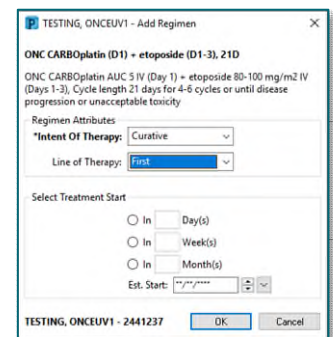
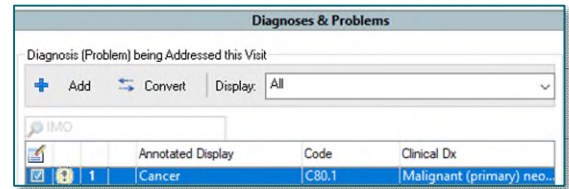


## Ordering a Regimen

### Ordering a Regimen

The **Pre-Treatment PowerPlan** includes commonly placed orders providers may want to be completed prior to starting treatment. When placing pre-treatment orders for your patient, you will review each phase within the Pre-Treatment plan and add the desired orders.

1. Navigate to the **Orders** tab in the Menu and click the **Add** button. The **Add Order** window opens.
2. On the left side under **Diagnoses & Problems**, select the check box next to the **Cancer** diagnosis to associate to the regimen orders.
3. Search for and select **ONC CARBOplatin (D1) + etoposide (D1-3), 21D**.
  - a. Oncology regimen orders have a regimen icon 📄 with a prefix of **ONC** followed by the regimen name.
  - b. PowerPlans have the PowerPlan icon 📄 with a prefix of **ONCP** followed by the PowerPlan name.
4. The **Add Regimen** window appears. Enter the following details.
  - a. Intent of therapy: **Curative**
  - b. Line of therapy: **First**
  - c. Click **OK**
5. Click **Done** on order catalog window.



### Placing Pre-Treatment Orders

6. Click the green **Start** button next to the Pre-Treatment Plan.

**NOTE:** If Pre-Treatment orders are not needed for your patient, simply select the **Skip** button, and proceed to placing your first cycle orders.

7. The **Add Plan** window displays. Select or enter a start date and time for the pretreatment. The date will default to today and time now.

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8. Click **OK**.
9. Review each phase and select/deselect the desired orders using the checkbox.
10. Complete order details, as necessary.

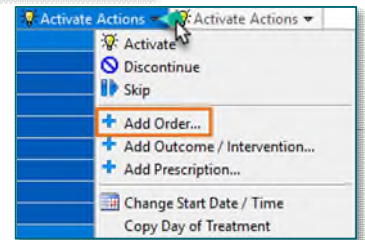
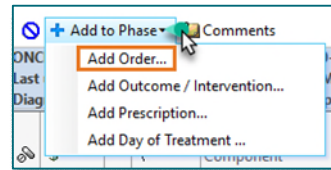
- a. Modify order details by right clicking and selecting **Modify**.

11. To add orders not listed in phase:

- a. Click the **Add to Phase** and select **Add Order** to add orders to the phase.
- b. You can also click the **Activate Actions** dropdown arrow on a Day of Treatment and select Add Order.

12. When ready to sign, click **Orders for Signature**. Review all orders for regimen you have placed for accuracy.

13. Click **Sign**.



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### Starting Cycle 1

Regimens allow providers to select a treatment regimen for a patient that shows the entire protocol including expected plans, cycles, dates of treatment, and the statuses of each treatment cycle across time. To enter orders for cycle one, complete the following steps:


1. Navigate to the **Orders** tab within PowerChart.
2. Click the **Regimen** name to return to the regimen level.
3. Click the **Start button** for Cycle 1.
4. The **Add Plan** dialog box opens.
5. Select the estimated date to start treatment as this will be the date sent to schedulers to schedule the patient for treatment.
6. You can expand a listing in the **Confirm Phase Action** section to view the details. You can modify these actions, if needed. For example, when you do not want to order a specific day of treatment in the cycle.
7. Click **OK**.

