From the Office of Health Informatics

Adult Bone Marrow Biopsy Workflow

February 18, 2025

Oncology providers can place electronic Bone Marrow Biopsy orders in Cerner and receive the results automatically within Message Center using the electronic CPOE Dahl Chase orders.

In addition to results being sent to the provider's Message Center, the use of electronic Dahl Chase orders increases efficiency by replacing the transcription of order details on paper requisitions workflow of clinical staff assisting. This also eliminates the need for multi-part Dahl Chase forms as well as the need to scan the report into the patient's chart.

Bone Marrow Biopsy Ordering Workflow

➢ **Provider Workflow**

STEP 1: From the **Amb Oncology 2023** Workflow MPage, navigate to the **Problem List** component.

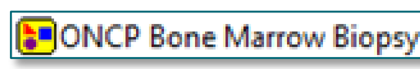
STEP 2: Add or select a **This Visit** diagnosis.

- If the diagnosis is not listed, it can be added by entering the problem name in the **Add problem** search field and selecting the appropriate diagnosis.
- Click the **This Visit** button for the appropriate problem on the existing list.

STEP 3: Navigate to the **Orders** tab in the Menu and click the **Add** button.

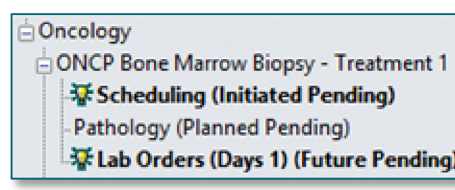
- The **Add Orders** window displays.

STEP 4: Search and select the **ONCP Bone Marrow Biopsy PowerPlan**.



STEP 5: The **Add Plan** dialog box opens.

STEP 6: Select the estimated date to have the bone marrow biopsy done. This will be the date sent to schedulers to schedule the patient.



STEP 7: Click **OK**. The **Bone Marrow Biopsy PowerPlan** displays.

STEP 8: Go to the **Scheduling phase.** There are two linked order options. Select one of the applicable orders:

- **ONC BONE MARROW BIOPSY W/O SEDATION 80 MIN** – scheduling order that sends a request to the Request List to be scheduled.
- **SP Bone Biopsy w/Aspiration 38222** – select this order for the bone marrow biopsy to be done in Interventional Radiology.

STEP 9: Click the **Pathology phase** and choose the applicable Pathology orders.

- The following pathology orders are pre-selected:
  - **Dahl Chase Bone Marrow**
  - **Dahl Chase Flow Cytometry BF/BM/TISSUE**
  - **Dahl Chase Hematological FISH BM/TISSUE**
  - **Dahl Chase Molecular Pathology**

- Select other orders, as needed.
- Fill in the order details for each order.

<u>STEP 10</u>: Go to the **Lab Orders phase** and select the desired lab orders.

- CBC with Differential is pre-selected.
- If the patient is getting the bone marrow biopsy performed in the clinic, select the **ONC LAB/INTAKE/VITAL** scheduling order.

<u>STEP 11</u>: When ready to sign the orders, click **Orders for Signature**.

<u>NOTE</u>: If the Orders for Signature button is NOT available, follow the instructions below.

- In the **Pathology Phase**, the **Orders for Signature** is NOT an option. Instead, there are options to **Plan for Later**, **Future Initiate**, or **Initiate Now**.
- It is important to <u>NOT</u> select **Future Initiate** or **Initiate Now**.
- Clicking one of these options may result in orders not being placed in a Planned/Future state to be activated when the patient presents for the procedure.

- To proceed with signing the orders, complete one of the following actions:
  - Click **Plan for Later**.
  - Navigate to another phase of the plan and click **Orders for Signature**.

<u>STEP 12</u>: Click **Sign**, then click **Refresh**.

<u>NOTE</u>: After signing, scheduling orders are sent to the scheduling request queue to be scheduled.

The Labs phase will be placed in a Future state. The Pathology phase is placed in a Planned state to be initiated when the patient presents for the procedure.

➢ **Receiving Dahl Chase Results**

- Once the procedure has been completed and resulted, results flow to **Results** folder in the ordering provider's Message Center.

