

From the Office of Health Informatics Digital Care Colonoscopy/Endoscopy Screening Questionnaire Ordering Process

October 3, 2024

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.

Ordering Colonoscopy/Endoscopy Procedure

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

- > Primary Care
- **<u>STEP 1</u>**: Within Cerner navigate to the **Procedure Referral Requests** folder in the **Primary Care Quick Order** MPage.
- **<u>STEP 2</u>**: 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**.
- **<u>NOTE</u>**: Medical Service should reflect: Gastroenterology Procedure.
- **<u>STEP 3</u>**: Click the **Orders for Signature** icon.
- **<u>STEP 4</u>**: Associate diagnosis priority by clicking in the column and select a number from the list.
- **<u>STEP 5</u>**: Click **Modify Details**.
 - Missing details are indicated by a blue circle with a white X.
 - Complete all missing details.
 - Required fields display in yellow.
- **<u>STEP 6</u>**: Click **Sign**.
 - This generates an email to the patient with a link to an online survey tool to complete questionnaire.

Procedure Referral ≡• ▲ Requests
Referral Order Medical Service:
Gastroenterology- Procedure, Reason: Colonoscopy
Diagnostic
Referral Order Medical Service:
Gastroenterology- Procedure, Reason: Colonoscopy
Screening
Referral Order Medical Service:
Gastroenterology- Procedure, Reason: Upper
Endoscopy (EGD)

- ➢ Gastroenterology
- STEP 1:Within Cerner navigate to the GI Endoscopy ProcedureRequests folder in the Gastro Quick Ordes MPage
- **<u>STEP 2</u>**: 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.
- **<u>STEP 3</u>**: Click the **Orders for Signature** icon.
- **<u>STEP 4</u>**: Associate diagnosis priority by clicking in the column and select a number from the list.
- **<u>STEP 5</u>**: Click **Modify Details**.
 - Missing details are indicated by a clue circle with a white X.
 - Complete all missing details.
 - Required fields display in yellow.
- **<u>STEP 6</u>**: Click **Sign**.
 - This generates an email to the patient with a link to an online survey tool to complete questionnaire.

<u>NOTE</u>: 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.

<u>STEP 1</u>: Navigate to the **Digital Care MPage**.

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

GI Endoscopy Procedure ≡• A Requests
AMB Anorectal Manometry Request
AMB Anoscopy, High Resolution Request
AMB Capsule Endoscopy Request
AMB Colonoscopy, Diagnostic Request
AMB Colonoscopy, Screening Request
AMB EMR EGD
AMB Enteroscopy Request
AMB ERCP Request
AMB EUS, Lower Request
AMB EUS, Upper Request
AMB Flexible Sigmoidoscopy Request
AMB Ileoscopy Request
AMB Patency Capsule Prior to Capsule Endoscopy Request
AMB PEG Placement Request
AMB Radiofrequency Ablation Request

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- 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.

Ambulatory 2018	×	Primary Care	Quick Orders X Digital Care	
Digital Care				
ENDO ONE TESTING	DOB 0	01/01/1971 SE	X FEMALE	
Order CONTENT PRESCRIBED				>
Monitor		Northern Light Health.	Endoscopy Scheduling Questionnaire	

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

<u>NOTE</u>: 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 <u>Submitted Forms Review - Northern Light Health</u> to review and process patient submitted questionnaires.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.