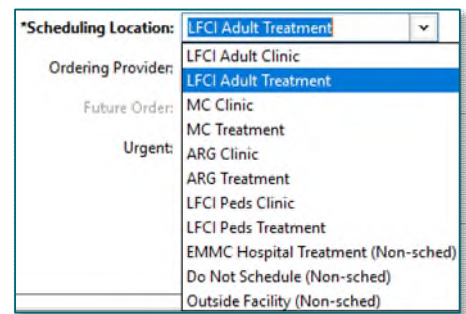
**NOTE:** There are pre-selected orders in each of the phases of all regimens. You will use the same process for any regimen:

- Review each phase and select/deselect the desired orders using the checkbox.
- Modify order details by right clicking and selecting **Modify**.
- Add orders not listed by clicking **Add to Phase**. This will ensure the order is included with all the other Regimen orders.
- Any orders placed outside of the regimen/PowerPlan will not be listed with the orders placed in the regimen - they will be in the corresponding section on the Orders profile.




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8. The default view is the Chemotherapy Phase. All orders for this for this cycle are listed.
9. The **Chemotherapy phase** includes chemotherapy orders, pre-medication/pre-hydration orders, pre-chemo metrics, post-treatment, additional orders/outcomes, and schedulable orders.
10. In certain phases, such as the Chemotherapy Phase and Labs Phase, the scheduling orders are tied to a Day of Treatment.
  - a. These correspond to the days of treatment for the particular cycle associated to the regimen. For example, if it is a 3-day cycle consisting of days 1, 8, and 15, there will be 3 day of treatment columns.
11. In the **Schedulable Orders** section, update the applicable days of treatment scheduling orders if the patient will be receiving treatment for one or multiple days at a different infusion center:
  - o Right-click the scheduling order for the applicable day of treatment and select **Modify**.
  - o Update the **Scheduling Location** to reflect the location the patient will be receiving treatment at.
12. Some medication orders will have predefined order sentences to select from by clicking the down arrow.
13. When ordering medications within a regimen the **Dosage Calculator** icon  will display for all selected medications that require weight-based dosing.
14. The **Dosage Calculator** is a tool used to calculate actual medication doses from a normalized dose based on a patient's actual weight, a calculated weight, body surface area (BSA) or area-under-the-curve (AUC) target dose.



**NOTE:** The Dosage Calculator window will pop up once you click Sign, if not addressed before.

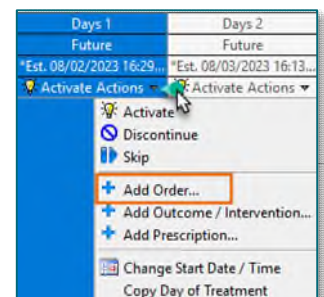
15. Click the **Dosage Calculator** icon  to open the Dosage Calculator window.
16. Make dosing updates, as applicable. If no updates needed to the dosing, select **Apply Dose**
17. Click **Orders for Signature**
18. Click **Sign**, then click **Refresh**.

**NOTE:** After signing, orders for scheduling and authorization are activated immediately and the remaining are available for future initiation when the patient arrives.

## Adding Orders to a Day of Treatment

To add order(s) to a day of treatment, complete the following steps:

1. Navigate to the **Orders** tab in the Menu.
2. Go to the applicable cycle of treatment you wish to add an order to a day of treatment to.
3. Select the **Actions** dropdown in the applicable of treatment.
4. Select **Add Order**. Search for the order(s) you would like to add.



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5. The **Add to Treatment Periods** window displays. Select the applicable day(s) of treatment to add this order to.
6. **Order details** for the selected medication display in the scratchpad. Make any applicable edits, if needed.
7. When complete, click **Orders for Signature**.
8. Click **Sign**.
9. Click **Refresh** to see the updates.
10. The order(s) are added to the **Additional Orders/Outcomes** section for the day(s) of treatment you selected.

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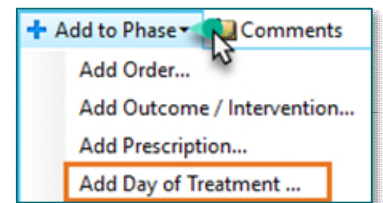
### Adding Lab Orders to Days of Treatment

Follow the same steps outlined in the **Adding Orders to a Day of Treatment** as it is the same process.

