From the Office of Clinical Informatics

Ambulatory Oncology – CCOM

CPOE Lab Orders

Frequently Asked Questions

December 23, 2021

Table of Contents

Lab Orders

Lab orders cannot be edited or modified once signed. If changes need to be made, the order must be canceled and re-ordered.
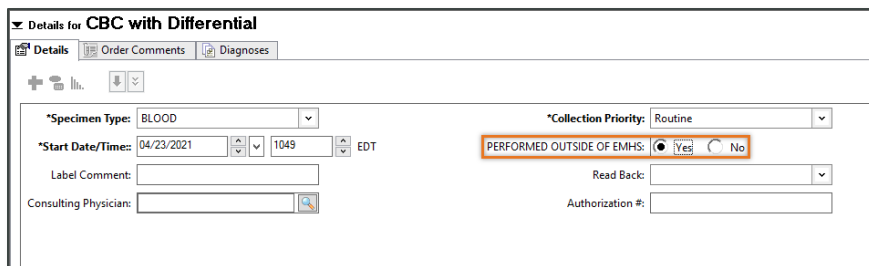
Future Lab Orders & Follow-Up Communication

➢ **Lab orders** will be placed as future visit orders. The **Order for Future Visit** field is defaulted to **YES** when you are placing a lab order in the ambulatory setting. This would always stay as **YES**.

➢ **Follow-Up Communication**

- ○ **If no chemotherapy is being ordered:**
  - ▪ Providers do not need to open a PDF to write follow-up orders/labs.
  - ▪ Providers will send a message via Message Center to communicate follow-ups.
  - ▪ Example: "MD visit for follow up in 2 months; lab orders in CPOE."

- ○ **If chemotherapy is ordered:**
  - ▪ Follow-up communication will be done in the follow-up section of the chemo order PDF including the follow-up/treatment information for scheduling and noting "lab orders in CPOE."

- ○ The patient will be scheduled for their next appointment. The patient can present to any NLH Lab in the system and those labs will be activated and drawn.

Lab and Imaging Requisitions:

➢ Update the **Performed Outside of EMHS** field to **YES** if getting labs drawn outside of system.

NOTE: Due to CCOM and AR Gould Cancer Care not being broke out into their own facilities yet, lab and imaging requisitions will not auto-print.

➢ To **print** the requisitions from the Orders profile of the patient's chart:

- ○ Select one of the lab orders to be printed.
- ○ To select the remaining orders to be printed, press and hold the **CTRL** button on your keyboard while clicking the remainder of the orders.

- o Select the first order listed from the labs you want to print.

- o Press and hold the **Shift** button on your keyboard and click the last lab you want to print a requisition for. This will select and highlight all the orders in-between.

- o Right-click one of the orders to highlight, then hover over **Print** and select **Reprint Requisition**.
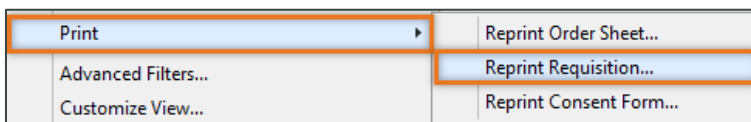
- o Select the appropriate H Printer in the list and click **OK**.

➢ **Ambulatory requisition printing**: Labs print under each other, not one per page.

Specialized Lab Orders:

➢ For situations where molecular orders are to be added on to an already obtained specimen, the current process that Dahl Chase and NLH have in place is a paper order is completed requesting the add-on molecular testing to be performed on the specimen.

- o This can be accomplished by indicating this in the scheduling instructions box of the PDF **or** by sending a message in Message Center to have the order sent to Dahl Chase.

➢ The process that is in place throughout the other ambulatory offices across the system for situations like this is a message would be sent to the appropriate staff with the order in Message Center.

➢ This process would be the same for specific pathology samples that are going to be sent from Dahl Chase (and sometimes from outside path labs) to genomic testing facilities.

Referral Tests

➢ The **Referral Tests** orders are used to place a lab order that is not found in the system.

➢ For example, if there is a lab order that needs to be drawn and sent out by the lab. Indicating the name of the order and where it would need to be sent to.

Add-on Lab Orders

➢ **CCOM**: Order name: **Add-On Lab Test (EMMC)**

➢ **Workflow:**

- o Provider determines there needs to be an add on lab.

- o   Place the **Add-On Lab Test (EMMC)** order. Fill in the order details.

