

The Digital Care platform will be used to generate an email to patients with a link to complete a scheduling questionnaire between the ages of 18 to 80 years old. This generates when an order has been placed for a Colonoscopy and/or Endoscopy procedure being performed at EMMC or AR Gould.

Ordering Colonoscopy/Endoscopy Procedure

Placing the order for Colonoscopy and/or Endoscopy Procedure will differ depending on originating practice.

➤ Primary Care (EMMC & AR Gould)

STEP 1: Within Oracle Health (Cerner) navigate to the **Procedure Referral Requests** folder in the **Primary Care Quick Order** MPage.

- EMMC



- AR Gould



STEP 2: Select appropriate **Referral Order**.

- Non-providers placing orders.
 - The Ordering Physician window will populate.
 - Enter in the **Ordering Physician Name**.
 - Select the appropriate **Communication Type**.
 - Click **OK**.

NOTE: **Medical Service should reflect: Gastroenterology – Procedure or Gastroenterology – Procedure PCP.**

STEP 3: Click the **Orders for Signature** icon.

STEP 4: Associate diagnosis priority by clicking in the column and select a number from the list.

STEP 5: Click **Modify Details**.

- Missing details will be indicated by a blue circle with a white X.
- Complete all missing details.
 - Required fields will display in yellow.

STEP 6: Click **Sign**.

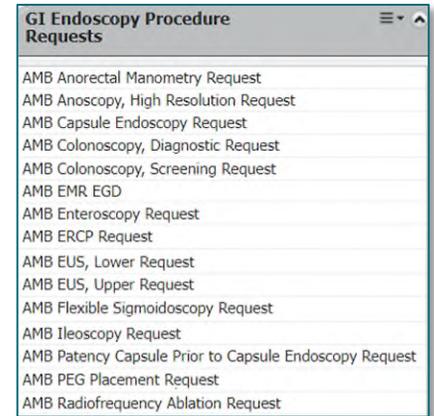
- This generates an email to the patient with a link to an online survey tool to complete questionnaire.

➤ **Gastroenterology (EMMC)**

STEP 1: Within Cerner navigate to the **GI Endoscopy Procedure Requests** folder in the **Gastro Quick Ordes** MPage

STEP 2: Select the appropriate **AMB Order**.

- Non-providers placing orders.
 - The Ordering Physician window will populate.
 - Enter in the **Ordering Physician Name**.
 - Select the appropriate **Communication Type**.
 - Click **OK**.



STEP 3: Click the **Orders for Signature** icon.

STEP 4: Associate diagnosis priority by clicking in the column and select a number from the list.

STEP 5: Click **Modify Details**.

- Missing details will be indicated by a clue circle with a white X.
- Complete all missing details.
 - Required fields will display in yellow.

STEP 6: Click **Sign**.

- This generates an email to the patient with a link to an online survey tool to complete questionnaire.

NOTE: Patient must have an email address on file to receive the screening questionnaire needed to schedule the procedure.

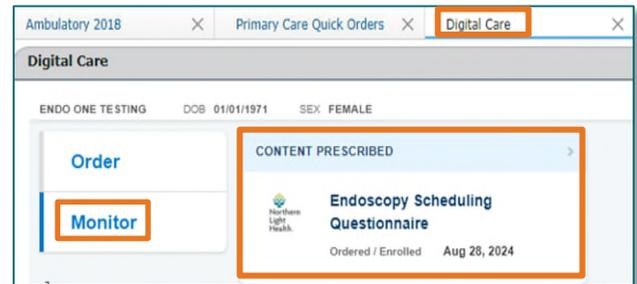
Digital Care

Once the order has been placed, clinical staff, clerical staff, and providers are able to track the email being sent under monitor.

STEP 1: Navigate to the **Digital Care** MPage.

STEP 2: Once in the **Digital Care** platform, select the **Monitor** component on the left.

- **Content prescribed** tile will display to show **Endoscopy Scheduling Questionnaire** with ordered/enrolled date.
 - There is a cancel order if the tile is clicked; however, it only erases the tile and does not retract the email sent to the patient.
- No tile will be present if there is not an email address on file as the link cannot be sent.



NOTE: This will always stay in a prescribed state due to the questionnaire being sent and completed through an outside vendor.

NOTE: New orders placed will generate emails to the patient and tiles under Digital Care Monitor tab if more than 90 days from the last order.

Gastroenterology Schedulers Reviewing Answers

Staff will log into [Submitted Forms Review - Northern Light Health](#) to review and process the patient submitted questionnaires.