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### Add a Day of Treatment

1. Navigate to the **Orders** tab in the Menu.
2. Go to the applicable cycle of treatment you wish to add a day of treatment to.
3. While viewing the chemotherapy orders for the cycle, click **Add to Phase** and select **Add Day of Treatment** to add a day of treatment to the plan.
4. The **Add Day of Treatment** dialog box displays.
5. Enter a number in the **Day:** box. For the purposes of this workbook, enter **6**.
6. The **Start Date/Time** box will automatically update depending on the day you enter. Adjust the date, if needed.
7. Click the **Add** button to add the day to the current phase.
8. The new day of treatment will display below with the other days of treatment in this cycle.
9. Click **Save**. The new day of treatment is added to the scratch pad.
10. Make any appropriate changes to the new day of treatment using the Quick Add, Quick Remove, and add to phase functionality, as needed.
11. Once you are finished adding orders to the day of treatment, click **Orders for Signature**.
12. Click **Sign**, then click **Refresh**.

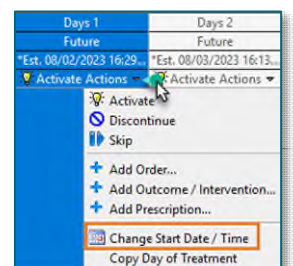


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### Rescheduling a Day of Treatment

To reschedule a day of treatment when the orders **HAVE NOT** been activated yet, complete the following steps:

1. Navigate to **Orders** tab in the menu and go to the regimen.
2. Click **Chemotherapy phase**.
3. In the **Day 1** column, select **Activate Actions**.
4. Select **Change Start Date/Time**.





5. Enter the new estimated Start Date/Time you want to reschedule the day of treatment to.
6. Place a check in the box for **Request a new appointment time**.
7. Click **Adjust All** to adjust the selected treatment periods and phase(s).
  - a. This will allow you to reschedule the linked phases (Chemotherapy, Labs, and Clinical Scheduling and Tasks) at the same time.

**NOTE:** If you are only rescheduling a single Day of Treatment and you do not want to adjust the dates of the remaining days of treatment, you would NOT click the Adjust All button.

8. Document **Reschedule Reason**. Select an appropriate reason from the list.
9. You have the option to enter a comment in the **Comment** field, as applicable.
10. Click **Orders for Signature**.
11. Click **Sign**, then click **Refresh**.

Change Start Date/Time

Change Start Date/Time: Chemotherapy (Days 1 to 3) - Days 2

Start Date/Time: 08/29/2023 1524 EDT

Appointment Information: Confirmed 06/07/2023 09:45:00 EDT  Request a new appointment time

To change the start date/time of a single treatment period/non-DoT phase, enter a new date below.

Adjust All Automatically adjusts the start date for the selected treatment periods and phase(s)

Adjust	Description	Start Date/Time	Appointment Information	Request New Appointment
<input type="checkbox"/>	Chemotherapy (Days 1 to 3) Days 3	*Est. 07/28/2023 9:34 EDT	Request	<input type="checkbox"/>

\*Estimate of Actual Treatment Date

\*Reschedule Reason:  
Reschedule Reason and Comment applies to initiated/future phase(s) only

Comment:

Adjust all subsequent regimen elements

OK Cancel

## Scheduling Phase & Clinical Scheduling and Tasks Phases

- The **Scheduling Phase** includes all the scheduling orders from the other phases.
- The **Clinical Scheduling and Tasks phase** will work the same as the Chemotherapy and Labs phase and have the scheduling orders for office visits and chart pulls associated to the applicable days of treatment.
- To review, add, or modify the scheduling orders for office visits and chart pulls associated to the applicable days of treatment, complete the following steps:
  1. Navigate to the **Clinical Scheduling and Tasks** phase.
  2. Follow the steps used in any of the phases of the regimen:
    - Review each phase and select/deselect the desired orders using the checkbox.
    - Modify order details by right clicking and selecting Modify.
    - Click the **Add to Phase** and select **Add Order** to add orders to the phase.
    - You can also click the **Activate Actions** dropdown arrow on a Day of Treatment and select Add Order.

**NOTE:** After signing the orders, the orders for scheduling and authorization are activated immediately and the remaining are available for future initiation when the patient arrives.

## Rescheduling Activated Regimen Orders (Discontinue & Copy Day of Treatment)

If the start date/time of treatment needs to change and the day of treatment orders **HAVE** been activated, follow these steps to discontinue activated day of treatment orders and copy the day of treatment to reschedule.