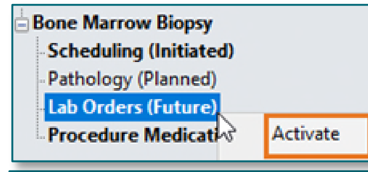
<u>Bone Marrow Biopsy Procedure Specimen Collection Workflow</u>

➢ **MA Workflow**

The MA initiates the Pathology phase and completes the order details during the procedure.

<u>STEP 1</u>: From the patient's chart, navigate to **Orders**.

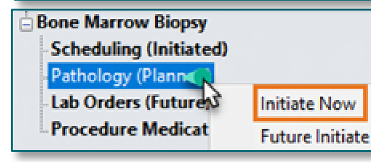
<u>STEP 2</u>: In the **View** pane, locate the **ONCP Bone Marrow Biopsy** PowerPlan.



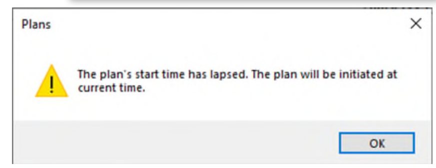
STEP 3: If the labs ordered are being drawn by the MA, right-click the **Labs phase** and select **Activate.**

STEP 4: Click **Orders for Signature**, then **Sign.**

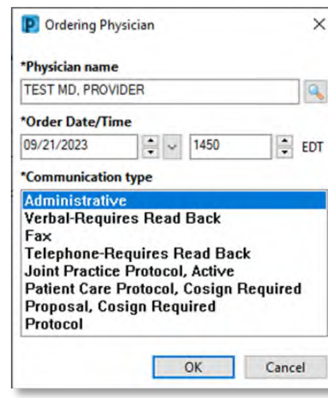
- Lab labels will print. Draw the labs, label the specimens, and bring to the lab.



STEP 5: To initiate the pathology orders, right-click the **Pathology phase** and select **Initiate Now**.

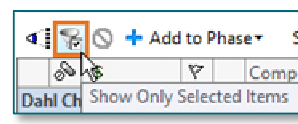


- A prompt displays stating **"The plan's start time has lapsed. The plan will be initiated at current time."** This is because the plan was placed by the provider in the past to be done at a future date.
- Click **OK.**



STEP 6: The **Ordering Physician** window appears.

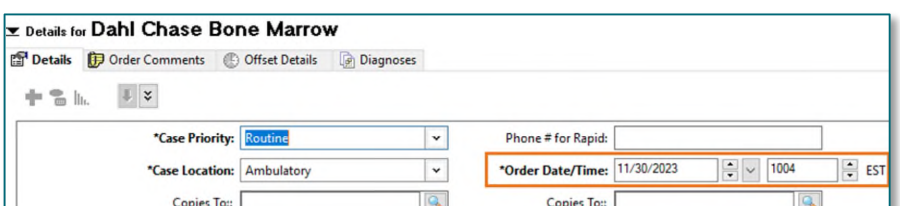
- The Physician name defaults to the ordering provider. This does not need to be updated.
- In the **Communication type** field, select **Administrative** and then click **OK.**
- The orders placed by the provider in the PowerPlan will have a light bulb in the left side of the pane.



NOTE: **Quickly filter to only display the orders that have been ordered by selecting the Show Only Selected Items icon in the toolbar.**

STEP 7: Click each order(s) and complete the following:

- Update the order details with information regarding the slides, additional information, etc. as applicable.
- Update the **Order Date/Time** field to reflect the actual time the specimen was collected.



STEP 8: Once details for all the orders have been completed, click the **Orders for Signature** button in the lower right-hand corner of the window. Click **Sign.**

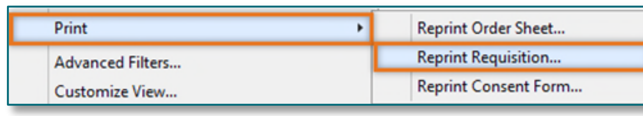
NOTE: **Once the order(s) are signed, they cannot be edited.**

STEP 9: From the **Pathology** phase, locate the Dahl Chase order(s).

- Select one of the Dahl Chase orders to be printed.
- If there is more than one Dahl Chase order requisition to print, press and hold the **CTRL** button on the keyboard while clicking the remainder of the orders.

