



careCONNECT

Placing Cytogenetic/Molecular Orders on an Existing Case

Job Aid for Pathologists and Residents

**Updated as of:
09/27/2018**

Introduction

At times ancillary testing needs to be performed on Paraffin Embedded Tissue from existing case. The following Job Aid describes various scenarios for placing such add-on orders.

There are **three** scenarios to consider:

1. Outreach (or Student Health) cases
 - a. Includes cases requiring the use of Requisition Entry
2. PowerPath Cases, or Cases where the Collection Date is **OVER** 16 Days Old
3. Cases where the Collection Date is **NOT OVER** 16 Days Old

Scenario	Page(s)	Summary
Scenario 1:	Pg. 3	Outreach (or Student Health) cases, you will primarily be documenting via email what your needs are for testing.
Scenario 2:	Pg. 4-5	PowerPath Cases, or Cases where the Collection Date is OVER 16 Days Old, you will be going through an additional step of creating an encounter, and then placing an order on the case. The additional step is required as after 16 days, the original encounter has been closed due to billing considerations. If you do not feel comfortable with the process outlined for scenario 2 please contact the resident SuperUsers, or seek assistance from the surgical pathology HLTs (Tim’s staff)
Scenario 3:	Pg. 6-8	Cases where the Collection Date is NOT OVER 16 Days Old, you will be pulling up a case, and using order entry to place an order. IMPORTANT: Do not select a UCLA pathologist as either the Ordering or Authorizing Provider. Doing so creates compliance and billing issues

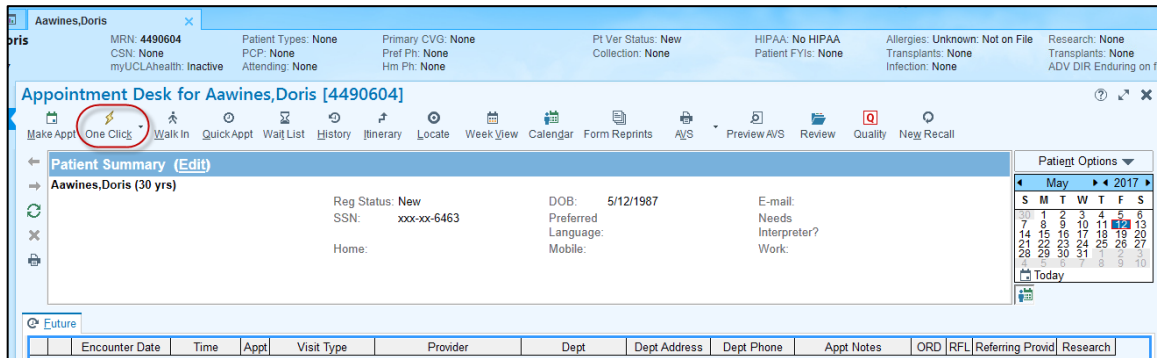
Scenario 1: Outreach (or Student Health) cases

- 1) **E-mail** Pathology Outreach Client Services (PathologyOutreachClientServices@mednet.ucla.edu) with clear instructions on which orders to place.
- 2) For the order to be processed correctly, the minimum following details must be included in the communication:
 - a) Indicate if this is **Cytogenetics** or **Molecular testing**.
 - b) Specify the **case and block #**.
 - c) **List probes** (for cytogenetics testing) or **genes** (for molecular testing).
 - d) Give a clear indication whether a new H&E slide is needed to be marked, and to which user it needs to go.**
 - i) **For FISH orders**, the **cytogenetics lab** needs an H&E **with the area of tumor circled** in order to complete testing. If you already have a suitable H&E for this, circle the tumor and send directly to the cytogenetics/FISH lab and indicate in the e-mail that this was done. If you need a recut H&E for this, indicate it in the e-mail and Outreach will order it and have it sent to you (or other designated pathologist/resident for circling). This slide is then sent to the cytogenetics/FISH lab.
 - ii) **For molecular orders**, the **molecular lab** needs an H&E, however, circling tumor is **not** necessary. If you have a suitable H&E, **indicate** that you will send it to the molecular lab. If you don't, **request** a recut to be sent to the molecular lab.
 - e) MISSING ANY OF THIS INFORMATION MAY RESULT IN DELAYED PROCESSING OF RESULTS.**
- 3) The Outreach staff will handle the ordering of the test(s), as well as any tasks needed to process this order.