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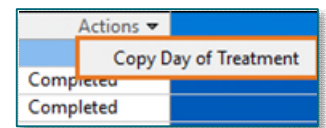
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### Discontinue Day of Treatment

1. Find the **Day of Treatment** that has been activated to discontinue.
2. Select the carat beside the **Actions** button.
3. Click **Discontinue**.
4. The **Discontinue** window displays. Select an appropriate discontinue reason.
5. Click **OK**.
6. Select **Orders for Signature**.
7. Click **Sign**, then click **Refresh**.
8. The day of treatment will show as discontinued.

### Copy Day of Treatment

To Copy the discontinued Day of Treatment, complete the following steps from the Chemotherapy Phase:



1. In the discontinued day of treatment, click the **Actions** and select **Copy Day of Treatment**.
2. Enter the new estimated **Start Date/Time** you want to reschedule the day of treatment to.
3. Place a check in the box for **Request a new appointment time**.
4. Click **Adjust All** to adjust the selected treatment periods and phase(s).

**NOTE:** If only rescheduling a single Day of Treatment and you do not want to adjust the dates of the remaining days of treatment, do NOT select Adjust All.

5. The **Reschedule Reason** field is required. Select an appropriate reason from the list.
6. Click **OK**.
7. Select **Orders for Signature**
8. Click **Sign**, then click **Refresh**.
9. The Day of Treatment date displays the updated date with the orders.

**NOTE:** If Day of treatment labs were drawn and resulted, and new orders are needed for new day of treatment, you will need to copy the lab orders.

### Copy Completed Day of Treatment Labs

1. Go to the **Labs** phase.
2. In the appropriate day of treatment column, select **Activate Actions**.
3. Select **Copy Date of Treatment**
4. Select estimated **Start Date/Time** and click **OK**.
5. Click **Orders for Signature**

6. Click **Sign**, then click **Refresh**.
7. The **Day of Treatment** date displays the updated date with new lab orders.

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### **Adding Patient Education & Patient Instructions**

1. Patient instructions are documented on the **Amb Oncology 2023 MPage** within the **Patient Instructions** component per current workflow.
  - Any instructions that you document within this section print out with the Patient Visit Summary when the patient checks out.
2. Education material for the patient is selected in the **Patient Education** component.



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### **Completing and Signing a Note**

- You will use the **Amb Oncology 2023** workflow page to document in the HPI, ROS, PE, and Assessment & Plan components using tagging, free text, auto text, and/or M\*Modal.
  1. Note templates can be accessed from the bottom of the **Amb Oncology 2023** Workflow MPage in the **Create Note** section.
  2. Choose the template as appropriate for your patient's visit.
    - Examples:
      - For initial office visits, you will select the **Oncology Initial Office Visit Note**.
      - All other office visits, you will use the **Oncology Office Visit Note**.

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### **Placing Visit Charges and Follow Up Orders**

- The last step of the patient visit workflow is to place your Office Visit Charges via the Quick Orders MPage.
  1. Navigate to **Oncology Quick Orders MPage**.
  2. In the **E&M Charges** component, select the appropriate patient type subsection.
  3. If the patient does not have regimen orders **OR** you are placing follow-up orders OUTSIDE of a regimen:
    - Go to the **Follow Up Appointments** component.
    - Select the applicable follow-up order.
  4. Use the **Quick Orders MPage** to place any other applicable orders outside of the regimen needed.
  5. Click the **Orders for Signature** icon   on the toolbar.
  6. To make any changes to the order(s), click the **Modify Details** button.
  7. If no changes to the order(s), click the **Sign** button.

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### Ordering Other Regimens

#### Oral Chemo Regimen

Let's take a look at an example of an oral chemo regimen to review some differences in managing the regimen: **ONC temozolomide (Temodar) 150 – 200 mg/m<sup>2</sup> PO (D1-5), 28D**. The dosing schema is unique.