STEP 10: Right-click the order.

STEP 11: Select **Print** from the open menu.



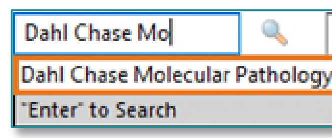
STEP 12: Choose **Reprint Requisition** from the submenu.

STEP 13: Select the appropriate H Printer in the list and click **OK.**

Add on Mutation Testing to Already Obtained Specimen

For scenarios where the provider wants mutation testing added on to an already obtained specimen, complete the following steps.

➢ **Provider Workflow**

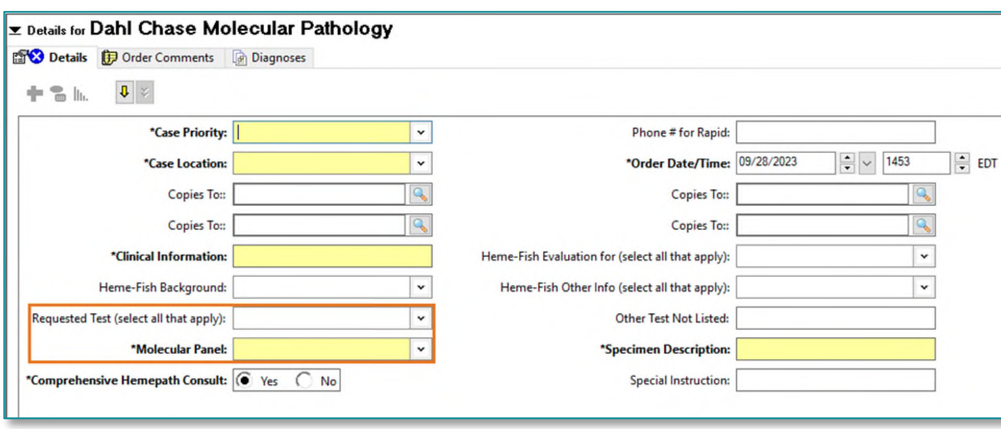


STEP 1: Search for the **Dahl Chase Molecular Pathology** order.

STEP 2: Fill out the details of the order.

STEP 3: In the **Molecular Panel**: field, select MOLECULAR PATHOLOGY-SELECT TEST(S).

STEP 4: In the **Requested Test (select all that apply):** field, select the desired test(s) to be performed.



NOTE: **To select more than one option in the list, press and hold the CTRL button on the keyboard while clicking the other options.**

STEP 5: Once complete, click **Sign**.

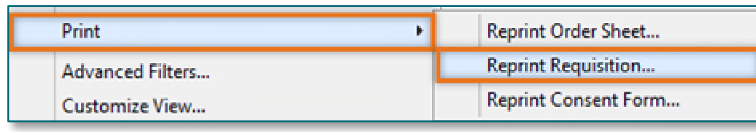
STEP 6: Provider to send Triage RN a message in Message Center when add-on orders have been placed to be sent to Dahl Chase.

- **Nursing/Scheduler Workflow**

STEP 1: Triage RN will navigate to **Orders**, locate and right-click the order.

STEP 2: Select **Print** from the open menu.

STEP 3: Choose **Reprint Requisition** from the submenu.



STEP 4: Select printer and fax to Dahl Chase.

- To print requisition directly to the Dahl Chase printer, select the **h268 ww5 dahl chase** printer.

Cancelling a Dahl Chase Requisition Order

- Once the order is signed, it **cannot** be edited. It must be cancelled and reordered in Cerner. Call both the NL lab at the respective Member Organization and Dahl-Chase (207-941-8200) to cancel the order.
  - When calling Dahl-Chase, say "I need to cancel an electronic order from…" and provide the Member Organization name.
  - When calling NL Lab, say "I need to cancel a Dahl-Chase order."
- Provide the following information for each order:
  - Name of the lab order to be cancelled.
  - MRN
  - Date and time the order was placed.
  - Number of orders needing to be cancelled.

Downtime Process

- In the event of computer downtime, place orders via paper and use paper Dahl Chase Order Requisitions at the time of the procedure.