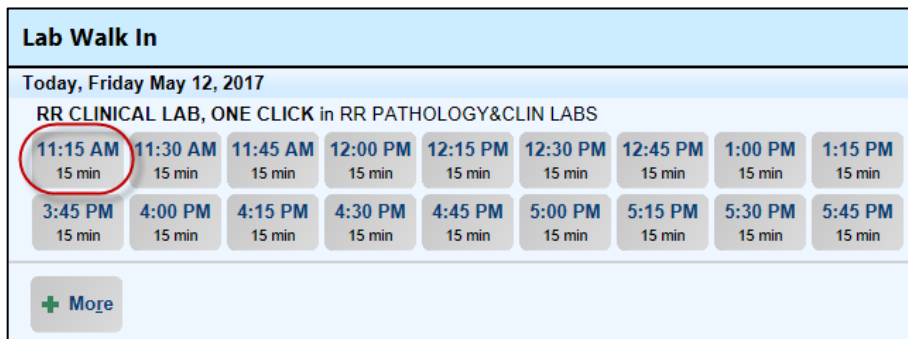
Scenario 2: PowerPath Cases, or Cases where the Collection Date is OVER 16 Days Old

When a case to which you need to add an order originated in PowerPath, or is over 16 days old, a new encounter needs to be generated in order to accommodate both ordering and billing. The following will guide you through the steps of creating a one-click encounter so that you can add the order.

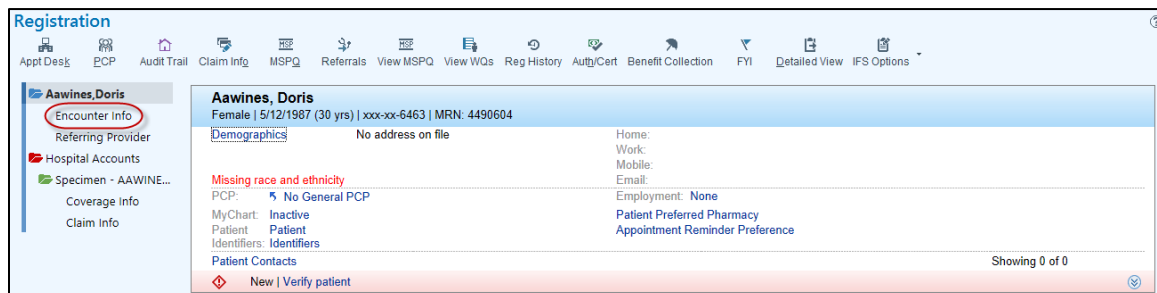
1. Open **Patient Station** for your patient.
2. Click **One Click** button on the Patient Station toolbar.



3. Select the first available time slot.



4. Click on **Encounter Info** folder of the registration.
 - a. Information is required for billing must be filled out on the encounter