- o   An order will print in the lab notifying the lab staff of an Add-On Lab order.

- o   Lab staff will find the specimen and add the test on.

- o   Since the lab will get printed notice, providers do not have to call.

Quick Orders

➢ Please refer to the flyer on how to place lab, imaging, and pathology orders using the Quick Orders MPage.

Recurring Orders

➢ Please refer to the flyer on how to place Recurring Lab Orders.

Blood Culture Orders

➢ To place blood culture orders in the ambulatory setting, please use the **AMB Blood Culture** order. For two orders of blood cultures, you will place two AMB Blood Culture orders.

Pathology

Dahl Chase Blood Flow Cytometry

➢ Dahl Chase Blood Flow Cytometry orders will be placed using the **Dahl Chase Flow Cytometry Blood** order in Cerner. This will interface to Dahl Chase and result to the providers Message Center.

Bone Marrow Biopsies

➢ Bone Marrow biopsies will remain on the current process as they are done now.

➢ Workflows are being finalized and training with clinical staff need to occur prior to rolling this out.

Urine Cytology

➢ To place a Urine Cytology order, you will use the **Dahl Chase Non Gyn Cytology** order; however, **this order it is not a future visit order,** so would function like a bone marrow biopsy or surgical biopsy pathology order and would need to be completed and signed after the procedure is completed because the order can't be modified.

➢ Patients are typically providing this the same day prior to the appointment. Patients are usually scheduled to have labs drawn prior to their provider appointment and treatment visit. With it not being a future order, the provider cannot place it beforehand.

➢ A ticket has been placed for the PathNet team to add the Future Order fields to the order. Once the future order fields have been added to the order, providers will transition to placing the actual Dahl Chase order.

➢ **Workflow**:

    o Use the **Referral Test** order when ordering urine cytology. The lab will continue to process these as they are currently. Providers will continue to receive these results as they are currently.

Nurse Practitioners

Consulting Physician Field

➢ When placing lab orders, nurse practitioners will add the attending provider in the **Consulting Physician** field. Providers in this field will receive these cc'd results in the **Results to Endorse** folder or **Documents** folder, depending on the particular result.

➢ The results would still need to ultimately be signed by the ordering Nurse Practitioner.

➢ To add a provider to the Consulting Physician field to all the lab orders:

    o Select the first order listed from the lab orders. Then press and hold the **Shift** button on your keyboard and click the last lab you wish to order. This will select and highlight all the orders in-between.

    o Enter the appropriate provider in the **Consulting Physician** field.

    o For abnormal lab results requiring the provider to review – follow the process utilized today by forwarding these results to the provider.

Order Sets and Super Group Order Care Sets

Order Sets and Super Group Order Care Sets

➢ Orders that are part of Order sets and Super group Care Sets do not work with Future on Hold Orders. There were 'AMB' dummy orders created for the provider to order.

➢ Please refer to the document of Order Sets and Super Group Care Sets of the AMB pre-fix orders that providers would place in the clinic setting.

    o   This is an identified break Cerner is aware of and this is a work around for the providers to place future orders in the clinic.

    o   The Lab IS team cannot hide those orders from CCOM since they are still under EMMC. Once CCOM is broken out into their own facility, providers won't see the real orders and would see the ones they could order in clinic (versus both as they can now).

➢ When placing these orders on the inpatient side, you will use the normal orderable, like Type and Screen, etc.

➢ Another example are PT/PTT orders. This is another order set that is used in the inpatient setting and not in the ambulatory clinic setting as it does not work with Future orders.

➢ When ordering a PT and/or PTT, these will need to be ordered separately. These can easily be ordered on the Oncology Quick Orders page, in the Labs component.
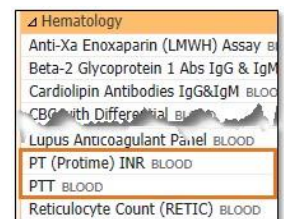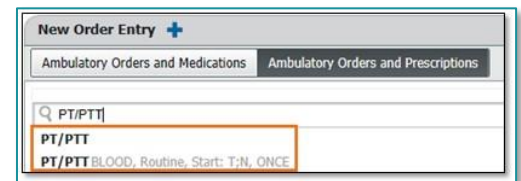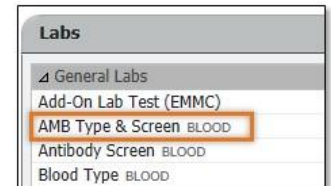
Miscellaneous

Clinical Research Lab Orders

➢ Clinical Research staff will continue to write the PDF treatment orders and send to the provider to review/sign.

