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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 by the NL Gastroenterology Bangor providers.

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### Ordering Colonoscopy/Endoscopy Procedure

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

#### ➤ Primary Care

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

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

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



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

**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 are indicated by a blue circle with a white X.
- Complete all missing details.
  - Required fields display in yellow.

**STEP 6:** Click **Sign**.

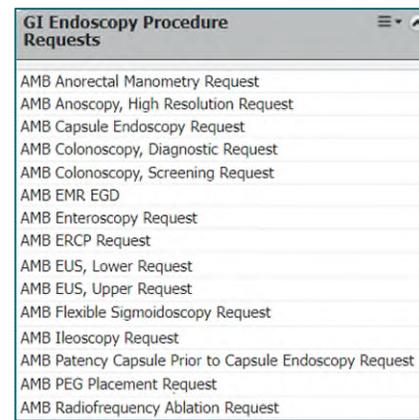
- This generates an email to the patient with a link to an online survey tool to complete questionnaire.
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➤ **Gastroenterology**

**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 populates.
  - Enter 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 are indicated by a clue circle with a white X.
- Complete all missing details.
  - Required fields 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.

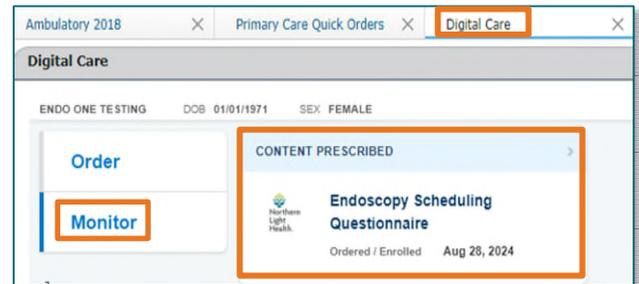
## **Digital Care**

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 displays 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 is 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 can login to [Submitted Forms Review - Northern Light Health](#) to review and process patient submitted questionnaires.