5. Fill out **Accident related?** (either yes/no)

6. Fill out Attending Provider name.

7. Click on **Referring Provider** folder,

8. In **Referral Source** and type "=", this will set referral source as the same Attending provider

9. Click **Continue Check In** on the bottom of the page.

10. On the next screen, click **Accept** to finalize the One Click workflow.

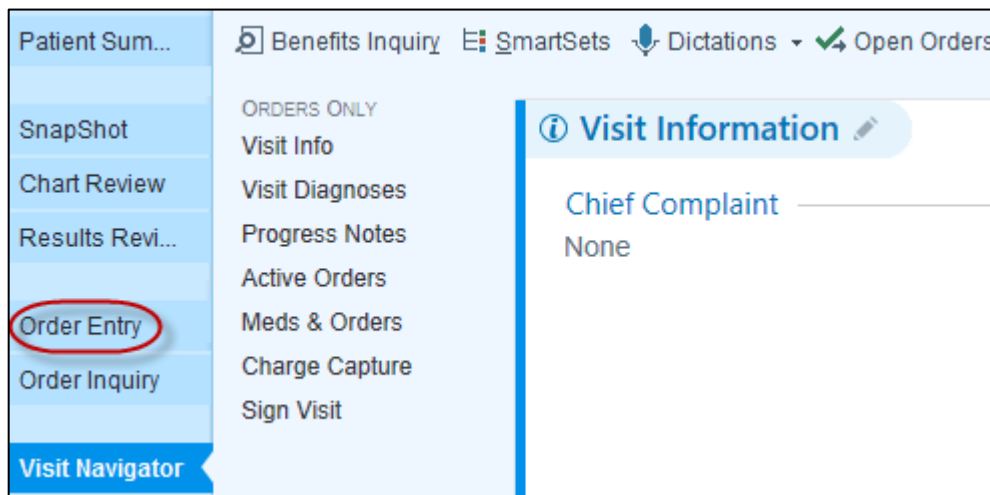
11. You are back in the Patient Station for the previously selected patient.

a. **BE CAREFUL TO SELECT THE CORRECT APPOINTMENT**

b. Double-click the newly scheduled appointment.

Encounter	Hosp Acct	Episode							
Encounter	Status	Date	Time	Location	Dept Phone	Provider	Reason	CSN	
<input type="checkbox"/> Appointment	Arrived Appt	05/30/2017	1100	PATH LAB SVCS MP2 1		Grossman, Mark S., MD	Appointment	60000077814	
<input checked="" type="checkbox"/> Lab Visit	Arrived Appt	05/25/2017	0830	PATH LAB SVCS MP2 1		Grossman, Mark S., MD	Appointment	60000077294	

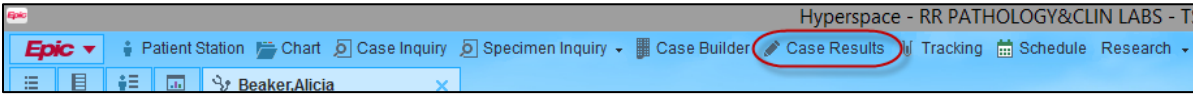
12. Click **Order Entry** activity tab on the left.



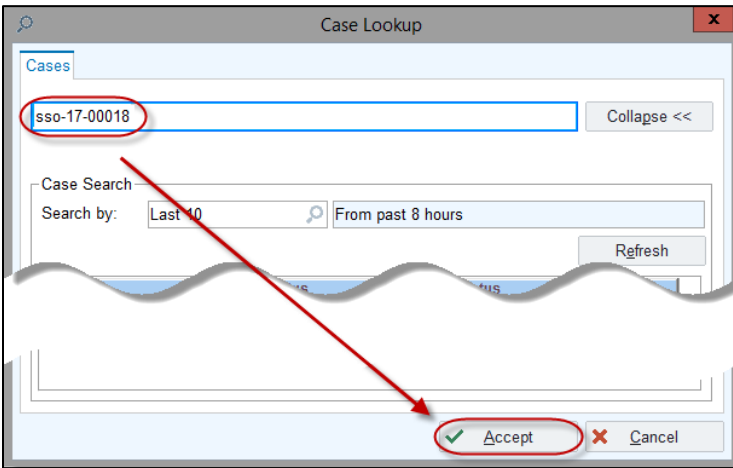
13. Follow standard order entry workflow (continue on to page 7, Step 5).