➢ In the follow-up section, staff will continue to list the protocol required labs. Providers reviewing/signing the PDF will enter the protocol required labs listed in the PDF into Cerner.

Chart Review

Review the Orders profile in the patient's chart for imaging and lab orders placed by the providers.

➢ Orders can be viewed within the patient's chart from the **Orders** tab.

➢ Click the **Displayed**: hyperlink to open the **Advanced Filters** window in the Orders tab. You can choose from the different display options for orders.
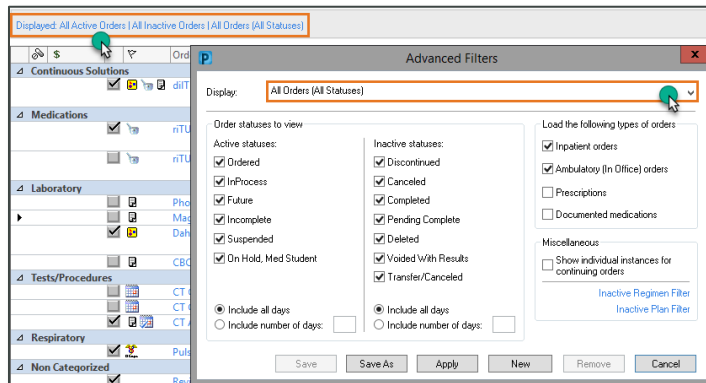
Labs Requiring Prior Authorization

➢ Staff will review the patient's order profile for labs to obtain prior authorizations on those that may require them.

**How do we know when the patient should have a test performed?**

➢ Order details can be viewed in the Orders tab in the patient's chart. These can be viewed in the Order Details column or by clicking the hyperlink of the order name.

➢ Details of the order, such as when the provider wants the test performed, the diagnosis associated to the order, where the provider selected for the study/test to be performed (in the NLH system or outside the NLH system).

**Customize Orders View**

➢ How orders are displayed in the patient's chart can be adjusted to have columns in view and in a particular order to be efficient in viewing order information.

➢ Go into a patient's chart.

➢ Go to the **Orders** tab.
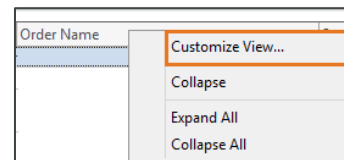
- ➢ Right-click the toolbar header and select **Customize View**.

- ➢ To view orders from newest to oldest, make the changes to your window to match the ones outlined in orange in this screenshot.

- ➢ In the top two boxes for **Available Columns** and **Selected Columns**. If there is something on the Available side that you want to see when you look at the orders page in a patient's chart- select the one you would like and click the **Add Button**.

- ➢ You can also use the **up** and **down** arrows on the right side to re-arrange the columns in order.

- ➢ Click **OK.**
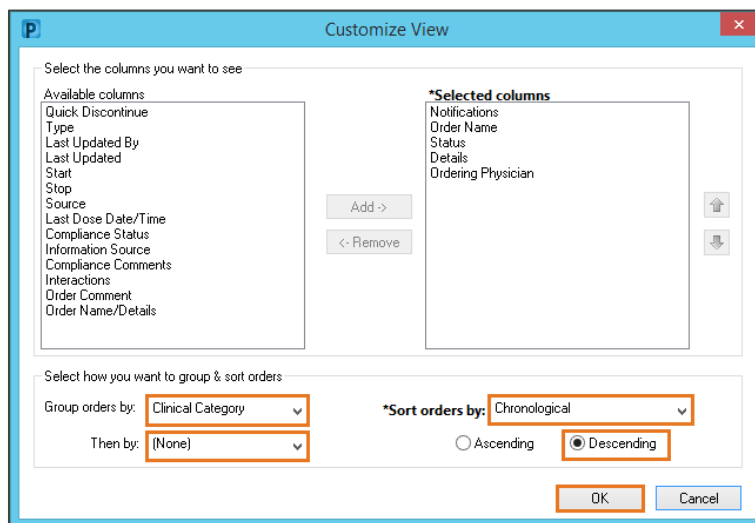
NOTE: Make sure to use the **Exit** ![Exit] button when closing PowerChart to ensure that these changes will be saved. Otherwise, they will be discarded and not be saved for when you log back in the next time.