1. Navigate to the **Orders** tab in the Menu and click the **Add button**. The **Add Order window** opens.
2. On the left side under **Diagnoses & Problems**, select the check box next to the **Cancer** diagnosis to associate to the regimen orders.
3. Search and order the regimen: **ONC temozolomide (Temodar) 150 – 200 mg/m<sup>2</sup> PO (D1-5), 28D**
4. **Add Regimen** window appears. Enter the following details.
  - Intent of therapy: **Curative**
  - Click **OK**.
5. Click the **SKIP** button for the Pre-Treatment Plan.
  - In the **Skip** window, select **Other** in the Reason field. Click **OK**.
6. Click the **Start** button for Cycle 1.
7. Review each phase, modify, add to phase as appropriate for patient.

**NOTE:** Be sure to pay attention to when labs are drawn and when Chart Pulls are ordered.

**NOTE:** If you need to add a day, it will be done after signing the regimen.

8. Review **Prescriptions** phase to review the dosing schema for temozolomide.
  - Provider will decide which target dose to use (150 mg/m<sup>2</sup> **OR** 200 mg/m<sup>2</sup>)
  - In section of the target dose they chose, they will select the **High Alert temozolomide target dose calculation order** to calculate the dose.
  - After calculating the dose, they will select appropriate orderable(s). Adjust the FINAL DOSE depending on the DOSE FORMS. The final dose will be what is prescribed.
  - For the selected orderable(s), the provider will update the Special instructions field to reflect the correct instructions with the dosages (e.g., Take daily on days 1 - 5. Take with \_\_\_mg cap for a total daily dose = \_\_\_mg)
9. Continue entering the applicable orders for the regimen.
10. When finished placing orders and are ready to sign, click **Orders for Signature**.
11. Click **Sign**, then click **Refresh**.

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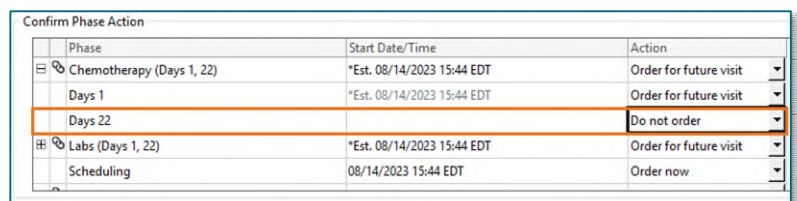
### Skip a Day of Treatment in the Add Plan Window When Ordering a Regimen

We are going to use the Zometa regimen to demonstrate how to skip a day of treatment in the **Add Plan** window.

1. Search and order the regimen: **ONC zoledronic acid (Zometa) (D1,22), 42D (Every 4 vs 12 weeks)**

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2. **Add Regimen** window appears. Enter the following details:
  - Intent of therapy: **Curative**
  - Click **OK**.
3. Click the **SKIP** button for the Pre-Treatment Plan.
  - In the **Skip** window, select **Other** in the Reason field. Click **OK**.
4. Review the note in the regimen that states **“To convert this into every 6 week plan, please select “Do Not Order” for Day 22 in the plan window.”**
5. Click the **Start** button for Cycle 1.
6. Expand the **Chemotherapy Phase** in the **Confirm Phase Action** section.
7. Change the Action for Day 22 to **Do Not Order**.
8. Update Day 22 to **Do Not Order** for all the phases (Labs, and Clinical Scheduling and Tasks)
9. Continue entering the applicable orders for the regimen.
10. When finished placing orders and are ready to sign, click **Orders for Signature**.
11. Click **Sign**, then click **Refresh**.



Phase	Start Date/Time	Action
Chemotherapy (Days 1, 22)	*Est. 08/14/2023 15:44 EDT	Order for future visit
Days 1	*Est. 08/14/2023 15:44 EDT	Order for future visit
Days 22		Do not order
Labs (Days 1, 22)	*Est. 08/14/2023 15:44 EDT	Order for future visit
Scheduling	08/14/2023 15:44 EDT	Order now

## Dose Adjustments

To make a Dose Reduction:

1. Navigate to cycle one of the ONC CARBOplatin (D1) + etoposide (D1-3), 21D regimen and click **Chemotherapy phase**.
2. Right-click **etoposide** and select **Modify**.
3. Click the **Dosage Calculator** icon.
4. Using the up/down arrow on **Line 3) Dose Adjustment** for percentile dose adjustment.
5. Fill out **Line 7) Adjust Reason**. Use **comment field** to additional information, if needed.
6. Click **Apply Dose**.
7. Drug details will appear with adjusted dose.
8. Click **Orders for Signature**.
9. Click **Sign**, then click **Refresh**.
10. Order Details will update with Dose Adjustment and indicate % reduction in red.