Scenario 3: Cases where the Collection Date is NOT OVER 16 Days Old

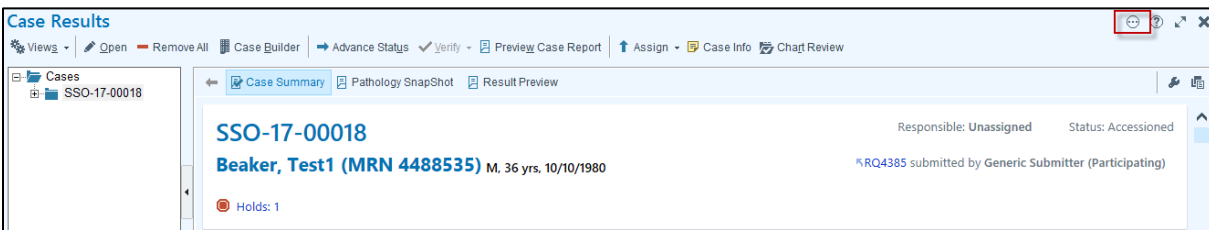
1. Open **Case Results** from the User toolbar, or from Outstanding List.



2. If opening from User toolbar, **scan case label** to bring up case, or enter **Case ID** in Cases search field
3. Click **Accept**. **Case Results** activity opens.



4. Verify that the correct case is open.
5. Click the **Actions** button in the top right corner of the activity; select **Order Entry**.*

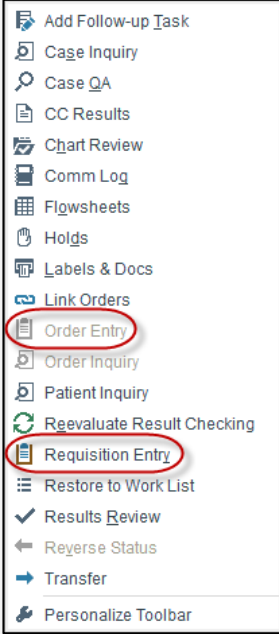


***Note:**

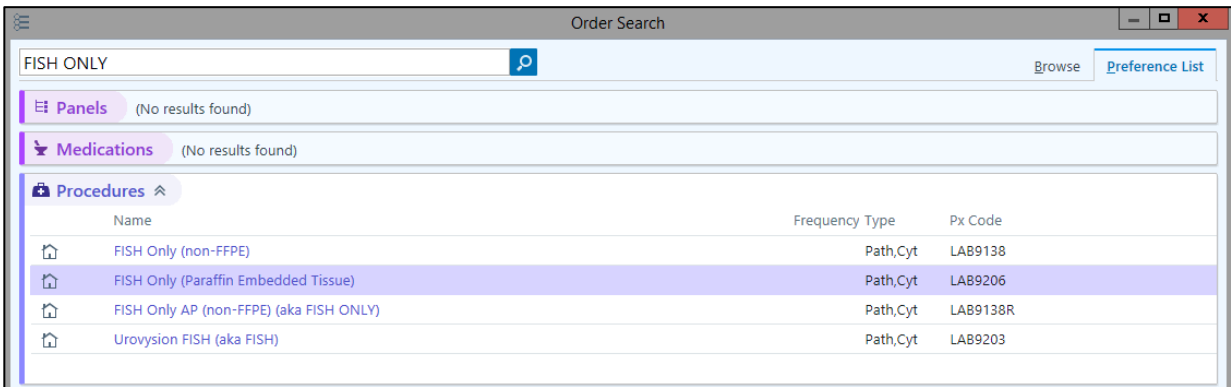
- The way the case was originally accessioned will determine how the add-on order will be placed.
- If the case originated in CareConnect through an ambulatory, inpatient, emergency, or surgery encounter, **Order Entry** button will be available.
- If the case was accessioned via Requisition Entry, **Requisition Entry** will be available to place additional orders.
- There can never be an instance when both **Order Entry** and **Requisition Entry** buttons are active.

If the **Requisition Entry button is active...** FOLLOW OUTREACH SCENERIO

The case originated from Requisition Entry, most likely this is an Outreach case, and should be handled by the Outreach department.



