Quick Reference Guide (QRG) Review Oncology Prior Authorization

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This Quick Reference Guide (QRG) demonstrates the workflow for reviewing Oncology Prior Authorization.

Review Oncology Prior Authorization

Oracle Health (Cerner) provides two oncology prior authorization orders which are included and pre-selected in each cycle PowerPlan for all regimens. The first is the Prior Authorization for Infusion Treatment, which is included in all IV and IV/Oral combination regimens. The second is the Prior Authorization/Teaching to Oral Chemo Pharmacy, which is included in all Oral and IV/Oral combination regimens.

Review Prior Authorization

- **From the Message Center screen:**

STEP 1: Click the **Pools** tab to see the pool.

STEP 2: Click the **Pool** dropdown arrow; then select the appropriate pool from the list based on the prior authorization type.

STEP 3: In the **Messages** tab, click the row with the appropriate patient's name to view the patient's order.

NOTE: **The subject of the message indicates a Prior Authorization Review and displays in both the message list and in the body of the message, which also indicates what the prior authorization is for.**

STEP 4: To open the patient's chart, click the hyperlinked patient's name at the top right of the Message Center screen in the dark blue banner bar.

STEP 5: From the Oncology Nurse View, click the **Infusion Prior Authorization** tab.

NOTE: **The patient's chart opens to the default view associated with role.**

STEP 6: Click the **Historical Expand Arrow** icon to review the patient's current and past treatment regimens, including completed and/or discontinued orders.

STEP 7: Click the **Prior Authorization** component in the left-hand menu to view information pulled from documentation in the Infusion Med Prior Auth section in iView.

STEP 8: Click the **Staging** component in the left-hand menu to view the documentation completed by the provider when they staged the patient's cancer.

STEP 9: Click the **Documents** component in the left-hand menu to view various provider notes, consents, phone messages, and more clinical documentation from the MPage.

STEP 10: Click the **Problem List** component in the left-hand menu to view all documented diagnoses, both in the current visit and chronic problems.

STEP 11: Click the **Order Details** component in the left-hand menu to view details for both Active and Inactive orders, which contain Prior Authorization for Infusion Treatment and Prior Authorization/Teaching to Oral Chemo Pharmacy orders.

NOTE: **Active orders move to the Inactive Orders section once orders have been completed, canceled, or discontinued.**

Access iView

- **From the patient's chart:**

STEP 1: Click the **Infusion Prior Authorization** tab.

STEP 2: Click the **Prior Authorization** component in the left-hand menu.

STEP 3: Click the **Prior Authorization** component header.

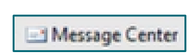
NOTE: **In iView, use the Prior Authorization section to document prior authorization information for items such as imaging, surgery, labs, etc. Also use this section to document updates for the prior authorization, such as indicating that a former pending status is approved, and/or to add comments.**

STEP 4: Click **Infusion Med Prior Auth**.

STEP 5: Click the Infusion Med Prior Authorization's **Expand Arrow** icon to see the prior authorization documentation.

STEP 6: Click the **Home** icon to return to the Oncology Nurse view.

NOTE: **If an authorization is declined and/or requires a peer-to-peer consult, PA staff will notify the provider of the authorization status by sending a message via Message Center, and the provider will take appropriate action and then reply.**



STEP 7: Click **Message Center** in the toolbar to retrieve notifications from providers.

STEP 8: After obtaining prior authorization, click **Delete** to delete the message.