## Place Okay to Treat Order

The patient is seen by the provider, you review the pre-chemo metrics and clear them for treatment. You will place the **Okay to Treat** order to communicate this to nursing and pharmacy.

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➤ **Adult Providers will use the Okay to Treat order.**

1. From **Orders**, click **Add**.
2. Search for **Okay to Treat**.
3. In the **Okay to Treat** order, complete the required fields.
  - **Okay to Treat Reason:** Select the appropriate option.
  - Use the **Okay to Treat Comments** field to enter any additional information as needed. (e.g., cleared for treatment days 1-4.)

**NOTE:** If lab results are delayed, indicate in the special instructions labs pending.

4. Click **Orders for Signature**.
5. Click **Sign**, then click **Refresh**.
6. Order will flow to the the following locations in the patient's chart to be viewed by staff:
  - Orders profile
  - Oncology Flowsheet

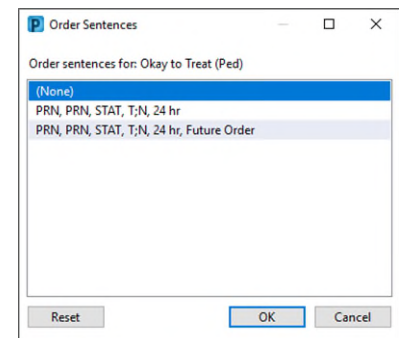
**IMPORTANT:** DO NOT use Add to Phase when placing the Okay to Treat order. You will click Add+ from the Orders tab.

➤ **Okay to Treat (Ped) Order - Pediatric Providers Only:**

An **Okay to Treat (Ped) order** will always be placed by the pediatric oncologists. Providers will review the treatment parameters and document the Meets Criteria Outcome via Document in Plan tab.

Providers will place the Okay to Treat (Ped) order by:

1. From Orders, click **Add**.
2. Ensure the **Type** field is set to **Ambulatory Orders and Medications**.
3. Search for the **Okay to Treat (Ped)** order.
  - The order with the **CHEMO, STAT, T;N, 24 hr** order sentence will be used in the **Inpatient** setting.
    - Order will flow to:
      - Orders profile
      - Care Compass
      - Oncology Flowsheet
      - MAR
      - PPM/Med Manager for verification
  - The order with the **CHEMO, STAT, T;N, 24 hr, Future Order** order sentence will be used in the outpatient clinic setting
    - Order will flow to:
      - Orders profile
      - Oncology Flowsheet
      - MAR





- PPM/Med Manager for verification
4. In the **Okay to Treat (Ped)** order, the provider will complete the required fields.
    - In the **Okay to Treat** field to enter any information needed to relay for okay to treat (e.g., cleared for treatment days 1-4.)
    - **Okay to Treat Reason:** Select the appropriate option from the dropdown.
  5. Click **Orders for Signature**.
  6. Click **Sign**, then click **Refresh**.

## Document in Plan - Pediatric Providers Only

7. Review details in **Plan of Care**.
8. Review treatment parameters.
9. Click the **Document in Plan** tab.
10. Click + besides **Meets Criteria** for all medications indicators.
11. Has the patient met parameters for **ALL** medications?
  - If the patient has met parameters for **ALL** medications, select **YES**.
    - When **YES** is selected, fill in the appropriate **Evaluation Date & Time**.
  - If the patient has **NOT** met the parameters for **ALL** medications, select **NO**.
    - When **NO** is selected, fill in:
      - The appropriate **Evaluation Date & Time**
      - Outcome Variance Reason and details in the free text field.
      - Outcome Variance Action and details in the free text field.

The screenshot shows a web form titled "Outcome Description" with the subtitle "Meets criteria for intrathecal medications". It contains the following fields:

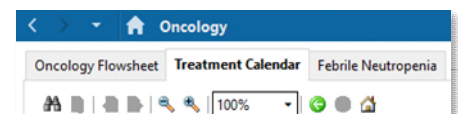
- Radio buttons for "Yes" and "No", with "No" selected.
- "Evaluation Date & Time" section with a date field set to "08/14/2023", a time field set to "1634", and a dropdown for "EDT".
- "Outcome Variance" section with a "Reason:" dropdown menu set to "Criteria not met".
- "Action:" dropdown menu set to "Therapy adjusted per protocol".