- Click **Order Entry**.
- Find the order you want to place on case in the **New Order** field. Refer to table below for order-specific descriptions and codes.



Name	Frequency Type	Px Code
FISH Only (non-FFPE)	Path,Cyt	LAB9138
FISH Only (Paraffin Embedded Tissue)	Path,Cyt	LAB9206
FISH Only AP (non-FFPE) (aka FISH ONLY)	Path,Cyt	LAB9138R
Urovysion FISH (aka FISH)	Path,Cyt	LAB9203

Cytogenetics Orders

Order Name	Order Code	Order Description
FISH Only (Paraffin Embedded Tissue)	LAB9206	THIS IS THE MAIN ORDER TO USE FOR FISH ORDERS ON PARAFFIN EMBEDDED TISSUE.
FISH (FISH ONLY)	LAB9138R	This order is to be used for Outreach orders with a source of NON-Paraffin Embedded Tissue
FISH Only	LAB9138	This order is to be used on orders with a source of NON-Paraffin Embedded Tissue
FISH Only (HER2 Paraffin Embedded Tissue)	LAB9206	To be used for ordering HER2 testing with a source of Paraffin Embedded Tissue. Selecting this order will default HER2 as the probe for testing.
Urovysion FISH (ONLY)	LAB9203	To be used for ordering Urovysion FISH testing.

8. Indicate on which block test should be performed. Otherwise, specify case and block # in the *Comments* field.
9. Specify whether a new H&E slide is needed.
 - a. Selecting **Yes** will prompt the receiving lab to order a recut H&E slide
 - i. H&E slide will be sent directly to molecular lab for molecular orders
 - ii. H&E slide will be sent to you for circling and then sending on to the cytogenetics/FISH lab).
 - oFor FISH orders a circled H&E is required.
 - b. Selecting **No** means the receiving lab will expect you to send the H&E slide
 - i. Send to molecular lab for molecular orders
 - ii. Send to cytogenetics/FISH lab (WITH TUMOR CIRCLED) for FISH orders.

Indicate if an H&E slide for tumor circling is needed: Yes No

Constitutional Indication: N/A, Dysmorphic features/MCA, Developmental Delay / ID/ Autism, Ambiguous genitalia, Multiple miscarriages, Trisomy 13,18, 21, Sex chromosome abnormalities, Prenatal Confirmation, Abnormal Ultrasound, DiGeorge/VCF Syndrome, Other

Hematologic/Neoplastic Indication: N/A, CML, AML, ALL, CLL, MDS, MPN, Myeloma, Lymphoma, Transplant - ALLO, Transplant - AUTO, Unknown, Other

Please select FISH Probe Category: Hematologic probes/ panels, Bone Marrow Sex Mismatch Transplant, Molar Pregnancy/aneuploidy, Lymphoma (select individual probes), Constitutional Syndromes, Solid Tumor Probes, Various tumors

Tissue Case/Block Number:

Comments:

11. Select the appropriate answers to all additional questions, and add the clinical indications in the *Comments* field.
 - a. For example, to order ALK/ROS1, select **Solid Tumor Probes** option in the *FISH Probe Category*, then choose **ALK and ROS1** options.

12. Click **Accept** when complete.

13. Once all the order details are filled out, click **Sign Orders** button on the activity toolbar.

14. Select an Order Mode of **Standard***

15. Verify the correct **Authorizing Provider**.

- a. Do not select a UCLA pathologist as either the **Ordering** or **Authorizing Provider**.

16. Click **Accept**.

- a. When the order is signed, an InBasket message will be sent to Cytogenetics/MDL, notifying them that a new order has been placed for them on this patient.

***Note:**

If the add-on testing was requested by a different provider than the provider who placed the original Tissue Exam order via e-mail, telephone, or fax, you should change the name of the provider to reflect the name of the provider who is actually requesting the add-on testing. In such case, the order mode should be changed to **Verbal with Readback**.