12. Click **Sign Documentation**.

## Request Future Cycle Appointments in Advance

When a provider orders an active regimen for a patient and wants to send just the scheduling requests for the future cycles of treatment, they send requests for the applicable future cycles in advance to the scheduling request queue via the Treatment Calendar.

1. After ordering the regimen, navigate to the **Oncology** tab in the Menu.
2. Select the **Treatment Calendar** tab.
3. Locate the regimen that was just ordered.



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4. In the **Scheduling** section of the next cycle (Cycle 2), click the first order listed (it will have an asterisk\* and in italics).
5. The **Add to Patient Treatment** Calendar dialog displays. At the bottom of the dialog window, there are 2 options to send the requests to the schedule queue to be scheduled.
  - **Send Scheduling Requests for Current Cycle** – This would be used if the date listed is correct and you just want to send the scheduling requests for the current cycle.
  - **Send Scheduling Requests for Current Cycle and Adjust all Future Cycle(s)** – This would be used when you need to change the date of the current cycle and **adjust** the remaining cycle dates. This would only send the requests for the cycle that was selected, **not** for the remaining cycles.
6. Then click **Sign**.
7. The schedule requests for the current cycle have been sent to the scheduling request queue to be scheduled.

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### Ordering PowerPlans

There are various PowerPlans available to order electronically. Here are some common examples to search for to become more familiar with:

#### **Acute Visit Orders**

- To place acute medication orders, such as orders for IV hydration, nausea, pain medication, etc., you will use the **ONCP Acute Medications PowerPlan**.

#### **Ordering Blood Transfusions**

- Search for the appropriate **TRANSFUSE** blood product order (e.g., Transfuse Red Blood Cells Anemia Non-Active Bleeding Adult, etc.)

#### **Ordering Procedures**

- **Adult** oncology providers will use order the **Bone Marrow Biopsy PowerPlan**. This PowerPlan is all-inclusive of the orders needed for a Bone Marrow Biopsy – it has the scheduling, lab, pathology orders, and procedure medications all in it.
- **Pediatric** oncology providers will use the **Dahl Chase Requisitions PowerPlan** to place lab and pathology orders for Bone Marrow Biopsies

#### **Supportive Medications**

- Example: ONCP iron sucrose (Venofer) (D1,3,5), 7D

#### **Hypersensitivity Protocol**

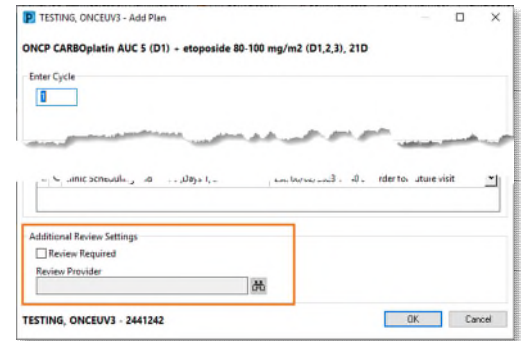
- If a patient experiences a treatment complication, the provider will place the **ONCP Hypersensitivity Protocol PowerPlan**.
-

## Co-Signature For Regimens

**NOTE:** Please follow processes and policies specific to your location as it relates to requirements for co-signing orders.

### To send a regimen for co-signature:

1. When ordering a regimen and starting a cycle, in the **Additional Review Settings** section, check the box for **Review Required**.
2. In the **Review Provider** field – enter the appropriate provider's name.
3. Click **OK**.
4. Place regimen orders per the normal regimen ordering process outlined above.



### Providers co-signing orders:

1. Plans sent for co-signature will appear in the **Plans for Review** section in Message Center

**NOTE:** When reviewing orders to co-sign, go to the patient's chart to review the orders as the message does not display the orders in a clear format.

2. After you have reviewed the orders, go back to the Message, and select one of the action buttons:
  - Approve all and Next
  - Accept with Modify
  - Reject All and Next

